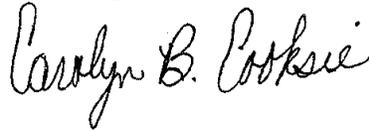


For: State and County Offices

Enhancements to the Lease Reimbursable Agreement Tracking (LRAT) System

Approved by: Associate Administrator for Operations and Management



1 LRAT Enhancements

A Background

The LRAT Web application automates 2 existing processes:

- the communication of lease payment information
- FSA-875 approvals.

LRAT:

- is capable of generating FSA-875 similar to FSA-875 on the FFAS Forms Web Site
- did **not** change the processes, only automated the existing processes.

AD-1143 (05/09) **must** be completed for all users needing access to LRAT.

Note: NFC released the AD-1143 (04/11) version that is used to request access to a NFC system. The FFAS Forms Web Site at <http://fsaintranet.sc.egov.usda.gov/fsa/> will provide access to both AD-1143 (04/11) and AD-1143 (05/09); however, for LRAT, use **AD-1143 (05/09)** that is also available on the Information Security Office Website at <https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Forms.aspx>.

B Purpose

This notice informs State and County Offices of new LRAT enhancements as follows:

- the “Agreement” section supports ad-hoc text in the “Space” and “Expense” sections
- users can search for a lease or agreement by using the “Lease Identifier” or “Lead Agency Agreement Number” search box
- e-mail functionality for the “Agreement” section **only**

Note: E-mails will be sent when any agreement is pending on a user’s worklist.

Disposal Date	Distribution
October 1, 2012	State Offices; State Offices relay to County Offices

Notice FI-3109

1 LRAT Enhancements (Continued)

B Purpose (Continued)

- a State and county role has been added that allows State users access to create, update, or approve agreements at either the State or county level

Note: Users **must** enter the official role name, “**FSA_LRAT_STCTYCLERK**”, on any AD-1143 requesting creation, update, or approval access.

- a lease “Co-Located” check (✓) box has been added

Note: This check (✓) box will determine if a lease is for an office that is standalone or if other Agencies are collocated in the office. The Financial Accounting Office has already collected standalone lease information and will populate the “Co-Located” check (✓) box in each lease. State Offices will **not** have to update their lease with this information.

- the Lease & Agreement Report has been added that provides overall reporting of each office’s lease and related agreements to the lease
- each Agency’s headquarter role signature will be visible on the FSA-875 PDF report and on each agreement update, view, and deactivate screen.

See 119-FI for additional guidance on these new enhancements.

C Contacts

State Offices with questions about this notice should contact either of the following:

- Kelly Holdman by either of the following:
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