

For: All FSA Offices, except County Offices

Preliminary Yearend Closing Instructions for Non-Payroll Transactions

Approved by: Deputy Administrator, Management



1 NFC Cutoff Date for Submitting FY 2000 Documents

A

Background

NFC has announced that documents for FY 2000 must be submitted to NFC by COB September 27 to ensure inclusion in FY 2000 reports.

Also, FSA will become part of NFC's Foundation Financial Information System (FFIS) for salaries and administrative expenses activities effective October 1, 2000. Because of this implementation, NFC will **not** be able to process non-payroll disbursements for FSA during the transition period from October 1 through October 23, 2000.

Additional detailed yearend closing instructions are forthcoming. Instructions for processing travel documents during this period will be in a separate notice.

B

Purpose

This notice provides:

- instructions for submitting non-payroll transactions through September 27 for inclusion in FY 2000 reports
- information about non-payroll disbursements covering the period from October 1 through October 23, 2000.

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Disposal Date	Distribution
November 1, 2000	All FSA Offices, except County Offices

Notice FI-2451

1 NFC Cutoff Date for Submitting Hardcopy FY2000 Documents (Continued)

C

Deadlines for Submitting Documents

Mail or transmit FY 2000 AD-838's for procurement of goods or services to NFC allowing enough time to ensure receipt at NFC no later than 4 p.m. CDT, September 27. Documents not received by September 27 will not be included in FY 2000 processing.

Mail or transmit documents for payment by September 22, documents must be received by NFC timely to be processed and scheduled for payment no later than 4 p.m. CDT, September 27. All documents scheduled for payment after 4 p.m. CDT, September 27 will be processed on October 23.

D

FFIS Implementation

Ensure that customers are aware that requests for payments received between October 1 and October 23 will be delayed because of FFIS implementation.

E

Contact

If there are questions about this notice, contact Gloria Brown on 703-305-1283.
