

For: State Offices

FY-End 2023 Procedures for PLCE Activity

Approved by: Administrator



1 Overview

A Background

NFC has established FY-end 2023 cutoff dates for Financial Management Modernization Initiative (FMFI) transactions.

B Purpose

This notice provides the following:

- FY-end processing instructions for State Offices to ensure that all FY 2023 PLCE transactions are properly recorded in a timely manner
- information on the effect of FY 2023 close on “A” account funds from FY 2018.

C Contact

If there are questions about this notice, State Offices will contact either of the following:

- Ann Smith by:
 - email to ann.smith2@usda.gov
 - telephone at 202-720-1656
- Md Mutaleb by:
 - email to md.mutaleb@usda.gov
 - telephone at 202-720-3168.

Disposal Date

January 1, 2024
9-15-23

Distribution

State Offices

2 State Office Action

A SED Action

By 7 p.m. CST, September 22, 2023, PLCE Field Office staff should review all obligation and disbursement documents to ensure that there are no parked documents in FMMI.

Note: Send obligations and disbursements that have an error and cannot be approved in FMMI to Ann Smith at ann.smith2@usda.gov or Md Mutaleb at md.mutaleb@usda.gov, no later than 7 p.m. CST, September 21, 2023.

SED's will ensure that all PLCE obligations have been entered in FMMI and approved by 7 p.m. CST, **September 27, 2023**, to be included in FY 2023 processing.

FY 2023 PLCE disbursements **must** be approved in FMMI by 1:30 a.m. CST, September 28, 2023, to ensure that a check is issued before the close of FY 2023.

Obligation processes for FY 2024 funds will resume October 10, 2023, subject to budget approval. Disbursements for FY 2023 will resume in FMMI beginning October 10, 2023.

B FY 2018 "A" Account

Funding for FY 2018 obligations for the "A" account will expire at 3 p.m. CST, **September 29, 2023**. Any remaining undisbursed balance on these obligations will be systematically canceled.