

For: State and County Offices

FY-End 2010 Procedures for PLCE Activity

Approved by: Administrator



1 Overview

A Background

NFC has established FY-end cutoff dates for FFIS.

B Purpose

This notice provides the following:

- FY-end processing instructions to State and County Offices to ensure that all FY 2010 PLCE transactions are properly recorded in a timely manner
- information on the effect of FY 2010 close on “A” account funds from FY 2005
- information on processing FY 2011 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 Karen Rhoads by either of the following:
 - e-mail at **karen.rhoads@stl.usda.gov**
 - telephone at 314-679-6729.

Disposal Date	Distribution
January 1, 2011	State Offices; State Offices relay to County Offices

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2 State Office Action

A SED Action

SED's shall ensure that all PLCE obligations (MY's) have been processed in FFIS by **COB September 30, 2010**, to be included in FY 2010 processing.

Document processing for FY 2011 funds will resume October 1, 2010, subject to budget approval.

B FY 2005 "A" Account

Funding for FY 2005 obligations for the "A" account will expire **COB September 30, 2010**. Any remaining undisbursed balance on these obligations will be systematically canceled.

C Document Numbering for FY 2011 Documents

FFIS is equipped with an Automatic Document Numbering System to ensure that every accepted document is assigned a unique document ID number. For PLCE MY's and payments (TY's) 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 2011 funds should begin with "1".

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