



**FISCAL YEAR 2011 YEAR-END PROCEDURES
FOR ALL AGENCIES IN THE
FOUNDATION FINANCIAL INFORMATION SYSTEM
OFFICE OF THE CHIEF FINANCIAL OFFICER
CONTROLLER OPERATIONS DIVISION
ACCOUNTING PROCESSING BRANCH**

I. **PURPOSE AND APPLICATION**

This memorandum provides the specific requirements for recording obligations as of September 30, 2011, and submitting period-end estimates in lieu of actual obligation documents.

Compliance with these requirements will ensure that final financial reports are complete and valid with supporting documentary evidence as prescribed by fiscal law.

Although actual obligations are recorded officially in the Foundation Financial Information System (FFIS) records, there are normal delays in recording some obligations prior to the due date for the final financial reports. It is critical for your agency to process period-end estimates to cover obligations that may not have been received, nor yet processed in a feeder system by close of business (COB), September 23, 2011. Obligations input to the feeder systems through September 23, 2011, will be updated and available for review on September 26, 2011.

With regard to the Integrated Acquisition System (IAS), September 29, 2011 will be the last day for processing payment transactions in this administrative feeder system for FY 2011. Regarding all other feeder systems, please take the necessary steps to ensure that all documents for payment for FY 2011 are transmitted/mailed in time to be processed and scheduled for payment by September 26, 2011. All documents scheduled for payment **after** September 26, 2011, will be processed as FY 2011 business.

Please note: The Office of the Chief Financial Officer and the Office of Inspector General have established **October 27, 2011**, as the date for submission of final, unaudited FY 2011 USDA Financial Statements. This date results in compressed periods for the production and review of these financial reports.

Below are the Controller Operations Division's (COD) cutoff dates for the submission of documents and electronic transmissions for Fiscal Year-end 2011 processing:

- IAS will be available for processing and disbursing until 8:00 PM (CDT), September 29, 2011, for all agencies. Please see IAS Exhibit I at the end of this procedural document addressing agencies' procurement concerns.
- Payment transactions must be entered and accepted into FFIS by COB September 23, 2011, whether they are updated

through direct entry or a feeder system interface job.

- The last day feeder systems will process FY 2011 undelivered orders for inclusion in FY 2011 Financial Statements is September 23, 2011.
- Travel feeder systems will remain available for processing of FY 2011 undelivered orders until September 30, 2011. Obligations entered into these feeder systems after September 25, 2011 will be entered directly into FFIS as period-end estimates by COB September 30, 2011 for inclusion in the FY 2011 reports. The feeder system will continue to run but the interfaces will not be executed (starting on September 27, 2011) in FFIS until the system is opened for the new fiscal year. **All backfeed jobs will continue to run.** All activity entered after September 26, 2011, will have a date of October 1, 2011 (FY 2011).
- The **final** FY 2011 Administrative Billings and Collections (ABCO) and the **final** FY 2011 Online Payment, Collection, and Reconciliation System (OTRS) jobs will run September 29, 2011.
- Corrections to the suspense files (**SUSF**) must be completed prior to COB on September 30, 2011, for inclusion in FY 2011 reports.
- Corrections to Reprocessed Payroll (**REPROC**) must be completed prior to COB on September 24, 2011, for inclusion in FY 2011 reports.

II. ANALYZING AND ADJUSTING OBLIGATIONS

- A. Personnel Costs. Regular payroll costs are chargeable to the fiscal year in which the salary is earned. Lump sum payments are chargeable to the fiscal year in which the date of separation occurs. Cash awards are chargeable to the fiscal year in which the award is approved.

COD will use estimated payroll costs for Pay Period (PP) #19. COD will compute obligation estimates for PP #19 that occurs in FY 2011. The basis for these estimates will be **150 percent** of the **actual PP#18 costs**. **Please note:** Period-end estimates should be recorded in FFIS for: (1) any cash awards approved within the last 5 days of the month, and (2) lump-sum leave payments for all separations during September.

The Government Employees Services Division (GESD) will use **estimated payroll costs for PP 19**. GESD will compute obligation estimates for PP 19 that occur in FY 2011. The basis for these estimates will be **150 percent** of the

actual PP#18 costs. Please refer to **Title I, Payroll/ Personnel Manual, Chapter 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions, Bulletin TNAINST 11-1, Fiscal Year-end Reminder, dated May 7, 2011,** for all payroll obligation estimates, stored accounting procedures, premium pay charges, and any/all payroll related matters.

1. Accounting Entered in System for Time & Attendance Reporting (web-based Timekeeping & Attendance).

- a. Stored accounting (Code 1) cannot be used in the accounting Data Usage Code block in PP 20. Payroll accounting can be stored beginning in PP 21 for the new fiscal year.

B. Travel and Transportation (E-Gov & Travel Systems)

1. Government Transportation System. When requesting transportation tickets from SATO, e-GovTrip, travel agencies, travel management centers, or the scheduled airline ticket office using the U.S. Bank Visa account, obligate all travel beginning on or prior to September 30, 2011, as FY 2011 business. All requests for round-trip tickets procured for trips beginning on or prior to September 30, 2011, even though return travel will be after September 30, 2011, should be obligated as FY 2011 business. Since the billing for all tickets issued in September by the travel agency will not be received at COD until October, a period-end estimate should be input to FFIS for the value of all travel commencing in September.

2. Per Diem, Mileage, and Other Incidental Expenses, Including Car Rental

- a. Travel System. For local and relocation charges, i.e., per diem, mileage, and other incidental expenses are chargeable to the fiscal year in which they are actually incurred. If you are not using the obligation feature in the travel system, you may need to prepare a period-end estimate for any unvouchered travel as of September 30, 2011, or a travel voucher not mailed in time to reach COD by 12 noon CDT, September 22, 2011.
- b. e-GovTrip. Charges for per diem, mileage and other incidental expenses are chargeable to the fiscal year in which they are actually incurred. Ensure that you prepare Travel Order Numbers for approval

for any travel up to September 30, 2011.

Please note: All agencies using Form AD-202 (Revised 11/96) as an obligation document in TRVL should enter a period-end estimate for any AD-202s that will not reach COD by September 21, 2011. All other approved travel in e-GovTrip Travel will have the obligated dollar amounts along with the authorized Travel Order Number (TONO).

C. Procurement of Supplies, Materials, Equipment, and Services.

Integrated Acquisitions Systems (IAS) - All adjustments and/or updates to the IAS on-line system at the National Finance Center (NFC) complex must be completed by **8:00 PM CDT, September 29, 2011** for all agencies to be included in the final September reports for FY 2011. (Please see the attached exhibit, **IAS Summary**, for details).

D. Telephone and Utilities - COD will charge FY 2011 when the period of service as shown on the invoice ends September 30, 2011, or earlier, and FY 2011 funds when the period of service ends later than September 30, 2011. COD will develop and report estimates of telephone and utility obligations. The estimates will cover complete unbilled periods of service. Period-end estimates should not be input to FFIS to cover the unbilled September service since the entire October bill will be charged to FY 2011. When the billing period is bi-monthly, billings should be reviewed to ensure that charges are distributed to the proper fiscal year, accordingly.

E. SMARTPAY2 Purchase Card System - COD will charge the FY2011 profile accounting classification established for each credit card for purchases made by September 25, 2011. Period-end estimates should be submitted for purchases made between September 25, 2011, and September 30, 2011. Agencies should contact their Local Agency Program SMARTPAY2 Purchase Card Coordinator to facilitate any changes to the profile accounting. The last file will run the morning of September 24, 2011. The last day agencies can access SMARTPAY2 is September 23, 2011.

F. Administrative Billings and Collections - All government IBIL's requiring collection before fiscal year end must be entered by COB September 20, 2011. All others where accounts receivables are to be established must be

entered by COB, September 23, 2011. Estimated unbilled receivables should be established for items not input by September 23, 2011.

Please Note: Do not enter any activity with Budget Fiscal Year 2006 after September 23, 2011.

III. **ELECTRONIC TRANSMISSIONS FOR FY 2011**

Electronic transmissions for FY 2011 may resume on September 30, 2011.

**FY 2011 Annual Close TimeLine
Integrated Acquisition System (IAS) Summary
Procurement Systems Division**

After consultation with IAS leadership and in collaboration with ACFO-FS regarding the fact that Accenture will have in-place changes made on their side before annual close to accommodate the IAS "retry for close button." This action implies that MRP agencies will have the same year close procedures as FS and NRCS. With that said, herein are the procedures for the IAS portion of the FY-2011 year-end close.

On **Thursday, 29 September 2011**, the Commitment Reversal Job will run in **FINAL Mode** during the cycle reversing all Commitments that were never obligated and the un-obligated portion of the commitment is reversed in FFIS.

IAS remains up but the MQ Channels between IAS and FFIS are disconnected at the same time FFIS applications go down, approximately 15 minutes prior to 9:00 PM Eastern Daylight Time (EDT) or 8:00 PM Central Daylight Time starting approximately 7:45 PM CDT}. The Final Commitment Reversal Report is used as input to reverse **IQ** lines in IAS that have never been obligated. If it was partially obligated then the **IQ** line is skipped in IAS.

On **Friday, 30 September 2011** at approximately 6:00 A.M. Central Daylight Time (CDT), FFIS Applications will become available as agencies finish their cycles. **FFIS and IAS (limited) are both up; (not connected via MQ)** FFIS will be up for period-end estimates. IAS (PRISM and obligation Document Resolution Manager ONLY) will be up for next year's business (**use 2012 accounting**) or late obligations on commitments that are now reversed (**use 2011 accounting**). If the procurements are new, then users use "IN" documents with 2011 accounting. At approximately 6:00 PM (CDT), all FFIS applications will come down, nightly cycles will process documents, and the FDW will be updated. Additionally, on **Friday, 30 September 2011**, **FFIS will be up all day** for year-end processing and annual reports, etc.

At **6:00 AM CDT Saturday, 1 October 2011**, IAS and FFIS MQ Channels are reconnected and brought up. All FFIS applications are brought up except Forest Service. Accounting periods that will be open are 01 and 13. IAS transactions will default to period 01. The "Retry for Close Button" is enabled in IAS to retry "IO's" without referencing the reversed Commitment. It will remain enabled the entire month of October. On November 1, 2011, it will be disabled. "IO's" and "IN's" will reject for EXPIRED ACCOUNT; this is a level 9 override by the error manager (**use 2011 accounting**).

A question relative to **Deployment 3 Agency-NRCS**, since this agency is not scheduled to cutover until 1 April 2012, **what is the IAS plan relative to NRCS?** Response, "Since the agency will not be implementing until after the FY-2011 Annual Close, no special treatment is required. It's business as usual."

(**Please note:** All other questions relative to the **IAS system**, please contact **Ray Varner** at email address: Ray.Varner@usda.gov or **Mark Androff** at email address: Mark.Androff@usda.gov).