

For: State and County Offices

Lease Reimbursable Agreement Tracking (LRAT) System New Rollover Process

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

All active FY 2012 LRAT agreements will rollover to FY 2013. The rollover process will leave LRAT agreements in either:

- “Active” status with all FY 2012 signatures
- “Pending Update” status and require additional approvals.

The rollover will take place November 15, 2012.

B Purpose

This notice informs State and County Offices of the new LRAT rollover process.

2 New Rollover Process

A Rollover Process Automatic Changes for Multi-Year Agreements

If the LRAT agreement is active and valid for FY 2013, and the “Expiration Date” field has a date entered that is greater than “09/30/12”, then the agreement will rollover to FY 2013. The following changes will be made automatically during the rollover process:

- FY 2012 will automatically change to “Inactive” status.
- purchase order numbers will be removed from each agreement
- e-mails will be sent to all users with the “HQ” or “HQState” role of the nonlead Agency to notify them to obligate the LRAT agreement for FY 2013
- end date will be changed to “09/30/2013”

Disposal Date	Distribution
April 1, 2013	State Offices; State Offices relay to County Offices

Notice FI-3127

2 New Rollover Process (Continued)

A Rollover Process Automatic Changes for Multi-Year Agreements (Continued)

- budget FY will be changed to “2013”
- all approvals will be retained and the agreement will remain active.

B Rollover Process Automatic Changes for Single-Year Agreements

If the agreement is **active** and the expiration date is **blank** or listed as “**09/30/2012**”, then the agreement will rollover to FY 2013, but will be in “**Pending**” status for “LRAT_stateclerk” or “LRAT_stctyclerk” roles.

Additionally, the FY 2012 agreements will automatically change to “Inactive” status, and the following will occur:

- purchase order numbers will be removed from each LRAT agreement
- e-mails will be sent to users in the lead Agency that hold the “LRAT_stateclerk” or the “LRAT_stctyclerk” role
- end date will be changed to “09/30/2013”
- budget FY will be changed to “2013”.

The Financial Accounting Office recommends State Offices to update each LRAT agreement so the expiration date spans 5 years from the current year to help to ensure a smooth rollover in the future.

Example: If the LRAT agreement’s “Expiration Date” is “09/30/2012”, then the expiration date should be changed to “09/30/2018”; that is 2013 (current year) + 5 years.

State Offices can instruct County Offices to update LRAT agreements with the new expiration dates and reapprove, if desired.

All LRAT agreements can span at least 5 years regardless if the lease is in holdover/month-to-month and expired. Ensure that the “Multi-Year” box is selected for these agreements. State users **must** approve the agreement, after updating, or select “County Re-approval” to allow County Office users to resign the agreement.

Notice FI-3127

2 New Rollover Process (Continued)

C Manual Rollover Changes Required

After the rollover process is completed:

- LRAT agreements need to be updated with the obligation information from the “HQ” or “HQState” users from the nonlead Agency
- users may update their LRAT agreements at any time to make changes.

Note: Do **not** update any FY 2012 agreements in LRAT. The agreements can be updated after the rollover occurs.

D 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.