

For: State and County Offices

New Lease Reimbursable Agreement Tracking (LRAT) System End of Year Process

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

With the end of the fiscal year approaching, LRAT users need to be aware of new rollover procedures for the LRAT system. To prepare agreements for the end of the year, some clean up procedures need to be taken with existing agreements.

B Purpose

This notice informs State and County Offices of the new LRAT rollover process and clean up procedures for the end of the year.

C Contacts

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

- Kelly Holdman by either of the following:
 - e-mail to **kelly.holdman@kcc.usda.gov**
 - telephone at 816-926-6246

- Samantha Hoffmann by either of the following:
 - e-mail to **samantha.hoffmann@kcc.usda.gov**
 - telephone at 816-926-1446.

Disposal Date November 1, 2012 9-5-12	Distribution State Offices; State Offices relay to County Offices
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Notice FI-3117

2 New Rollover Process

A Rolling Over Active 2012 Agreements

All active agreements will rollover at the end of the fiscal year. LRAT will modify each agreement's budget fiscal year from 2012 to 2013. The end date will also be changed to September 30, 2013.

Rolled agreements will no longer be required to have re-approvals each year. Once the rollover occurs, the new 2013 agreements will become "Active", and the 2012 agreements will become "Inactive." All approval signatures will transfer from the previous agreement to the rolled agreement.

The obligation number will be blank on the new 2013 agreements.

B Clean-up Procedures

LRAT users shall:

- review all agreements in offices where more than 1 agreement exists

Important: Deactivate all **active** agreements where there is also a **second active** agreement with updated lease information.

- deactivate any agreements that are incorrect and are currently in pending status
- deactivate agreements that are not used for current or future periods as payment or collections
- approve all pending agreements

Note: Agreements that are pending or are active with a pending dependency will not roll over to 2013.

- **complete clean-up procedures by September 28, 2012.**

See 119-FI for guidance on executing clean-up procedures.