UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250

Notice FLP-363

For: State and County Offices

Foundation Financial Information System (FFIS)

Approved by: Deputy Administrator, Farm Loan Programs

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1 Overview

A Background

Effective October 4, 2004, FFIS will replace the current Type 60 Purchase Order System (PC-PRCH). Selected State Office employees were recently trained to process program loan cost expense obligations and payments using FFIS. As a result of implementing FFIS, an update to 1-FLP, Part 7 is forthcoming.

B Purpose

This notice provides guidance on using FFIS.

C Contact

For questions about:

- procedural issues, contact Cathy Quayle, LMD at 202-690-4018
- funding issues, contact Jerry Moseman, LMD at 202-690-4006
- transaction processing, contact Lisa Randolph, FMD at 314-539-6945
- system software (option 3) and system security (option 5), contact the Kansas City Help Desk at 1-800-255-2434 and ENTER “3” or “5”
- contractual/procurement issues, contact Scott Cook at 202-720-7349
- vendor identification number (VID) issues, contact Steve Bell at 816-926-1474.

Disposal Date	Distribution
October 1, 2005	State Offices; State Offices relay to County Offices

2 State Office Action

A SED Action

SED's shall ensure that employees trained in FFIS:

- have delegated authority to perform the functions required in FFIS
- begin processing, modifying, and canceling obligations and processing payments for all Type 60 transactions using FFIS on October 4, 2004
- have authorized security clearance
- have a valid user ID and password
- have the appropriate system software that is required to support using the FFIS application. This should include any technical support from their State IT staff.

B Transaction Input Official Responsibilities

The transaction input official shall:

- process transactions according to the FFIS Field User Guide
- obtain AD-700, AD-838, and RD-838-B from the FFAS forms web site at http://intranet.fsa.usda.gov
- continue to refer to 1-FLP, Part 7 for basic procedures on reporting noncontractual expenses and contractual services chargeable as PLCE's to FSA program accounts.

3 State Office Action (Continued)

C Transaction Approval Official Responsibilities

The transaction approval official shall verify the following:

- required administrative authorizations and approvals with signatures for purchase orders or invoices are obtained
- payment is supported by basic payment documents or other acceptable forms of documentation
- payment amount, VID, and the name of the payee are correct
- the borrower case number and loan number are correct
- the goods were received, or services performed, and that the goods or services meet the requirements of the agreement
- the quantities, prices, and calculations are accurate
- Prompt Payment Act requirements are followed.

Note: The transaction input and transaction approval official **are not** the same person on disbursement transactions. The disbursement transaction is the only type of transaction that requires a transaction approval.