

For: State and County Offices

**County Office Administrative Expense (COE) Replacement System**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

The FSA modernization project requires that all applications residing on the System 36 migrate to a new platform. The COE system is 1 of several financial applications that is required to migrate. COE is an application used by County Offices to pay administrative expenses such as rent, utilities, supplies, postage, etc. COE replacement strategy team was formed and analyzed available options. The team agreed to the following:

- COE is obsolete and **must** be replaced
- solution must be within the USDA Corporate Strategy or FSA Corporate Strategy.

The team determined that migrating from the COE system to the Controller Operations Division (COD), formerly a division of NFC was the best option to support the Corporate Strategies and the President’s Management Agenda. KCFO and COD will be responsible for payment of County Office administrative expenses.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2005	State Offices; State Offices relay to County Offices

## Notice FI-2676

### 1 Overview (Continued)

#### B Purpose

This notice informs:

- all States that pilot testing is occurring for FY 2005 in all County Offices in Virginia, Kansas, Kentucky, Missouri, New Jersey, and Wyoming
- pilot County Offices that they will pay their administrative expenses through KCFO and COD and will no longer issue administrative payments using COE out of the System 36
- all County Offices that information in this notice may change as a result of findings and evaluations of the pilot County Offices.

### 2 Payment Process Under New COD Systems

#### A Telephone and Utilities Maintenance System (TUMS)

TUMS:

- will be used to process all telephone and utility bills (electric, gas, water, trash, etc.)
- is a web-based system that allows for entry of account information and tracking of payments.

Invoices will be sent directly to COD for payment. COD will process these payments automatically within the limits established.

#### B Purchase Cards

County Offices will use purchase cards for procuring goods and servicing at the County Office level.

#### C Payments Processed through KCFO

The Foundation Financial Information System (FFIS) is a system used to process payments for rental, janitorial, and other recurring payment contracts. This system is being evaluated by the pilot County Offices and may be replaced by Integrated Acquisition System (IAS) when it is released to FSA.

#### D Other Administrative Payments

The COE replacement team is currently reviewing methods for payment of other administrative expenses such as postage and bulk mail that cannot be paid with a purchase card or convenience check.

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### 3 BRIO Quickview Reporting

#### A Using BRIO

BRIO Quickview is a tool that will be used by County Offices and DD's to track obligations and expenditures. The pilot County Offices will no longer be receiving COE quad-weekly and bi-weekly reports. BRIO is an Internet Explorer plug-in that must be installed to access accounting reports stored in FSA's data warehouse. BRIO will be the tool used to track expenses by type and object class code and to reconcile with County Office allotments.

### 4 Future Plans for Nationwide Implementation

#### A Forthcoming Notice

Full implementation plans are being developed and will be announced. A notice will be issued before implementation with guidance on the following:

- training schedules
- implementation dates
- identifying employees that will be trained
- TUMS
- processing payments under contract agreements
- BRIO Quickview Reporting for tracking expenditures
- purchase cards.

**Note:** The target date for training is the 3<sup>rd</sup> quarter of FY 2005; however, this date is dependent on the findings, successes, or other concerns of the pilot County Offices.

#### B Contact

If there are questions:

- County Offices shall contact the State Office
- State Offices shall contact either of the following:
  - Jerry Bramstedt, KCFO, at 816-926-6866
  - Star Bryant, DAFO, at 202-720-0183.