

For: State and County Offices

Revised Procedure Guide for FLP Type 60 Activity- FFIS

Approved by: Deputy Administrator, Management



1 Overview

A Background

FLP personnel using the Foundation Financial Information System (FFIS) rely primarily on the guidance provided in the FFIS-FLP User’s Guide and other supporting guidance instruments. These documents provide step-by-step guidance on transaction processing, resolving discrepancies, and answering frequently asked questions.

B Purpose

This notice informs State and county FLP personnel that a revised version of the FFIS-FLP Field Office User’s Guide has been issued.

C Contacts

If there are questions about this notice, State Offices shall contact either of the following:

- Lisa L. Randolph, Loan Accounting Office at 314-539-6945
- Keith Davis, Loan Accounting Office at 314-539-6427.

Disposal Date	Distribution
April 1, 2008	State Offices; State Offices relay to County Offices

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2 Viewing the Updated User's Guide

A How to View the Updated FFIS-FLP Field Office User's Guide

The updated guide may be viewed at

<https://indianocean.sc.egov.usda.gov/flp/IndexServlet>.

On the FSA-Farm Loan Programs Systems page, CLICK "Manuals" under the "Informational Links" area on the left side of the screen. The following user's guides are specific to FLP-FFIS :

- Procedure Guide for Financial Foundation Information System (FFIS) Program Loan Cost Expense (PLCE) - Field Users Guide
- Program Loan Cost Expense - Foundation Financial Information System Fast Facts Desktop Reference Guide.

B What's New

The FFIS-FLP Field Office user's guide now includes guidance on the following procedures:

- Section 4.8 – Lost Vendor Disbursements (Who to contact and when)
- Section 6 – Vendor Code Requests (How to request a new or modify an existing vendor code.)
- Section 8 - Suspense File (SUSF) Management. (Deleting un-needed documents from the SUSF Table in a timely manner).