

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS NOTICE

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41-20

8/28/20

## 2020 YEAREND CLOSING INSTRUCTIONS

### I. PURPOSE

This notice provides instructions to program offices for meeting the deadlines associated with the preparation and submission of Fiscal Year (FY) 2020 financial statements, as well as instructions for the preparation of the new fiscal year. All Administrative Officers; Resource Managers; Budget, Program and Management Analysts; purchase card holders; accounting personnel; relocating employees; and Federal Agency Travel Administrators (FATAs) are to meet the established cutoff dates applicable to their work.

### II. REVIEW OF UNLIQUIDATED OBLIGATIONS

A. Department Regulation 2230-001, October 15, 2014, requires that Agencies review and certify unliquidated obligations on a quarterly basis. As part of this process, it is important to review unliquidated obligations and to request de-obligations as appropriate so that our financial records provide an accurate picture of our obligated balances. Careful attention needs to be paid to FY 2015 obligations that will be canceled at the end of this FY. Any outstanding FY 2015 invoices that have not been paid by September 30<sup>th</sup> will require Program Areas to pay these invoices from FY 2021 or other future appropriations.

B. The Financial Reviews & Systems Branch (FRSB) will provide the Administrative Services Division (ASD) in the Office of Management (OM) a listing of FY 2015 open obligations each month to review and close out Integrated Acquisition System (IAS) transactions.

C. The Financial Accounting & Reporting Branch (FARB) will perform research necessary to close the canceling year direct entered obligations and perform close outs on Greenbook, Working Capital Expenditures, Cooperative Agreements, and Interagency Agreements. FARB will contact financial program personnel in FSIS, the Department, and the National Finance Center, as needed, to ensure resolution of yearend closing activities.

### III. IDENTIFYING AND REPORTING GENERAL LEDGER ADJUSTMENTS (GLAs)

A. Program Offices are to report general ledger transactions that require reclassification to [FAOB.GeneralLedgerAdjustments@usda.gov](mailto:FAOB.GeneralLedgerAdjustments@usda.gov). Adjustments are made in the Financial Management Modernization Initiative (FMMI) financial system before the close of FY 2020. (Examples of transactions to be reclassified or corrected include transactions that posted to an incorrect Cost Center, Budget Period, Functional Area, Work Breakdown Structure (WBS), Commitment Item or Budget Object Class (BOC) Code).

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**DISTRIBUTION:** Electronic; All Field Employees

**NOTICE EXPIRES:** 9/1/21

**OPI:** OPPD

B. Program Offices are to complete and submit a [GLA Form](#), located on InsideFSIS OCFO office space, and supporting documentation, such as a Spending Detail Report, no later than MONDAY, September 21, 2020, by 12:00 noon to FARB.

#### **IV. MEETING YEAREND CUTOFF DATES FOR PURCHASES**

A. Program Offices are to make certain that all procurement requisitions entered into the IAS meet the key cutoff dates provided by the ASD - Procurement Management Branch, as referenced in FSIS Notice 42-19 *Cutoff Dates for Year End Purchases Fiscal Year 2020*, to ensure obligations (contract awards) are processed by WEDNESDAY, September 30, 2020.

B. Purchase Card holders are to ensure that all micro purchases as defined by [FSIS Directive 2100.6, Purchase Cards](#), made by credit cards are purchased by September 11, 2020, and reconciled (i.e., approved by cardholder and final approved by the cardholder's approving official) by FRIDAY, September 18, 2020.

C. Only approved emergency purchases can be made after the September 11, 2020 cutoff date. Emergency purchases necessitate urgent procurement so that critical Agency operations are not hindered. To obtain Budget Division approval for emergency purchases, Program Offices are to follow emergency purchase procedures listed in Attachment 2. Once approved, Program Offices are to keep this documentation with the Cardholder's purchase.

D. If the emergency transaction is not expected to post to FMMI by FRIDAY, September 30, 2020 Program Offices are to send via e-mail a period end estimate to their Budget Analyst in the Budget Execution and Control Branch (BECB) of OCFO by close of business FRIDAY, September 18, 2020 using the General Ledger (GL) Accrual and Estimate form which is discussed in Section V below.

#### **V. IDENTIFYING AND REPORTING YEAREND ESTIMATES OF OBLIGATIONS**

A. To identify and report year-end estimates of obligations not posted to FMMI by September 30, 2020, Program Offices are to identify FY 2020 actual obligation documents that will not be mailed to OCFO's Financial Services Center (FSC) by COB, FRIDAY, September 18, 2020, unless otherwise indicated.

B. Program Offices are to complete period end estimates using the [GL Accrual and Estimate form](#) located on InsideFSIS OCFO office space for documents. Remember to include estimates for:

1. Cooperative Agreements (CA) or Interagency Agreements (IAAs) that have not been obligated; and
2. Printing orders not requisitioned by the Office of Communications or other sources after FRIDAY, September 18, 2020.

C. Program Offices are to e-mail the completed form to their program's Budget Analyst in BECB no later than noon FRIDAY, September 18, 2020.

D. Program Offices are to prepare and submit a copy of supporting documentation to accompany each GL Accrual and Estimate form to the program area's Budget Analyst in BECB. The preparer is to sign and date all forms and supporting documentation. Examples of appropriate supporting documentation include:

1. Standard Form (SF) 182, Authorization, Agreement and Certification of Training;
2. SF-1164, Claim for Reimbursement for Expenditures on Official Business or AD-616 Travel Voucher;
3. AD-581 Lump Sum Payment Form; or
4. AD-700 Procurement Request Form

E. Program Offices are to code all documents with a seven-digit Shorthand Code (SHC). BECB will review the estimates and provide an Excel file to the FRSB or upload into FMMI.

## **VI. SPECIFIC FY 2020 ESTIMATING PROCEDURES**

When estimating FY 2020 obligations, Program Offices are to refer to Attachment 1 to prepare the GL Accrual and Estimate form. FSC will enter all system-ready documents (examples: forms OF-1164, SF-182, AD-700, and AD-616) into FMMI that are received at the FSC no later than, MONDAY, September 28, 2020. If the FSC is unable to enter the documents into FMMI, FSC will forward the estimates to BECB.

## **VII. YEAREND RELOCATION PROCEDURES**

A. Human Resource Operations in OM is to submit SF-52s to the Travel & Relocation Branch (TRB) by COB, MONDAY, September 7, 2020 for employees that will start incurring relocation expenses before WEDNESDAY, September 30, 2020, including employees that will report to their new duty station in October 2020 but will incur house hunting or enroute expenses in September 2020.

B. Employees are to submit their relocation vouchers to their relocation counselor by FRIDAY, September 11, 2020 to avoid payment delays. Vouchers submitted after FRIDAY, September 11, 2020, may not be processed until after MONDAY, October 5, 2020. It takes several days after the start of the new FY before funds are available for payments. Processing for FY 21 may begin after MONDAY, October 5, 2020.

C. The last day employees may submit their request for FY-20 relocation travel advances is FRIDAY, September 11, 2020.

D. Employees can obtain a relocation advance in the new FY after October 5.

E. For emergency situations, employees are to contact the FSC Customer Contact Center at 1-800-949-3964, option 6.

## **VIII. RELOCATION OF EMPLOYEES THAT RESULTS IN TRAVEL EXPENSES BEING INCURRED AFTER THURSDAY, OCTOBER 1, 2020**

Employees are required to obtain an approved travel authorization from TRB before starting their relocation travel. Authorizations for relocations in FY21 will begin after MONDAY, October 5, 2020, for new duty station or moving (house hunting and enroute travel) expenses.

## IX. YEAREND TEMPORARY DUTY (TDY) TRAVEL PROCEDURES

### A. Authorizations for travel commencing before October 1.

1. It is anticipated that Concur will continue to run without interruption. Travel authorizations are to be submitted in accordance with the following instructions and related information.
2. Trips to be completed on or before WEDNESDAY, September 30, requiring travel advances, must have authorizations approved in Concur no later than September 20, 2020.
3. Travel that begins in FY 2020 but concludes in FY 2021 are to be entered into Concur, no later than September 20, 2020. These authorizations are to be created and approved using the current year Shorthand Codes. **Travel advances for travel that commences in FY2020 but concludes in FY 2021 may not be requested.**

### B. Travel Vouchers for Travel Crossing Fiscal Years

1. Vouchers that cross FYs can be created when FY 2021 funds become available, which is projected to be MONDAY October 5, 2020.
2. Travelers or their designees are to use the FY 2020 SHC from the accounting tab when creating the voucher. Travelers or designees are to allocate their expenses to the appropriate year funds, before submitting the voucher. Doing so will separate the expenses over two fiscal years. Questions regarding how to add the FY 2021 SHC or for instruction on how to allocate expenses, should be directed to your Program or District Office FATA. There is no need to amend the authorization to make this change. The total costs for airline transportation will be charged to FY 2020 because it is the year in which the ticket was purchased.

### C. Employees Traveling Beginning October 1 - October 5, 2020:

1. Employees are to obtain written approval for travel through the Program or District Office. Once the supervisor approves in writing, either by e-mail or official memo, the traveler may contact the Travel Management Center (Rodgers, Inc.) to book reservations, at 1-877-655-1047 or 610-964-2063.
2. Employees and travel preparers are to complete a post trip authorization, include all charges in the Concur document, and voucher expenses against the correct year funds.
3. Travel Advances may not be requested for travel between October 1 – October 5, 2020. Travel Advances for FY 2021 travel may not be requested until funds come available. It is anticipated that funding will be available after October 5.

D. Employees traveling after October 5, 2021: Employees and travel preparers are to resume creating their Concur travel authorizations when FY 2021 funds become available. If there is a special situation where flights need to be booked before FY 2021 funds are available, employees are to contact their Program or District Office FATA for guidance.

E. Travel Vouchers and Advances after October 5: End of year backlog processing immediately after funds are available may result in a possible delay of up to two days before Treasury releases payments. Travelers interested in travel advances for trips beginning immediately after October 5 should consult their FATA to determine if a travel advance can be issued in time for their travel.

F. Static Signatures: The Concur Static Accounting Code Signature attached to any SHC in the previous fiscal year will not roll over when new codes are established for the new FY. Program Offices are responsible for manually adding static signatures to any codes they wish to monitor in the upcoming year. Remember that until a static signature is attached to a program's SHC, documents will route only to the regular travel approving authority and will not include the funds validating authority provided by the static signature. Programs are therefore encouraged to attach static signatures as soon as codes become available in Concur. Program Offices are reminded, that if they choose to use Static Signatures to help monitor their spending, they must attach at least two names, to ensure alternates are available and avoid delays in the approval of travel documents.

## X. QUESTIONS

Subject	Subject Matter Expert	Phone Number:
BD, Approval for Emergency	Contact Your Assigned Budget Execution Analyst	
BD, Budget Execution Branch Estimates	<b>Branch Chief,</b> Walayna Hilliard(acting)	202-690-2763
	Maple Warney	202-720-0578
	Lachain Glenn	202-690-4041
	Belinda Harris	202-690-2763
	Elysia Dahl	202-720-8442
	Marcellette Ladson	202-690-9070
FMD, Financial Accounting & Reporting Branch	Erica Akins, Chief	301-344-0490
General Ledger Adjustments	Crystal Martin E-mail: <a href="mailto:FAOB.GeneralLedgerAdjustments@usda.gov">FAOB.GeneralLedgerAdjustments@usda.gov</a>	301-344-0742
Reimbursable Agreements	Gloria Barksdale Melissa Wilson E-mail: <a href="mailto:Reimbursableagreements@usda.gov">Reimbursableagreements@usda.gov</a>	301-344-0736 301-344-0733
Relocations	Leigh Nichols FSC E-mail: <a href="mailto:EmployeeRelocationServices@usda.gov">EmployeeRelocationServices@usda.gov</a>	301-344-0721 1-800-949-3964 Option 6
Concur (TDY)	Leigh Nichols FSC	301-344-0721 1-800-949-3964 Option 5

E-mail: [FSCGeneral@usda.gov](mailto:FSCGeneral@usda.gov)

FMD, Financial Reviews & Systems Management Branch	Brian L. Fong, Deputy Dir.	301-344-0481
FMMI Inquiries	Leslye Beswick, Chief	301-344-0482
Master Data (Shorthand Codes)	Leslye Beswick, Chief	301-344-0463
Security	Faras Khan	202-720-6280
FSC, Toll Free Number		1-800-949-3964
HRO, Awards,	E-mail: <a href="mailto:FSISAwards@usda.gov">FSISAwards@usda.gov</a>	
HRO, Toll Free Phone Number		800-370-3747
Administrative Services Division, Procurement Management Branch		301-504-4211

UPS Address for FSC Document Delivery:

FSIS Financial Service Center  
ATTN: APMB  
PO Box 9205  
Des Moines, IA 50306-9205



Assistant Administrator  
Office of Policy and Program Development

## YEAREND DEADLINES SUMMARY

Date	Task Description	Notes
8/30/ 2020	Awards – Deadlines	Completed award package (AD 287-2, Recommendation and Approval of Awards form, signed by your Assistant Administrator or designee and a written justification for the award) must be delivered to the Human Resource Division via email at <a href="mailto:FSISAwards@fsis.usda.gov">FSISAwards@fsis.usda.gov</a> no later than August 30.
9/07/ 2020	Planning to Relocate	Program Offices are to electronically submit all SF-52 Personnel actions for relocation moves to HRO via the 52 Tracker System
9/11/ 2020	Relocation Documents and Estimates Due	<p>HRO will send SF-52s for employees that will start incurring relocation expenses before September 30, including employees that will report to their new duty station in October but will incur house hunting or enroute expenses in September 2020).</p> <p><b>NOTE:</b> For relocation documents (SF-52s) received after September 7, the effective date will be changed to pay period 21 October 14, 2020 (FY 2020) and will be forwarded to: <a href="mailto:EmployeeRelocationServices@fsis.usda.gov">EmployeeRelocationServices@fsis.usda.gov</a> with the amended reporting date.</p>
9/18/ 2020	Identifying and Reporting Yearend Estimates of Obligations	Program Offices are to report yearend estimates using the GL Accrual and Estimate form for the documents not posted to the FMFI System or mailed to the FSC. Refer to page 2 of the Year End instruction.
9/18/ 2020 by noon	General Ledger Accrual and Estimate Forms	Submit all signed and dated GL Accrual and Estimate forms and supporting documentation to your program's BD analyst in BECB.
9/16/ 2020 by noon	General Ledger Adjustments (GLAs)	Submit a completed GLA form and supporting documentation to <a href="mailto:FAOB.GeneralLedgerAdjustments@fsis.usda.gov">FAOB.GeneralLedgerAdjustments@fsis.usda.gov</a>
9/11/2020	Purchase Card Cutoff Date	Last day to make micro purchases by government credit card.
9/1/ 2020- 9/30/ 2020	Emergency Credit Card Purchases	<p>Obtain prior Budget approval for all Emergency Credit Card purchases.</p> <p>Prepare Emergency Credit Card Purchase request signed by your credit card approving official. (Refer to Attachment 2.)</p>
9/18/ 2020	Estimates and Submission for Emergency Credit Card Purchases	For programs that need to make an unanticipated emergency purchase using their Purchase Card (credit card), please email your period end estimates to your program's BD analyst in BECB for transactions that will not appear on the Access On-Line system by September 30. Use the GL Accrual and Estimate form.

Date	Task Description	Notes
9/30/2020	Emergency Requisitions/Concur Authorizations	<p>Program Offices are to follow the Procurement Cutoff Date Schedule for FY 2020 (see FSIS Notice 53-18, Cutoff Dates for Yearend Purchases).</p> <p>However, emergency requisitions can be processed through September 30. Emergency requisitions necessitate urgent procurement action so that critical agency operations are not hindered. Any questions contact your contracting officer.</p> <p>All employees are to have an approved Concur authorization before going on any official travel. <b>(NOTE: Estimates are not necessary for any travel entered and approved in Concur by September 30, 2020)</b></p>

**Sample Request for Approval of Emergency Purchase**

Date, 2020

To: Mike Toner,  
Director  
Budget Division Director

Martina Simms,  
Deputy Director  
Budget Division

From: Name  
Office of \_\_\_\_\_

Subject: Emergency Purchase Card Purchase(s)

Request approval for emergency purchase of \$xxx.xxx for xxx purpose.

- Provide supporting documentation
- Describe why purchase is late.
- Impact if purchase is not made this fiscal year
- Provide Point of Contact