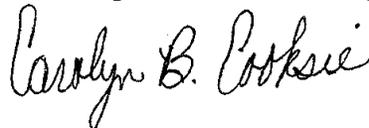


For: State Offices

**Cutover Procedures for PLCE Activity**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

In December 2010, FSA’s administrative activity migrated to the Financial Management Modernization Initiative (FMMI) application while the PLCE activity remained in FFIS.

PLCE functionality:

- has been developed for integration into FMMI
- is targeted for an October/November 2011 deployment.

**B Purpose**

This notice provides communication on the following PLCE items:

- cutover from FFIS to FMMI
- end of FY 2011 closing activities
- upcoming FMMI training.

**C Contact**

If there are questions about this notice:

- State Offices shall contact either of the following:
  - Anne Steppe at [anne.steppe@wdc.usda.gov](mailto:anne.steppe@wdc.usda.gov) or 202-690-4017
  - Ann Smith at [ann.smith@wdc.usda.gov](mailto:ann.smith@wdc.usda.gov) or 202-720-1656
- National Office shall contact the Loan Accounting Office by e-mail or telephone.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2012	State 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 and accepted in FFIS by **6 p.m. c.t.** on Friday, **September 23, 2011**, for final FY 2011 processing. For all **recoverable** MY's, the "DESCR" field located on the document line must contain the following information:

- borrower case number or inventory advice number
- loan number being charged if a recoverable cost item ("L", "R", or "S")

**Note:** For inventory property, there is no loan number. ENTER "000".

- loan obligation type of assistance (TOA) associated with the loan number being charged.

**Note:** For inventory property, there is no loan obligation TOA.

#### B Expiring Funds - FY 2006 "A" Account

FY 2006 "A" account funds expire at the end of this FY. Ensure to complete all invoicing against FY 2006 open MY documents by the **September 23, 2011**, cutoff. Any remaining undisbursed balances on FY 2006 obligations will be systematically canceled.

### 3 PLCE Cutover and Training

#### A PLCE Cutover From FFIS to FMMI

State Office users will be modified to "read only" access in FFIS to prevent any PLCE activity from being recorded after the September 23, 2011, cutoff.

All open FFIS PLCE obligations will be converted into FMMI. During the transition to FMMI:

- emergency PLCE actions needed to protect the Government's interest must be FAXed to **202-690-1117** to the attention of the contacts in subparagraph 1 C
- vendor payments after September 23, 2011, must be e-mailed in a secure manner or FAXed to **202-690-1117** to the attention of the contacts in subparagraph 1 C.

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### 3 PLCE Cutover and Training (Continued)

#### B Training

All PLCE users must complete all AgLearn training courses (FMMI 101, 201, 207, 208, and 301) before attending the PLCE 400-level FMMI training session. These courses are required before FMMI access will be granted.

The PLCE 400-level FMMI training sessions will be held jointly with FSA and RD during September and October 2011. In addition, FSA will conduct agency-specific PLCE training in October. Notifications for both training sessions will be forthcoming.