

IAS ALERT



IAS and FFIS Annual Close

FFIS will close for new commitments on Monday, September 29, 2008.

On Monday, September 29, 2008, at approximately 8:00 p.m. Eastern Standard Time, the Department will close FFIS for IAS transactions and automatically reverse all commitments from FFIS for commitments and obligations. Therefore, any new items which need to be ordered by a Contracting Officer/Purchasing Agent (CO/PA) between September 28 and September 30 and which were not captured in IAS prior to 9:00 p.m. Eastern Standard Time, September 27 must be prepared by the requestor as a hard-copy AD-700, Procurement Request.

IAS will remain open throughout the end of the Fiscal Year.

CO's/PA's are strongly encouraged to complete all IAS transactions prior to the close of FFIS on Monday, September 29, 2008, and use the Government Purchase Card for obligations placed after this day.

After FFIS closes, commitments will remain in IAS to allow CO's/PA's to continue processing transactions, but the money will no longer be committed in FFIS. CO's/PA's will be able to process transactions in IAS but they will remain pending in IAS as "pending obligation of funds" and will not be fed to FFIS. CO's/PA's should exercise caution when issuing awards during this timeframe since the system will not identify errors that might have to be corrected later, after a contractor has a copy of the flawed award document.

When the link between FFIS and IAS is restored in FY 2009, the Obligation Document Resolution Manager (DRM) will need to select "Retry for Annual Close" for each transaction in pending status. These transactions will then feed to FFIS.

If the CO/PA needs to enter a hard-copy requisition transaction in IAS they must enter them as an IN (non-referencing document). Again, this obligation will not feed to FFIS and will require an Obligation DRM to "Retry for Annual Close" for these transactions.

Payments and receipts can still be recorded in IAS.

Please provide all requisitions to your contracting office as soon as possible to ensure your requirement will be completed by the end of the Fiscal Year. A listing of the Procurement Cutoff Dates established by the Head of the Contracting Activity Designee can be found at <http://www.afm.ars.usda.gov/acquisitions/cutoff.htm>. The procurement staff will make their best effort to award any requisitions received after the established cutoff dates however, this cannot be guaranteed.

If you have any questions regarding the Annual Close procedures, please review [REE Bulletin Number 08-307](#), "Year-End Closing Dates and Closing Guidance" dated July 28, 2008.

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