

FEDLINK Bulletin

News from the Federal Library Information Network (FEDLINK)

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System Migration Update

FEDLINK has moved to a new financial management/contract writing system. The goal for this system was to increase transaction efficiency, enhance financial reporting, and improve data collection for FEDLINK's acquisition and accounting efforts on behalf of its customers.

Staff members began migrating data to the new system and implementing internal business processes for customers and vendors when the system launched on October 30 of last year. As with any new system, FEDLINK has discovered several work flow limitations and standardized reporting delays. To alleviate these issues, the Library of Congress will be issuing supplemental system support contracts for assistance in these areas.

As the system migration is an internal function, members will not see any changes when initiating an interagency agreement, moving or adding funds, or updating contact information via the FEDLINK Registration system.

For the latest information on your accounts, please call the FEDLINK Hotline at (202) 707-4900 or send an email to fliccfo@loc.gov.

Making the Right Moves for Books

After choosing the vendor that offers the best value that meets your order requirements, it's time to allocate funds to your vendor account by amending your [FEDLINK Interagency Agreement \(IAA\) to move funds](#) from your pre-award account (BZ) to the selected vendor account.

FEDLINK now requires all customers to attach supporting documentation (title list/cart) when submitting IAA amendment forms for book orders. When calculating the amount of funds to move, be sure to include the costs for technical processing services plus the items ordered.. Having additional charges may delay your order. For orders that total over \$150,000, contact fedlinkbooks@loc.gov for assistance.

New Accounting Practices for Multi-Year and No-Year Funds

Customers with multi-year and no-year funds will no longer need to move prior year funding forward to the current fiscal year. When placing new orders, customers with multi-year funds in older accounts until use those funds first until they are exhausted. For assistance in managing these funds, please contact the FEDLINK Hotline at (202) 707-4900.

Monthly Statements Back on Track with Changes Underway

While members received October monthly statements from the previous financial management system on time, the lack of standardized reports for the system migration delayed November and December statements. FEDLINK issued its January statements on time but customers may have noticed the contact information reflected their vendor accounts rather than their agencies. FEDLINK is working with Library of Congress technical experts on a resolution. Customers will want to review these statements and invoices for accuracy and then reconcile and confirm payments against records of orders placed. If there are any discrepancies, please notify FEDLINK immediately by sending an email to fedlinkinvoices@loc.gov. FEDLINK will process a correction against your account and/or seek a credit from the vendor, as appropriate.



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