

For: State and County Offices

**New Release to the Lease and Reimbursable Agreement Tracking (LRAT) System**

Approved by: Associate Administrator for Operations and Management



**1 Notifying State and County Offices of New Release to the LRAT System**

**A Background**

The LRAT System is used to process lease payments and reimbursable agreements between FSA, NRCS, and RD. Beginning October 1, 2013, all co-located offices where FSA, NRCS, and RD have a presence, lease payments were made through the Direct Cite process. Lease obligation and expenses:

- were charged directly to each Agency’s accounting based on their Agency percentage of space
- require no reimbursement to the lead Agency, excluding expenses.

**B Purpose**

This notice informs State and County Offices of the latest LRAT System enhancements, which are scheduled to be released to production on June 30, 2014. These enhancements are being put in place in an effort to continue transitioning the LRAT System to the Direct Cite process. Enhancements to the LRAT System in this release include the following:

- splitting the space and expense agreements
- Note:** There will no longer be an option for space and expense agreements at creation. Current space and expense agreements will reside as 2 separate agreements.
- adding status to the Agreement Expense Report
  - removing purchase order requirement for National Office users on space agreements

**Note:** National Office users will no longer be required to enter a purchase order number when creating or updating a space agreement.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2014 6-12-14	State Offices; State Offices relay to County Offices

## Notice FI-3201

### 1 Notifying State and County Offices of New Release to the LRAT System (Continued)

#### B Purpose (Continued)

- viewing uploaded documents in the Lease and Agreement Worklist
- removing LRAT System Admin user e-mail addresses.

**Note:** This will be used by FSA, NRCS, and RD Admin users to remove user e-mail addresses that are no longer valid, such as employees' e-mail addresses.

#### C Action

There is no action for State and County Offices. This is an informational notice only.

#### D Contact

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

- Samantha Hoffmann by either of the following:
  - e-mail to **samantha.hoffmann@kcc.usda.gov**
  - telephone at **816-926-1446**
- Kelly Holdman by either of the following:
  - e-mail to **kelly.holdman@kcc.usda.gov**
  - telephone at **816-926-6246**.