

For: State and County Offices

Lease and Reimbursable Agreement Tracking (LRAT) System Record Merge

Approved by: Associate Administrator for Operations and Management



1 November 2014 Record Merge

A Background

During FY 2014, the Direct Cite payment process was implemented and has been used to make State and county lease payments. Direct Cite allows the lead agency to cite the nonlead agency’s funding, and pay the landlord for all co-located space. Direct Cite payments are only made for co-located offices to eliminate the billing process on reimbursable agreements.

B Purpose

This notice:

- informs State and County Offices of the merge process to the leases and reimbursable agreements in the LRAT system for each co-located office
- provides instructions for upcoming actions that will be required before the merge of the lease and reimbursable agreement records that will occur in early November 2014.

C Action

To ensure that the Financial Reporting Support Group (FRSG) has all LRAT information up-to-date before the record merge, all State And County Offices need to ensure that all:

- leases are updated with current amounts by the 20th of each month to ensure timely and accurate payments to landlords
- lease amounts match their reimbursable agreement amounts and the records are in “Active” status by **October 17, 2014**.

Note: If the records are **not** in “Active” status, the records will **not** merge.

Disposal Date	Distribution
January 1, 2015 9-30-14	State Offices; State Offices relay to County Offices

Notice FI-3215

1 November 2014 Record Merge (Continued)

C Action (Continued)

The LRAT system will continue to function as the source system of financial records for leases and miscellaneous expense agreements. The newly merged lease and reimbursable agreement records will be stored in the LRAT system "Lease Section". Agencies will continue to create and update their lease and space information in the LRAT system for all co-located agencies to view. Expenses that resided on a shared space agreement have been removed from the space agreement and copied to a unique expense agreement to be handled outside of the Direct Cite process. Standalone leases are **not** affected by the Direct Cite process, but will need to remain in the LRAT system for monthly lease payment. Additional LRAT guidance, instructions, and training will be provided for all State Offices before the November LRAT system release.

D Contact

State Offices with questions about this notice should contact either of the following:

- Samantha Faught, FRSG, by either of the following:
 - e-mail to samantha.faught@kcc.usda.gov
 - telephone at 816-926-1446
- Laura Quirk, FRSG, by either of the following:
 - e-mail to laura.quirk@kcc.usda.gov
 - telephone at 816-926-6973.