



DATE: January 29, 2009

TO: Executive Officers

FROM: Head of the Contracting Activity, and Director, Office of Acquisition and Logistics Management, OM, NIH
Director, Office of Financial Management, and Deputy Chief Financial Officer, NIH

SUBJECT: Sunset of Acquisition Module of the ADB

This memorandum is to follow-up on the discussion with Ms. Colleen Barros regarding the closeout of the remaining Acquisition documents in the ADB's Acquisition Module. In June 2007 when we deployed the NBS there were over 40,000 transactions in the ADB. It was not practical to focus on closing out the ADB's Acquisition Module while at the same time implementing NBS. Today, we continue to process transactions in both systems. Running these two systems creates inefficiencies in our payment process by promoting confusion to both the vendor community and NIH staff. For these reasons we must close the ADB Acquisition Module. In order to facilitate and expedite this initiative, Ken and I have approved and had the following actions taken and will continue to execute the actions below in order to attain the target closeout goal of June 30, 2009. We ask that you work with your staff so together we can accomplish this goal.

The following actions were approved and have been executed. We will provide you with a report displaying the records affected.

- For all records in 2004, 2005, and 2006 where the difference between the obligated amount and the received amount was less than \$10,000, the following actions have been taken:
 - The obligated amount was made equal to the received amount.
 - The unobligated balances were returned to the appropriations.
(This means that no further Receiving will be allowed on these records.)
- Any further required authorization or receiving transactions for the record must be created through PRISM in the NBS.

The following actions need to/will occur over the next months:

- Any record identified above that still remains open on March 31, 2009, will be closed in the ADB and the balances returned to the appropriations. Any future activity required on these records will need to be processed through the NBS as a prior year obligation upon authorization of prior year funds availability by the IC Budget Officer.

Page 2 – Executive Officers

- On March 31, 2009, for all records in 2004, 2005, and 2006 where the difference between the obligated amount and the received amount is greater than \$10,000, as well as all open 2007 and 2008 records the following actions will be taken:
 - The obligated amount will be made equal to the received amount.
 - The unobligated balances will be returned to the appropriations.
(This means that no further Receiving will be allowed on these records.)
- **For all records with balances greater than \$10,000**, a report will be generated for each IC and will be distributed with the notification that the process as stated above will be performed on these records on March 31, 2009. This report will be provided to each IC's EO no later than January 30, 2009. **Remember: ALL records, regardless of size, will be closed on June 30, 2009.**
- Each IC will need to work with their vendors to invoice the records pertaining to 2007 and 2008 as well as the still open records (over \$10,000) from Fiscal years 2004, 2005, and 2006 in order to process disbursements and close the record in the "normal" manner.
- For the present time, the processing of FedEx orders through the ADB will remain unchanged. Due to the manner by which these orders are currently paid by the OFM a customized end to end process must be developed before they can be incorporated into the NBS environment. Additional guidance will be made available once a solution has been developed.
- As of COB June 30, 2009, the ADB Acquisitions modules (DELPRO and Central Procurement) will be closed (except for FedEx processing) and the ViewStar invoicing system will be closed in OFM/Commercial Accounts.
- The future solution for FedEx processing will be discussed with NBS Management for inclusion in the NBS environment and a termination date for FedEx processing in the ADB will be determined.
- Guidance regarding the re-creation of ADB awards in the NBS PRISM module will be provided shortly.

Thank you all for your continued efforts and support.



Diane J. Frasier

Kenneth Stith