

For: State and County Offices

FY 2007 Yearend Procedures for Program Loan Cost Expense (PLCE) Activity

Approved by: Deputy Administrator, Management



1 Overview

A Background

NFC has established FY-end cutoff dates for the Foundation Financial Information System (FFIS).

B Purpose

This notice provides:

- FY-end processing instructions to State and County Offices to ensure that all FY 2007 PLCE transactions are properly recorded in a timely manner
- information on the effect of FY 2007 close on “A” account funds from FY 2002
- information on processing FY 2008 FFIS documents using the automatic document numbering functionality.

C Contact

If there are questions about this notice:

- State Offices shall contact Lisa L. Randolph, FMD, by e-mail at **lisa.randolph@stl.usda.gov**
- County Offices shall contact State Offices.

Disposal Date	Distribution
October 1, 2007	State Offices; State Offices relay to County Offices

Notice FI-2807

2 State Office Action

A SED Action

SED shall ensure that all miscellaneous orders documents (MY) for FY 2007 are processed in FFIS by close of business, **September 28, 2007**.

Note: Document processing for FY 2008 obligations will resume **October 3, 2007**, subject to budget approval.

B FY 2002 "A" Account

Funding for FY 2002 purchase orders obligated from the "A" account will expire on **September 30, 2007**. Any remaining undisbursed balances on these purchase orders will be systematically cancelled.

C Document Numbering for FY 2008 Documents

FFIS is equipped with an automatic document numbering system to ensure that every accepted document is assigned a unique document identification number. For PLCE MY and payment voucher transaction documents processed in FFIS, the 1st position of the document number is reflective of the FY the funds are obligated and/or paid. All PLCE MY and payment voucher transaction documents that are obligated and paid from FY 2008 funds should begin with "8".

SED shall ensure that the automatic document numbering system is used for all PLCE MY and payment voucher transaction documents processed in FFIS.