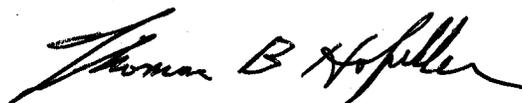


For: State and County Offices

**FY 2008 Yearend Procedures for Program Loan Cost Expense (PLCE) Activity**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

NFC has established fiscal yearend (FYE) cutoff dates for the Foundation Financial Information System (FFIS).

**B Purpose**

This notice provides:

- FYE processing instructions to State and County Offices to ensure that all FY 2008 PLCE transactions are properly recorded in a timely manner
- information on the effect of FY 2008 close on “A” account funds from FY 2003
- information on processing of FY 2008 FFIS documents using the Automatic Document Numbering System.

**C Contact**

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Lisa Randolph by e-mail at [lisa.randolph@stl.usda.gov](mailto:lisa.randolph@stl.usda.gov).

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2009	State Offices; State Offices relay to County Offices

## Notice FI-2851

### 2 State Office Action

#### A SED Action

SED shall ensure all Miscellaneous Orders Documents (MY) have been processed in FFIS by COB, September 30, 2008, to be included in FY 2008 processing.

Document processing for FY 2009 funds will resume October 2, 2008, subject to budget approval.

#### B FY 2003 "A" Account

Funding for FY 2003 purchase orders obligated from the "A" account will expire on COB September 30, 2008. Any remaining undisbursed balance on these purchase orders will be systematically cancelled.

#### C Document Numbering for FY 2009 Documents

FFIS is equipped with an Automatic Document Numbering system to ensure every accepted document is assigned a unique document identification number. For PLCE MY and TY documents processed in FFIS, the first position of the document number is reflective of FY of the funds obligated and/or paid. All PLCE MY and TY documents that are obligated and paid from FY 2009 funds should begin with a "9".

SED shall ensure that the Automatic Document Numbering system is used for all PLCE MY and TY documents processed in FFIS.