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ACCOUNTING AND FINANCIAL SYSTEMS BRANCH (RFA)

TIER 1 SYSTEMS - COMPENSATING CONTROLS

MAY 15, 2008

Environmental Controls Over Financial Reporting
Executive Summary

"The Marine Corps is a combat force-not a business. To be successful, however, we need to support warfighting excellence with well-managed business processes that are both effective and efficient."

M.W. Hagee
Commandant, United States Marine Corps

The Compensating Controls document provides an overview of the financially significant Tier 1 feeder systems that interface with the Marine Corps core financial system, the Standard Budgeting and Reporting System (SABRS). A Tier 1 feeder system, as referred to within this document, is defined as any system that provides a direct feed of financial data into SABRS with an eventual effect on the financial statements. This definition limits the scope of this document to direct interfaces only and does not cover non interfacing system that may and do have a significant effect on the United States Marine Corps' (USMCs) financial statements. The content of this document has been further limited to include only the top eight Tier 1 systems that are considered to be the most significant to the USMC's financial processing.

Further, this document does not cover systems involved in the financial reporting process after the trial balance is extracted from SABRS. For example, the Defense Departmental Reporting System (DDRS), the USMC's financial reporting system, contains all beginning balances, data call adjustments, and crosswalks required for monthly and quarterly financial reporting. DDRS is significant to the USMC's financial reporting however it is not defined as a Tier 1 systems and therefore beyond the scope of this document.

As of March 31, 2008, the Marine Corps has identified 23 Tier 1 systems that impact the financial statements—see Appendix A for a layout of the current (as-is) Tier 1 interfaces, the system owners, and the types of data processed through each interface. The table below provides a snapshot of the top five most significant (by dollar amount of transactions processed) Tier 1 interfaces:

System Name	System Definition	Types of Data Processed
PRBUILDER	Purchase Request Builder	Creates electronic requisition and transmits commitment postings to SABRS
SPS	Standard Procurement System	Creates/awards contracts and transmits obligation postings to SABRS
WAWF	Wide Area Workflow	Creates electronic invoices, receipts and acceptance and transmits expense posting to SABRS
MCTFS	Marine Corps Total Forces System	Maintains the USMC military pay payroll records and transmits commitment, obligation and expense postings to SABRS
DCAS	Defense Cash and Accountability System	Maintains the reporting of disbursements, reimbursements, deposits, and receipts of cash to the US Treasury, as well as other transactions, which would impact the Status of Funds (SoF) to the US Treasury.

Figure 1 - Top 5 Tier 1 Interfaces by FY08 Q1 Dollar Amount of Transactions

All feeder systems require that certain controls be implemented to provide assurance over the integrity, completeness, and accuracy of data transmissions. The USMC uses Memorandums of Understanding (MOUs) and Memorandums of Agreements (MOAs) as an initial management control over the data transmitted from each feeder system. Each system interfacing with SABRS is supported by a MOU or MOA. The MOU/MOA details the requirements, needs, and procedures of both the incoming and outgoing data prior to the initial interface of the system.

In order to ensure that sufficient and accurate financial data is recorded, data from each Tier 1 system is required to be put through a Common Interface File (CIF) process. The CIF process is a group of upfront processing programs dependent on the source and type of transactions that are being received from the outside business feeder systems. There are two CIF processes that have been identified by the USMC (INTO-CIF and OUT-OF-CIF). The source of the transaction determines the INTO-CIF process while the OUT-OF-CIF process is determined by the type of transaction.

Additionally, within each system environment, the USMC has implemented system controls and non-system controls. The term System controls, as used within this document, refers to processes within each Tier 1 system that provide assurances over the accuracy, reliability, and/or completeness of processed data as well as compliance with laws and regulations. The term Non-system controls, as used within this document, refers to controls operating within the business process environment covered by the system, but outside of the system itself. Non-system controls encompass those controls that are necessarily put in place because of a lack of system controls, also referred to as compensating controls.

Each of the Tier 1 systems identified is also described in detail in Section 3. The individual system detail is broken down as follows: Purpose, Front-End Process, Mode of Data Transport, Common Interface File (CIF), Notification of Receipt, Data Validation Reports and Impact on the USMC Financial Statements. The Purpose section provides an overview of the system, types of transactions processed, business processes supported, and USMC related policy/business rules. The sections that follow the purpose provide detail on user roles, system controls, non system controls, supporting documentation, common interface file (CIF) processing, system notifications, interfacing reports produced, and the resulting impact on the financial statements. It is important to note that not all systems transmit system identifiers during the interfacing process. This provides a constraint when analyzing system affects on the general ledger as noted in the system detail in Section 3 below.

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1.0 INTRODUCTION

1.1 Background

The purpose of this document is to provide an overview of the financially significant Tier 1 feeder systems that interface with the Marine Corps core financial system, the Standard Budgeting and Reporting System (SABRS). The scope of this document is limited to only those systems that have a direct interface with SABRS, and does not include those non interfacing systems that have a significant impact on the USMC financial statements. The content of this document has been further limited to include only the top eight Tier 1 systems that are considered to be the most significant to the USMC's financial processing.

Tier 1 feeder systems are defined as those financial systems which, through an electronic interface, input financial data directly into SABRS. In addition to Marine Corps owned and operated systems, there are other external entities such as the Defense Finance and Accounting Service (DFAS), the Department of the Navy (DON) and other Defense Department agencies that provide data to SABRS. However, this document will primarily be focused on Tier 1 input financial systems and SABRS as they relate to the General Fund that are currently in place.

SABRS is designed to standardize accounting, budgeting, and reporting procedures for all general funds accounted for by the Marine Corps. The system provides a direct automated link between the user and the financial system allowing the user to receive on-line real-time update and inquiry capabilities and batch update reports within 24 hours. The information provided in this document will cover each of the USMC identified significant Tier 1 Systems including its Purpose, Front-End Process, Mode of Data Transport, Common Interface File (CIF) Processing, Notification of Receipt, Data Validation Reports Produced, and Impact on the USMC Financial Statements.

2.0 SYSTEMS INTERFACES AND CONTROLS

Sections 2.1 and 2.2 below describe the common system interfacing processes and system controls. These processes are standard across all systems interfacing with SABRS. All interfacing and system controls that are unique are described in the system detail in Section 3.

2.1 Data Interfaces and Validations

SABRS relies on a complex and diverse interface network to receive the results of business processes that occur throughout the Marine Corps. The challenges of maintaining documentation of a complex systems environment are compounded by multiple agencies providing data and inputs/outputs that are under continuous review and modification. Additionally, since its design and implementation, the number of systems providing an input to and receiving information from SABRS has changed.

For the purposes of this document, the types of controls have been segmented into System and Non-System Controls. This segmentation of definitions does not include the table validation actions that occur during the INTO/OUT-OF-CIF process.

Appendix A contains a diagram of the Tier 1 systems environment. In addition to the Tier 1 systems represented, there are several Tier 2 systems of note which were identified by the USMC. Appendix B contains a diagram of the SABRS infrastructure and displays the system as segmented by Authorizations, Commitment/Obligations/Expenses, and Liquidations.

Establishment of the Interface through the MOA/MOU process (Management Control)

The establishment of an interface into SABRS is accomplished through the generation of a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU). The objective of this process is to determine requirements, needs, and procedures of both the incoming and outgoing data prior to the initial interface of the systems. See Appendix C for the process flow chart detailing the MOA/MOU process.

Interface (Input) and Pre-Validation Into SABRS Description (Prior to the Interface)

The type of system interface is dependant on several factors. As noted in the previous section interfaces into and out of SABRS have been documented and formalized in the form of written MOUs/MOAs. These MOUs/MOAs detail how data will be exchanged (interfaced) between the inputting system and SABRS. Systems interfaces involve the placing of flat files using either File Transfer Protocol (FTP) or Secure File Transfer Protocol (STFP). This exchange may occur at several different locations, including but not limited to, the Defense Information Systems Agency (DISA) platform/server at the St. Louis Defense Megacenter, DECC Ogden Utah, or Quantico Va. based servers.

The Creation and Treatment of Error Files

During the CIF process, received records undergo a staged process which, in a preset sequence, examines the individual datasets present in each record. As mentioned previously, the composition of the records varies depending on the system that it was received from. The steps are comprised of both comparisons made with table data and the presence/absence of certain required data. For example, if a designated data field is blank when in fact table data is required then an error code is assigned and the record is reformatted (with the error code) and instead of being written to the CI-File (CIF - compilation of records to be sent to the General Ledger, etc.) it is either sent to an error report or it is recycled for processing until the correct format is reached. This error report is made available to the data originator (on InfoPac/SMARTS) for reconciliation. The originator can then review the report and discover the associated error code. See SABRS Table 215 for up to date error code information.

Interface (Output) To Other Systems Description

SABRS provides a unidirectional output to 10 systems (represented in Appendix A via dashed line). The output of data is accomplished through an inter-batch processing cycle during which rules (established with receiving system owners through MOU/MOA documents) are followed for both the format and location. Several server locations that receive SABRS data include facilities at Mechanicsburg, PA., Ogden, UT., and Pensacola, FL.

Reconciliation Process

The reconciliation process regarding rejected records is outlined in Marine Corps Order (MCO) 7300 Chapter 6, Transaction Cycle, Source Documents, Business Feeder Systems, and Financial Record Maintenance and Chapter 10, Reconciling Abnormal Transactions. It is noted that the common cause for an error code assigned to a record is a missing entry on a local or central edit table. Once a table change is made in SABRS the impacted errors will recycle during the next SABRS cycle and post. Chapter 10 directs SABRS users to not delete transactions on the error report and re-enter the transaction manually. This type of correction is known to cause a disruption in the interface cycle and may possibly generate further errors regarding that transaction. Chapter 6 states that, based on the corrective action that needs to be performed, it may require action on the part of the relevant funds manager, comptroller, RFA, or DFAS. For example, if changes need to be performed on a central table, RFA or DFAS may have to take the corrective action. If the error is the result of an incorrect entry on the spending interface dataset it will require action on the part of the source of supply.

2.2 Systems Controls

The Marine Corps has made efforts to streamline business processes and financial information with great emphasis on the introduction of support applications and systems. These systems pose risks with regards to the accuracy and quality of the data being processed and interfaced to other transactional systems. Unreconciled financial data that is interfaced into SABRS may cause a potential misstatement to the USMC Financial Statements. The development of this document assists in identifying the risks in the financial systems so that the USMC can have the opportunity to mitigate those potential risks.

Functional Requirements

Certain defined actions occur as data/information from external feeder systems is processed and converted into the SABRS format prior to entry into the General Ledger (GL). These processes occur in the Common Interface File (CIF) where the data is compared (INTO-CIF process) and reformatted for posting to the GL (OUT-OF-CIF process). While these processes do not determine the validity of the data entered they do compare incoming datasets with established table data. SABRS operates in a table driven environment. Transactional data is compared against table information for accuracy errors and completeness; as a result, error files are generated and made available to the originator.

For each system, the table comparison process is different and has been documented by DFAS in a Functional Requirements Document (FRD). Not all steps in the process are listed, only those that can lead to the assignment of an error code. Each step presented in Part D details which data field is compared or validated, whether it is compared against a SABRS table, and what error code is generated if a match does, or does not, occur. SABRS data field descriptions, including the short names used in the FRD tables are located in Appendix D. See Appendix E for a list of the possible error codes that can be generated. All current DFAS generated Functional Requirements Documents are available on the Marine Corps FII Portal in the Partner Collaboration Section.

3.0 TIER 1 SYSTEMS

The following sections provide additional, specific detail for each system and are arranged in order of significance as defined by the USMC. Each section provides the following information:

A. Purpose: Provides an overview of the system and its purpose/function for the Marine Corps including:

1. Type of Transaction – this section will describe the type of transactions processes for each of the respective Tier 1 Systems detailed in the sections below.

2. Type of Business Process – this section will describe the type of business process that is performed with each respective Tier 1 System detailed in the sections below.

3. Marine Corps Policy Business Rules – this section describes the Marine Corps Orders (MCO) and other policy that prescribe the business rules for each feeder system.

B. Front End: Provides actions taken on the front-end, user roles, system controls, and a description of supporting documentation including:

1. User Roles – this section describes the user roles for each Tier 1 System detailed in the sections below. Included will be the user name followed by a brief description of their duties within each system.

2. System Controls – this section describes the system controls for each of the Tier 1 Systems detailed in the sections below.

3. Non-System Controls – this section describes the non-system controls for each of the Tier 1 Systems detailed in the sections below.

4. Supporting Documentation (Form(s)) – this section lists and describes the supporting documentation related to each of the Tier 1 Systems detailed in the sections below.

C. Mode of Data Transport: Details the method/direction by which data is introduced into the SABRS system.

D. Common Interface File (CIF): Details how each feeder system's data enters and exits the Common Interface File (CIF).

The CIF process incorporates multiple standard program edits that occur across all systems entering the CIF. Each system has its own set of unique program edits (outlined in the system detail sections below), however CIF processes standard to systems are discussed here.

SABRS is a table driven system utilizing numerous table keys and data to expand on the minimal financial data received from different business feeder systems. One of the most important processes used by SABRS to ensure that sufficient and accurate financial data are recorded is the CIF process. The CIF process is a group of upfront processing programs based off the type of transactions that are being received from the outside business feeder systems. There are two CIF processes, the INTO-CIF process and the OUT-OF-CIF process. The two CIF processes are the primary input method for spending interfaces and are executed on a daily basis with each SABRS cycle. When transactions do not meet the programming requirements designed in the CIF processes, the transactions will either be rejected from SABRS processing and returned to the original source for corrective action or processed to SABRS error

file where field commands will do the required research, analysis and take the appropriate corrective action.

1. INTO-CIF Process

Throughout the business day, business feeders and source systems are transmitting data to SABRS for processing during the next daily cycle. A trigger program is executed when the data is received and all new incoming files are formatted to SABRS processing specifications. The source of the transaction being received will determine which file format is used. Once the daily cycle is started (approximately 0400 EST Monday thru Saturday), the INTO-CIF programs begin execution. The INTO-CIF process is where all main central table edits are performed depending on the source of the transaction files. If during the INTO-CIF process, transactions should fail any of the major table edits, again depending on the source, the program will determine if the transactions are rejected or goes in error. Central table edits such as valid Basic-Symbol, Subhead, Fund Code, Budget Execution Activity (BEA), Budget Execution Sub-Activity (BESA) Object Class Code (OCC), and Special Interest Code (SIC), to name a few, are validated. All transactions that meet the INTO-CIF edits are forwarded on to the OUT-OF-CIF for further edits and processing.

2. OUT-OF-CIF Process

The OUT-OF-CIF process is based on the type of transaction (for example; COB, OBL, EXP). OUT-Of-CIF is where the fund control and active file edits are performed. Depending on the source of the original data, which is held in the Original-System-Identification field, as well as the type of transaction, the programming will determine if transactions pass the edits. If they do not pass the edits, the transactions are returned to the business feeder system for corrective action or forwarded to the SABRS error file for command corrective action.

Individual requirements and specifications of INTO or OUT-OF CIF processing will be described during the individual systems description section of this document.

E. Notification of Receipt (Acknowledgement): Lists the controls (System and Non-System) documented during discovery efforts.

F. Reports Produced to Validate/Compare: Lists the system generated reports that are used to validate interfaced transaction processed.

G. Impact to the Marine Corps Financial Statements: This section documents the Balance Sheet and/or Statement of Budgetary Resources line item(s) impacted by each system. In addition, the number and dollar value of transactions is detailed for FY08 Q1 (if available).

Line Item

In aggregate, the eight identified significant Tier 1 feeder systems have an effect on virtually all line items on both the Balance Sheet and the Statement of Budgetary Resources. Within each system description are the general ledger accounts and corresponding line items affected as a result of the businesses processes supported by that system.

General Ledger Impact

For each system, the general ledger impact was documented using data for the period ending December 31, 2007. Due to system limitation surrounding the SABRS system identifiers

(ORIG_SYS_IDs), the general ledger effects of the Defense Civilian Pay System's (DCPS) transactions could not be identified. Further, certain systems interfacing to the SABRS Hist Trans file (spending) and systems that interface into the SABRS FC Trans Hist file (authorizations, journal vouchers, and other) do not currently provide the feeder system identifier. The FC Trans Hist file systems show a blank system identifier when analyzed along with the Hist Trans file (spending) feeder system postings.

NOTE: For each of the eight Tier 1 Systems selected below, if documentation was not provided or did not apply for any of the sub-sections that were listed above, it is notated as such within each sub section.

3.1 Purchase Request Builder – (PRB)

A. Purpose

PRB electronically generates and routes purchase requests and funding documents. It is a downsized real time electronic procurement generator that has been fielded to provide a near-term, lower-cost alternative to the Standard Procurement System (SPS). PRB creates electronic requisitions that substitute for forms such as the Order for Supplies and Services (DD1155), or the Military Interdepartmental Purchase Request (DD 448). The PRB system also tracks the workflow for each Purchase Request (PR), including parties that are required to approve the process. PRB automates the process by which a PR and reimbursable funding documents (NAVCOMPT 2275 and DD 448) will be generated and routed between the initiator, approver, contracting communities and selling activities for reimbursements. PR data is entered into the PRB system and is routed to the approving official. Once a PR has been approved, the transaction is sent to the accounting system where edit checks are performed prior the PR being recorded as a Commitment on the official accounting records. PRB will later send the valid transactions to SPS for contracting action.

1. Type of Transaction

PRB electronically submits a requisition (Commitment only) type transaction to SABRS. PRB also has the capability to send modifications to original documents as well as cancellations. All financial events will be transmitted to SABRS for processing. Valid transactions are returned to PRB with appended financial data for further processing.

2. Type of Business Process

Requirement generator for contract, work request, supplies purchases with workflow traceability.

3. MC Policy Business Rules

No documentation was provided for this section.

B. Front-End Process

PRB receives recurring data feeds from SABRS. The data that is transmitted between the two systems consists of: requests for financial commitments, responses containing financial commitment information and contracting award information.

1. User Roles

a. Workflow Manager – Performs the system administration function for users, assigning workflow permissions, insuring a proper DODACC is associated with users, etc.

b. Requirements User – Creates and routes purchase request for approval.

c. Approver – Reviews the requirements and specifications. Modifies or adds information as required and approves requirements for continued processing.

d. Fiscal User – Adds the funding data to the request to include the required financial data elements and the correct Object Class and Sub-Object Class Codes. The LOA for the transaction is assigned by SABRS. This function and associated permissions in PRB can be granted to the requirements user and combined for processing steps with the initial purchase request.

e. Financial Approver – Ensures the FIP and LOA data assigned to the request is valid. Adds any missing financial data required to process the request. Their approval triggers the interface between PRB and SABRS passing a transaction for update in the next SABRS cycle. The financial approver may also serve as the approving official if assigned this function by the workflow manager with appropriate permissions.

2. System Controls

PRB uses a Workflow to route transactions through the various levels of approval prior to entry into SABRS.

3. Non-System Controls

a. Segregation of Duty assignments are included in the workflow. Specifically requestor and approver are different personnel.

b. Proper assignment of fiscal codes are in SABRS and PRB tables.

c. Request for goods and services meets a bona fide need of the period and uncommitted and un-obligated resources are available for the requested purchase.

d. Errors are corrected timely for re-induction into the process.

4. Supporting Documentation (Form(s))

The following table shows the types of supporting documentation found within the PR Builder processing environment:

Document Name	Document Purpose/Description
DD1149	The DD 1149 is used to initiate the requisition of materials or services from federal and non-federal sources. The document will use both the MILSTRIP document number and the SDN. This form is used for commitment purposes.
DD448	Military Interdepartmental Purchase Request (MIPR) - The DD 448 authorizes funds for an external command, outside the Department of the Navy, to perform work or services for the requesting command. For example, if a Marine unit is training at an Army base, the Marine unit will send funds to the Army Base comptroller with the DD 448 to fund work or services required by the Marine unit. An SDN with a DTC of MP is required on the document. DD 448 is always a commitment document because it documents the request to the external command to perform the services required. The external command has the option of accepting or declining the work request.
NAVCOMPT 2276	The NAVCOMPT 2276 is used to request a contracting action for work or services that is known and specific in nature and contractually procured (e.g., large computer buys, laundry service contracts). This form can be a commitment or obligation document depending on whether funds were direct cited or were accepted on a cost reimbursement basis. If direct cited, the requesting activity must have a copy of the contract to support the obligation. If it is cost reimbursable, block 19 must be signed by the accepting activity. This form requires an SDN with a DTC of RC.
NAVCOMPT 2275	The NAVCOMPT 2275 is used to request reimbursable work or services from any components within the Department of the Navy. The form authorizes funds

	for an external command to perform work or services for the requesting command. For example, a Marine unit is training at a different Navy or Marine Corps base other than their own. The training unit will send funds to the external fiscal office or comptroller to perform work or services for the unit that is conducting the training. The NAVCOMPT 2275 requires an SDN with a DTC of WR. Prior to the acceptance by the performing activity, the NAVCOMPT 2275 is considered a commitment document to the requestor. Once signed and accepted by the performing activity the form becomes an obligation document.
MISC PAY	Miscellaneous Pay is a non-contractual "3n1" transaction containing the required information to support entitlement, ensure government acceptance, and effect payment. The Miscellaneous Pay can be initiated in two forms: Vendor initiated for companies with a CAGE Code or Government Acceptor initiated on behalf of the vendor (ECP 491) or for personal reimbursements. Miscellaneous Payments represent 40% of all invoice transactions in the Marine Corps. The goal of WAWF - Miscellaneous Pay is to accelerate the payment process, reduce late fee payments and eliminate manual data entry fees.

Table 1 - PRB Supporting Documentation

C. Mode of Data Transport (Protocol)

PRB transmits a standard XML interface file utilizing the Universal Interface (UI) as a translator. The US is based on WEBMethods and a guaranteed delivery and reporting inbound and outbound data feeds.

D. Common Interface File

1. INTO-CIF

PRB commitment data is received and processed through numerous central tables for financial data validation. Numerous table edits are performed in the INTO-CIF process and only valid transactions will be passed to the OUT-OF-CIF process for additional system edits prior to updating SABRS files. Invalid INTO-CIF transactions will create a Negative Response back to PRB with the appropriate error for corrective action by the user. List of tables edits and Negative Response codes can be found in Appendix E.

2. OUT-OF-CIF

Valid transactions from the INTO-CIF are passed to the OUT-OF-CIF with the Document Identifier Code (DIC) equal to CMT. The CMT then goes through the programs and additional edits to determine validity and funds availability. Transactions that do not meet the Negative Response file identifying the error code and message for further action. List of Response codes can be found in Appendix E.

E. Notification of Receipt (Acknowledgement)

A receipt file is generated by SABRS sending either a positive acknowledgement (SABRS processed) or a negative acknowledgement (returned to PRBuilder with error message) for each transaction received from PRBuilder.

F. Reports Produced to Validate/Compare

There is not a report from PRBuilder to compare sent data. Current SABRS report provides transaction count from business feeder system that is received and action taken by SABRS processing.
- Received transaction count
- Valid transaction count
- Rejected transaction count

G. Impact to the Marine Corps Financial Statements

Section D.2 above described the OUT-OF-CIF process, including the DIC codes transmitted to SABRS. SABRS uses DIC codes as the main indicator for posting financial transactions to the transaction history files. Each DIC corresponds to a specific posting logic (set of general ledger accounts). Using FY08 Q1 SABRS transaction history detail, the following table was created to show the general ledger accounts affected by the PR Builder Interface (all transaction counts and dollar amounts are approximated based an un-reconciled dataset):

Balance Sheet Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
PRB	EPG	No effect on balance sheet accounts.				

Statement of Budgetary Resources Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
PRB	EPG	4221	1	$ -	$ 840,000.00	$ 840,000.00
PRB	EPG	4610	5,557	$ -	$ 2,673,414,035.18	$ 2,673,414,035.18
PRB	EPG	4700	5,558	$ (2,674,254,035.18)	$ -	$ (2,674,254,035.18)
Total			**11,116**	**$ (2,674,254,035.18)**	**$ 2,674,254,035.18**	**$ -**

Figure 2 - PR Builder General Ledger Effects

Using the above table data, along with the Treasury Financial Manual (TFM) Fiscal Year 2008 Balance Sheet and Statement of Budgetary Resources Crosswalks, general ledger accounts affected by PR Builder were mapped to the corresponding financial statement line(s). The table below summarizes the results of this mapping, thus showing the financial statement lines affected by PR Builder transactions:

Balance Sheet Lines Affected	
No effect on the balance sheet.	
Statement of Budgetary Resources Lines Affected	
3D2B	Change in unfilled customer orders - Without advance from Federal sources
9A	Unobligated balance, Apportioned
12B	Less: Uncollected customer payments from Federal sources, brought forward, October 10
17	Change in uncollected customer payments from Federal sources (+/-)
18B	Less: Uncollected customer payments (+/-) from Federal sources (-)

Figure 3 - PR Builder Balance Sheet and SBR Lines

3.2 Standard Procurement System – (SPS)

A. Purpose

The SPS is a broad, commercial software package designed to meet the acquisition needs of the Federal Government., the DoD is operating SPS in 328 server locations, comprising 22,800 individual users, plus 88 machines deployed with contingency forces around the world. The application allows DoD to deploy a standard software procurement system supporting the functional requirements while reducing operating expenses of the DoD procurement infrastructure.

The SPS supports DoD procurement functions that include acquiring supplies and services. The process begins with receipt of a requirement from a military site and ends with contract closeout. Standard automated procurement functions performed during this process include the following activities:

- Recommending methods for obtaining supplies or services,
- Describing (but not determining) requirements,
- Determining the appropriate method for acquiring the supplies or services,
- Soliciting and selecting sources,
- Awarding, modifying, terminating, and closing out contracts and other instruments,
- Approving contractor payment requests, and
- Monitoring, approving, and tracking progress or other payments.

SPS is the standardized automated procurement system for use by the DoD procurement community. A warranted contracting official receives the PR Builder request and finalizes the contract in accordance with the rules and regulations of the FAR.

1. Type of Transaction

SPS electronically submits awarded contracting information for recording of an obligation against a previous recorded commitment. Modifications and cancellation type transactions will also be transmitted as well as all financial events regardless of year or type of funding.

2. Type of Business Process

Upon contract award, SPS sends contractual data to SABRS for recording an obligation by PIIN/CLIIN/ACRN under the SDN of the commitment (SDN associated with the purchase request submitted via PR Builder). The financial data elements are originally derived from the PR Builder document. These elements are validated against the standard data element tables and post to the accounting system with a SYSID (source system identifier code) of SPS. Further, the contract information is transmitted from SPS to EDA to establish a record which will be used by WAWF and the vendor to invoice the government for provided goods or services under the issued contract terms.

The same contractual information will be transmitted to the entitlement system (CAPS-W) that will be used for prevalidation of payment by DFAS. The contracting data for this transaction is electronically sent from EDA to WAWF for government receipt and acceptance of delivered goods and services and for the vendor to submit a valid invoice for payment. All the contract information can be found in electronic form in EDA (Electronic Document Access) which is discussed in section 6015 of this chapter.

Key process and management control point checks are:

a. Ensuring obligation is passed and posted in SABRS once contract is issued in SPS.

b. Validating that the contract is posted in EDA.

c. Validating that the contract information has posted in WAWF-RA for future vendor invoicing and government acceptance actions.

B. Front-End Process

1. User Roles

a. Contracting Manager: (PRBuilder RCO Approver): When a purchase request is a approved by the requesting unit and routed to the RCO. It is placed in the Contracting Managers/Branch Managers inbox for validation. If valid, PR is approved and sent to SPS/PD2.

b. Branch Manager: The Branch Manager views all new PRs' from PRBuilder. Based on the information contained in the PR, It is either sent to a contract specialist or Contracting Team Lead for further assignment to a contract specialist for processing.

c. Contracting Specialist: When all processing is completed, the Contract is sent to either a Contracting Officer/Legal Counsel.

d. Contracting Officer: The Contracting Officer awards the contract in SPS/PD2. The Contract information is simultaneously sent to CAPS-W (Vendor Pay), EDA, and an Obligation Records is sent to SABRS.

2. System Controls

a. Prior to acceptance by the Contracting Office all Purchase Request (PR) must have a commitment posted in the accounting system or an initiation for PRs' which have been marked "Subject to the Availability of Funds."

b. Contract modification prior to and after award should be completed and processed in PRBuilder.

3. Non-System Controls

No documentation was provided for this section.

4. Supporting Documentation

Reconciliation

C. Mode of Data Transport

SPS transmit a standard XML interface file utilizing the Secure File Transfer Protocol (SFTP). SPS is a one way file transfer to SABRS and does not receive financial data back or acknowledgement or receipt.

D. Common Interface File (CIF)

1. INTO-CIF

SPS sends different types of transactions that have contract information that is not required when recording the obligation in SABRS. The INTO-CIF edits will determine which transactions are valid for processing and reject the additional, not required transactions. There are very few edits with this process since the validity of the transaction resides in the OUT-of-CIF process, however a list of possible error codes can be found in Appendix E.

2. OUT-OF-CIF

Valid transactions from the INTO-CIF are processed against the active file to ensure a commitment at the minimum is recorded. Based if the actual type of contract obligation, the process will also perform an edit to ensure there is sufficient commitment value to cover the amount of the obligation transaction. SPS transactions that will make adjustments to the already recorded commitment will perform the funds control check to ensure sufficient funding is available. Transactions that do not meet the edit process will go in error and must be worked by the appropriate command. List of possible error codes can be found in Appendix E.

E. Notification of Receipt (Acknowledgement)

No documentation was provided for this section.

F. Reports Produced to Validate/Compare

There is not a report from SPS to compare sent data

Current SABRS report provides transaction count from business feeder system that is received and action taken by SABRS processing.

- Received transaction count
- Valid transaction count
- Rejected transaction count

G. Impact to the Marine Corps Financial Statements

Section D.2 above described the OUT-OF-CIF process, including the DIC codes transmitted to SABRS. SABRS uses DIC codes as the main indicator for posting financial transactions to the transaction history files. Each DIC corresponds to a specific posting logic (set of general ledger accounts). Using FY08 Q1 SABRS transaction history detail, the following table was created to show the general ledger accounts affected by the SPS interface (all transaction counts and dollar amounts are approximated based an un-reconciled dataset):

Balance Sheet Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
SASSY	SASSY	1310	53	$ -	$ 117,893.68	$ 117,893.68
SASSY	SASSY	1511	120,759	$ (122,823,860.09)	$ (211,308,517.40)	$ (334,132,377.49)
SASSY	SASSY	1514	697	$ (4,980,237.07)	$ 122,823,860.09	$ 117,843,623.02
SASSY	SASSY	2110	59,798	$ (119,858,664.52)	$ -	$ (119,858,664.52)
SASSY	SASSY	3107	59,745	$ -	$ 119,740,770.84	$ 119,740,770.84
SASSY	SASSY	5200	53	$ (117,893.68)	$ -	$ (117,893.68)
SASSY	SASSY	5700	59,745	$ (119,740,770.84)	$ -	$ (119,740,770.84)
SASSY	SASSY	6100	31,905	$ 333,032,167.50	$ 24,734,345.38	$ 357,766,512.88
SASSY	SASSY	7190	27,716	$ (181,739,216.81)	$ -	$ (181,739,216.81)
SASSY	SASSY	7290	32,341	$ 160,120,122.95	$ -	$ 160,120,122.95
SASSY	SASSY	8801	43,949	$ (95,124,319.14)	$ -	$ (95,124,319.14)
SASSY	SASSY	8803	43,949	$ -	$ 95,124,319.14	$ 95,124,319.14
Total			**480,710**	**$ (151,232,671.70)**	**$ 151,232,671.73**	**$ 0.03**

Statement of Budgetary Resources Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
SPS	SPS	4221	90	$ -	$ (6,389.31)	$ (6,389.31)
SPS	SPS	4610	6,362	$ -	$ 176,056,606.88	$ 176,056,606.88
SPS	SPS	4650	1,261	$ -	$ (10,865,158.13)	$ (10,865,158.13)
SPS	SPS	4700	8,549	$ 835,289,250.70	$ 167,205,621.74	$ 1,002,494,872.44
SPS	SPS	4801	7,485	$ (1,178,551,508.44)	$ -	$ (1,178,551,508.44)
SPS	SPS	4871	776	$ 25,625,457.49	$ -	$ 25,625,457.49
SPS	SPS	4881	567	$ (14,753,921.15)	$ -	$ (14,753,921.15)
Total			**25,090**	**$ (332,390,721.40)**	**$ 332,390,681.18**	**$ (40.22)**

Figure 4 - SPS General Ledger Effects

Using the above table data, along with the Treasury Financial Manual (TFM) Fiscal Year 2008 Balance Sheet and Statement of Budgetary Resources Crosswalks, general ledger accounts affected by SPS were mapped to the corresponding financial statement line(s). The table below summarizes the results of this mapping, thus showing the financial statement lines affected by SPS transactions:

Balance Sheet Lines Affected	
	No effect on the balance sheet.
Statement of Budgetary Resources Lines Affected	
2	Recoveries of prior year unpaid obligations
3D2B	Change in unfilled customer orders - Without advance from Federal sources
8A	Obligations incurred - Direct
8B	Obligations incurred - Reimbursable
9A	Unobligated balance, Apportioned
10	Unobligated balance not available
12B	Less: Uncollected customer payments from Federal sources, brought forward, October 18
13	Obligations incurred net (+/-)
16	Less: Recoveries of prior year unpaid obligations, actual
17	Change in uncollected customer payments from Federal sources (+/-)
18A	Unpaid obligations
18B	Less: Uncollected customer payments (+/-)from Federal sources (-)

Figure 5 - SPS Balance Sheet and SBR Lines

3.3 Wide Area Work Flow - (WAWF)

A. Purpose

WAWF is a secure Web-based system for electronic invoicing, receipt and acceptance (WAWF-RA) as well as processing miscellaneous payments (WAWF-MP) . It provides the technology for government contractors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation, via an interactive Web-based application. Authorized users are notified of pending actions by e-mail and are presented with a collection of documents to support their contractual or financial obligations.

The current version of WAWF-RA provides authorized government contractors, e.g., vendors, with the electronic technology necessary to create, modify, and track invoices and receiving reports. The WAWF-RA application supports document processing performed by DoD uniformed and civilian employees (inspected, accepted, authorized for payment, etc.) using an interactive web-based user interface (UI). Once a document is received and/or created in WAWF-RA, vendors are able to retrieve and review status throughout the document's life cycle. Vendors are automatically kept abreast of document stages using application-generated electronic mail (email) notifications. A method for electronically correcting documents rejected by government officials is provided as well as the ability to void or correct documents submitted in error. WAWF-RA provides authorized government users with the electronic means necessary to inspect, accept, certify, and process payment information on Receiving Reports and Invoices that have been entered into WAWF-RA. Government users are notified by e-mail of pending actions and are presented with an electronic copy of documents requiring action. A method for electronic rejection of submitted documents is also provided.

The current WAWF-MP allows authorized government contractors and vendors with the same technology to input their invoices into the miscellaneous module for further electronic processing to both the accounting system to record obligations and the disbursement systems for a timelier processing and payment. The WAWF-MP module is used for processing numerous miscellaneous type payments such as but not limited to child care, firefighter uniforms, personal reimbursements and utility payments.

1. Type of Transaction

WAWF-RA electronically transmits accounts payable (expense) type transactions to SABRS. WAWF-MP electronically transmits a simultaneous obligation and accounts payable (obligation/expense) type transaction.

2. Type of Business Process

Accounts payable generated from receiving and accepting documents
Obligation and accounts payable are created for invoices inducted by vendors and personal reimbursement processes.

3. MC Policy Business Rules

No documentation was provided for this section.

B. Front-End Process

1. User Roles

Vendor - Can submit Invoices and Receiving Reports electronically using one of three methods to submit data into WAWF:

- Interactive Web Application
- Electronic Data Interchange (EDI)
- Secure File Transfer Protocol (SFTP)

These choices do not result in significant cost or require changes to existing processes. Vendors who submit many Invoices and/or Receiving Reports, or have many Line Items on each document, should use SFTP or EDI to submit data into WAWF. Vendors already using EDI will most likely prefer to use EDI with WAWF. SFTP would be less expensive to implement than EDI for new users. After a Vendor uploads a file to the WAWF system using SFTP/EDI, a system-generated e-mail message will notify him/her of any accepted transactions, accepted transactions with modified data, or rejected transactions.

Government Inspector/ Acceptor - The online ability to review Receiving Reports and compare products/services to the contract terms will assist an Official in performing his/her job. The ability to electronically reject improper documents for modification will also assist these offices in their reviews. Finally, the capability to electronically document inspection and/or acceptance, and digitally sign the information will ensure prompt presentation of the required data to the payment office. These capabilities are available as part of the Web application only. As an Inspector/Acceptor, a government official can perform many processes in WAWF. He/she can:

- Inspect documents (Inspector only)
- Accept documents, reject documents, and approve documents for payment (Acceptor only)
- Place documents on hold
- View documents and check document status
- Create Receiving Reports
- Correct and resubmit Receiving Reports he/she has submitted that were rejected
- Void Receiving Reports he/she has submitted (in some cases)
- Recall documents he/she has submitted or processed (if they have not been processed further), make changes, and resubmit the documents.

These processes apply only to Inspectors/Acceptors who are authorized to create Receiving Reports.

Local Processing Officer - The primary function of the Local Processing Office (LPO) within WAWF is to certify documents prior to the documents being forwarded to DFAS. The LPO function is used by those documents that intended to be processed by the ONE-PAY and CAPS-D payment systems. This government function provides funds certification/administration. In addition to ONE-PAY and CAPS-D payment systems, there are some instances where the IAPS payment system may also request that this processing step be used. The Local Processing Office (LPO) can perform many processes in WAWF. He/she can:

- Certify documents
- Reject documents, if applicable
- Place documents on hold
- View documents and check document status
- Enter the Long Line of Accounting (LLA) on Invoices, if applicable
- Recall documents he/she has worked on (if the payment official has not taken action), make changes, and resubmit the documents.

Government Payment Office - WAWF provides the electronic payment folders for DFAS payment functions to expedite the payment process. The ability to provide legacy payment systems, EDI transaction sets to limit the re-keying of data and associated errors, will increase accuracy and reduce manpower requirements. The ability to review and reject, with comments, improper Invoices for correction and resubmission will reduce the number of calls from Vendors asking why the Invoice was rejected, or what the status of the payment is, while the rejection is in the mail being returned today. This capability is available via the Web only. As Payment Official, a government official can perform many processes in WAWF. He/she can:

- Review, accept, and process documents
- Place documents on hold
- View documents and check document status
- Recall documents he/she has taken action on, make changes, and resubmit the documents. On recall any documents with the status of "myInvoice" or "Paid", he/she can only enter comments and attachments on the Misc. Info tab, after submission, the document status will remain unchanged.

NOTE: In many cases, document information flows to a payment system via EDI (Electronic Data Interchange) before the documents reach the Payment Official. In these cases, the documents are not processed by the Payment Official within WAWF.

Process Support Roles include:

- Group Administrator
- Contract Administrator
- Contract Issuer
- Vendor Electronic Business POC

2. System Controls

WAWF uses a Workflow to route transactions through the various levels of approval prior to entry into SABRS.

3. Non-System Controls

Key process and management control point checks are:

a. Segregation of duty assignments in the workflow. Specifically requestor and approver are different personnel.

b. Proper assignment of fiscal codes in SABRS and WAWF tables.

c. Request for goods and services meets a bona fide need of the period and uncommitted and un-obligated resources are available for the requested purchase.

d. Errors are corrected timely for re-induction into the process.

4. Supporting Documentation

Document Name	Document Description/Purpose
Material Inspection Receiving Report - DD 250	The purpose of this document is to evidence the receipt and inspection of ordered materials. There are marked locations on the form to include relevant information including but not limited to: order number, invoice date, shipped to and shipped from.

Table 2 - WAWF Supporting Documentation and Description

B. Mode of Data Transport

WAWF transmit a standard XML interface file utilizing the Secure File Transfer Protocol (SFTP). WAWF-RA is a one way file transfer to SABRS and does not receive financial data or acknowledgement of receipt. WAWF-MP has been defined to both send and receive transactions using the SFTP.

C. Common Interface File (CIF)

1. INTO-CIF

Current processing of WAWF-RA may require the transactions to process through the INTO-CIF a couple of times based off the data received from WAWF. There are very few edits with this process since the validity of the transaction resides in the OUT-Of-CIF process. Transactions that do error out during the process will be sent to the error file for command action and will recycle with the next scheduled daily cycle.

Current processing of the WAWF-MP only uses a couple of central tables to edit received financial data since the validity of the transactions reside in the OUT-OF-CIF. If a MP transaction fails an edit, it is written out to an error dataset which will be pushed or pulled (SFTP) back to WAWF for correction. A list of possible error codes can be found in Appendix E.

2. OUT-OF-CIF

Valid transactions from the INTO-CIF are processed against the active file to ensure a record is recorded. For WAWF-RA the process will be looking for the commitment/obligation to match the incoming record based off certain data element requirements. For example, if the incoming WAWF-RA is for a contract receipt, the process will look for the specific contract number to identify the correct record. The process will do a calculation based off the quantity field to determine if the account payable transaction should be recorded or go to the error file. The process does not allow quantity received values to be greater than quantity ordered to ensure improper accounts payable transactions are not recorded. Transactions that do not meet the edit process will go in error and must be worked by the appropriate command.

Valid transactions to support the WAWF-MP process will go to the active file and look for a commitment value at the minimum. The transaction that is attempting to process is a simultaneous obligation/expense and therefore is only looking for the commitment. However, if the active file record on file is already obligated, the WAWF-MP OUT-OF-CIF process will allow the transaction to post and increase the value of the commitment at the same time. Transactions that do not meet the edit process will be written out to an error dataset which will be pushed or pulled (SFTP) back to WAWF for correction. List of Response codes as well as error codes can be found in Appendix E

D. Notification of Receipt (Acknowledgement)

None, however a negative response file will be sent back to WAWF solely for the MP processing for further action by the command.

E. Reports Produced to Validate/Compare

There is not a report from WAWF to compare sent data.

Current SABRS report provides transaction count from business feeder system that is received and action taken by SABRS processing.

- Received transaction count
- Valid transaction count
- Rejected transaction count

F. Impact to the Marine Corps Financial Statements

Section D.2 above described the OUT-OF-CIF process, including the DIC codes transmitted to SABRS. SABRS uses DIC codes as the main indicator for posting financial transactions to the transaction history files. Each DIC corresponds to a specific posting logic (set of general ledger accounts). Using FY08 Q1 SABRS transaction history detail, the following table was created to show the general ledger accounts affected by the WAWF interface (all transaction counts and dollar amounts are approximated based an un-reconciled dataset):

Balance Sheet Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
WAWF	MISCPAY	1310	402	$ -	$ 547,202.23	$ 547,202.23
WAWF	MISCPAY	2110	2,164	$ (43,365,265.46)	$ -	$ (43,365,265.46)
WAWF	MISCPAY	2210	1,004	$ (97,792.99)	$ -	$ (97,792.99)
WAWF	MISCPAY	2213	346	$ (62,350.00)	$ -	$ (62,350.00)
WAWF	MISCPAY	3107	3,112	$ -	$ 42,978,206.22	$ 42,978,206.22
WAWF	MISCPAY	5200	402	$ (547,202.23)	$ -	$ (547,202.23)
WAWF	MISCPAY	5700	3,112	$ (42,978,206.22)	$ -	$ (42,978,206.22)
WAWF	MISCPAY	6100	3,168	$ -	$ 43,463,058.45	$ 43,463,058.45
WAWF	MISCPAY	6400	346	$ -	$ 62,350.00	$ 62,350.00
WAWF	WAWF	1310	349	$ -	$ 1,504,487.00	$ 1,504,487.00
WAWF	WAWF	2110	6,733	$ (69,983,581.73)	$ -	$ (69,983,581.73)
WAWF	WAWF	2210	12	$ (286.43)	$ -	$ (286.43)
WAWF	WAWF	3107	6,396	$ -	$ 68,479,381.16	$ 68,479,381.16
WAWF	WAWF	5200	349	$ (1,504,487.00)	$ -	$ (1,504,487.00)
WAWF	WAWF	5700	6,396	$ (68,479,381.16)	$ -	$ (68,479,381.16)
WAWF	WAWF	6100	6,745	$ -	$ 69,983,868.16	$ 69,983,868.16
Total			**41,036**	**$ (227,018,553.22)**	**$ 227,018,553.22**	**$ -**

Statement of Budgetary Resources Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
WAWF	MISCPAY	4221	403	$ (547,202.23)	$ 9,822.00	$ (537,380.23)
WAWF	MISCPAY	4251	402	$ -	$ 547,202.23	$ 547,202.23
WAWF	MISCPAY	4610	1,546	$ -	$ 9,319,747.53	$ 9,319,747.53
WAWF	MISCPAY	4650	721	$ -	$ 8,178,630.11	$ 8,178,630.11
WAWF	MISCPAY	4700	4,338	$ (9,319,747.53)	$ 35,336,956.34	$ 26,017,208.81
WAWF	MISCPAY	4901	2,792	$ (35,336,956.34)	$ -	$ (35,336,956.34)
WAWF	MISCPAY	4971	16	$ 20,838.69	$ -	$ 20,838.69
WAWF	MISCPAY	4981	706	$ (8,209,290.80)	$ -	$ (8,209,290.80)
WAWF	WAWF	4221	349	$ (1,504,487.00)	$ -	$ (1,504,487.00)
WAWF	WAWF	4251	349	$ -	$ 1,504,487.00	$ 1,504,487.00
WAWF	WAWF	4801	6,745	$ -	$ 69,983,868.16	$ 69,983,868.16
WAWF	WAWF	4901	6,745	$ (69,983,868.16)	$ -	$ (69,983,868.16)
Total			**25,112**	**$ (124,880,713.37)**	**$ 124,880,713.37**	**$ -**

Figure 6 - WAWF General Ledger Effects

Using the above table data, along with the Treasury Financial Manual (TFM) Fiscal Year 2008 Balance Sheet and Statement of Budgetary Resources Crosswalks, general ledger accounts affected by WAWF were mapped to the corresponding financial statement line(s). The table below summarizes the results of this mapping, thus showing the financial statement lines affected by WAWF transactions:

Balance Sheet Lines Affected	
1A3	Accounts Receivable - Intragovernmental (Note 5)
1C	Accounts Receivable,Net - Public (Note 5)
3A1	Accounts Payable - Intragovernmental (Note 12)
3A3	Other Liabilities - Intragovernmental (Note 15 & 16)
3B	Accounts Payable - Public (Note 12)
3F	Other Liabilities - Public (Note 15 & Note 16)
5A	Unexpended Appropriations - Earmarked Funds - Public (Note 23)
5B	Unexpended Appropriations - Other Funds - Public
5C	Cumulative Results of Operations - Earmarked Funds - Public
5D	Cumulative Results of Operations - Other Funds - Public
Statement of Budgetary Resources Lines Affected	
2	Recoveries of prior year unpaid obligations
3D1B	Earned - Change in receivables from Federal sources
3D2B	Change in unfilled customer orders - Without advance from Federal sources
8A	Obligations incurred - Direct
8B	Obligations incurred - Reimbursable
9A	Unobligated balance, Apportioned
10	Unobligated balance not available
12B	Less: Uncollected customer payments from Federal sources, brought forward, October 11
13	Obligations incurred net (+/-)
14	Less: Gross outlays
16	Less: Recoveries of prior year unpaid obligations, actual
17	Change in uncollected customer payments from Federal sources (+/-)
18A	Unpaid obligations
18B	Less: Uncollected customer payments (+/-)from Federal sources (-)
19A	Gross outlays

Figure 7 - WAWF Balance Sheet and SBR Lines

3.4 Defense Travel Systems (DTS)

A. Purpose

The DTS provides DoD travelers with completely automated travel planning and reimbursement capabilities. Travelers using the DTS are able to generate travel authorizations, make trip reservations, and route travel requests for approval from their desktop workstations. The system is paperless and uses DoD Public Key Infrastructure (PKI) or Common Access Card (CAC) certificates to digitally sign documents. When a trip is complete, the traveler files a voucher that is electronically routed for approval and sent to the DFAS for payment. Users can upload or fax in receipts or other supporting documentation for attachment to their document. An electronic funds transfer from DFAS to the traveler's bank account completes the process.

The DTS provides an automated paperless system for DoD travel needs that is accessible to employees from anywhere in the world, whenever they need to use it. DTS will also allow orders to be generated utilizing multiple lines of funding as well as trips that cross fiscal year requirements. Travelers and their Authorizing Officials (AOs) can use the system for the entire range of travel activities, including:

- Travel planning
- Interfacing with traveler AOs, and Defense Travel Administration (DTA)
- Maintaining travel data including receipts
- Monitoring the status of the travel process
- Enforcing compliance with DoD travel policies
- Supporting digital signature capability
- Performing financial computation and accounting
- Providing electronic interfaces to external automated systems

1. Type of Transaction

DTS electronically transmits commitment, obligation and accounts receivable type transactions to SABRS for current year requirements and future year when the travel will cross fiscal years.

2. Type of Business Process

Support all aspects of temporary additional duty processing to include tracking, financially recording, establishing debt and reconciling to complete the entire temporary duty financial events. DTS will also support travel that is funded by multiple sponsors and crosses multiple fiscal years.

3. MC Policy Business Rules

No documentation was provided for this section.

B. Front-End Process

1. User Roles

a. Traveler
b. Approving Official
c. CTO
d. Certifying Officer
e. ODTA

f. LDTA
g. DTA
h. TMO
i. Budget/Accounting Officer, Fund Manager

2. System Controls

No documentation was provided for this section.

3. Non-System Controls

No documentation was provided for this section.

4. Supporting Documentation

Document Name	Document Purpose/Description
Request and Authorization for TDY travel of DOD personnel - DD 1610	Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.
Travel Voucher – DD 1351	Used to substantiate claims for payment of advance funds and reimbursement for travel and transportation expenses incurred in an official travel status. When submitted by the same traveler, the Travel Voucher may be used as the payment voucher to cover more than one reimbursement voucher.
Local Travel - SF 1164	Used to reimburse government employees for expenses they have incurred during the conduct of official government business. This form is usually used to reimburse employees for mileage when authorized to use a Privately Owned Vehicle (POV) for official government business. Since this form authorizes reimbursement, it is classified as a commitment, obligation and expense in one transaction. This form requires an SDN with a DTC of RV.

Table 3 – DTS Supporting Documentation and Description

C. Mode of Data Transport

DTS is a WEB based travel order writer system that transmits the standard EDI format to the Global Exchange (GEX) translator that then transmits the file to SABRS in the standard User Defined File (UDF). SABRS will respond back with a UDF to the GEX where it will be translated back to the EDI format for acceptance by DTS. Guaranteed delivery of both inbound and outbound data feeds.

D. Common Interface File (CIF)

1. INTO-CIF

DTS simultaneous commitment and obligation data is received and processed through numerous tables and processes for data validation. Original, modification and cancellation type transactions are received and validated during the INTO-CIF. Accounts receivable data can also be transmitted and received and will process for validity. Also during the INTO-CIF process, special routines have been implemented that will allow transactions to process sequentially when received utilizing the same standard document number (SDN) but different lines of accounting usually found when orders are modified to change funding lines. Future Year transactions that are received in support of cross-fiscal year orders are captured during the INTO-CIF and provided they meet the data edits will be written to the error file for future processing and generate a positive acknowledgement transaction to be returned to DTS. DTS transactions that do not meet the process edits will generate a transaction identifying the error and written out to the response file dataset that will be returned to DTS after the processing cycle. See Appendix E for a list of possible error codes.

2. OUT-OF-CIF

Valid transactions from the INTO-CIF are passed to the OUT-OF-CIF with the DIC equal to COB for commitment/obligation transactions and RRE for the accounts receivable transactions. Transactions will then go through several additional table edits. During the OUT-OF-CIF, a funds control edit will be performed against the general ledger as well as several other file edits. Transactions that do not meet the respective edit and file criteria will generate a negative response transaction identifying the error and written out to the response file dataset that will be returned to DTS at the end of the process. Valid transactions will generate a positive acknowledgement transaction that will also be written out to the response file dataset that will be returned to DTS at the end of the process cycle. Valid transactions will then post to the official accounting records. See Appendix E for a list of possible error codes

E. Notification of Receipt (Acknowledgement)

A response file is generated by SABRS sending positive acknowledgement (SABRS processed) and negative responses (returned with no SABRS action due to reason as defined by the error code) for every transaction back to DTS for further action or processing within DTS

F. Reports Produced to Validate/Compare

There is not a report from DTS to compare sent data

Current SABRS report provides transaction count from business feeder system that is received and action taken by SABRS processing.

- Received transaction count
- Valid transaction count
- Rejected transaction count

G. Impact to the Marine Corps Financial Statements

Section D.2 above described the OUT-OF-CIF process, including the DIC codes transmitted to SABRS. SABRS uses DIC codes as the main indicator for posting financial transactions to the transaction history files. Each DIC corresponds to a specific posting logic (set of general ledger accounts). Using FY08 Q1 SABRS transaction history detail, the following table was created to show the general ledger accounts affected by the DTS interface (all transaction counts and dollar amounts are approximated based an un-reconciled dataset):

Balance Sheet Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
DTS	DTS	1310	799	$ (172.56)	$ 192,334.62	$ 192,162.06
DTS	DTS	2110	12,917	$ 4,656,964.98	$ -	$ 4,656,964.98
DTS	DTS	3107	12,569	$ -	$ (4,526,225.42)	$ (4,526,225.42)
DTS	DTS	5200	348	$ 130,739.56	$ -	$ 130,739.56
DTS	DTS	5700	12,569	$ 4,526,225.42	$ -	$ 4,526,225.42
DTS	DTS	6100	12,917	$ -	$ (4,656,964.98)	$ (4,656,964.98)
DTS	DTS	6720	2	$ -	$ 345.12	$ 345.12
DTS	DTS	6790	450	$ (323,074.18)	$ -	$ (323,074.18)
TOTAL			**52,571**	**$ 8,990,683.22**	**$ (8,990,510.66)**	**$ 172.56**

Statement of Budgetary Resources Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
DTS	DTS	4221	598	$ 130,739.56	$ (36,208.20)	$ 94,531.36
DTS	DTS	4251	348	$ -	$ (130,739.56)	$ (130,739.56)
DTS	DTS	4610	66,591	$ -	$ 42,867,976.39	$ 42,867,976.39
DTS	DTS	4650	8,482	$ -	$ 898,363.04	$ 898,363.04
DTS	DTS	4801	79,508	$ (42,868,088.05)	$ (4,656,964.98)	$ (47,525,053.03)
DTS	DTS	4871	3,653	$ 2,042,441.95	$ -	$ 2,042,441.95
DTS	DTS	4881	5,079	$ (2,904,596.79)	$ -	$ (2,904,596.79)
DTS	DTS	4901	12,917	$ 4,656,964.98	$ -	$ 4,656,964.98
DTS	DTS	4902	902	$ (323,246.74)	$ 323,246.74	$ -
TOTAL			**178,078**	**$ (39,265,785.09)**	**$ 39,265,673.43**	**$ (111.66)**

Figure 8 - DTS General Ledger Effects

Using the above table data, along with the Treasury Financial Manual (TFM) Fiscal Year 2008 Balance Sheet and Statement of Budgetary Resources Crosswalks, general ledger accounts affected by DTS were mapped to the corresponding financial statement line(s). The table below summarizes the results of this mapping, thus showing the financial statement lines affected by DTS transactions:

Balance Sheet Lines Affected	
1A3	Accounts Receivable - Intragovernmental (Note 5)
3A1	Accounts Payable - Intragovernmental (Note 12)
5A	Unexpended Appropriations - Earmarked Funds - Public (Note 23)
5B	Unexpended Appropriations - Other Funds - Public
5C	Cumulative Results of Operations - Earmarked Funds - Public
5D	Cumulative Results of Operations - Other Funds - Public
Statement of Budgetary Resources Lines Affected	
2	Recoveries of prior year unpaid obligations
3D1B	Earned - Change in receivables from Federal sources
3D2B	Change in unfilled customer orders - Without advance from Federal sources
8A	Obligations incurred - Direct
8B	Obligations incurred - Reimbursable
9A	Unobligated balance, Apportioned
10	Unobligated balance not available
13	Obligations incurred net (+/-)
14	Less: Gross outlays
16	Less: Recoveries of prior year unpaid obligations, actual
17	Change in uncollected customer payments from Federal sources (+/-)
18A	Unpaid obligations
18B	Less: Uncollected customer payments (+/-) from Federal sources (-)
19A	Gross outlays

Figure 9 - DTS Balance Sheet and SBR Lines

3.5 Supported Activities Supply System - (SASSY)

A. Purpose

SASSY is the primary data source for out-of-stores assets within the Marine Corps. SASSY is also the system of record for inventory custody (on hand) of out-of-stores retail held assets. SASSY is automated information management system (AIS) that provides the "retail" supply accounting functions such as stock replenishment, requirement determination, receipts, inventory, stock control, and asset visibility for Marine Corps units. SASSY functions as a centralized record-keeper, stock manager, forecaster, and central data bank for the using units without negating command responsibility. SASSY is used to account for individual and unit combat equipment, major end items, and repair parts. SASSY is the AIS which supports the consumer and intermediate levels of Marine Corps supply. SASSY has automated retail level supply accounts throughout the Marine Corps (Fleet Marine Force (FMF), Marine Corps Reserve, supporting establishment).

Note: SASSY has been designated as a Legacy system to be replaced by Global Command Support System (GCSS) in FY09.

1. Type of Transaction

SASSY transmits commitment, obligation, expense, account payable, inventory gains and losses, inventory receipt and issues, status, material returns (anticipated accounts receivable) and contractor logistics support (CLS) type transactions.

2. Type of Business Process

SASSY functions as a centralized record-keeper, stock manager, forecaster, and central data bank for the using units without negating command responsibility

3. MC Policy Business Rules

No documentation was provided for this section.

B. Front-End Process

1. User Roles

No documentation was provided for this section.

2. System Controls

No documentation was provided for this section.

3. Non-System Controls

No documentation was provided for this section.

4. Supporting Documentation

Reconciliation

C. Mode of Data Transport

SASSY provides both input and output to SABRS utilizing File Transfer Protocol (FTP).

D. Common Interface File (CIF)

1. INTO-CIF

SASSY transmits several different types of transactions as well as several different data sets for processing. All data received is in the MILSTRIP format and will initially process as interfund transactions. The various transactions are broken down by Interfund DIC as follows: A3*(* being 1-9, A-Z), A0*, D6*, AE* D7*, D8*, D9*, DA*, FTZ, AS6, The INTO-CIF process breaks down the various different types of transactions and sends them through their respective processing routines. Dependent on the routine will determine which tables are edited against and which are not. Also dependent on the type of transaction, the format can be changed to process differently than the intended interfund type transaction, these would be the CLS transactions that are ordered through the interfund process but converted to vendor support (public payment voucher). The INTO-CIF process will also accept all the previous recorded errors for SASSY and recycle them through the programs in an attempt to post again. Dependent upon the process and edits, some transactions that do not meet the requirements to be accepted for further processing will be sent to the error file for corrective action. Some transactions that do meet the functional requirements mean that they are not acceptable to be processed and will be rejected to a file that will process no further. The reason for this is that SASSY sends almost everything that they process but not everything has financial or general ledger impact. The records that have not impact to Marine Corps accounting and financial statements will be rejected. Transactions that are deemed valid for processing but do not meet the edit requirements for valid data elements will be sent to the error file. See Appendix E for a list of possible error codes.

2. OUT-OF-CIF

Valid transactions from the INTO-CIF are passed on to the OUT-OF-CIF for additional edits and validations. The OUT-OF-CIF processes the following transactions for recording and updating to the official accounting records and general ledgers: COB to replace INTO-CIF DICs of AE*, A0* and A3*; EXP to replace D6*, D7*, D8* or D9* depending on process; EMR to replace FTZ, INV and INX to replace D6*, D7*, D8* or D9* depending on the process defined in the functional requirements. During the OUT-OF-CIF routines, several table edits occur as well as verification and validation to the various files. Fund control checks and edits are performed and appropriate codes are assigned. All valid transactions will process and update the general ledgers regardless of funds availability. The reason for this is the nature of the transactions and the fact that the source is considered legacy and can not accept rejected transactions. Also during the various processing routines, dupe checks are performed to prevent erroneous posting of invalid duplicate transactions that could have been transmitted erroneously. Transactions that are considered valid but have not passed all the appropriate edit are assigned an error code and sent to the error file for corrective action. See Appendix E for a list of possible error codes.

E. Notification of Receipt (Acknowledgement)

SASSY is considered a legacy system and therefore does not have the requirement or the capability to accept and process acknowledgement transactions from the accounting system.

F. Reports Produced to Validate/Compare

There is not a report from SASSY to compare sent data

Current SABRS report provides transaction count from business feeder system that is received and action taken by SABRS processing.

- Received transaction count
- Valid transaction count
- Rejected transaction count

G. Impact to the Marine Corps Financial Statements

Section D.2 above described the OUT-OF-CIF process, including the DIC codes transmitted to SABRS. SABRS uses DIC codes as the main indicator for posting financial transactions to the transaction history files. Each DIC corresponds to a specific posting logic (set of general ledger accounts). Using FY08 Q1 SABRS transaction history detail, the following table was created to show the general ledger accounts affected by the SASSY interface (all transaction counts and dollar amounts are approximated based an un-reconciled dataset):

Balance Sheet Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
SASSY	SASSY	1310	53	$ -	$ 117,893.68	$ 117,893.68
SASSY	SASSY	1511	120,759	$ (122,823,860.09)	$ (211,308,517.40)	$ (334,132,377.49)
SASSY	SASSY	1514	697	$ (4,980,237.07)	$ 122,823,860.09	$ 117,843,623.02
SASSY	SASSY	2110	59,798	$ (119,858,664.52)	$ -	$ (119,858,664.52)
SASSY	SASSY	3107	59,745	$ -	$ 119,740,770.84	$ 119,740,770.84
SASSY	SASSY	5200	53	$ (117,893.68)	$ -	$ (117,893.68)
SASSY	SASSY	5700	59,745	$ (119,740,770.84)	$ -	$ (119,740,770.84)
SASSY	SASSY	6100	31,905	$ 333,032,167.50	$ 24,734,345.38	$ 357,766,512.88
SASSY	SASSY	7190	27,716	$ (181,739,216.81)	$ -	$ (181,739,216.81)
SASSY	SASSY	7290	32,341	$ 160,120,122.95	$ -	$ 160,120,122.95
SASSY	SASSY	8801	43,949	$ (95,124,319.14)	$ -	$ (95,124,319.14)
SASSY	SASSY	8803	43,949	$ -	$ 95,124,319.14	$ 95,124,319.14
Total			**480,710**	**$ (151,232,671.70)**	**$ 151,232,671.73**	**$ 0.03**

Statement of Budgetary Resources Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
SASSY	SASSY	4221	53	$ (117,893.68)	$ -	$ (117,893.68)
SASSY	SASSY	4251	53	$ -	$ 117,893.68	$ 117,893.68
SASSY	SASSY	4610	95,904	$ -	$ 157,270,712.64	$ 157,270,712.64
SASSY	SASSY	4650	537	$ -	$ 3,510,169.93	$ 3,510,169.93
SASSY	SASSY	4801	155,684	$ (157,254,915.41)	$ 119,842,867.15	$ (37,412,048.26)
SASSY	SASSY	4881	531	$ (3,510,169.79)	$ -	$ (3,510,169.79)
SASSY	SASSY	4901	59,792	$ (119,858,664.38)	$ -	$ (119,858,664.38)
SASSY	SASSY	4981	6	$ (0.14)	$ -	$ (0.14)
SASSY	STATUS	4221	41	$ -	$ (21,585.64)	$ (21,585.64)
SASSY	STATUS	4610	9,484	$ -	$ (21,406,295.23)	$ (21,406,295.23)
SASSY	STATUS	4650	11,808	$ -	$ (4,716,646.02)	$ (4,716,646.02)
SASSY	STATUS	4801	9,484	$ 21,406,295.23	$ -	$ 21,406,295.23
SASSY	STATUS	4871	6,433	$ 13,876,245.31	$ -	$ 13,876,245.31
SASSY	STATUS	4881	5,416	$ (9,138,013.65)	$ -	$ (9,138,013.65)
Total			**355,226**	**$ (254,597,116.51)**	**$ 254,597,116.51**	**$ -**

Figure 10 – SASSY General Ledger Effects

Using the above table data, along with the Treasury Financial Manual (TFM) Fiscal Year 2008 Balance Sheet and Statement of Budgetary Resources Crosswalks, general ledger accounts affected by SASSY were mapped to the corresponding financial statement line(s). The table below summarizes the results of this mapping, thus showing the financial statement lines affected by SASSY transactions:

Balance Sheet Line Affected	
1A3	Accounts Receivable - Intragovernmental (Note 5)
1C	Accounts Receivable,Net - Public (Note 5)
1E	Inventory and Related Property,Net - Public (Note 9)
3A1	Accounts Payable - Intragovernmental (Note 12)
3B	Accounts Payable - Public (Note 12)
5A	Unexpended Appropriations - Earmarked Funds - Public (Note 23)
5B	Unexpended Appropriations - Other Funds - Public
5C	Cumulative Results of Operations - Earmarked Funds - Public
5D	Cumulative Results of Operations - Other Funds - Public
Statement of Budgetary Resources Lines Affected	
2	Recoveries of prior year unpaid obligations
3D1B	Earned - Change in receivables from Federal sources
3D2B	Change in unfilled customer orders - Without advance from Federal sources
8A	Obligations incurred - Direct
8B	Obligations incurred - Reimbursable
9A	Unobligated balance, Apportioned
10	Unobligated balance not available
12B	Less: Uncollected customer payments from Federal sources, brought forward, October 17
13	Obligations incurred net (+/-)
14	Less: Gross outlays
16	Less: Recoveries of prior year unpaid obligations, actual
17	Change in uncollected customer payments from Federal sources (+/-)
18A	Unpaid obligations
18B	Less: Uncollected customer payments (+/-)from Federal sources (-)
19A	Gross outlays

Figure 11 - SASSY Balance Sheet and SBR Lines

3.6 Marine Corps Total Force System - (MCTFS)

A. Purpose

MCTFS is an integrated personnel and pay system supporting both the active and reserve component of the Marine Corps and personnel management for retired Marines. The system is jointly managed with DFAS. DFAS is responsible for pay functionality and the Marine Corps responsible for personnel functionality. MCTFS maintains more that 500,000 records for pay and personnel management or for the production of necessary management reports. MCTFS uses a single database, a single set of edits, and a single set of processes to achieve a high degree of integration to support the Total Force System. Reported transactions pass processing edits each daily cycle, updating the MCTFS master record and making updated data/information immediately available for commanders/users.

1. Type of Transaction

MCTFS electronically transmits commitment, obligation, expense transactions to SABRS for all military pay and personnel entitlements.

2. Type of Business Process

Supports the financial recording of military pay and entitlements on a monthly basis based of the final U&E process ran by MCTFS.

3. MC Policy Business Rules

No documentation was provided for this section.

B. Front-End Process

1. User Roles

No documentation was provided for this section.

2. System Controls

No documentation was provided for this section.

3. Non-System Controls

No documentation was provided for this section.

4. Supporting Documentation

No documentation was provided for this section.

C. Mode of Data Transport

MCTFS is a mainframe processing system that provides an input file to SABRS utilizing File Transfer Protocol (FTP). SABRS does not provide a response back to MCTFS at this time.

D. Common Interface File (CIF)

1. INTO-CIF

MCTFS simultaneous commitment, obligation and expense transactions are received and processed through several tables for validation on a monthly process. The program is designed to take the key processing elements passed by MCTFS to validate against a major table to obtain sufficient financial data to record the appropriate event. The key elements used for the process are record type, category code and pay group which are MCTFS elements that point to the various entitlements, deductions and collections. The process also has the logic to record to prior fiscal years any entitlements that were missed in the applicable year. Once all table edits and validations are successful the transactions are forwarded on to the OUT-of-CIF for additional processing. Errors are not generated by the process because there is a default entry on the major table that is used to prevent errors from processing.

2. OUT-OF-CIF

There is not a true OUT-OF-CIF process in this interface it was incorporated all in one program strictly for this interface. But the functions that the OUT-OF-CIF normally performs are done. The valid transaction being created is the COE that once it meets the table, file edits for update, will in fact update all files accordingly. If a transaction should fail the edits, the process will actually cause the SABRS cycle to abend and require research of the invalid record immediately. If action can not be taken, the transaction will be pulled from the file, flagged as being invalid for processing and notification back to MCTFS functional personnel will be sent. Transaction must be corrected to ensure the file balances with the voucher that will be produced at a later time by a tier 2 system.

E. Notification of Receipt (Acknowledgement)

None

F. Reports Produced to Validate/Compare

There is not a report from MCTFS to compare sent data

Current SABRS report provides transaction count from business feeder system that is received and action taken by SABRS processing:

- Received transaction count
- Valid transaction count
- Rejected transaction count

Although there are not rejected transactions, invalid transactions will cause the cycle to abend and notification to MCTFS functional personnel is initiated for further action.

G. Impact to the Marine Corps Financial Statements

Section D.2 above described the OUT-OF-CIF process, including the DIC codes transmitted to SABRS. SABRS uses DIC codes as the main indicator for posting financial transactions to the transaction history files. Each DIC corresponds to a specific posting logic (set of general ledger accounts). Using FY08 Q1 SABRS transaction history detail, the following table was created to show the general ledger accounts affected by the MCTFS interface (all transaction counts and dollar amounts are approximated based an un-reconciled dataset):

Balance Sheet Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
MCTFS	MCTFS	2210	691	$ (2,689,913,532.80)	$ -	$ (2,689,913,532.80)
MCTFS	MCTFS	3107	691	$ -	$ 2,689,913,532.91	$ 2,689,913,532.91
MCTFS	MCTFS	5700	691	$ (2,689,913,532.80)	$ -	$ (2,689,913,532.80)
MCTFS	MCTFS	6100	691	$ -	$ 2,689,913,532.91	$ 2,689,913,532.91
Total			**2,764**	**$ (5,379,827,065.60)**	**$ 5,379,827,065.82**	**$ 0.22**

Statement of Budgetary Resources Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
MCTFS	MCTFS	4610	233	$ -	$ 2,601,700,866.54	$ 2,601,700,866.54
		4650	458	$ -	$ 88,212,666.37	$ 88,212,666.37
		4901	233	$ (2,601,700,866.43)	$ -	$ (2,601,700,866.43)
		4971	135	$ 322,935.48	$ -	$ 322,935.48
		4981	323	$ (88,535,601.85)	$ -	$ (88,535,601.85)
Total			**1,382**	**$ (2,689,913,532.80)**	**$ 2,689,913,532.91**	**$ 0.11**

Figure 12 – MCTFS General Ledger Effects

Using the above table data, along with the Treasury Financial Manual (TFM) Fiscal Year 2008 Balance Sheet and Statement of Budgetary Resources Crosswalks, general ledger accounts affected by MCTFS were mapped to the corresponding financial statement line(s). The table below summarizes the results of this mapping, thus showing the financial statement lines affected by MCTFS transactions:

Balance Sheet Lines Affected	
3F	Other Liabilities - Public (Note 15 & Note 16)
5A	Unexpended Appropriations - Earmarked Funds - Public (Note 23)
5B	Unexpended Appropriations - Other Funds - Public
5C	Cumulative Results of Operations - Earmarked Funds - Public
5D	Cumulative Results of Operations - Other Funds - Public
Statement of Budgetary Resources Lines Affected	
2	Recoveries of prior year unpaid obligations
8A	Obligations incurred, Direct
8B	Obligations incurred - Reimbursable
9A	Unobligated balance, Apportioned
10	Unobligated balance not available
13	Obligations incurred net (+/-)
14	Less: Gross outlays
16	Less: Recoveries of prior year unpaid obligations, actual
18A	Unpaid obligations
19A	Gross outlays

Figure 13 - MCTFS Balance Sheet and SBR Lines

3.7 Defense Civilian Pay System – (DCPS)

A. Purpose

DCPS is a combination of on-line and batch programs that support the requirements of a biweekly pay cycle. Transactions which update employee data, adjust leave balances, adjust payments for prior periods, and report time and attendance may be input daily to spread the on-line workload and to obtain labor data; however, the focal point of the system is the biweekly process. Peripheral functions that occur monthly, quarterly, annually, or as required, are generally in support of, or a result of, multiple biweekly pay cycles.

DCPS has received a SAS 70 assessment. This Report is available from the Government Accountability Office (GAO) and can also be located at: https://eportal.dfas.mil

1. Type of Transaction

Commitment, obligation, expense and disbursement of detail pay
Public Voucher Disbursements
Cross Disbursements(Register 22)

2. Type of Business Process

Post the obligation by employee pay entitlements to SABRS
Post Disbursements to SABRS from treasury.
Post Cross Disbursements to SABRS from treasury.

3. MC Policy Business Rules

Marine Corps Civilian Pay Data processed in DCPS from two main system interfaces, they are as follows:
SLCADA
Disbursing Offices process daily disbursement in the Expenditure and Collections System. These transactions are then sent via FTP to DCAS daily. Inter-departmental Bills transaction are imported for DAAS via AUTODIN processed as register 6 transaction with the correct LOA based the transaction Fund Code. These Inter-departmental Bill transactions are then loaded to E&C and are sent to DCAS in the daily FTP. The Treasury Reporting Division of DFAS has access to DCAS to post some manual transaction where only the Authorized Accounting Activity has been identified as Marine Corps.

B. Front-End Process

Disbursement transactions for the E&C system from the USMC Disbursement offices are Business to Business (B2B) transactions

1. User Roles

Employing Activity Roles
- Timekeepers
- Supervisors
- Customer Service Representative

Accounting Activity
- Labor Reconciliation Clerk

Centralized Payroll Office

Process Support Roles:

NONE

2. System Controls

System controls and control objectives documentation was not located during the completion of this document.

3. Non-System Controls

Not documented

4. Supporting Documentation

Public Vouchers supporting the disbursements are of all types and are maintained by the disbursing office which posted the disbursement until it posts' in SABRS. Please use the EDA system to retrieve a copy of the source documents.

Reconciliation

C. Mode of Data Transport

DCPS provides input to SABRS utilizing File Transfer Protocol (FTP)

D. Common Interface File (CIF)

DCPS is another process that interfaces directly to SABRS and does not go through the CIF processes like most of the other tier 1 systems. DCPS has its own processing programs that bypass some of the normal processes since the type of transactions are unique for posting civilian labor. DCPS passes the actual detail pay entitlement with the Gross pay file which provides the Marine Corps the ability to post civilian pay at the detail level. There are various central tables that are used in the process that edit the incoming data to valid table data. There are two types of transactions that come with labor, one that will record the treasury level Line of accounting (LOA) and the second that has the detailed information for the employee. The detail transactions will first attempt to process utilizing the financial data of the incoming record. If transactions can not post directly there are tables that certain key elements will be used to look for valid financial data to post to. The process will continue narrowing down the key financial data until the transaction has sufficient information to record the pay entitlement in the official accounting records. DCPS transactions do not go in error, however a report is generated that will provide information of transactions that had insufficient data to post or did not know exactly where to post. There are default entries on the tables that provide enough information to record the pay. Once the transactions have successfully processed through the program routine, the respective files will be updated with the information for review by commands.

1. INTO-CIF

No documentation was provided for this section.

2. OUT-OF-CIF

No documentation was provided for this section.

E. Notification of Receipt (Acknowledgement)

None

F. Reports Produced to Validate/Compare

There is not a report from DCPS to compare sent data however the gross pay file is received and saved and authorized access users have the ability to verify and validate incoming data to recorded data.

Current SABRS report provides transaction count from business feeder system that is received and action taken by SABRS processing.

- Received transaction count
- Valid transaction count
- Rejected transaction count

G. Impact to the Marine Corps Financial Statements

Section D.2 above described the OUT-OF-CIF process, including the DIC codes transmitted to SABRS. SABRS uses DIC codes as the main indicator for posting financial transactions to the transaction history files. Each DIC corresponds to a specific posting logic (set of general ledger accounts). However, using the FY08 Q1 SABRS transaction history detail, no data could be identified as DCPS. Because DCPS was not processing with a SYS_ID, no data could be identified as DCPS transactions.

3.8 Defense Cash Accountability System – (DCAS)

A. Purpose

DCAS is the migration system selected by DFAS to be the single cash accountability system for the DoD linking financial activities under one seamless architecture. When fully deployed, DCAS will cancel the need to re-engineer multiple disparate systems by replacing the systems and building replacement capability and enhanced functionality in DCAS. Cash accountability is the reporting of disbursements, reimbursements, deposits, and receipts to the US Treasury, as well as other transactions, which would impact the Status of Funds (SoF) to the US Treasury.

1. Type of Transaction

Public Voucher Disbursements
Cross Disbursements(Register 22)
Inter-departmental Bills.

2. Type of Business Process

Post Disbursements to SABRS from treasury.
Post Cross Disbursements to SABRS from treasury.

3. MC Policy Business Rules

Marine Corps Disbursing Offices process daily disbursement in the Expenditure and Collections System. These transactions as are then sent via FTP to DCAS daily. Inter-departmental Bills transaction are imported for DAAS via AUTODIN processed as register 6 transaction with the correct LOA based the transaction Fund Code. These Inter-departmental Bill transactions are then loaded to E&C and are sent to DCAS in the daily FTP. The Treasury Reporting Division of DFAS has access to DCAS to post some manual transaction where only the Authorized Accounting Activity has been identified as Marine Corps.

B. Front-End Process

Disbursement transactions for the E&C system from the USMC Disbursement offices are Business to Business (B2B) transactions

1. User Roles

- Treasury Reporting Division (Supplemental) Staff Accountants
- Disbursing Officer (Cross Disbursement)
- Departmental Reporting Review/Submit Reports

Process Support Roles:
- Disbursing Pay Clerk
- Treasury Reporting Division Financial Analyst

2. System Controls

System controls and control objectives documentation was not located during the completion of this document.

3. Non-System Controls

The Treasury Reporting Division of DFAS must manually induct some disbursement transactions that fail. Failed transactions may consist of the following transaction types: 1 Treasury Reporting Section (under DSSN 9999) suspense transaction, Register 12s', manual 1080's Etc.

4. Supporting Documentation

Public Vouchers supporting the disbursements are of all types and are maintained by the disbursing office which posted the disbursement until it posts' in SABRS. Please use the EDA system to retrieve a copy of the source documents.

Reconciliation

C. Mode of Data Transport

DCAS provides both input and output to SABRS utilizing File Transfer Protocol (FTP).

D. Common Interface File (CIF)

DCAS does not process up front through the CIF but is called into the processing programs later in the daily cycle after the CIF has completed and all pending obligations have been recorded and updated on the files. DCAS does provides a bidirectional interface with SABRS. Specifically, DCAS posts US Treasury collections and disbursements to the SABRS General Ledgers as well as detail transactions to individual requisitions and obligations recorded. DCAS transactions can be identified using the "DCERPS/DCAS original system ID. DCAS also receives outputs from MISIL and MOCAS and shares a bidirectional interface with SRD-1/ADS. All disbursements and collections processed by any DoD disbursing system are transmitted to treasury and will be picked up by DCAS at treasury for transmission to the Marine Corps and recording in SABRS. Disbursements and collections that are received and processed have a large range of posting DIC with the most common being the DX0 (public voucher disbursement), FA1 (Interfund) and DC* (* being the reimbursable source code for collections).

DCAS transactions go through various table edits and validity checks. Transactions will also process against the SABRS active files looking for obligation matches to record the disbursement or collection (D or C) against. When a match is found, the D or C will post if the official lines of accounting (LOA) are also a match. When DCAS transactions find matching active file records and the LOA does not match, an error is generated and the transaction is sent to the error/unmatched file for appropriate action. If a matching is not found, the transaction will go directly to the unmatched file with the appropriate error message. A listing of the various error types can be found in appendix ???

DCAS also transmits transactions to the Marine Corps that are not recorded on the official accounting records and are sorted by the process and sent to the appropriate file or additional outside source.

1. INTO-CIF

N/A

2. OUT-OF-CIF

N/A

E. Notification of Receipt (Acknowledgement)

None

F. Reports Produced to Validate/Compare

There is not a report from DCAS to compare sent data. There are DCAS reports were values are received, however, there is not a true validation report at this time.

Current SABRS report provides transaction count from business feeder system that is received and action taken by SABRS processing.

- Received transaction count
- Valid transaction count
- Rejected transaction count

G. Impact to the Marine Corps Financial Statements

Section D.2 above described the OUT-OF-CIF process, including the DIC codes transmitted to SABRS. SABRS uses DIC codes as the main indicator for posting financial transactions to the transaction history files. Each DIC corresponds to a specific posting logic (set of general ledger accounts). Using FY08 Q1 SABRS transaction history detail, the following table was created to show the general ledger accounts affected by the DCAS interface (all transaction counts and dollar amounts are approximated based an un-reconciled dataset):

Balance Sheet Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
E&C	E&C	1010	693,531	$ (6,236,609,369.51)	$ (1,176,624.81)	$ (6,237,785,994.32)
E&C	E&C	1310	4,258	$ -	$ (120,605,561.57)	$ (120,605,561.57)
E&C	E&C	1410	15,839	$ -	$ 56,877,954.50	$ 56,877,954.50
E&C	E&C	2110	619,936	$ 16,155,124.44	$ 4,323,198,004.33	$ 4,339,353,128.77
E&C	E&C	2210	91,051	$ (181,230.93)	$ 1,978,125,303.32	$ 1,977,944,072.39
E&C	E&C	2213	481	$ (4,053.01)	$ 168,824.53	$ 164,771.52
E&C	E&C	2215	1	$ -	$ 7,500.00	$ 7,500.00
E&C	E&C	3107	36,428	$ -	$ (16,132,638.78)	$ (16,132,638.78)
E&C	E&C	5200	761	$ (162,798.28)	$ -	$ (162,798.28)
E&C	E&C	5700	36,428	$ 16,132,638.78	$ -	$ 16,132,638.78
E&C	E&C	6100	37,184	$ -	$ (15,973,890.75)	$ (15,973,890.75)
E&C	E&C	6400	7	$ -	$ 4,053.01	$ 4,053.01
E&C	E&C	6790	241	$ 176,523.28	$ -	$ 176,523.28
Total			**1,536,146**	**$ (6,204,493,165.23)**	**$ 6,204,492,923.78**	**$ (241.45)**

Statement of Budgetary Resources Accounts

SYSTEM	SYS_ID	SGL	TRANS_COUNT	CREDIT_AMT	DEBIT_AMT	NET_AMT
DCAS	E&C	4221	1,334	$ (162,884.65)	$ 27,779.89	$ (135,104.76)
DCAS	E&C	4251	4,017	$ -	$ (120,433,082.04)	$ (120,433,082.04)
DCAS	E&C	4252	3,259	$ 120,723,479.57	$ -	$ 120,723,479.57
DCAS	E&C	4610	35,749	$ -	$ (22,846,380.30)	$ (22,846,380.30)
DCAS	E&C	4650	35,530	$ -	$ 634,683.25	$ 634,683.25
DCAS	E&C	4700	63,071	$ (128,367.28)	$ 133,203.05	$ 4,835.77
DCAS	E&C	4801	79,903	$ (134,907.67)	$ 63,947,932.84	$ 63,813,025.17
DCAS	E&C	4802	15,841	$ (56,877,242.60)	$ -	$ (56,877,242.60)
DCAS	E&C	4871	1,473	$ 4,176,088.69	$ -	$ 4,176,088.69
DCAS	E&C	4881	34,185	$ (4,905,303.51)	$ -	$ (4,905,303.51)
DCAS	E&C	4901	711,021	$ 15,903,079.89	$ 6,301,499,632.18	$ 6,317,402,712.07
DCAS	E&C	4902	674,766	$ (6,301,310,310.66)	$ (176,523.28)	$ (6,301,486,833.94)
DCAS	E&C	4971	329	$ 630,875.60	$ -	$ 630,875.60
DCAS	E&C	4981	119	$ (564,114.99)	$ -	$ (564,114.99)
Total			**1,660,597**	**(6,222,649,608)**	**6,222,787,246**	**137,638**

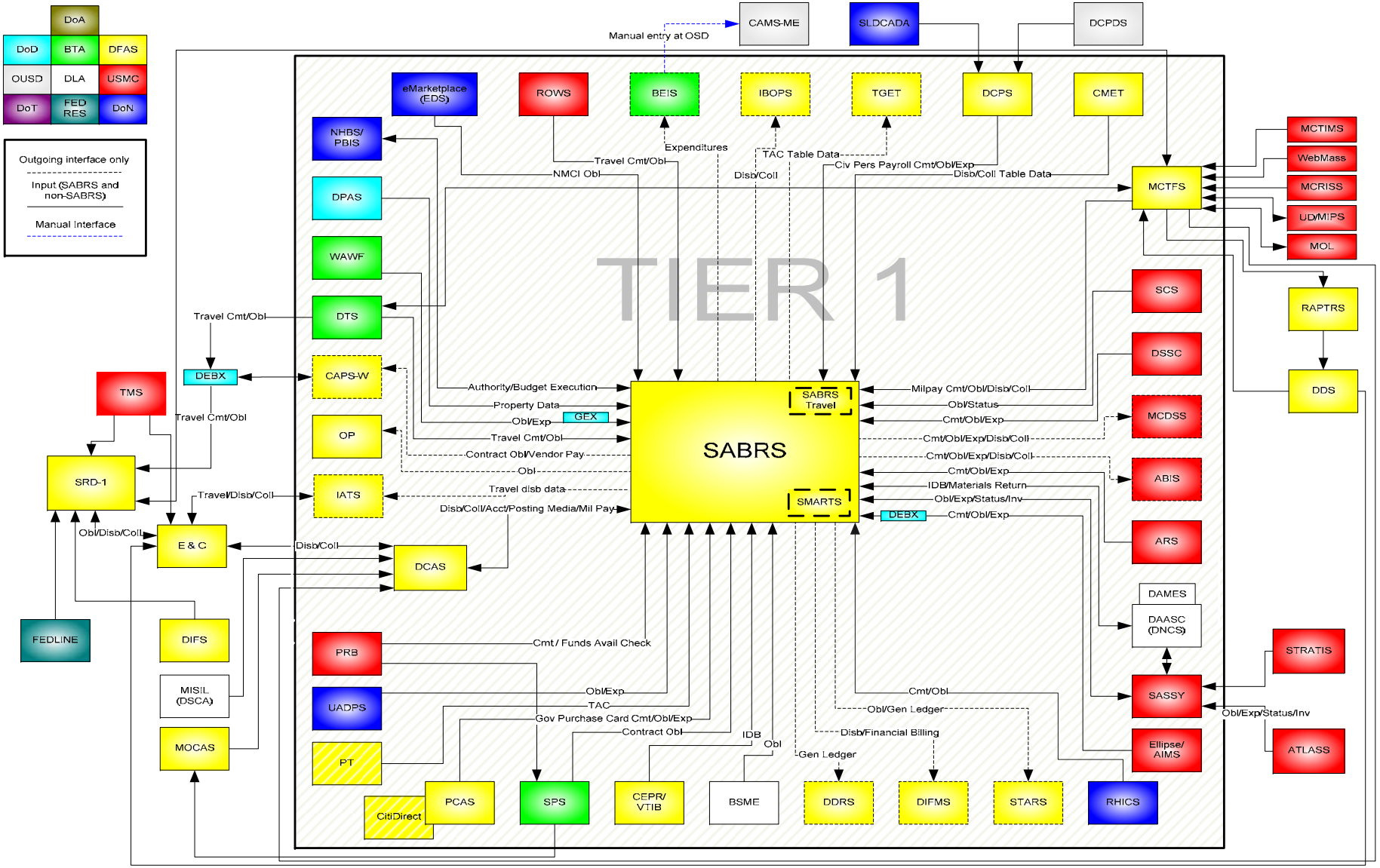
Figure 14 - DCAS General Ledger Effects

Using the above table data, along with the Treasury Financial Manual (TFM) Fiscal Year 2008 Balance Sheet and Statement of Budgetary Resources Crosswalks, general ledger accounts affected by DCAS were mapped to the corresponding financial statement line(s). The table below summarizes the results of this mapping, thus showing the financial statement lines affected by DCAS transactions:

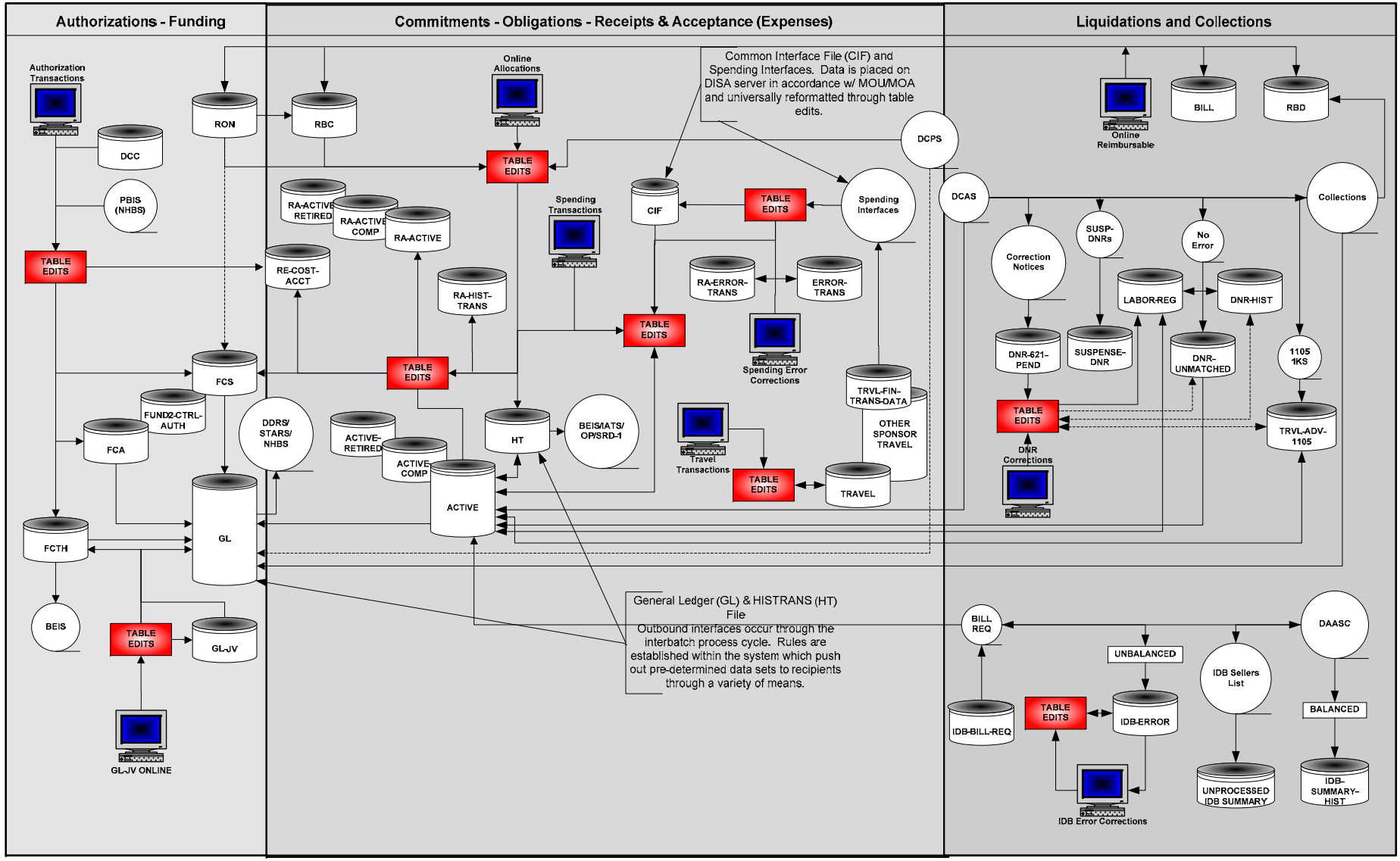
Balance Sheet Lines Affected	
1A1A	FBWT - Entity
1A3	Accounts Receivable - Intragovernmental (Note 5)
1A4	Other Assets - Intragovernmental (Note 6)
1C	Accounts Receivable,Net - Public (Note 5)
1H	Other Assets - Public (Note 6)
3A1	Accounts Payable - Intragovernmental (Note 12)
3A3	Other Liabilities - Intragovernmental (Note 15 & 16)
3B	Accounts Payable - Public (Note 12)
3C	Military Retirement and Other Federal - Public
3F	Other Liabilities - Public (Note 15 & Note 16)
5A	Unexpended Appropriations - Earmarked Funds - Public (Note 23)
5B	Unexpended Appropriations - Other Funds - Public
5C	Cumulative Results of Operations - Earmarked Funds - Public
5D	Cumulative Results of Operations - Other Funds - Public
Statement of Budgetary Resources Lines Affected	
2	Recoveries of prior year unpaid obligations
3D1A	Budget Authority - Spending authority from offsetting collections, Earned, Collected
3D1B	Earned - Change in receivables from Federal sources
8A	Obligations incurred - Direct
8B	Obligations incurred - Reimbursable
9A	Unobligated balance, Apportioned
10	Unobligated balance not available
12B	Less: Uncollected customer payments from Federal sources, brought forward, October 9
13	Obligations incurred net (+/-)
14	Less: Gross outlays
16	Less: Recoveries of prior year unpaid obligations, actual
17	Change in uncollected customer payments from Federal sources (+/-)
18A	Unpaid obligations
18B	Less: Uncollected customer payments (+/-)from Federal sources (-)
19A	Gross outlays
19B	Less: Offsetting collections

Figure 15 - DCAS Balance Sheet and SBR Lines

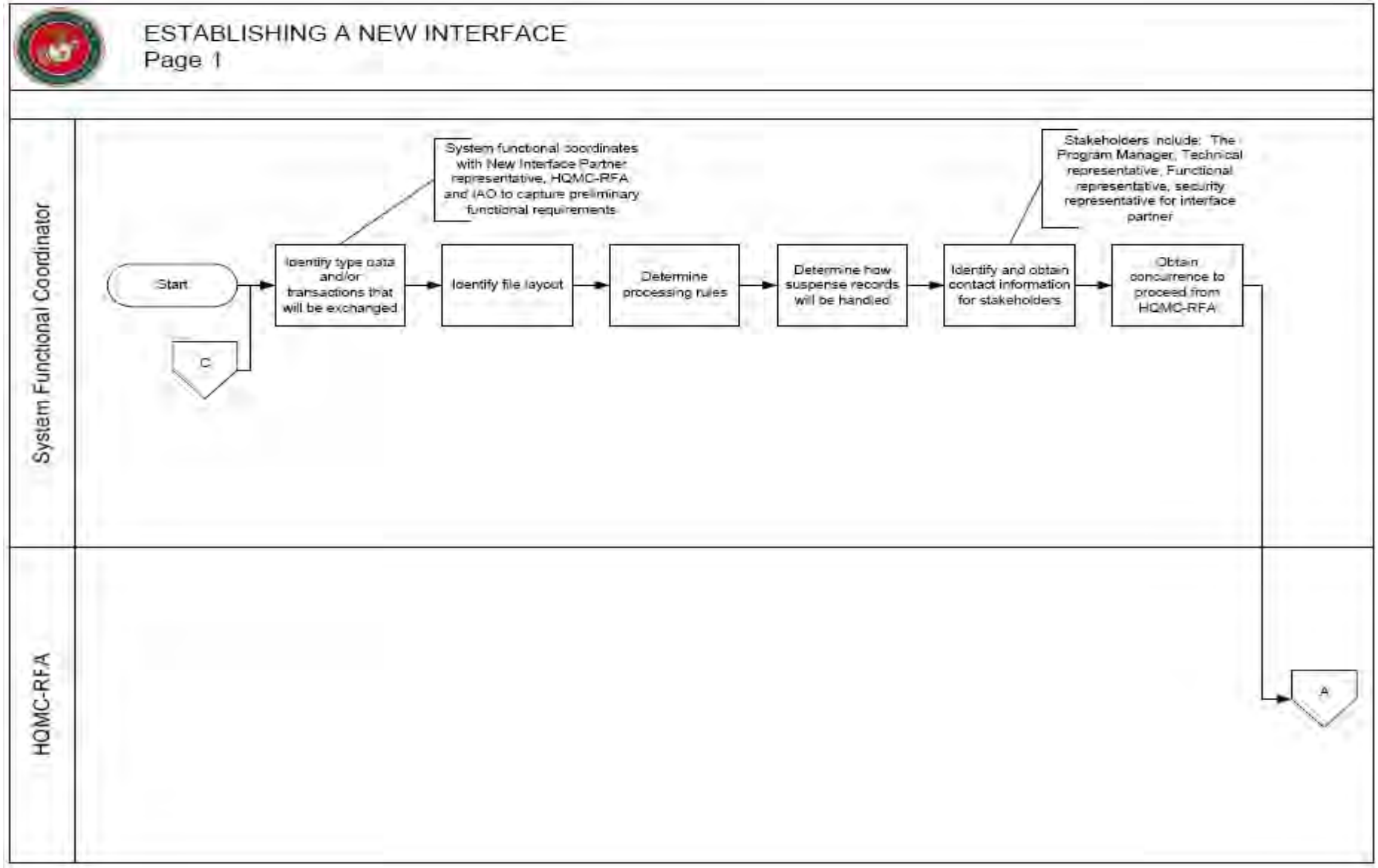
Appendix A – Tier 1 Systems Environment (As-Is)

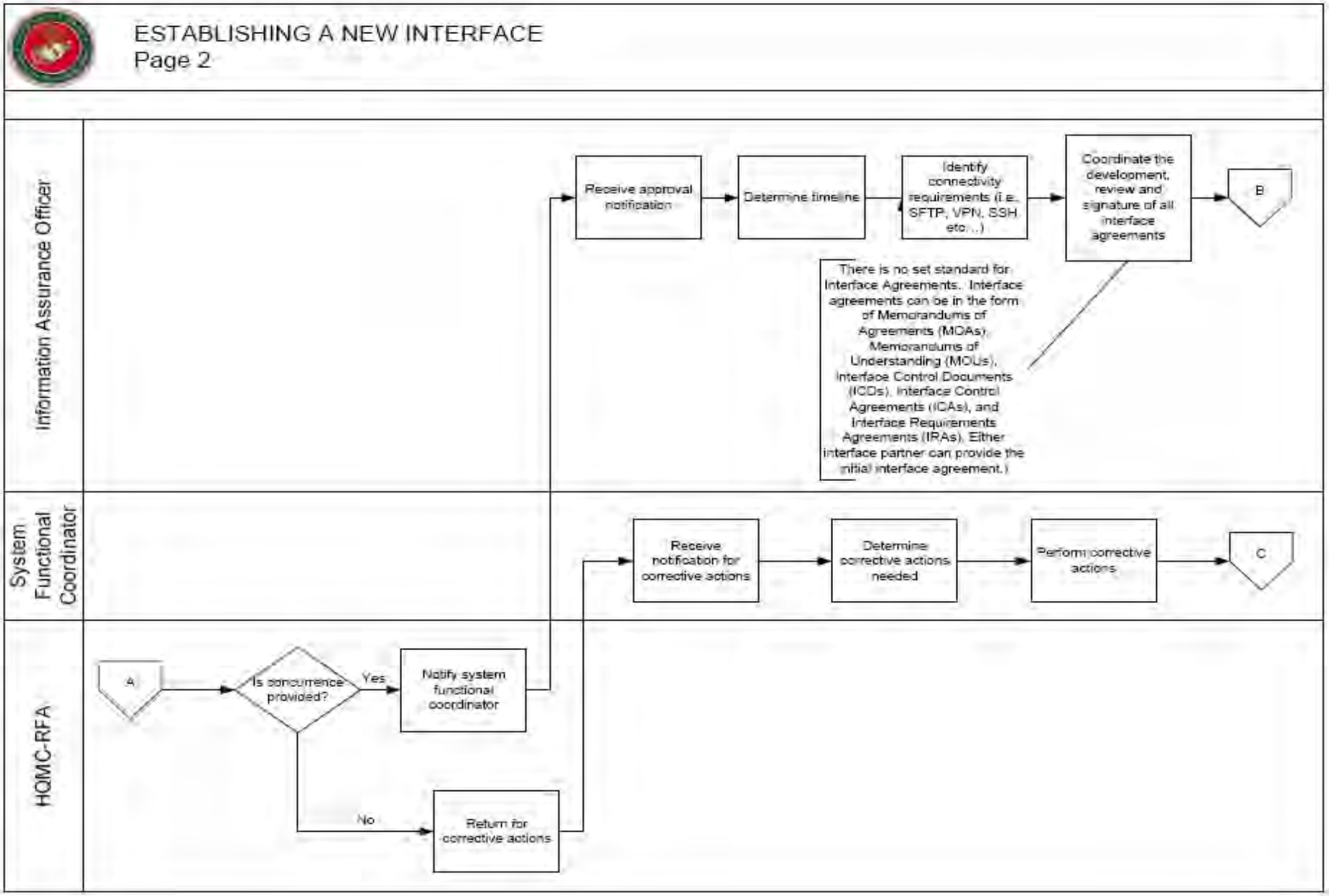


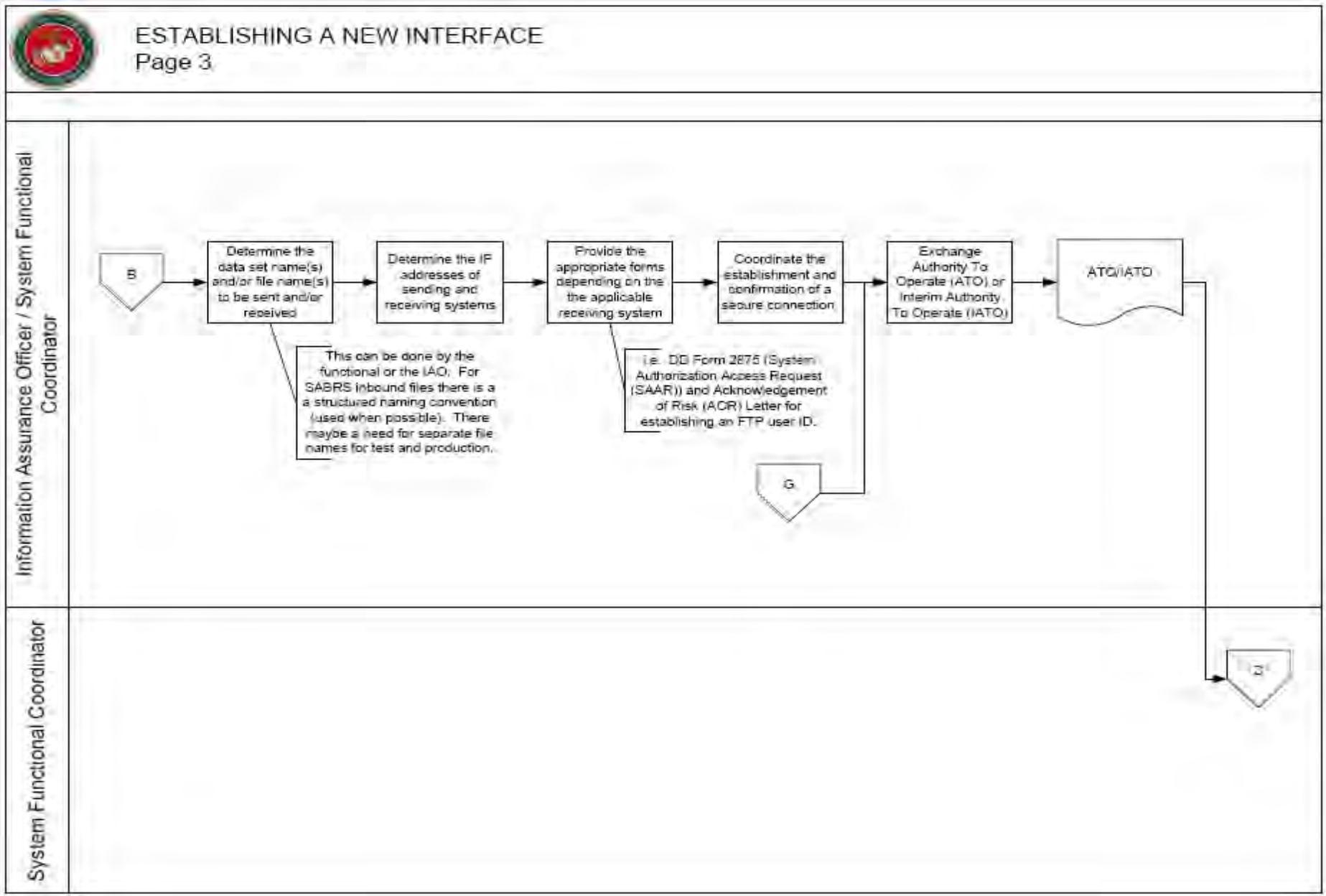
Appendix B – SABRS Infrastructure (As-Is)

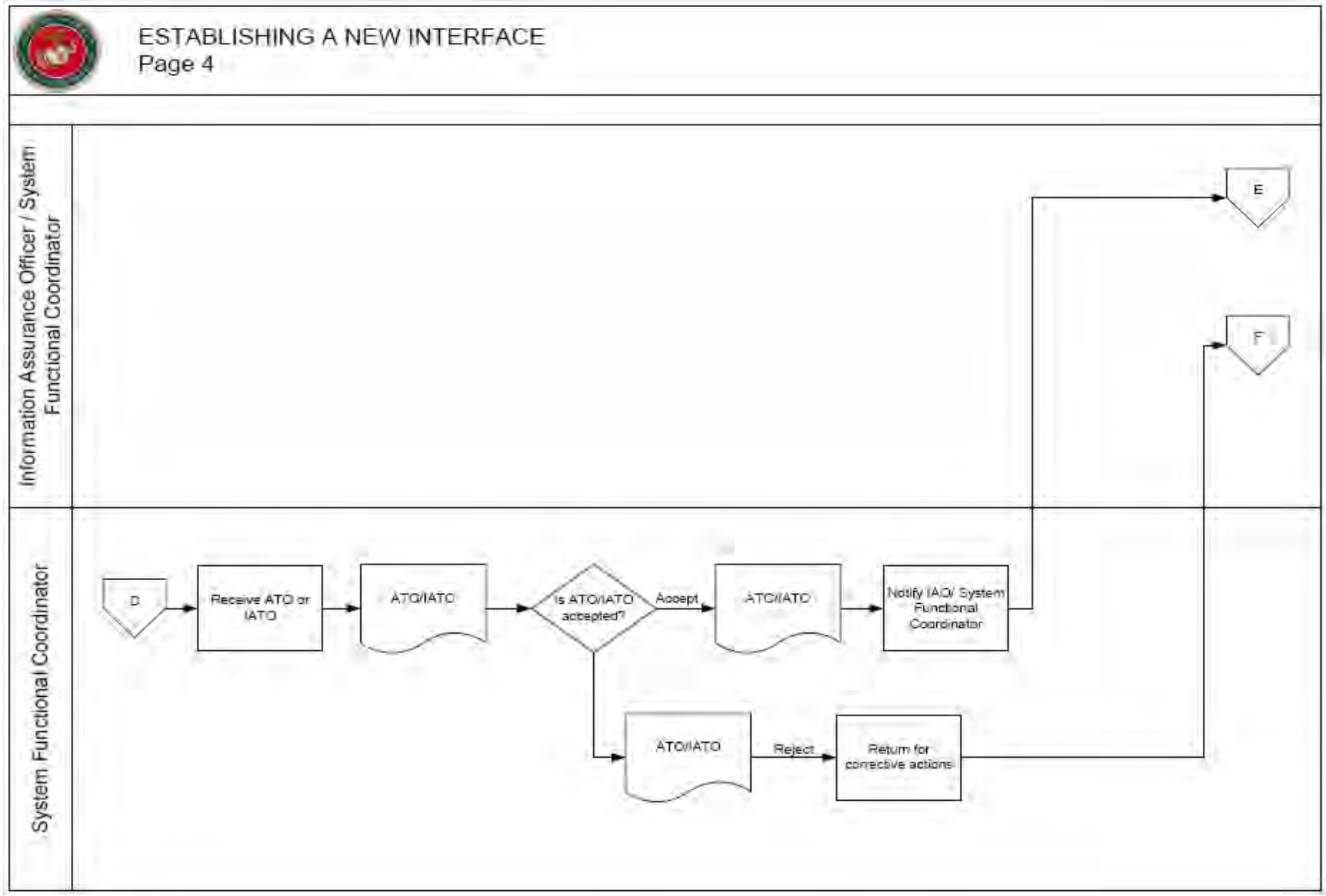


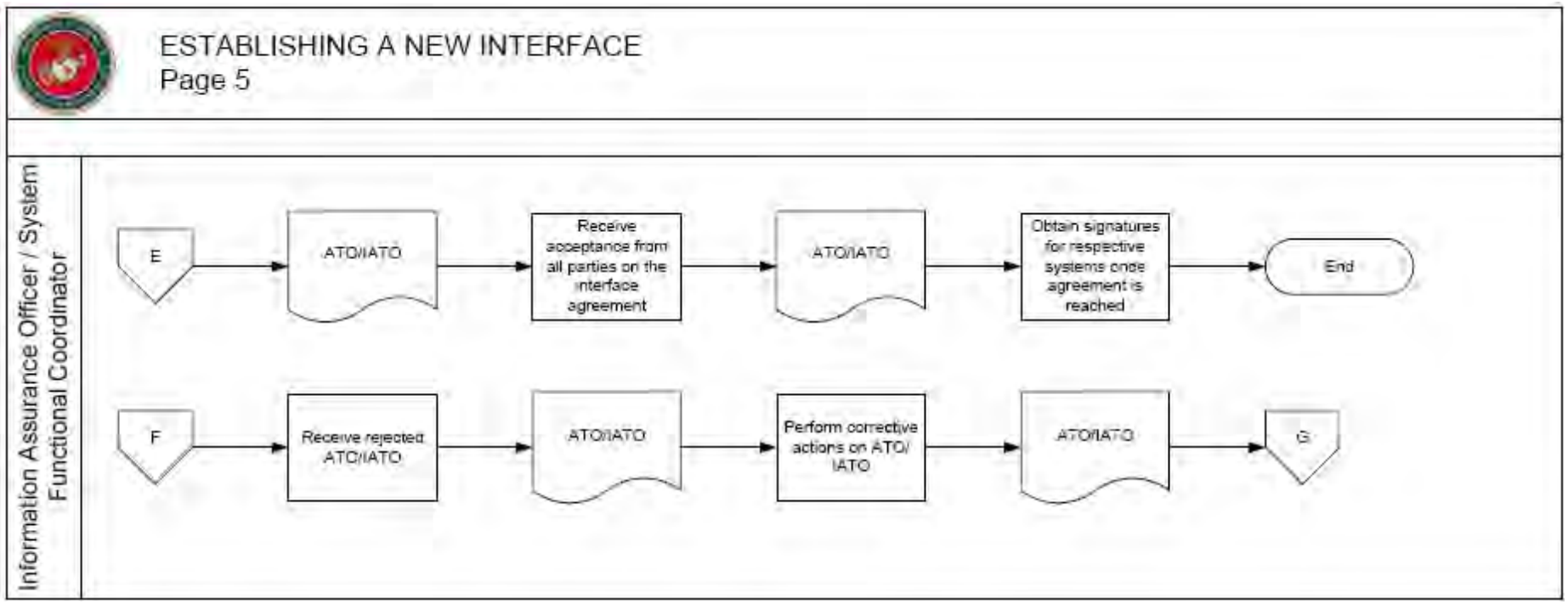
Appendix C – Establishment of the Interface Process




ESTABLISHING A NEW INTERFACE
Page 2
Information Assurance Officer
System Functional Coordinator
HQMC-RFA
Receive approval notification
Determine timeline
Identify connectivity requirements (i.e. SFTP, VPN, SSH etc...)
Coordinate the development, review and signature of all interface agreements
B
There is no set standard for Interface Agreements. Interface agreements can be in the form of Memorandums of Agreements (MOAs), Memorandums of Understanding (MOUs), Interface Control Documents (ICDs), Interface Control Agreements (ICAs), and Interface Requirements Agreements (IRAs). Either interface partner can provide the initial interface agreement.)
Receive notification for corrective actions
Determine corrective actions needed
Perform corrective actions
C
A
Is concurrence provided?
Yes
Notify system functional coordinator
No
Return for corrective actions


ESTABLISHING A NEW INTERFACE
Page 3
Information Assurance Officer / System Functional Coordinator
System Functional Coordinator
B
Determine the data set name(s) and/or file name(s) to be sent and/or received
Determine the IP addresses of sending and receiving systems
Provide the appropriate forms depending on the the applicable receiving system
Coordinate the establishment and confirmation of a secure connection
Exchange Authority To Operate (ATO) or Interim Authority To Operate (IATO)
ATO/IATO
This can be done by the functional or the IAO. For SABRS inbound files there is a a structured naming convention (used when possible). There maybe a need for separate file names for test and production.
i.e. DD Form 2875 (System Authorization Access Request (SAAR)) and Acknowledgement of Risk (AOR) Letter for establishing an FTP user ID.
G


ESTABLISHING A NEW INTERFACE
Page 4
Information Assurance Officer / System Functional Coordinator
System Functional Coordinator
D
Receive ATO or IATO
ATO/IATO
Is ATO/IATO accepted?
Accept
ATO/IATO
Notify IAO/ System Functional Coordinator
E
F
ATO/IATO
Reject
Return for corrective actions


ESTABLISHING A NEW INTERFACE
Page 5
Information Assurance Officer / System Functional Coordinator
E
ATO/IATO
Receive acceptance from all parties on the interface agreement
ATO/IATO
Obtain signatures for respective systems once agreement is reached
End
F
Receive rejected ATO/IATO
ATO/IATO
Perform corrective actions on ATO/ IATO
ATO/IATO
G

Appendix D – SABRS Table Codes and Description

Term	Acronym	Short Name	Definition
Accounting		ACCTG	The process of recording, summarizing and reporting, either in monetary or other quantitative means, transactions or occurrences (i.e., sales, purchases prepayments, losses, etc.) of a financial nature. It employs disciplined processes to receive, control, validate, record, classify and summarize financial transactions or events.
Accounting Classification Reference Number	ACRN	ACCTG-CLASS-REF-NO	A 2-digit alphanumeric field that is assigned as a prefix in sequential order (AA, AB, AC, etc.) to uniquely identify each Accounting Classification code on a source document when multiple ACRNs are present. Use of the ACRN ensures that each Accounting Classification code is treated as a separate entity thus decreasing the chance of error through duplication. In conjunction with a unique document identifier (e.g., source document number, voucher number), the ACRN allows a user easy access to individual Accounting Classification codes in order to compile categories of cost, or otherwise manipulate the data.
Accounting Installation		ACCTG-INSTALL	A 6-digit alphanumeric data element that identifies the activity providing accounting services.
Active File			Reflects valid Active File records that are not completed and are pending other transactions to be posted against the record.
Activity Address Code	AAC	ACTY-ADDR-CODE	A 6-digit alphanumeric code identifying the branch of the military or service related organization and the specific unit, activity, or organization within that branch that is authorized to direct, ship, or receive material, documentation, or billing. The AAC is composed of the UIC (Unit Identification Code) preceded by the service designator (M for the Marine Corps, i.e., M67443) and is not to be confused with the AAA which is the UIC preceded by zero (067443). Also, see UIC.
Adjust Commit, Obligate, and Expense to Liquidate	ADJ		DIC that is used to adjust the committed, obligated, and expensed amounts and quantities to equal the liquidated amounts and quantities of existing records found on the Active File.
Adjust Commit, Obligate, Expense to Credit Liquidate	ACE		DIC used to credit the committed, obligated, and expensed amounts and quantities to equal the liquidated amounts and quantities of existing records found on the Active File
Advance Pre-Authorization		ADV-PREAUTH	A 1-digit alphanumeric code that signifies that a reimbursable and an advance has been received.

Term	Acronym	Short Name	Definition
Advice Code			A 3-digit alphanumeric code that furnishes qualifying information required for use in requests for billing adjustments, duplicate billing, or billing status.
Allocation		ALLOC	An authorization or approval from a DoD component (usually a military department) that grants certain funds to be made available to an operating agency for spending.
Allotment		ALLOT	The authority expressed in terms of a specific amount of funds, granted by a competent authority to commit, obligate, and expend funds for particular purpose. Obligation and expenditure of the funds may not exceed the amount specified in the allotment, and purpose for which the authorization is made must be adhered to. Allotments are granted for all appropriations except the operating accounts. All allotments must be accounted for until the appropriation lapses or until all obligations are liquidated, whichever occurs first.
Allotment Recipient Identifier	ARI	ALLOT-RECIP-ID	A 6-digit alphanumeric field that identifies the installation/activity receiving funds from the intermediate command or higher headquarters.
Allotment/ Suballotment			It is an authorization received by head of an operating agency, or other designated official, for subordinate commands and activities to incur obligations within specified amounts, pursuant appropriation or statutory provisions.
Amount	AMT	AMOUNT	A 15-digit (13.2) numeric field that identifies the total amount. This field does not distinguish between the quantity and unit price, and is completely independent of those entries. The monetary value of a given transaction.
Apportionment Amount	APPRT-AMT		A determination by the office of management and budget as to the amount of obligations which may be incurred during a specified period under an appropriation, contract authorization, other statutory authorizations or a combination thereof. An apportionment may relate either to all obligations to be incurred during the specified period within an appropriation account, or to obligations to be incurred for an activity, function, project, object, or combination thereof.
Appropriation	APPN		An establishment by congress of an agency's authority to obtain resources (spend public funds) to perform its mission. These funds are made available for obligation, and subsequent expenditure. Also known as no-year appropriations. These appropriations provide funds for completing long-range projects and the funds appropriated remain available for obligation and expenditure until the projects are completed and/or the funds are expended.
Appropriation Fiscal Year Full	APPN-FY		A 4-digit numeric field used to identify the beginning fiscal year required.
Appropriation Fund Charged Account		APPN-FUND-CHRG-ACCT	An 11-digit alphanumeric field that identifies the number of the appropriation funds disbursed on the summary billing record.

Term	Acronym	Short Name	Definition
Appropriation Number		APPN-NO	A 4-digit alphanumeric field which specifies the purpose of the funds budgeted for obligation and expenditure (i.e. '1106' specifies Operations and Maintenance, Marine Corps, '1107' specifies Operations and Maintenance, Marine Corps Reserve).
Basic Symbol		BASIC-SYM	A 4-digit alphanumeric field that identifies that specific appropriation or account symbol assigned by the US Treasury.
Budget Execution Activity	BEA	BUD-EXEC-ACTY	A 2-digit alphanumeric field that identifies an organizational element designated by a work center identifier planning estimate or operating target holder to control a specific segment of funds Legal responsibility for the proper use and management of the funds is retained by the OPBUD or SUBOPBUD. Budget execution activities may manage one or more budget execution subactivities.
Bureau Control Number	BCN	BUR-CTRL-NO	A 5-digit numeric field used to identify the holder of an appropriation or the purpose of an allotment and the specific subdivision of the budget to which the allotted funds will be applied. For appropriations, the BCN is synonymous with the operating budget number of the Activity holding the appropriation. For allotments, the BCN specifies the project on which the funds will be expended (first and second digits) and what the allotment is for (third through fifth digits).
Class Code		CLASS-CODE	A single digit numeric code that specifies what action is being taken or has been taken on a financial document as recorded in the Disbursing Notification Record. If REG-NO on original DNR equal 05 or 22 then Class Code = 1 13 = 2 33 = 3 15 = 4 36 = 5 14 = 7
Commit and Obligate	COB		DIC used for committing and obligating records simultaneously.
Commit, Obligate, and Expense	COE		DIC used to committing, obligating, and expensing records simultaneously.
Commitment	CMT		A firm administrative reservation of funds based upon firm procurement directives, orders requisitions, authorizations to issue travel orders, or requests which authorize the recipient to create obligations without further recourse to the official responsible for certifying the availability of funds. The act of entering a commitment and the recording of that commitment on the records of the allotment is to reserve funds for future obligations. A commitment is subject to cancellation by the approving authority if it is not already obligated. Commitment is also referred to as reservation.
Cost Account	CAC	COST-ACCT-	A 4 digit alphanumeric code which classifies each transaction made or budget formulated

Term	Acronym	Short Name	Definition
Code		CODE	according to its purpose.
Department Code		DEPT-CODE	A 2-digit numeric field that identifies the governmental department to whom funds are appropriated or the department responsible for administering revolving funds, trust funds, deposit accounts, miscellaneous receipts, and transfer appropriations.
Document Identifier Code	DIC	DOC-ID-CODE	A 3-digit alphanumeric field that identifies a document according to the system to which it pertains and its intended use. The document identifier code used in the accounting system creates/causes different types of actions against a given document depending on the structure of the DIC.
Document Number	DN	DOC-NO	A 14 or 15-digit alphanumeric field, which assigned to each source document that, consolidates information about a financial document's type and origin into a unique identifier. This document number will be a MILSTRIP Number, a STANDARD Document Number, or a CONTRACT Number. The document number will consist of an AAC + FY + Doc Type Code + 5-digit serial number (user defined). Also referred to as a Standard Document Number (STD-DOC-NO). This field will be utilized for ALL direct processing and reimbursable. It is used for tracking a specific source document through the four phases of the accounting transaction cycle (i.e., Commit, obligate, expense, and liquidate). Document numbers enable users to locate a specific document anywhere within the SABRS-3 accounting system.
Document Type Code		DOC-TYPE-CODE	A 2-digit alphanumeric field that indicates the type of document to which a standard document number is being assigned.
Error Unmatch Code		ERROR-UNMATCH-CODE	A 3-digit alphanumeric system generated code that is used to identify errors encountered during processing, and in some instances to initiate and automated process to correct or report the error to the appropriate authority.
Estimated Completion Date		ESTD-COMPLT-DATE	An 8-digit numeric field which specifies, in the travel subsystem, the date on which travel is to be completed. Specifies estimated completion date
Extended Amount		EXTD-AMT	A 15-digit numeric field that equals the number or quantity of the items ordered multiplied by the corresponding Unit Price.
Fiscal Year	FY	FISCAL-YEAR	An 8-digit numeric field that identifies the beginning and ending period of availability for obligation purposes. For example: 19971999 for Basic Symbol 1109 indicates that the related funds were appropriated by Congress for the fiscal year 1997 with a three-year period of obligation availability.
Fiscal Year Full		FY-FULL	A 4-digit numeric field that identifies the twelve month period starting 1 October and ending 30 September that constitutes the official accounting period established by the Federal Government. It is the beginning year of the period of availability of funds for obligation purposes. (e.g. if funds are appropriated by Congress for Fiscal Year beginning 1997 and ending 1999 the Fiscal Year Full is 1997.)

Term	Acronym	Short Name	Definition
Fiscal Year Single		FY-SINGLE	A 1-digit alphanumeric field converted from the 4-digit Fiscal Year Full that represents of a 12-month period starting 1 October and ending 30 September that constitutes the official accounting period established by the Federal Government.
Functional Account Number	FAN	FUNC-ACCT-NO	A 5-digit number that classifies accounting transactions according to the use req. which the transactions were made.
Fund Administrator	FA	FUND-ADMIN	A 2-digit alphanumeric field, which identifies an organizational element, designated by an operating budget of sub-operating budget to control a specific segment of funds. Legal responsibility for the proper use and management of the funds is retained by the OPBUD and SUBOPBUD. Fund administrators may manage one or more work centers.
Fund Code	FC	FUND-CODE	A 2-digit alphanumeric field, which identifies a particular combination of an appropriation and subhead, charged for a particular item issued or service performed. Fund codes are assigned by the major claimant or service headquarters.
Fund Control Spend File		FUND-CTRL-SPEND-FILE	A file used to set Fund Control limitations at the Work Center level.
History Transaction File		HIST-TRANS-FILE	An ADABAS file that contains detailed records that summarize the matching transaction on the Active File.
Initiation	INT		DIC used for recording a record for an administrative uncertainty of funds in expectation of procurement action.
Major Activity	WCI	MAJ-ACTY	Is the activity address code of the next senior comptroller in the financial management chain of responsibility. This is either a logical OPBUD holder or a major subordinate command of a SUBOPBUD holder.
Military Standard Requisitioning and Issue Procedure		MILSTRIP	A 14-digit alphanumeric field. This type of document number is assigned to all requisitions and procurements that are made through a government source of supply and to all Federal Acquisition Regulation (FAR) documents. Contains the activity address code (6-digits), single fiscal year (1-digit), Julian date on which the document was prepared (3-digits), and the sequential requisition number (serial number) of an item ordered through the military standard requisitioning.
National Stock Number	NSN	NATL-STOCK-NO	A 15-digit alphanumeric field that uniquely identifies each item of stock within the Department of Defense inventory and is tracked by their material control functions.
Object Class		OBJ-CLASS	2 digit, classifies expenditures by the general nature of goods and/or services for which funds are expended versus the specific use to which goods and/or services are put.
Object Class Code	OC	OBJ-CLASS-CODE	A 3-digit alphanumeric field that identifies the nature of goods or services purchased
Obligate and Expense	OEX		DIC used for obligating and expensing records simultaneously.

Term	Acronym	Short Name	Definition
Obligation	OBL		A firm commitment or duty to make future payment because an order for goods or services has been placed, thus creating a liability and causing the government to make payment. When an official document describing a financial transaction exists, the Government is liable for the amount shown on the source document. Obligations are created when an order is placed, and without regard to whether goods were delivered or services were performed. Once funds are obligated, they may be de-obligated upon cancellation or reduction in amount providing supporting documentation is submitted to update the accounting system.
Original Document Identification Code	ODIC	ORIG-DOC-ID-CODE	A 3-digit field that specifies the identity of actual transactions that caused an adjustment whose document identifier code changed in SABRS-3.
Proceed on or About Date	POA	PROCEED-ON-OR-ABOUT-DATE	Specifies the approximate date on which travel will commence.
Property Accounting Activity Number	PAAN	PROP-ACCTG-ACTY-NO	A 6-digit alphanumeric code that identifies: The activity that will account for property purchased for a stores account, The activity for which plant property is purchased when the transaction type code indicates a purchase for a plant property account. - The travel order number for travel documents, - The major activity for reimbursable bills, or - The voucher number on register 36's.
Purpose Code	PC	PURP-CODE	A 1-digit alphanumeric field that provides a means of identifying the reason for which an inventory balance is reserved and accounted for in inventory control records of a service agency.
Quantity	QTY		An 11-digit numeric field that identifies the total number of items being processed based on the Unit of Issue.
Rec Type AA		AA	The summary record retrieved from the History File COND SUMMARY-RECORD
Rec Type R1		R1	The original register record retrieved from the IDB Detail History File. (COND REG06-UNMATCH-DB-APPN-DATA)
Record Number		REC-NO	The record number identifies the transaction number within the batch and is system generated. It defaults to one for the first record of any batch and increases by one each time a transaction is entered. It is a 2-digit numeric field that allows up to 99 transactions per batch.
Reimbursable Bill Code	RBC	REIM-BILL-CODE	3 digit, assigned locally to relate a line of accounting data to a reimbursable customer identification number for billing purposes.
Reimbursable Source Code	RSC	REIM-SRCE-CODE	A single digit alphanumeric field, which identifies the source(s) by general category, of the funds with which one activity is reimbursed for work, services, or goods, furnished to another activity. A single digit field that identifies the source of reimbursement to appropriations or funds by the

Term	Acronym	Short Name	Definition
			various reimbursable categories for both specific and automatic types of reimbursable activity.
Routing Identifier Code	RIC	RTNG-ID-CODE	A 3-digit alphanumeric field that is assigned by each service/agency to its facilities and activities to be used on logistical transactions to identify either the intended recipient of a document or the consignor (shipper) of a supply-type release/receipt that is originated within the distribution system.
Serial Number		SERIAL-NO	A 5-digit alphanumeric field sequentially assigned to uniquely identify a document for travel documents the travel order number and serial number are synonymous.
Signal Code		SIGNAL-CODE	A single digit field which is designed to designate the field containing the intended consignee (ship to) and the activity that will receive and effect payment of bills (bill to), when applicable. Requisitions will cite the signal codes that indicate whether the requisitioner (CC 30-35), the supplemental addressee (CC 45-50), or the fund code (CC 52-53) is to be used to find the bill address. Marine Corps activities are authorized to use signal codes “E” and “N”, which indicate that the “Bill to” address is in the remarks field.
Special Interest Code	SPCL INT	SPCL-INTRST-CODE	A 2 to 3-digit alphanumeric field that identifies specific functions within the budgetary sub-division field (i.e., MWR, Health Care, Etc.) or other unprogrammed, special visibility issue (i.e., Desert\Shield/Desert Storm).
Standard Document Number	SDN	STD-DOC-NO	A 15-digit alphanumeric field assigned for purchases outside of the same parent Command or Service. The required use of Standard document numbers serves two purposes: (1) It ensures that the parent Command or Service is aware of an obligation at the time that the obligation is created and, (2) It ensures that the same document number structure is used throughout DoD. It contains the activity address code (6-digits), fiscal year (2-digits), document type code (2-digits), and serial number of the document (i.e. travel order number, reimbursable bill number, etc.) (5-digits).
Status Code		STATUS-CODE	A 2-digit alphanumeric field that is used to transmit information relative to the status of requisition from the inventory manager and/or supply source or creator of a requisition, consignee, or designated control office. Status codes are used by the inventory manager/source of supply during the processing of requisitions/cancellation request/follow-ups and other MILSTRIP transactions. Supply status predicts shipment on time as specified by the priority delivery date or the required delivery date unless specific supply status is received advising of an anticipated delay or an estimated availability date
Suballotment	SA	SUB-ALLOTMENT	A single digit numeric field indicating authorization to use funds from an allotment issued by the service headquarters. The authorization is granted from the staff agency of the service headquarters that receives the primary allotment. It can also represent the sub-authorization number within the OPBUD in the line of accounting data on reimbursable billings.

Term	Acronym	Short Name	Definition
Suballotment Receipt Identifier	SRI	SUBALLOT-RECIP-ID	A 6-digit alphanumeric field that identifies the installation/activity receiving funds from the allotment Recipient command.
Subhead	SUBH	SUBHEAD	A 4-digit alphanumeric field, which identifies charges and credits made to the first level of an appropriation. The first two characters of the subhead designates the administering office and are derived from the last two characters of the major claimants unit identification code (i.e. The HQMC unit identification code (UIC) is '00027'; therefore, the first two characters of the subheads administered by HQMC will be '27'). The last two characters of the subhead are a purpose code that is specific to the appropriations under which the subhead falls (i.e., subhead '2702' identifies funds administered by HQMC for pay and allowances of enlisted personnel).
Supplementary Address Code		SUPP-ADDR-CODE	A 6-digit alphanumeric field used to identify the address of an activity other than the requisitioning activity. It may be used as the billing or shipping address depending on the accompanying signal code.
Transaction Type Code	TTC	TRANS-TYPE-CODE	A 2-digit alphanumeric code that classifies the transaction for its specific purpose (i.e. '1k' denotes travel advances for navy/marine corps personnel). A 3-digit alphanumeric field that identifies a transaction to specific categories within the accounting cycle and is used in conjunction with other standard accounting classification data elements to determine standard general ledger posting. The same transaction type code will be used for both data entry and reporting to higher headquarters.
Transportation Amount	TRANS-AMT		The total amount of transportation
Unit of Issue	U/I	UNIT-OF-ISSUE	A 2-digit alphabetical field that is the abbreviation of the standard item measurement, as indicated in the applicable catalog or stocklist. Within the IDB-File and it's associated user views, the Unit of Issue field is used to contain the value of the a associated stores account code (SAC) or management code (MC), as applicable for items purchased from the Marine Corps Stock Fund.
Unit Price	U/P	UNIT-PRICE	A 15-digit (13.2) numeric field that identifies the standard cost per Unit of Issue.
Work Center	BESA	WORK-CTR	2-digit, Represents the level in the financial management structure at which financial transactions are initiated. One or more work centers are administered by a fund administrator.
Work Center Identifier	WCI	WORK-CTR-ID	A 6-digit alphanumeric field that identifies the installation/activity receiving funds from the suballotment recipient command or higher headquarters.
Year Code		YR-CODE	A 1-character alpha required field. The three choices are: F = Future-Fiscal-Year, P = Prior-Fiscal-Year, Blank = Current- Fiscal-Year.

Appendix E – SABRS Error Codes

Code	Description
003	Invalid amounts detail to summary
005	Invalid transaction date
015	FC not found on S-FUNDCODE table 020
027	WCI, BEA, BESA combination invalid
029	CAC not found on X-CAC-Table 014
037	Local SIC not found L-SPCL-INTRST-CODE table 234
050	SDN SERIAL NO is blank
051	Invalid CHARGE-CODE
080	Invalid transaction set data
083	Invalid DUNS-DUNS PLUS 4
084	Invalid DOC-TYPE-CIDE of contract
085	Invalid PROCEED-ON-OR-ABOUT-DATE
086	Invalid ESTD-COMPLT-DATE
087	Misrouted transaction set
094	Header detail mismatch
096	No summary invalid detail order
136	LOA of incoming record does not match table values
138	Invalid SDN Year
900	Positive response
998	Valid Transaction with no updates to SABRS files
999	Valid Transaction
S01	ACTIVE-FILE (HIST-TRANS-FILE) record not found
S14	Invalid QTY (Quantity)
S15	Invalid UNIT-PRICE
S16	Free Issue Signal Code
S17	Invalid TOT-TRANS-AMT
S22	AAC/FC Combo not on table 302
S24	BSYM/FY Combo not on table 206
S25	SUPAD/WCI Combo not on table 030
S27	KEY not on table 0F2
S28	DIC/WCI Combo not found on M-DFLT-FIP table
S29	WCI/JON Combo not on table 0F2
S33	STORE-ACCT-CODE NE 1
S34	AAC not on table 208
S35	BSYM/SBHD Combo not on table 217
S37	BCN/ARI/AI COMBO not on table 251
S38	WCI/BEA/BESA not on table 207
S39	SIC not on table 228 or 234
S41	Invalid DOC-TYPE-CODE table 201
S42	SDN FY NE FY-FULL
S43	TRVL SDN NE 15 DIGITS
S44	Invalid JULIAN-DATE
S53	CAC not on table 014

Code	Description
S54	FC not found on table 020
S55	STD-DOC-NO SERIAL is blank
S56	FIP not found on table 073
S58	DOC-TYPE-CODE is INVALID
S59	YR CODE NE ' ' or 'P'
S60	AAC/RIC Combo not loaded on table 068
S61	NATL-STOCK-NO not found on MHIF File
S82	Invalid STD-DOC-NO
W01	Invalid/Unknown DIC
W02	Invalid DTC for MISC PAY
W03	Invalid ACRN
W04	Invalid PIIN
W05	Invalid TOT-TRANS-AMT
W06	Invalid PURP-CODE
X01	Invalid DOC-ID-CODE
X02	Invalid ACTY-ADDR-CODE and FUND-CODE (Table 302 edit)
X03	Invalid ACTY-ADDR-CODE (Table 208 edit)
X06	Invalid SDN-YEAR of Standard Document Number
X07	Invalid use of DOC-TYPE-CODE of Standard Document Number for procurement
X08	Invalid DOC-TYPE-CODE of Standard Document Number (Table 201)
X09	Invalid SERIAL-NO of Standard Document Number
X10	Invalid ACCTG-CLASS-REF-NO
X11	Invalid ACCTG-CLASS-REF-NO used with DOC-TYPE-CODE "RC"
X12	Invalid TOT-TRANS-QTY (Contains alpha value or is equal to zero)
X13	Invalid UNIT-PRICE (Contains alpha value or is equal to zero)
X14	Invalid TOT-TRANS-AMT (Contains alpha value or is equal to zero)
X15	Invalid BASIC-SYM and FY-FULL (Table 206 edit)
X16	Invalid Commitment for Prior Year
X17	Invalid Commitment for Future Year
X18	Invalid Financial Information Pointer (FIP) (Table 073 edit)
X19	Invalid COST-ACCT-CODE (Table 014 edit) SABRS TABLE PROBLEM
X20	Invalid FUND-CODE (Table 020 edit) SABRS TABLE PROBLEM
X21	Invalid use of OBJ-CLASS-CODE for procurement
X22	Invalid OBJ-CLASS-CODE (Table 227 edit)
X23	Invalid Local SPCL-INTRST-CODE (Table 234 edit)
X24	Invalid Central SPCL-INTRST-CODE (Table 228 edit)
X25	Invalid CONTR-MOD-INDIC (NE ' ', 'M' or 'C')
X30	ACTIVE-RECORD is in a Completed or Retired status
X31	Invalid CONTR-MOD-INDIC 'M' or 'C' without a found ACTIVE RECORD
X33	FUND-CTRL-SPEND-FILE record not found
X34	Transaction exceeds funding available
X36	Invalid FY-SINGLE/FY-FULL
X37	Invalid SDN-YR, does not fall within FISCAL-YEAR of BASIC-SYM
X38	Invalid WORK-CTR-ID, BUD-EXEC-ACTY, BUD-EXEC-SUBACTY and FY-FULL
X39	Invalid REIM-ORDER-NO and or RON not found on RON-FILE
X40	Invalid REIM-BILL-CODE and or RBC not found on RBC-FILE
X41	INT (Initiation) transaction cannot process for prior year

Code	Description
X42	INT (Initiation) transaction must have a SUBJ-AVAIL-FUND-FLAG-CD = 'X'
X43	CMT (Commitment) transaction received with SUBJ-AVAIL-FUND-FLAG-CD not equal to Blank
X44	INT (Initiation) transaction must have a SUBJ-AVAIL-FUND-DATE combination

Appendix F – List of Acronyms Used

Acronym	Acronym Expansion
AAS	Automated Assignment System
ACID	Accessor Identification
ACRN	Accounting Classification Reference Number
AIS	Automated Information System
AO	Authorizing Officials
AR 1307	Accounting Report 1307
CIF	Common Interface File
CMT	Commitment
COB	Commitment – Obligation
COE	Commitment-Obligation-Expense
DAA	Designated Approving Authority
DAASC	Defense Automatic Addressing System Center
DCAS	Defense Cash Accountability Systems
DCPS	Defense Civilian Pay System
DDRS	Defense Departmental Reporting System
DDRS-AFS	DDRS Audited Financial Statements Module
DDRS-B	DDRS Budgetary Reporting Module
DDRS-DCM	DDRS Data Collection Module
DFAS	Defense Finance and Accounting Service
DFAS-CL	DFAS - Cleveland
DIC	Document Identifier Codes
DoD	Department of Defense
DPAS	Defense Property Accountability System
DSSC	Direct Support Stock Control
DTA	Defense Travel Administration
DTS	Defense Travel System
E&C	Expenditure and Collections
EAM	Enterprise Asset Management
Ellipse/AIMS	Alliance Information Management System
EXP	Expense
FES	Fuels Enterprise Server Within FAS/BSM-E/BLSA
FII	Financial Improvement Initiative
FRB	Federal Reserve Bank
FRD	Functional Requirements Document
FTP	File Transfer Protocol
GAO	Government Accountability Office
GCSS	Global Command Support System
GL	General Ledger
GPF	Gross Payroll File
HAZMINCEN	Hazardous Materials Minimization Center
HM	Hazardous Material
HMC	Hazardous Material Centers
MCAS	Marine Corps Air Station
MCO	Marine Corps Order

Acronym	Acronym Expansion
MCTFS	Marine Corps Total Force System
MECF	Master Error Control File
MFR	Marine Forces Reserves
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAVSEA	The Naval Sea Systems Command
Navy	Department of the Navy
NSN	National Stock Number
OBL	Obligation
PBIS	Navy HQ Budget Systems –Program/Budget Information System
PCAS	Purchase Card Automation System
PE	Processing Element
PKI	Public Key Infrastructure
POC	Points of Contact
PRB	PR Builder
RFA	Accounting and Financial Systems Branch
RHICS	Regional Hazardous Inventory Control System
ROWS	Reserve Order Writing System
SAAR	System Authorization Access Request
SABRS	Standard Accounting Budgeting and Reporting System
SASSY	Supported Activities Supply System
SCS	Stock Control System
SDN	Standard Document Number
SF 133	Report on Budget Execution and Budgetary Resources
SLDCADA	Standard Labor Data Collection and Distribution Application
SME	Subject Matter Expert
SMU	SASSY Management Unit
SOF	Status of Funds
SPAWAR	Space and Naval Warfare Systems Command
SPS	PD2/Standard Procurement System
SPS	Standard Procurement System
STFP	Secure File Transfer Protocol
TAC	Transportation Account Codes
TASO	Terminal Area Security Officer
TTC	Transactional Type Code
U&E	Update & Extract
UADPS	Uniform Automated Data Processing System
UI	Universal Interface
USMC	United States Marine Corps

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9. DATACALL-DoD IG Contingent Legal Liability
10. DATACALL-DRMS Hazardous Waste Advances
11. DATACALL-Education Benefits Expenses Liabilities
12. DATACALL-Employee Benefit Expenses & Liabilities
13. DATACALL-Employee Benefit Imputed Financing
14. DATACALL-FECA Liabilities & Expenses
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17. DATACALL-Marine Corps College Fund
18. DATACALL-Military Equipment
19. DATACALL-Military Retirement Fund
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21. DATACALL-NonDERP Environmental Liabilities
22. DATACALL-NonEnvironmental Disposal Liability
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24. DATACALL-PPA Interest Expense
25. DATACALL-Quarterly Nonfederal AP Recon for DFAS-IN S&C
26. DATACALL-Real Property
27. DATACALL-Suspense & Deposit Accounts
28. DATACALL-UCLL and Expense AUTOMATED PROCESS
29. DATACALL-UCLL MANUAL PROCESS
30. DATACALL-UMLL Active & Reserve

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ACCOUNTING AND FINANCIAL SYSTEMS BRANCH (RFA)

EXTERNAL DATA CALL STANDARD OPERATING PROCEDURES

MAY 15, 2008

External Data Call Standard Operating Procedures
Executive Summary

External data calls consist of financial information collected by another agency or department that is significant to the information reflected on the Marine Corps financial statements. On behalf of the Marine Corps, the Defense Finance Accounting Service (DFAS) requests and collects data that is not available within Standard Accounting, Budgeting and Reporting System (SABRS)) to include on the Balance Sheet of the financial statement package. This occurs prior to starting the financial statement preparation process, which is why the timeliness and accuracy of this information is crucial in developing complete and transparent financial statements.

Data call information is submitted on the dates outlined by the Department of Defense (DoD) Performance and Accountability Report (PAR) Schedule and DFAS calendars. Once the data call information is received, manual JVs are prepared and entered into the Defense Departmental Reporting System-Audited Financial Statements Module (DDRS-AFS) by the DFAS staff. DFAS maintains a checklist of data calls and source documentation received in a data call log/checklist. This log is generally an Excel spreadsheet that lists items by appropriation. As a control measure, DFAS-KC documents the receipt of data calls and other financial statement information when received.

Purpose and Scope

The purpose of this standard operating procedure is to present the standard operating procedures for the collection and reporting of financial data received from external entities. Data not captured in SABRS is remitted from external entities to DFAS to be accounted for in the financial statements. This standard operating procedure document describes the purpose of each external data call and the impact of the data call on the financial statements. This standard operating procedure document also provides a checklist, for each data call, that is to be employed by the responsible process owners to document the completion of each task including the supporting documentation maintained and the required approvals.

The following standard operating procedures apply to the external data calls and corresponding JV's that were performed during Fiscal Year 2008. This standard operating procedure is intended to be updated as additional data calls, procedures, and controls are implemented.

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SECTION A – INTRODUCTION

A.1 Background

External data calls are requests sent to external entities for collection of data. The external entities populate a data collection template with the required financial information and remit the template and supporting documentation to the Defense Finance and Accounting Service – Kansas City, Audited Financial Statements (DFAS-KC AFS) Division[1].

DFAS-KC AFS maintains a data call log/checklist. The log is an excel spreadsheet that has a list of all items, by appropriation, that are included in the financial statements. Data calls and other information vital to the financial statements are logged into the spreadsheet as they are received. DFAS-KC AFS reconciles the amounts in the data call templates received from the external entities to the supporting documentation submitted with the templates to identify amounts that were recorded incorrectly.

Once data calls are received and logged, journal vouchers (JVs) are prepared in the Defense Departmental Reporting System – Audited Financial Statements (DDRS-AFS) by DFAS-KC AFS. DFAS-KC AFS maintains "desk top procedures" for each data call (See Appendix B). For each data call received, there is a standard reason code documenting the applicable journal voucher entries (General Ledger Account (GLA) and GLA description), the description of the entry/purpose of the entry, and the type of supporting documentation required. A designated DFAS-KC AFS staff member accesses the appropriate reason code and copies the information into DDRS-AFS, JV Creation. The DFAS-KC AFS staff member obtains the journal voucher values from the supporting documentation. A DFAS-KC AFS staff member then reviews the entries made in JV Creation and the supporting documentation to ensure accuracy and completion.

After review, the designated DFAS-KC AFS staff member prints the Journal Voucher Signature Form (See Appendix C) from DDRS-AFS, and submits it to the approving official, along with the JV Log (See Appendix C) and required supporting documentation. The approving official reviews the journal voucher for completeness and accuracy, compares it to the supporting documentation, and approves. Once the journal voucher has been approved by the approving official, the JV is posted to DDRS-AFS by DFAS-KC AFS. Headquarters Marine Corps, Accounting and Financial Systems Branch (HQMC RFA) then performs a final review and approval of the posted JVs. Table 1 lists the approving official's threshold for signature.

Approving Official	Threshold
Division Chief	Less than $500,000,000.00
Accounting Director	$500,000,000.00 - $1,000,000,000.00
Site Director	Over $ 1,000,000,000.00

Table 1. Data Call Approvals

[1] Note: DFAS-KC responsibilities will be transferred to DFAS-Cleveland during Fiscal Year 2008.

SECTION B – DATA CALL STANDARD OPERATING PROCEDURES

The Marine Corps External data calls consist of financial information collected by another agency or department that is significant to the information reflected on the Marine Corps financial statements. On behalf of the Marine Corps, DFAS-KC requests and collects data that is not available within SABRS to include on the Balance Sheet. This occurs prior to starting the financial statement preparation process.

Data call information is submitted on the dates outlined by the DoD Performance and Accountability Report (PAR) Schedule and DFAS calendars. Once the data call information is received, manual JVs are prepared and entered into DDRS by the DFAS-KC staff. DFAS-KC maintains a checklist of data calls and source documentation received in a data call log/checklist. This log is generally an Excel spreadsheet that lists items by appropriation. As a control measure, DFAS-KC documents the receipt of data calls and other financial statement information when received.

DFAS-KC AFS maintains “desk top procedures” for data call JVs. These “desktop procedures” can be found in Appendix B. In addition, the JV Log used by DFAS-KC AFS to document the JVs and the JV Signature Form used by DFAS-KC AFS to obtain approvals of the JVs can both be found in Appendix C. The impact of each data call to the financial statements can be found in Appendix D.

Table 2, External Data Call List, represents the 48 data calls included in the universe of this standard operating procedure. Each data call is sorted by its source and includes the appropriation number by which the data call is allocated against. The sources of the data call information include, the:

1) Office of Personnel Management (OPM),
2) Department of Labor (DOL),
3) Department of Navy (DON),
4) U.S. Army Corps of Engineers,
5) DFAS-Kansas City (KC),
6) DFAS-Indianapolis (IN),
7) DFAS-Columbus (CO), and
8) Marine Corps Total Forces System (MCTFS).

External Data Call List		
Appropriation	**Data Call Items**	**Source**
1105	Unfunded Military Leave Liability-Active	DFAS-KC/Mil Pay
1108	Unfunded Military Leave Liability-Reserve	DFAS-KC/Mil Pay
1105	Military Retirement Fund (MRF) Expense - Contributions Active	DFAS-KC/Mil Pay
1105	VSI Fund Retirement Benefit Expense	DFAS-KC/Mil Pay
1105	Education Benefits Montgomery GI Bill - Expense Reclassification Active (Marine Corps College Fund)	DFAS-KC/Mil Pay
1108	Education Benefits Reclassification Amortization Expense Voluntary/Involuntary Separatees	Marine Corps/MCTFS
MC Component	Suspense Accounts - 6026	DFAS-KC Fiscal Reporting
1106	Interest Expense Reclassification (PPAI)	DFAS-KC/ADR (Fiscal Reporting)
MC Shared Component	Suspense Accounts - 3875, 3880, 3885	DFAS-KC Fiscal Reporting
MC Shared Component	Suspense Accounts - 6500, 6501	DFAS-KC Fiscal Reporting
1108	Military Retirement Fund (MRF) Expense - Contributions Reserve	DFAS-KC/Mil Pay
1105	Disbursing Officer Cash	DFAS-KC/ADR
1105	Disbursing Officer Foreign Currency	DFAS-KC/ADR
All	Allowance for Bad Debt (A/R)	DFAS/KC/JAFB
1109	Judgment Fund Expense - Imputed Costs	DFAS-IN/AW
1109	Judgment Fund Expense-CDA	DFAS-IN/AW
1109	Judgment Fund Expense-NO FEAR	DFAS-IN/AW
1109	Judgment Fund Liability-CDA	DFAS-IN/AW
1109	Judgment Fund Liability-NO FEAR	DFAS-IN/AW
1109	Military Equipment	DFAS-IN/AW
Per Data Call	Contract Contingent Liabilities (MOCAS)	DFAS-IN/AW
1105	Education Benefits Expense Reclassification Vol/Invol Separatees	DFAS-IN/AW
1105	Education Benefits Accrued Liability Reclassification Vol/Invol Separatees	DFAS-IN/AW
1105	Education Benefits Accrued Interest Liability Reclassification Vol/Invol Separatees	DFAS-IN/AW
MC Component	Prepayments of Hazardous Waste	DFAS-CO Deparmental Reporting
1508	Operations Materials and Supplies-AMMO only	Navy DCI
1106	Environmental Liabilities (Non-DERP)	Navy
1109	Buildings and Land - Buildings Depreciation Expense	DDRS DCM/Navy

External Data Call List		
Appropriation	**Data Call Items**	**Source**
1106	Non-Environmental Disposal Liabilities	Navy
1106	Legal DoD IG Contingent Liability	Navy
1106	Unfunded Civilian Annual Leave Liability	DCPS Report from SABRS
1106	Suspended Revenue from Army Corps of Engineers	US Army Corps of Engineers
1108	Education Benefits Montgomery GI Bill - Expense Reclassification Reserve (Marine Corps College Fund)	Marine Corps/MCTFS
1106	FECA Funded Liability	DOL/DFAS-IN/AW
1106	FECA Accrued Unfunded Liability	DOL/DFAS-IN/AW
1106	FECA Actuarial Liability	DOL/DFAS-IN/AW
1106	FECA Expense	DOL/DFAS-IN/AW
1106	Imputed Financing-Expense-Employee Benefits - Retirement	OPM/DFAS-IN/AW
1106	Imputed Financing-Expense-Employee Benefits - FEGLI	OPM/DFAS-IN/AW
1106	Imputed Financing-Expense-Employee Benefits - FEHB	OPM/DFAS-IN/AW
1106	Expense-Employee Benefits - Retirement	OPM/DFAS-IN/AW
1106	Expense-Employee Benefits - FEGLI	OPM/DFAS-IN/AW
1106	Expense-Employee Benefits - FEHB	OPM/DFAS-IN/AW
1106	Reclassify Accrued Liability-Contributions-Employee Benefits - Retirement	OPM/DFAS-IN/AW
1106	Reclassify Accrued Liability-Contributions-Employee Benefits - FEGLI	OPM/DFAS-IN/AW
1106	Reclassify Accrued Liability-Contributions-Employee Benefits - FEHB	OPM/DFAS-IN/AW
1106	Unemployment Expense	DOL/DFAS-IN/AW
1106	Unfunded Unemployment Liability	DOL/DFAS-IN/AW

Table 2. External Data Call List

SECTION C – DATA CALLS

The following sections detail each data call based on the data call source. This standard operating procedure is segmented into five sources:

1. DFAS – Kansas City
2. DFAS – Indianapolis
3. DFAS – Columbus
4. Department of the Navy
5. Miscellaneous

Each data call section below will include a detailed description of the data call, the impact of the data call to the financial statements, and a checklist. The description section provides the purpose of the data call and the responsible process owners. For each data call, the impact to the financial statements section provides the relevant General Ledger (GL) accounts, appropriation, balance sheet line item, percentage of the total balance sheet line item for the first quarter of FY08, and source of the data call information.

The checklist included for each data call is intended to be employed by the responsible process owners to document the completion of each task including the supporting documentation maintained and the required approvals.

C.1 DFAS – Kansas City Data Calls

The following sections describe the 15 data calls for which DFAS-KC is the source provider.

C.1.1 Unfunded Military Leave Liability-Active

Description
Many Active Duty and Reservist Marines have accrued unused leave that will be funded from future years' appropriations. Since this amount will be funded in future years it is a future funded expense and unfunded liability. The Unfunded Military Leave Liability is not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. The accrued unused leave that will be funded from future years' appropriations is monitored and tracked by the DFAS-KC MCTFS Division. DFAS-KC MCTFS populates a spreadsheet with the leave balances and dollar values by pay group for all Marines (active duty and reserve) and remits the spreadsheet to the DFAS-KC AFS division. A JV is used by DFAS-KC AFS to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.

Impact to the Financial Statements
The DFAS-KC MCTFS Division provides the supporting documentation used to record the amounts of the unfunded liability and future funded expenses into DDRS-AFS. Only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for data call). This data call impacts the Other Liabilities line item on the Marine Corps Balance Sheet, and is allocated against Appropriation 1105, Military Personnel. This liability is recorded to the 6800 (N) (Annual Leave Liability) Future Funded Expenses and 2220 (N) (C) (U) (18.01) Unfunded Leave GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	Unfunded Military Leave Liability-Active	3.F. Other Liabilities	4.71%	DFAS-KC/Mil Pay

Process Checklist

The following checklist displays the procedures required to complete the Unfunded Military Leave Liability-Active data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Unfunded Military Leave Liability Active Reserve SOP located in Appendix B.

Unfunded Military Leave Liability – Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MCTFS Division requesting the leave balances and dollar values by pay group for all Marines (active duty and reserve) as of the end of the quarter.	DFAS-KC AFS	-Email Request	NA		
2.	Populate spreadsheet with the leave balances and dollar values by pay group for all Marines (active duty and reserve) and email the spreadsheet with supporting documentation to the DFAS-KC AFS division.	DFAS-KC MCTFS	-Populated Spreadsheet -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for active duty (1105) -Email Submission	NA		
3.	Open the "DATACALL-Unfunded Military Leave Liability Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, update the dates highlighted in red, and save the spreadsheet as "FY0XMilXQtr-Leave_Accrual(Mil).xls" in the following location: K:\SHARED\ACCT\ACC\FY200XAFS_	DFAS-KC AFS	-Updated Template (FY0XMilXQtr-Leave_Accrual(Mil).xls)	NA		

Unfunded Military Leave Liability – Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	QX\Instruction Sheets.					
4.	Reconcile the amounts on the spreadsheet received from DFAS-KC MCTFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for active duty (1105) -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
5.	Populate the "FY07Mil3rdQtr-Leave_Accrual(Mil). xls" spreadsheet with the amounts received in the spreadsheet received in Task 2.	DFAS-KC AFS	-Updated Template (FY0XMilXQtr-Leave_Accrual(Mil).xls)	NA		
6.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for active duty (1105)	NA		

Unfunded Military Leave Liability – Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
			-JV Signature Form			
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.1.2 Unfunded Military Leave Liability-Reserve

Description

Many Reserve Duty Marines have accrued unused leave that will be funded from future years' appropriations. Since this amount will be funded in future years it is a future funded expense and unfunded liability. The Unfunded Military Leave Liability is not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. The unused leave that will be funded from future years' appropriations is monitored and tracked by the DFAS-KC MCTFS Division. DFAS-KC MCTFS populates a spreadsheet with the leave balances and dollar values by pay group for all Marines (active duty and reserve) and remits the spreadsheet to the DFAS-KC AFS division. A JV is used by DFAS-KC AFS to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.

Impact to the Financial Statements

The supporting documentation for the Unfunded Military Leave Liability JV is provided to DFAS-KC AFS by the DFAS-KC MCTFS Division. Only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for data call). This liability impacts the Other Liabilities line item on the Marine Corps Balance Sheet, and is allocated against Appropriation 1108, Reserve Personnel. This liability is recorded to the 6800 (N) (Annual Leave Liability) Future Funded Expenses and 2220 (N) (C) (U) (18.01) Unfunded Leave General Ledger (GL) accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1108	Unfunded Military Leave Liability-Reserve	3.F. Other Liabilities	0.04%	DFAS-KC/Mil Pay

Process Checklist

The following checklist displays the procedures required to complete the Unfunded Military Leave Liability-Reserve data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Unfunded Military Leave Liability Active Reserve SOP located in Appendix B.

Unfunded Military Leave Liability – Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MCTFS Division requesting the leave balances and dollar values by pay group for all Marines (active duty and reserve) as of the end of the quarter.	DFAS-KC AFS	-Email Request	NA		
2.	Populate spreadsheet with the leave balances and dollar values by pay group for all Marines (active duty and reserve) and email the spreadsheet with supporting documentation to the DFAS-KC AFS division.	DFAS-KC MCTFS	-Populated Spreadsheet -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for reserve (1108) -Email Submission	NA		
3.	Open the "DATACALL-Unfunded Military Leave Liability Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, update the dates highlighted in red, and save the spreadsheet as "FY0XMilXQtr-Leave_Accrual(Mil).xls" in the following location: K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction	DFAS-KC AFS	-Updated Template (FY0XMilXQtr-Leave_Accrual(Mil).xls)	NA		

Unfunded Military Leave Liability – Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	Sheets.					
4.	Reconcile the amounts on the spreadsheet received from DFAS-KC MCTFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for reserve (1108) -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
5.	Populate the "FY07Mil3rdQtr-Leave_Accrual(Mil).xls" spreadsheet with the amounts received in the spreadsheet received in Task 2.	DFAS-KC AFS	-Updated Template (FY0XMilXQtr-Leave_Accrual(Mil).xls)	NA		
6.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for reserve (1108) -JV Signature	NA		

Unfunded Military Leave Liability – Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
			Form			
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.1.3 Military Retirement Fund (MRF) Expense - Contributions Active

Description

Section 1465(b)(1) of Title 10, United States Code requires the Secretary of Defense to determine each year, the total DoD contribution to the Military Retirement Fund (MRF). The expense is monitored and tracked by DFAS-KC Military Pay Operations (MilPay). The purpose of this journal voucher is to reclassify the expense in the appropriate Benefit Expense GL for Active appropriations. A JV is used by DFAS-KC AFS to record the amounts of the unfunded liability and future funded expense into DDRS-AFS. Source documentation for this JV is provided by DFAS-KC MilPay.

Impact to the Financial Statements

The journal voucher entry for MRF Expense records retirement benefit expense in the appropriate Benefit Expense general ledger. This expense is recorded to the 6400 (F) Benefit Expense and 6100 (N) Operating Expenses / Program GL accounts. The MRF is allocated against appropriation 1105, Military Personnel.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	Military Retirement Fund (MRF) Expense - Contributions Active	5.D. Cumulative Results of Operations - Other Funds	3.63%	DFAS-KC/Mil Pay

Process Checklist

The following checklist displays the procedures required to complete the MRF Expense Contributions Active data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Military Retirement Fund SOP located in Appendix B.

MRF Expense - Contributions Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the MRF pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the MRF pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-MRF Pay Vouchers -Supporting Documentation 1) Records maintained by trust fund -Email Submission	NA		
3.	Reconcile the amounts on the MRF pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-MRF Pay Vouchers -Supporting Documentation 1) Records maintained by trust fund -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the previous quarter's "MRF&MCCF_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets and insert amounts from the backup documentation of the payment vouchers 1105 and 1108 appropriations for the last three months into the "MRF&MCCF_Expense –	DFAS-KC AFS	-Populated Spreadsheet (MRF&MCCF_Expense-FYXXQtrX.xls) -Supporting Documentation 1) Records maintained by trust fund	NA		

MRF Expense - Contributions Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	FYXXQtrX.xls" spreadsheet. After all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ ACC\FY20XXAFS_ QX\Instruction Sheets for the current quarter.					
5.	Prepare JV Log to record the amounts of retirement benefit expense in the appropriate benefit expense general ledger.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Records maintained by trust fund -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.1.4 Voluntary Separation Incentive Fund (VSI) Retirement Benefit Expense

Description

The VSI Fund Retirement Benefit Expense JV reclassifies the annual amount of VSI Retirement benefit expense to the proper Benefit Expense SGL. The expense was initially recorded to Operating Expenses/Program Costs SGL in SABRS when the Marine Corps made the annual amortization payment to the MRF. The annual amount of VSI Retirement benefit expense is monitored and tracked by DFAS-KC MilPay. DFAS-KC MilPay submits payment vouchers and supporting documentations to DFAS-KC AFS. A JV is used by DFAS-KC AFS to record the amounts of VSI Retirement benefit expense to the proper Benefit Expense SGL.

Impact to the Financial Statements

This expense is recorded to the 6400 (F) Benefit Expense and 6100 (N) Operating Expenses / Program GL accounts. The VSI is allocated against appropriation 1105, Military Personnel.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	VSI Fund Retirement Benefit Expense	5.D. Cumulative R esults of Operation s - Other Funds	NA	DFAS-KC/Mil Pay

Process Checklist

The following checklist displays the procedures required to complete the VSI Retirement Benefit Expense data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Amortization-Education Benefits VSI Funds SOP located in Appendix B.

VSI Fund Retirement Benefit Expense						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-Pay Vouchers -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -Email Submission	NA		
3.	Reconcile the amounts on the pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Pay Vouchers -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Open the "Education_Retirement – FYXXQtrX.xls" spreadsheets, located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets, and update the amortization expenses. Insert each expense in the appropriate cell on the Education tab in this spreadsheet. Update these	DFAS-KC AFS	-Populated Spreadsheet (Education_Retirement – FYXXQtrX.xls) -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment	NA		

VSI Fund Retirement Benefit Expense						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	amounts each year.					
5.	Prepare JV Log to record the amounts of amortization expense in the appropriate benefit expense general ledger.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.1.5 Education Benefits Montgomery GI Bill - Expense Reclassification Active (Marine Corps College Fund)

Description

The Education Benefits Montgomery GI Bill – Expense Reclassification Active data call is used to reclassify expense for Montgomery GI Bill Education Benefit Fund. The expense is recorded when the Marine Corps makes monthly contributions to the DoD Education Benefits Fund. The DoD is required to pay each month into the DoD Education Benefits Fund the amount that, based upon the most recent actuarial valuation of the educational programs described in this section, is equal to the actual total normal cost for the preceding month. The expense for Montgomery GI Bill Education Benefit Fund is monitored and tracked by DFAS-KC MilPay. A JV is used by DFAS-KC AFS to record the amount of expense into DDRS-AFS. The purpose of this JV is to record the expenses to the proper general ledger so the liabilities that are expensed are reflected correctly in the financial statements. The source of the JV information is DFAS-KC MilPay.

Impact to the Financial Statements

The purpose of this journal voucher is to reclassify the expense in the appropriate Benefit Expense general ledger for both Active and Reserve appropriations. This expense is recorded to the 6400 (F) Benefit Expense and 6100 (N) Operating Expenses / Program GL accounts.
The expense is allocated against appropriation 1105, Military Personnel.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	Education Benefits Montgomery GI Bill - Expense Reclassification Active (Marine Corps College Fund)	5.D. Cumulative Results of Operations - Other Funds	0.18%	DFAS-KC/Mil Pay

Process Checklist

The following checklist displays the procedures required to complete the Education Benefits Montgomery GI Bill – Expense Reclassification Active data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Marine Corps College Fund SOP located in Appendix B.

Education Benefits Montgomery GI Bill - Expense Reclassification Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-Pay Vouchers -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -Email Submission	NA		
3.	Reconcile the amounts on the pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Pay Vouchers -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Open the previous quarter's "Education_Retirement_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets and insert amounts from the backup documentation of the payment vouchers for both 1105 and 1108 for the last three months on the Education tab. After	DFAS-KC AFS	-Populated Spreadsheet (Education_Retirement_Expense – FYXXQtrX.xls) -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments	NA		

Education Benefits Montgomery GI Bill - Expense Reclassification Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.					
5.	Prepare JV Log to record the expense.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.1.6 Education Benefits Montgomery GI Bill - Expense Reclassification Reserve (Marine Corps College Fund)

Description

The Education Benefits Montgomery GI Bill – Expense Reclassification Active data call is used to reclassify expense for Montgomery GI Bill Education Benefit Fund. The expense is recorded when the Marine Corps makes monthly contributions to the DoD Education Benefits Fund. The DoD is required to pay each month into the DoD Education Benefits Fund the amount that, based upon the most recent actuarial valuation of the educational programs described in this section, is equal to the actual total normal cost for the preceding month. The expense for Montgomery GI Bill Education Benefit Fund is monitored and tracked by DFAS-KC MilPay. A JV is used by DFAS-KC AFS to record the amount of expense into DDRS-AFS. The purpose of this JV is to record the expenses to the proper general ledger so the liabilities that are expensed are reflected correctly in the financial statements. The source of the JV information is DFAS-KC MilPay.

Impact to the Financial Statements

The purpose of this journal voucher is to reclassify the expense in the appropriate Benefit Expense general ledger for both Active and Reserve appropriations. This expense is recorded to the 6400 (F) Benefit Expense and 6100 (N) Operating Expenses / Program GL accounts. The expense is allocated against appropriation 1108, Reserve Personnel.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1108	Education Benefits Montgomery GI Bill - Expense Reclassification Reserve (Marine Corps College Fund)	5.D. Cumulative Results of Operations - Other Funds	NA	Marine Corps/MCTFS

Process Checklist

The following checklist displays the procedures required to complete the Education Benefits Montgomery GI Bill – Expense Reclassification Reserve data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Marine Corps College Fund SOP located in Appendix B.

Education Benefits Montgomery GI Bill - Expense Reclassification Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-Pay Vouchers -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -Email Submission	NA		
3.	Reconcile the amounts on the pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Pay Vouchers -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Open the previous quarter's "Education_Retirement_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets and insert amounts from the backup documentation of the payment vouchers for both 1105 and 1108 for the last three months on the	DFAS-KC AFS	-Populated Spreadsheet (Education_Retirement_Expense – FYXXQtrX.xls) -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments	NA		

Education Benefits Montgomery GI Bill - Expense Reclassification Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	Education tab. After all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ ACC\FY20XXAFS_ QX\Instruction Sheets for the current quarter.					
5.	Prepare JV Log to record the expense.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.1.7 Education Benefits Reclassification Amortization Expense Voluntary/Involuntary Separatees

Description

The Education Benefits Reclassification Amortization Expense is used to reclassify annual amortization payment amounts to the correct Benefit Expense SGL. An expense is recorded to Operating Expenses/Program Costs SGL in SABRS when the Marine Corps makes monthly contributions to the DoD Education Benefits Fund. The purpose of this expense is to aid DoD in determining amortization methodology and scheduling to liquidate any unfunded liability or surplus in the fund. The amount is based on the most recent actuarial valuation. DFAS-KC MilPay monitors and tracks the expense. A JV is used by DFAS-KC AFS to record the amounts of the expense into DDRS-AFS. The source of the JV information is DFAS-KC Mil Pay.

Impact to the Financial Statements

The purpose of this JV is to reclassify the expense the appropriate general ledger. The amortization payments are single payments made during the first quarter each fiscal year: two payments for Education Benefits – one for Active (1105), one for Reserve (1108) – and one for VSI Fund for 1105. The expense is recorded to the 6400 (F) Benefit Expense and 6100 (N) Operating Expenses / Program GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105 1108	Education Benefits Reclassification Amortization Expense Voluntary/Involuntary Separatees	5.D. Cumulative Results of Operations - Other Funds	NA	Marine Corps/MCTFS

Process Checklist

The following checklist displays the procedures required to complete the Education Benefits Reclassification Amortization Expense data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Amortization-Education Benefits VSI Funds SOP located in Appendix B.

Education Benefits Reclassification Amortization Expense Voluntary/Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-Pay Vouchers -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -Email Submission	NA		
3.	Reconcile the amounts on the pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Pay Vouchers -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Open the "Education_Retirement – FYXXQtrX.xls" spreadsheet, located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets, and insert each expense in the appropriate cell on the Education tab in this spreadsheet. Update these amounts each year.	DFAS-KC AFS	-Populated Spreadsheet (Education_Retirement_Expense – FYXXQtrX.xls) -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of	NA		

Education Benefits Reclassification Amortization Expense Voluntary/Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
			payment			
5.	Prepare JV Log to record the expense.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.1.8 Suspense Accounts – 6026

Description

A suspense account temporarily holds collections or disbursements awaiting research, correction, and reconciliation until they can be identified and posted to the proper appropriation. Each suspense account represents a specific source of transactions; Deposit account 6026-Pay of the Marines holds various withholdings from Marines' pay such as taxes, allotments, and garnishments held until the appropriate disbursement date. The DFAS-KC Fiscal Reporting Division monitors and tracks the suspense accounts. A JV is used by DFAS-KC AFS to post the suspense amounts to the proper accounts. The DFAS-KC Fiscal Reporting Division is the source of this data call information and provides the supporting documentation for these JVs to DFAS-KC/AFS.

Impact to the Financial Statements

This JV impacts the Fund Balance with Treasury line item on the balance sheet, and is allocated against the Marine Corps Non-shared Component level appropriation. The JV is recorded to the 1010(O)(Other Fund Types) and the Fund Balance with Treasury 2400 (F)(C)(C) Liability for Deposit Funds, Clearing Accounts, and Undeposited Collections GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
MC Component	Suspense Accounts - 6026	3.A.3. Other Liabilities	30.62%	DFAS-KC Fiscal Reporting

Process Checklist

The following checklist displays the procedures required to complete the Suspense Accounts – 6026 data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Suspense Deposit Accounts SOP located in Appendix B.

Suspense Accounts – 6026						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SARs and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the SARs and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) DFAS-SAR provided by DFAS-KC Fiscal Reporting 2) Non-DFAS-SAR provided by DFAS-KC Fiscal Reporting -Email Submission	NA		
3.	Reconcile the amounts on the SARs received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the SARs to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) DFAS-SAR provided by DFAS-KC Fiscal Reporting 2) Non-DFAS-SAR provided by DFAS-KC Fiscal Reporting -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Open the "DATACALL-Suspense & Deposit Accounts Template.xls" file located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, and update all information highlighted in red to current quarter and year. Once this information is updated, save as "NOTE 3 - Suspense Accounts XQtrFY0X.xls" to the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\No	DFAS-KC AFS	-Updated Spreadsheet (DATACALL-Suspense & Deposit Accounts Template.xls)	NA		

Suspense Accounts – 6026						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	te 3\Supense.					
5.	Open and save both the DFAS-SAR and Non DFAS-SAR received from Fiscal Reporting in Task 2. at the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Note 3\Supense. Use the net amounts provided in the first tab (Suspense_Template) of each SAR to populate the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file. The amounts are located in Column G on the Suspense_Template tab.	DFAS-KC AFS	- Populated Spreadsheet (NOTE 3 - Suspense Accounts XQtrFY0X.xls) -Supporting Documentation 1) DFAS-SAR provided by DFAS-KC Fiscal Reporting 2) Non-DFAS-SAR provided by DFAS-KC Fiscal Reporting	NA		
6.	Prepare JV Log to record the suspense amounts.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) DFAS-SAR provided by DFAS-KC Fiscal Reporting 2) Non-DFAS-SAR provided by DFAS-KC Fiscal Reporting -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Once the JV has been approved for 6026, assign a trading partner adjustment to the	DFAS-KC AFS	-Trading Partner Adjustment	NA		

Suspense Accounts – 6026						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	liability (GLA 2400).					
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		
12.	Review the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file to validate that the Current Year Footnote Correction Accounts were entered correctly.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts XQtrFY0X.xls	NA		
13.	Change the Footnote Correction Account to the prior year Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA		
14.	Change the Footnote Correction Account to the Prior Year – 1 Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA		
15.	Enter all Current Year, Prior Year, and Prior Year – 1 Footnote Correction Accounts from the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file into DDRS-AFS	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls -DDRS-AFS Footnotes	NA		
16.	Review DDRS-AFS Footnotes for accuracy, completeness, and consistency.	DFAS-KC AFS	-HQMC-RFA Approval	-RFA Approver		

C.1.9 Interest Expense Reclassification (PPAI)

Description

The Interest Expense Reclassification (PPAI) records interest expense in the appropriate SGL. Expenses derived from the Standard Form (SF)-133 (Report on Budget Execution and Budgetary Resources) are recorded in the Operating Expense SGL. This reclassifies interest expense amount to Other Interest Expenses SGL using reported Marine Corps interest expense. When payments are made to vendors, interest expense is recorded in the accounting system as a regular operating expense. The interest payment is reflected in the budgetary accounts and counts against the budgetary funds available. DFAS-KC Fiscal Reporting Division monitors and tracks the interest expense. A JV is used by DFAS-KC AFS to record the amounts of the interest expense into DDRS-AFS. By using the Interest Report provided by Fiscal Reporting, the total interest paid is reclassified and reported as an Interest Expense in the general ledgers for financial statement purposes.

Impact to the Financial Statements

The interest portion of the liquidation is included with the regular principle portion as a whole and recorded to the 6330 (N) (6330.0030) Other Interest Expenses and 6100 (N) Operating Expenses/Program Costs GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Interest Expense Reclassification (PPAI)	5.D. Cumulative Results of Operations - Other Funds	0.00%	DFAS-KC/ADR (Fiscal Reporting)

Process Checklist

The following checklist displays the procedures required to complete the Interest Expense Reclassification data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-PPA Interest Expense SOP located in Appendix B.

Interest Expense Reclassification (PPAI)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the P3CARD Interest Penalty Report, IPP Quarterly Report, and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the P3CARD Interest Penalty Report, IPP Quarterly Report, and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-P3CARD Interest Penalty Report -IPP Quarterly Report -Email Submission	NA		
3.	Reconcile the amounts on the reports received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the reports to validate that the amounts were correctly recorded.	DFAS-KC AFS	-P3CARD Interest Penalty Report -IPP Quarterly Report -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Prepare JV Log to record the amounts of interest expense.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -P3CARD Interest Penalty Report -IPP Quarterly Report -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		

Interest Expense Reclassification (PPAI)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.1.10 Suspense Accounts - 3875, 3880, 3885

Description

A suspense account temporarily holds collections or disbursements awaiting research, correction, and reconciliation until they can be identified and posted to the proper appropriation. Each Suspense account represents a specific source of transactions; 3875-DOs Suspense, 3880-Lost or Cancelled Treasury Checks, and 3885-Interfund/IPAC Suspense. Suspense and Deposit accounts are not accounted for in SABRS. This means that their balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used by DFAS-KC AFS to record the amounts of the Suspense and Deposit accounts into DDRS-AFS. Also, Footnote Corrections are used to record the Suspense account balances in Note 3. The DFAS-KC Fiscal Reporting Division is the source of the data call information and provides the supporting documentation for these JVs to DFAS-KC AFS.

Impact to the Financial Statements

This data call impacts the Fund Balance with Treasury line item on the balance sheet, and is allocated against the Marine Corps Shared Component level appropriations. The JV is recorded to the 1010 (E) (1010.16)(01) and Fund Balance with Treasury and 2400 (F)(C)(C) Liability for Deposit Funds, Clearing Accounts, and Undeposited Collections GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
MC Shared Component	Suspense Accounts - 3875, 3880, 3885	1.A.1.A. FBWT Entity	0.07%	DFAS-KC Fiscal Reporting

Process Checklist

The following checklist displays the procedures required to complete the Suspense Accounts – 3875, 3880, 3885 data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Suspense Deposit Accounts SOP located in Appendix B.

Suspense Accounts - 3875, 3880, 3885						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SARs and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the SARs and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -Email Submission	NA		
3.	Reconcile the amounts on the SARs received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the SARs to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Open the "DATACALL-Suspense & Deposit Accounts Template.xls" file located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, and update all information highlighted in red to	DFAS-KC AFS	-Updated Spreadsheet (DATACALL-Suspense & Deposit Accounts Template.xls)	NA		

Suspense Accounts - 3875, 3880, 3885						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	current quarter and year. Once this information is updated, save as "NOTE 3 - Suspense Accounts XQtrFY0X.xls" to the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Note 3\Supense.					
5.	Open and save both the DFAS-SAR and Non DFAS-SAR received from Fiscal Reporting in Task 2. at the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Note 3\Supense. Use the net amounts provided in the first tab (Suspense_Template) of each SAR to populate the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file. The amounts are located in Column G on the Suspense_Template tab.	DFAS-KC AFS	- Populated Spreadsheet (NOTE 3 - Suspense Accounts XQtrFY0X.xls) -Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting	NA		
6.	Prepare JV Log to record the suspense amounts.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal	NA		

Suspense Accounts - 3875, 3880, 3885						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
			Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -JV Signature Form			
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Once the JV has been approved for 6026, assign a trading partner adjustment to the liability (GLA 2400).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		
12.	Review the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file to validate that the Current Year Footnote Correction Accounts were entered correctly.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts XQtrFY0X.xls	NA		
13.	Change the Footnote Correction Account to the prior year Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA		

Suspense Accounts - 3875, 3880, 3885						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
14.	Change the Footnote Correction Account to the Prior Year – 1 Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA		
15.	Enter all Current Year, Prior Year, and Prior Year – 1 Footnote Correction Accounts from the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file into DDRS-AFS	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls -DDRS-AFS Footnotes	NA		
16.	Review DDRS-AFS Footnotes for accuracy, completeness, and consistency.	DFAS-KC AFS	-HQMC-RFA Approval	-RFA Approver		

C.1.11 Suspense Accounts - 6500, 6501

Description

Deposit accounts are used to temporarily record and hold monies that do not belong to the Federal Government. Deposit account 6500 holds advances without orders from Non-Federal Sources. Deposit account 6501-Small Escrow Amounts represents small amounts that are held for less than one year. Suspense and Deposit accounts are not accounted for in SABRS. This means that their balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used by DFAS-KC AFS to record the amounts of the Suspense and Deposit accounts into DDRS-AFS. Also, Footnote Corrections are used to record the Suspense account balances in Note 3. The DFAS-KC Fiscal Reporting Division is the source of the data call information and provides the supporting documentation for these JVs to DFAS-KC AFS.

Impact to the Financial Statements

This data call impacts the Fund Balance with Treasury line item on the balance sheet, and is allocated against the Marine Corps Shared Component level appropriation. The JV is recorded to the 1010(O)(Other Fund Types) Fund Balance with Treasury and 2400 (F)(C)(C) Liability for Deposit Funds, Clearing Accounts, and Undeposited Collections GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
MC Shared Component	Suspense Accounts - 6500, 6501	1.A.1.C. FBWT Non-Entity-Other	3.19%	DFAS-KC Fiscal Reporting

Process Checklist

The following checklist displays the procedures required to complete the Suspense Accounts – 6500, 6501 data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Suspense Deposit Accounts SOP located in Appendix B.

Suspense Accounts – 6500, 6501						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SARs and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the SARs and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -Email Submission	NA		
3.	Reconcile the amounts on the SARs received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the SARs to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Open the "DATACALL-Suspense & Deposit Accounts Template.xls" file located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, and update all information highlighted in red to current quarter and year. Once this information is	DFAS-KC AFS	-Updated Spreadsheet (DATACALL-Suspense & Deposit Accounts Template.xls)	NA		

Suspense Accounts – 6500, 6501						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	updated, save as "NOTE 3 - Suspense Accounts XQtrFY0X.xls" to the following location K:\SHARED\ACCT\ ACC\FY20XXAFS_ QX\Note 3\Supense.					
5.	Open and save both the DFAS-SAR and Non DFAS-SAR received from Fiscal Reporting in Task 2. at the following location K:\SHARED\ACCT\ ACC\FY20XXAFS_ QX\Note 3\Supense. Use the net amounts provided in the first tab (Suspense_Template) of each SAR to populate the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file. The amounts are located in Column G on the Suspense_Template tab.	DFAS-KC AFS	- Populated Spreadsheet (NOTE 3 - Suspense Accounts XQtrFY0X.xls) -Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting	NA		
6.	Prepare JV Log to record the suspense amounts.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting	NA		

Suspense Accounts – 6500, 6501						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
			-JV Signature Form			
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Once the JV has been approved for 6026, assign a trading partner adjustment to the liability (GLA 2400).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		
12.	Review the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file to validate that the Current Year Footnote Correction Accounts were entered correctly.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts XQtrFY0X.xls	NA		
13.	Change the Footnote Correction Account to the prior year Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA		
14.	Change the Footnote Correction Account to the Prior Year – 1 Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls"	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA		

Suspense Accounts – 6500, 6501						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	file.					
15.	Enter all Current Year, Prior Year, and Prior Year – 1 Footnote Correction Accounts from the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file into DDRS-AFS	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls -DDRS-AFS Footnotes	NA		
16.	Review DDRS-AFS Footnotes for accuracy, completeness, and consistency.	DFAS-KC AFS	-HQMC-RFA Approval	-RFA Approver		

C.1.12 Military Retirement Fund Expense - Contributions Reserve

Description

Section 1465(b)(1) of Title 10, United States Code requires the Secretary of Defense to determine each year, the total DoD contribution to the Military Retirement Fund (MRF). The purpose of this data call is to record retirement benefit expense in the appropriate Benefit Expense general ledger. The expense is initially recorded in the Operating Expenses/Program Costs SGL in SABRS when the Reserve Marine Corps personnel make monthly contributions to the MRF. DFAS-KC MilPay monitors and tracks the retirement benefit expense. A JV is used by DFAS-KC AFS to record the amount of retirement benefit expense in the appropriate general ledger. Source documentation for this JV is provided by DFAS-KC Mil Pay.

Impact to the Financial Statements

The purpose of this journal voucher is to reclassify the expense in the appropriate Benefit Expense general ledger for Reserve appropriations. The MRF data call and related JV is allocated against appropriation 1108, Reserve Personnel. The JV is recorded to the 6400 (F) Benefit Expense and 6100 (N) Operating Expenses / Program GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1108	Military Retirement Fund (MRF) Expense - Contributions Reserve	5.D. Cumulative Results of Operations - Other Funds	NA	DFAS-KC/Mil Pay

Process Checklist

The following checklist displays the procedures required to complete the MRF Expense Contributions Reserve data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Military Retirement Fund SOP located in Appendix B.

MRF Expense - Contributions Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the MRF pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the MRF pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-MRF Pay Vouchers -Supporting Documentation 1) Records maintained by trust fund -Email Submission	NA		
3.	Reconcile the amounts on the MRF pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-MRF Pay Vouchers -Supporting Documentation 1) Records maintained by trust fund -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Open the previous quarter's "MRF&MCCF_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets and insert amounts from the backup documentation of the payment vouchers 1105 and 1108 appropriations for the last three months into the "MRF&MCCF_Expense –	DFAS-KC AFS	-Populated Spreadsheet (MRF&MCCF_Expense-FYXXQtrX.xls) -Supporting Documentation 1) Records maintained by trust fund	NA		

MRF Expense - Contributions Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	FYXXQtrX.xls" spreadsheet. After all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ ACC\FY20XXAFS_ QX\Instruction Sheets for the current quarter.					
5.	Prepare JV Log to record the amounts of retirement benefit expense in the appropriate benefit expense general ledger.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Records maintained by trust fund -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.1.13 Disbursing Officer Cash

Description

The Disbursing Officer (DO) Cash data call records the year-to-date changes in the DO cash on hand. DOs act as agents of the US Treasury, meaning each DO is accountable to Treasury for the cash items in his/her possession. The cash held by the DO is considered non-entity assets and a liability owed to the Treasury. The DFAS-KC Fiscal Reporting Division monitors and tracks the year-to-date changes in the DO cash on hand. A JV is used by DFAS-KC AFS to record the amount of the asset and liability into DDRS-AFS. The source of the supporting documentation for this data call is provided by the DFAS-KC Fiscal Reporting Division. After the JV is input, variance analysis for DO Cash can be immediately started (i.e. emails sent requesting information if variance meets threshold).

Impact to the Financial Statements

The JV entry impacts the Cash and Other Monetary Assets line item on the balance sheet, and is allocated against appropriation 1105 – Military Personnel. The JV is recorded to the 1190 (N) (O) Other Cash and 2310 (F) (C) (C) (21.01) Advance from Others GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	Disbursing Officer Cash	1.B. Cash and Other Monetary Assets	7.59%	DFAS-KC/ADR

Process Checklist

The following checklist displays the procedures required to complete the DO Cash data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-DO Cash Foreign Currency SOP located in Appendix B.

Disbursing Officer Cash						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SF 1219, Consolidated Statement of Accountability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the SF 1219, Consolidated Statement of Accountability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of cash on hand at the end of the quarter 2) Computation of net increase or decrease in cash on hand -Email Submission	NA		
3.	Reconcile the amounts on the SF 1219 Consolidated Statement of Accountability spreadsheet received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of cash on hand at the end of the quarter 2) Computation of net increase or decrease in cash on hand -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Open the "DATACALL-DO Cash and Foreign Currency Template.xls" located at	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA		

Disbursing Officer Cash						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save this spreadsheet as "DO_CASH_KC - FY0XQtrX.xls" in the following location K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets.					
5.	Retrieve the amounts reported under the Grand Total (Column D) for Line 11.0, Total DO's Accountability, and Line 6.3, Cash - Undeposited Collections in the SF 1219 Consolidated Statement of Accountability Spreadsheet. Enter the Ending Balance (Column B, Row 4) on the tab entitled DO CASH on the "DO_CASH_KC - FY0XQtrX.xls" spreadsheet by subtracting Line 6.3 from Line 11.0.	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA		
6.	Retrieve the amounts reported under the Foreign Currency (Column AO) for Line 11.0, Total DO's Accountability, and Line 6.3, Cash - Undeposited Collections in the SF 1219 Consolidated Statement of Accountability Spreadsheet. Enter the Ending Balance	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA		

Disbursing Officer Cash						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	(Column B, Row 4) on the tab entitled Foreign Currency "DO_CASH_KC - FY0XQtrX.xls" spreadsheet by subtracting Line 6.3 from Line 11.0.					
7.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
8.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of cash on hand at the end of the quarter 2) Computation of net increase or decrease in cash on hand -JV Signature Form	NA		
9.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
10.	Once the JV has been approved, assign a trading partner adjustment to the liabilities. The Trading Partner/Entity Code used for Treasury in this event is AT99.	DFAS-KC AFS	-Trading Partner Adjustment	NA		
11.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		

Disbursing Officer Cash						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
12.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		
13.	Perform variance analysis between current year and prior year DO Cash and Foreign Currency amounts.	DFAS-KC AFS	-DO Cash Variance Analysis Template (DO Cash Variance Analysis XQtrFY0X)	NA		
14.	If the variance results calculated in Task 13 are greater then the required threshold, contact HQMC for assistance in writing explanations.	DFAS-KC AFS	-DO Cash Variance Analysis Template (DO Cash Variance Analysis XQtrFY0X) -Email	NA		
15.	Write explanations for Note 2 and Note 7.	DFAS-KC AFS & HQMC	-Note 2 and Note 7.	NA		

C.1.14 Disbursing Officer Foreign Currency

Description

The DO Foreign Currency records the year-to-date changes in the amount of DO cash on hand that was converted to foreign currency cash on hand. DOs act as agents of the US Treasury, meaning each DO is accountable to Treasury for the cash items in his/her possession. The Foreign Currency held by the DO are considered non-entity assets and a liability owed to the Treasury. The DFAS-KC Fiscal Reporting Division monitors and tracks the year-to-date changes in the amount of DO cash on hand. A JV is used by DFAS-KC AFS to record the amounts of the year-to-date changes. The source of the supporting documentation for this data call is provided by the DFAS-KC Fiscal Reporting Division.

Impact to the Financial Statements

This change in DO cash on hand for foreign currency impacts the Cash and Other Monetary Assets line item on the balance sheet, and is attached to appropriation 1105 – Military Personnel. The JV is recorded to the 1200 (N) (O) Foreign Currency and 2310 (F) (C) (C) (21.01) Advances from Others GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	Disbursing Officer Foreign Currency	1.B. Cash and Other Monetary Assets	0.00%	DFAS-KC/ADR

Process Checklist

The following checklist displays the procedures required to complete the data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-DO Cash Foreign Currency SOP located in Appendix B.

Disbursing Officer Foreign Currency						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SF 1219, Consolidated Statement of Accountability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the SF 1219, Consolidated Statement of Accountability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of foreign currency on hand 2) Computation of the net increase or decrease of foreign currency cash on hand -Email Submission	NA		
3.	Reconcile the amounts on the SF 1219 Consolidated Statement of Accountability spreadsheet received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of foreign currency on hand 2) Computation of the net increase or decrease of foreign currency cash on hand -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the "DATACALL-DO Cash and Foreign Currency Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskT	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA		

Disbursing Officer Foreign Currency						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	ops-AFS\FY2007\Templates. Save this spreadsheet as "DO_CASH_KC - FY0XQtrX.xls" in the following location K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets.					
5.	Retrieve the amounts reported under the Grand Total (Column D) for Line 11.0, Total DO's Accountability, and Line 6.3, Cash - Undeposited Collections and enter the Ending Balance (Column B, Row 4) on the tab entitled DO CASH on the "DO_CASH_KC - FY0XQtrX.xls" spreadsheet by subtracting Line 6.3 from Line 11.0.	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA		
6.	Retrieve the amounts reported under the Foreign Currency (Column AO) for Line 11.0, Total DO's Accountability, and Line 6.3, Cash - Undeposited	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA		

Disbursing Officer Foreign Currency						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	Collections and enter the Ending Balance (Column B, Row 4) on the tab entitled Foreign Currency "DO_CASH_KC - FY0XQtrX.xls" spreadsheet by subtracting Line 6.3 from Line 11.0.					
7.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
8.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of foreign currency on hand 2) Computation of the net increase or decrease of foreign currency cash on hand -JV Signature Form	NA		
9.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
10.	Once the JV has been approved, assign a trading partner adjustment to the liabilities. The Trading Partner/Entity Code used for Treasury in this event is AT99.	DFAS-KC AFS	-Trading Partner Adjustment	NA		
11.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		

Disbursing Officer Foreign Currency						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
12.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		
13.	Perform variance analysis between current year and prior year DO Cash and Foreign Currency amounts.	DFAS-KC AFS	-DO Cash Variance Analysis Template (DO Cash Variance Analysis XQtrFY0X)	NA		
14.	If the variance results calculated in Task 13 are greater then the required threshold, contact HQMC for assistance in writing explanations.	DFAS-KC AFS	-DO Cash Variance Analysis Template (DO Cash Variance Analysis XQtrFY0X) -Email	NA		
15.	Write explanations for Note 2 and Note 7.	DFAS-KC AFS & HQMC	-Note 2 and Note 7.	NA		

C.1.15 Allowance for Bad Debt (A/R)

Description

The Allowance for Bad Debt (A/R) records the expense for change in Allowance for Bad Debt on Receivables. Allowances for uncollectible accounts due from the public are based upon analysis of collection experience by fund type. The Marine Corps bases the amount of uncollectible accounts receivable with the public on analysis of Historical Treasury Report on Receivables data. DFAS-KC AFS performs the calculation for this data call and completes the JV.

Impact to the Financial Statements

The purpose of this JV is to record the bad debt expense so it is included in the financial statements. This data call item is applied to multiple appropriations and impacts the net accounts receivable net line item on the balance sheet. The JV is recorded to the 6720 (N) Bad Debt Expense and 1319 (N)(E) Allowance for Bad Debt on Receivables GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
All	Allowance for Bad Debt (A/R)	1.C. Accounts Receivable,Net	19.89%	DFAS/KC/JAFB

Process Checklist

The following checklist displays the procedures required to complete the Allowance for Bad Debt (A/R) data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Bad Debt Expense SOP located in Appendix B.

Allowance for Bad Debt (A/R)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Budget Execution review and release the Treasury Report on Receivables (TROR). The Shared TRORs are due to the AFS Division on the 8th calendar day of the month and NonShared are due on the 9th calendar day of the month. The TROR is located in the MRD tool which is located on the K drive at K:\ACCTING\reports\AcctRec\200XXX Mth\MRD.	Budget Execution	-TROR in MRD Tool	NA		
2.	Open the "DATACALL-Bad_Debt_Expense Template.xls" spreadsheet located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save as "Bad_Debt_Expense - FYXXQtrX.xls" at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.	DFAS-KC AFS	-Updated Bad Debt Spreadsheet (DATACALL-Bad_Debt_Expense Template.xls)	NA		
3.	Click on the last tab in the MRD tool (e.g. 17-1105) to pull up the current MRD for the appropriation. The amounts used to calculate the bad debt expense are the current Grand Total	DFAS-KC AFS	-Updated Bad Debt Spreadsheet (DATACALL-Bad_Debt_Expense Template.xls) -MRD Tool	NA		

Allowance for Bad Debt (A/R)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	for Total Public (Net of Write-Offs) (Column AF, Row 28) and any Interest & Late Charges (Column AF, Row 26). To get the amounts with cents, the values must be copied and then "paste special – valued" on a separate sheet. Subtract the Interest & Late Charges from the Total Public to get the current year bad debt expense used to calculate the allowance. Insert this number in Bad Debt spreadsheet. Once this is inserted, a formula will use the bad debt percentage and calculate the bad debt expense and the year-to-date change. This process will be done for each appropriation.					
4.	For each appropriation, reconcile the bad debt amounts from the MRD tool to the amounts in the Bad Debt spreadsheet to validate that the amounts were correctly recorded in the spreadsheet.	DFAS-KC AFS	-MRD Tool - Bad Debt Spreadsheet (DATACALL-Bad_Debt_Expense Template.xls) -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
5.	Prepare JV Log to record the amounts of bad debt expense.	DFAS-KC AFS	-JV Log	NA		

Allowance for Bad Debt (A/R)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Bad Debt Expense Spreadsheet 2) Treasury Report on Receivables (TROR) -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2 DFAS – Indianapolis (IN) Data Calls

The following sections describe the 25 data calls for which DFAS-IN is the source provider.

C.2.1 Judgment Fund-Expense – Imputed Costs

Description
This data call item records expense for Judgment Fund Imputed Costs for the current period. This amount is the reimbursable amount expensed year to date. The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government. The Treasury FMS Judgment Fund website contains information about the Judgment Fund, including its history and the reimbursement responsibilities under the Contract Disputes Act (CDA) and the Notification of Federal Employee Antidiscrimination and Retaliation Act (No FEAR). It may be accessed at http://www.fms.treas.gov/judgefund/index.html. The imputed costs are paid by the Judgment Fund but not reimbursed. DFAS-IN/Agency-Wide is responsible for monitoring and tracking expense for Judgment Fund Imputed Costs. The supporting documentation for this JV is provided by the DFAS-IN/Agency-Wide. A JV is used the by DFAS-KC AFS Division to record the Judgment Fund Imputed Costs into DDRS-AFS.

Impact to the Financial Statements
The purpose of this JV is to record this expense so it is included in the financial statements. The expense is allocated against Appropriation 1109, Procurement. The JV records to the 6730 (F) (6730.0080) Imputed Costs and 5780 (F) (5780.0040) Imputed Financing Sources GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1109	Judgment Fund Expense - Imputed Costs	5.D. Cumulative Results of Operations - Other Funds	0.00%	DFAS-IN/AW

Process Checklist
The following checklist displays the procedures required to complete the Judgment Fund Imputed Costs data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Judgment Fund SOP located in Appendix B.

Judgment Fund-Expense – Imputed Costs						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. CDA and No FEAR worksheets should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgement Fund Imputed Cost worksheet -CDA and No FEAR worksheet	NA		
2.	The first tab labeled Imputed – JF will have the totals for each entity. Go to the Marine Corps tab on the Imputed Cost spreadsheet; this will have the total split into the individual amounts. The JV amount will be the total in Column G on this spreadsheet.	DFAS-IN / Agency Wide	-Imputed Cost Spreadsheet	NA		
3.	Reconcile the amounts on the Judgment Fund Imputed Cost worksheet with the amounts on the Treasury Website, to validate that the amounts on the spreadsheet were correctly recorded. To verify these amounts, pull up these same costs on the Treasury website at http://fms.treas.gov/judgefund/reports.asp. Under Agency, select the Single radio button and select Marine Corps from the drop down menu button. Select the Paid date	DFAS-KC AFS	- DFAS-IN Judgment Fund cost/rev spreadsheet for * Qtr mnth/day/year - Information and amounts obtained from Treasury Judgment Fund Website: http://fms.treas.gov/judgefund/reports.asp.	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		

Judgment Fund-Expense – Imputed Costs						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	range of the beginning of the fiscal year to the end of the current quarter. This will bring up the transactions for the Marine Corps for the fiscal year that should match the data call spreadsheet.					
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Information and amounts obtained from Treasury Judgment Fund Website 2) DFAS-IN Judgment Fund cost/rev spreadsheet for * Qtr mnth/day/year -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.2 Judgment Fund Expense- (CDA)

Description

The Judgment Fund Expense – Contracts Dispute Act (CDA) records the Judgment Fund Expense for the current period. This amount is the reimbursable amount to be expensed year to date. The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government. The Treasury FMS Judgment Fund website contains information about the Judgment Fund, including its history and the reimbursement responsibilities under CDA. It may be accessed at http://www.fms.treas.gov/judgefund/index.html. The imputed costs are paid by the Judgment Fund but not reimbursed. The supporting documentation for this data call is provided by the DFAS-IN/Agency-Wide. A JV is used the by DFAS-KC AFS Division to record the Judgment Fund Expense into DDRS-AFS.

Impact to the Financial Statements

The purpose of these JV's is to reclassify the judgment fund liabilities and expenses to the appropriate general ledgers. The amount is applied to Appropriation 1109, Procurement. The JV records to the 6100 (F) (6100.0450) Operating Expenses/Program Costs – CDA and 6100 (F) Operating Expenses/Program Costs GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1109	Judgment Fund Expense-CDA	5.D. Cumulative Results of Operations - Other Funds	NA	DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Judgment Fund Expense – (CDA) data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Judgment Fund SOP located in Appendix B.

Judgment Fund Expense-CDA						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. CDA worksheet should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgment Fund Imputed Cost Worksheet -CDA Worksheet	NA		
2.	Go to the Marine Corps tab on the CDA spreadsheet. For the expense, look at the Payments (Column K). This will be the amount used for reclassification of the CDA expense. These amounts can also be found on the DoD Consolidated tab, on the Marine Corps row, under Ending Balance USSGL 2110 F C (Column L, Row 3) for the liability and under Ending Balance USSGL 6100 F (Column K, Row 3) for the expense.	DFAS-IN / Agency Wide	-CDA Spreadsheet	NA		
3.	Reconcile the amounts on the Operating Expenses/Program Costs – CDA general ledger with the amounts from the CDA spreadsheet to validate that the amounts on the	DFAS-KC AFS	-Operating Expenses/Program Costs-CDA general ledger -CDA Spreadsheet	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		

Judgment Fund Expense-CDA						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	spreadsheet were correctly recorded.					
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Judgment Fund Imputed Cost Worksheet -CDA Worksheet -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.3 Judgment Fund Expense-NO FEAR Act of 2002

Description

The Judgment Fund Expense – Notification of Federal Employee Anti-discriminatory & Retaliatory Act (NO FEAR) records the Judgment Fund expense for the current period. This amount is the reimbursable amount expensed year to date. The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government. The Treasury FMS Judgment Fund website contains information about the Judgment Fund, including its history and the reimbursement responsibilities under the NO FEAR Act. It may be accessed at http://www.fms.treas.gov/judgefund/index.html. The supporting documentation for this JV is provided by the DFAS-IN/Agency-Wide. A JV is used the by DFAS-KC AFS Division to record the Judgment Fund Expense into DDRS-AFS.

Impact to the Financial Statements

The Judgment Fund Expense amount is applied to Appropriation 1109, Procurement. The purpose of these JV's is to reclassify the judgment fund liabilities and expenses to the appropriate general ledgers. The JV records to the 6100 (F) (6100.0480) Operating Expenses/Program Costs – NO FEAR and 6100 (F) Operating Expenses/Program Costs GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1109	Judgment Fund Expense-NO FEAR	5.D. Cumulative Results of Operations - Other Funds	NA	DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Judgment Fund Expense NO FEAR data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Judgment Fund - No Fear CDA SOP located in Appendix B.

Judgment Fund Expense-NO FEAR Act of 2002						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. CDA and NO FEAR worksheets should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgment Fund Imputed Cost worksheet -No FEAR worksheet	NA		
2.	Go to the Marine Corps tab on the NO FEAR spreadsheet. For the expense, look at the Payments (Column K). This will be the amount used for reclassification of the NO FEAR expense. These amounts can also be found on the DoD Consolidated tab, on the Marine Corps row, under Ending Balance USSGL 2110 F C (Column L, Row 3) for the liability and under Ending Balance USSGL 6100 F (Column K, Row 3) for the expense.	DFAS-IN / Agency Wide	-NO FEAR Spreadsheet	NA		
3.	Reconcile the amounts on the Operating Expenses/Program Costs – NO FEAR general ledger with the amounts from the	DFAS-KC AFS	-Operating Expenses/Program Costs-NO FEAR general ledger -NO FEAR Spreadsheet	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		

Judgment Fund Expense-NO FEAR Act of 2002						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	NO FEAR spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.					
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -NO FEAR Spreadsheet -Judgment Fund Imputed Cost worksheet -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.4 Judgment Fund Liability- CDA

Description

The Judgment Fund Liability – CDA records the Judgment Fund Liability for the current period. This amount is the reimbursable amount to be paid. The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government. The Treasury FMS Judgment Fund website contains information about the Judgment Fund, including its history and the reimbursement responsibilities under CDA. It may be accessed at http://www.fms.treas.gov/judgefund/index.html. The supporting documentation for this data call is provided by the DFAS-IN/Agency-Wide. A JV is used the by DFAS-KC AFS Division to record the Judgment Fund Expense into DDRS-AFS.

Impact to the Financial Statements

The amount is allocated against Appropriation 1109, Procurement. The purpose of these JV's is to reclassify the judgment fund liabilities and expenses to the appropriate general ledgers. The Intra-governmental Accounts Payable line item is impacted on the balance sheet. The JV is recorded to the 2110 (F) (C) Accounts Payable and 2110 (F) (C) (01.03) Accounts Payable – CDA GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1109	Judgment Fund Liability-CDA	3.A.1. Intragovernmental Accounts Payable	NA	DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Judgment Fund Liability – CDA data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Judgment Fund - No Fear CDA SOP located in Appendix B.

Judgment Fund Liability- CDA						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. CDA and No FEAR worksheets should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgment Fund Imputed Cost worksheet -CDA Worksheet	NA		
2.	Go to the Marine Corps tab on the CDA spreadsheet. . For the liability, look at the Ending Balance of the current quarter (Column H). This will be the amount used for reclassification of the CDA liability. These amounts can also be found on the DoD Consolidated tab, on the Marine Corps row, under Ending Balance USSGL 2110 F C (Column L, Row 3) for the liability and under Ending Balance USSGL 6100 F (Column K, Row 3) for the expense.	DFAS-IN / Agency Wide	-CDA Spreadsheet	NA		
3.	Reconcile the amounts on the Accounts Payable – CDA general ledger with the amounts from the CDA spreadsheet to validate that the amounts on the spreadsheet were	DFAS-KC AFS	- Accounts Payable – CDA general ledger -CDA Spreadsheet	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		

Judgment Fund Liability- CDA						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	correctly recorded.					
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation -Judgment Fund Imputed Cost worksheet -CDA Spreadsheet -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.5 Judgment Fund Liability-NO FEAR

Description

The Judgment Fund Liability – NO FEAR records the Judgment Fund Liability for the current period. This amount is the reimbursable amount to be paid. The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government. The Treasury FMS Judgment Fund website contains information about the Judgment Fund, including its history and the reimbursement responsibilities under the NO FEAR Act. It may be accessed at http://www.fms.treas.gov/judgefund/index.html. The supporting documentation for this data call is provided by the DFAS-IN/Agency-Wide. A JV is used the by DFAS-KC AFS Division to record the Judgment Fund Expense into DDRS-AFS.

Impact to the Financial Statements

The amount is allocated against Appropriation 1109, Procurement. The purpose of these JV's is to reclassify the judgment fund liabilities and expenses to the appropriate general ledgers. The Intragovernmental Accounts Payable line item is impacted on the balance sheet. The JV is recorded to the 2110 (F) (C) Accounts Payable and 2110 (F) (C) (01.04) Accounts Payable – NO FEAR GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1109	Judgment Fund Liability-NO FEAR	3.A.1. Intragovernmental Accounts Payable	NA	DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Judgment Fund Liability – NO FEAR data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Judgment Fund - No Fear CDA SOP located in Appendix B.

Judgment Fund Liability- NO FEAR						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. No FEAR worksheets should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgment Fund Imputed Cost Worksheet -No FEAR Worksheet	NA		
2.	Reconcile the amounts on the Accounts Payable – NO FEAR general ledger with the amounts from the NO FEAR spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	- Accounts Payable – NO FEAR general ledger -NO FEAR Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
3.	Go to the Marine Corps tab on the NO FEAR spreadsheet. . For the liability, look at the Ending Balance of the current quarter (Column H). This will be the amount used for reclassification of the NO FEAR liability. These amounts can also be found on the DoD Consolidated tab, on the Marine Corps row, under Ending Balance USSGL 2110 F C (Column L, Row 3) for the liability and under Ending	DFAS-IN / Agency Wide	-CDA Spreadsheet	NA		

Judgment Fund Liability- NO FEAR						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	Balance USSGL 6100 F (Column K, Row 3) for the expense.					
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Judgment Fund Imputed Cost worksheet -No FEAR Worksheet -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.6 Military Equipment

Description

The information in the Military Equipment data call item records accumulative year-to-date changes in military equipment. Military Equipment Valuation (MEV) is a DoD-wide effort to implement Federal accounting standards requiring all military equipment, including modifications and upgrades, to be treated as capitalized assets on DoD financial statements. In the past, military equipment had been classified as National Defense PP&E. This meant that the acquisition cost of military equipment could simply be expensed in the year it was acquired. However, in May 2003, the Federal Accounting Standards Advisory Board (FASAB) issued a new standard, Statement of Federal Financial Accounting Standards (SFFAS) No. 23. This new standard eliminated the category of National Defense PP&E and reclassified military equipment as General PP&E, which means that beginning in FY 2003, military equipment must be valued and depreciated like all other PP&E. Military Equipment valuation data is maintained and updated in the Capital Asset Management System-Military Equipment (CAMS-ME). A JV is used the by DFAS-KC AFS Division to record the Military Equipment and the associated accumulated depreciation into DDRS-AFS.

Impact to the Financial Statements

The source of the data call information is DFAS-IN, and the amount allocated against appropriation 1109, Procurement. Additionally, Military Equipment is classified on the balance sheet as General PP&E. The JV is recorded to the 1750 (N)(E)(1750.10) Equipment, 6100 (N) Operating Expense/Program Cost, 8802 (N) Purchases of Property, Plant and Equipment, 8801 (N) Offset for Purchase of Capitalized Asset, 6710 (N) Depreciation, Amortization, and Depletion, and 1759 (N)(E)(1759.10) Accumulated Depreciation on Equipment GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1109	Military Equipment	1.F. General Property, Plant and Equipment,Net	7.51%	DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Military Equipment data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Military Retirement Fund SOP located in Appendix B.

Military Equipment						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-wide AFS Division requesting the supporting documentation spreadsheet.	DFAS-IN Agency-wide AFS Division	-Email Request -Supporting documentation spreadsheet.	NA		
2.	Compile the supporting Documentation Spreadsheet and remit to the DFAS-KC AFS division by email	DFAC-IN Agency-wide AFS Division	-Supporting Documentation Spreadsheet -Email Submission			
3.	Reconcile the amounts on the Spreadsheet received from DFAS-IN Agency-wide AFS Division with the amounts from the JV to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	- Supporting Documentation Spreadsheet -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Select the MC tab of the spreadsheet and record the JVs as listed. Only the JVs under “To record impact of accumulative year to date change” will be entered.	DFAS-KC AFS	- Supporting Documentation Spreadsheet -JV Log	NA		
5.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation Spreadsheet	NA		

Military Equipment						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
			-JV Signature Form			
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.7 Contract Contingent Liabilities (MOCAS)

Description

MOCAS data call records a contingent liability for estimated future contract financing payments. Contract financing payments are calculated on a cost basis, and amounts are based on the percentage contained within the individual contracts residing in MOCAS that will be paid upon delivery and acceptance of a satisfactory product. The MOCAS contingent liabilities are calculated in DFAS-IN and sent to DFAS-KC each month. A JV is used the by DFAS-KC AFS Division to record the amounts of the liability and asset into DDRS-AFS.

Impact to the Financial Statements

MOCAS can be allocated against multiple appropriations (1106/1107/1109/1319/1508) and impacts the Other Liabilities line item on the balance sheet. The JV records to the 1990 (N)(E) (1990.11) (MOCAS) Other Assets and 2920 (N)(N)(O) (37.01) (MOCAS) Contingent Liabilities GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
Per Data Call	Contract Contingent Liabilities (MOCAS)	3.F. Other Liabilities	0.42%	DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Contract Contingent Liabilities (MOCAS) data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-MOCAS Contingent Liabilities SOP located in Appendix B.

Contract Contingent Liabilities						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-wide requesting the MOCAS contingent liability supporting documentation spreadsheet	DFAS-IN / Agency Wide	-Email Request - MOCAS contingent liability supporting documentation spreadsheet	NA		
2.	Open the "DATACALL-MOCAS Contingent Liabilities.xls" spreadsheet from the following location K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Update the date in Column B, Row 1 with the last day of the quarter and save this spreadsheet as "Contingent_Liab - FY0XQtrX.xls" in the following location K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets. Data received in the supporting documentation will be used to populate this spreadsheet and calculate the year-to-date change amount.	DFAS-IN / Agency Wide	-Populated Spreadsheet (Contingent_Liab - FY0XQtrX.xls) - MOCAS contingent liability supporting documentation spreadsheet	NA		
3.	Reconcile the Marine Corps Total on the Marine Corps tab and the Navy General Fund (GF) tab with the MOCAS Contingent Liability tab of the supporting documentation to validate that the amounts were	DFAS-KC AFS	-- MOCAS contingent liability supporting documentation spreadsheet -Populated Spreadsheet (Contingent_Liab - FY0XQtrX.xls)	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		

Contract Contingent Liabilities						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	correctly recorded.		-Reconciliation			
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - MOCAS contingent liability supporting documentation spreadsheet -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.8 Education Benefits Expense Reclassification Voluntary/Involuntary Separatees

Description

The Education Benefits Expense Reclassification JV is used to reclassify operating expense to benefit expense for education expenses provided for Voluntary and Involuntary Separatees. Expense is recorded to Operating Expenses/Program Costs SGL in SABRS when the Marine Corps makes monthly contributions to the DoD Education Benefits Fund. The purpose of this data call item is to assist the DoD in determining amortization methodology and scheduling to liquidate any unfunded liability or surplus in the fund, also based on the most recent actuarial valuation. The source of the JV information is DFAS-IN/Agency-Wide. A JV is used by DFAS-KC AFS to record the amounts of the liability and expense into DDRS-AFS.

Impact to the Financial Statements

The expense is allocated against appropriation 1105, Military Personnel. The JV is recorded to the 6400 (F) Benefit Expense and 6100 (N) Operating Expenses/Program Costs GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	Education Benefits Expense Reclassification Vol/Invol Separatees	5.D. Cumulative Results of Operations - Other Funds	0.00%	DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Education Benefits Expense Reclassification data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Education Benefits SOP located in Appendix B.

Education Benefits Expense Reclassification Voluntary/Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Receive email request from DFAS-KC AFS for Education Benefit Spreadsheet.	DFAS-IN Agency Wide	-Email Request	NA		
2.	Populate the Education Benefit spreadsheet with the balances brought forward from the previous fiscal year, the current year payments, and the current year accruals. Use this information to calculate the ending balance for the quarter. Email supporting documentation to the DFAS-KC AFS division.	DFAS-IN Agency Wide	-Education Benefit Spreadsheet -Previous Year Education Benefit Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the current year Education Benefit Spreadsheet with the previous year Education Benefit Spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet -Reconciliation	Reconciliation Preparer Sign-off Reconciliation Reviewer Sign-off		
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Education Benefit Spreadsheet -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		

Education Benefits Expense Reclassification Voluntary/Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	threshold.)					
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.9 Education Benefits Accrued Liability Reclassification Voluntary /Involuntary Separatees

Description

The Education Benefits Accrued Liability Reclassification JV is used to reclassify operating expense to benefit expense for education expenses provided for Voluntary and Involuntary Separatees. Expense is recorded to Operating Expenses/Program Costs SGL in SABRS when the Marine Corps makes monthly contributions to the DoD Education Benefits Fund. The purpose of this data call item is to assist the DoD in determining amortization methodology and scheduling to liquidate any unfunded liability or surplus in the fund, also based on the most recent actuarial valuation. The source of the JV information is DFAS-IN/Agency-Wide. A JV is used by DFAS-KC AFS to record the amounts of the liability and expense into DDRS-AFS.

Impact to the Financial Statements

The amount is allocated against appropriation 1105, Military Personnel. The JV is recorded to the 2110 (F) (C) Accounts Payable, 2190 (F) (C) (C) Other Accrued Liabilities, and 2140 (F) (C) (04.01) Accrued Interest Payable (For 4th Quarter Only) GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	Education Benefits Accrued Liability Reclassification Vol/Invol Separatees	3.A.1. Intragovernmental Accounts Payable	0.01%	DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Education Benefits Accrued Liability Reclassification data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Education Benefits SOP located in Appendix B.

Education Benefits Accrued Liability Reclassification Voluntary /Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Receive email request from DFAS-KC AFS for Education Benefit Spreadsheet.	DFAS-IN Agency Wide	-Email Request	NA		
2.	Populate the Education Benefit spreadsheet with the balances brought forward from the previous fiscal year, the current year payments, and the current year accruals. Use this information to calculate the ending balance for the quarter. Email supporting documentation to the DFAS-KC AFS division.	DFAS-IN Agency Wide	-Education Benefit Spreadsheet -Previous Year Education Benefit Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the current year Education Benefit Spreadsheet with the previous year Education Benefit Spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet -Supporting Documentation -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		

Education Benefits Accrued Liability Reclassification Voluntary /Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	Signature Form. (According to dollar threshold.)					
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.10 Education Benefits Accrued Interest Liability Reclassification Voluntary/Involuntary Separatees

Description

The Education Benefits Accrued Interest Liability Reclassification JV is used to record accrued interest liability for education benefits for Voluntary and Involuntary Separatees. Educational benefits provided for certain involuntary and voluntary separatees that are to be paid from the DoD Education Benefits Fund will be equal to the benefits paid out plus accumulated interest. Amortization payment is to be paid to the fund in the preceding year. The purpose of this data call item is to assist the DoD in determining amortization methodology and scheduling to liquidate any unfunded liability or surplus in the fund, also based on the most recent actuarial valuation. The source of the JV information is DFAS-IN/Agency-Wide. A JV is used by DFAS-KC AFS to record the amounts of the liability Reclassification into DDRS-AFS.

Impact to the Financial Statements

The amount is allocated against appropriation 1105, Military Personnel. The balance sheet line item impacted by this data call is the Intragovernmental Accounts Payable line item. The JV is recorded to the 2110 (F) (C) Accounts Payable, 2190 (F) (C) (C) Other Accrued Liabilities, and 2140 (F) (C) (04.01) Accrued Interest Payable (For 4th Quarter Only) GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	Education Benefits Accrued Interest Liability Reclassification Vol/Invol Separatees	3.A.1. Intragovernmental Accounts Payable	NA	DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Education Benefits Accrued Interest Liability Reclassification data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Education Benefits SOP located in Appendix B.

Education Benefits Accrued Interest Liability Reclassification Voluntary/Involuntary Separatees						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Receive email request from DFAS-KC AFS for Education Benefit Spreadsheet.	DFAS-IN Agency Wide	-Email Request	NA		
2.	Populate the Education Benefit spreadsheet with the balances brought forward from the previous fiscal year, the current year payments, and the current year accruals. Use this information to calculate the ending balance for the quarter. Email supporting documentation to the DFAS-KC AFS division.	DFAS-IN Agency Wide	-Education Benefit Spreadsheet -Previous Year Education Benefit Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the current year Education Benefit Spreadsheet with the previous year Education Benefit Spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Education Benefit Spreadsheet -JV Signature Form	NA		

Education Benefits Accrued Interest Liability Reclassification Voluntary/Involuntary Separatees						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.11 FECA Funded Liability

Description

The Federal Employees Compensation Act (FECA) is administered by the Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP). The OWCP district offices adjudicate the claims and pay benefits, and the costs of those benefits are charged back to the employing agency. Pursuant to the FECA law, once funding is received the FECA bill should be paid within 30 days. The funding for the FECA bill is usually received at the beginning of the fiscal year and detail obligations should generally be established and liquidated within the same quarter; therefore there should never be a funded liability. However, if Marine Corps still has amounts outstanding after this 30-day period, these amounts are delinquent and should be reflected as a funded liability in the financial statements with a footnote disclosure. DFAS should also notify HQMC that the FECA bill has not been paid. A JV is used by DFAS-KC AFS to reclassify the FECA liability to the correct general ledger account. The supporting documentation for the JV is provided by DFAS-IN Agency-wide AFS.

Impact to the Financial Statements

The FECA Funded Liability is recorded in SABRS as accounts payable. The JV is recorded to the 2110(N)(C) Accounts Payable and 2215(F)(C)(C) Other Post-Employment Benefits GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	FECA Funded Liability	3.C. Military Retirement and Other Federal Employee Benefits	10.34%	DOL/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the FECA Funded Liability data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-FECA Liabilities & Expenses SOP located in Appendix B.

FECA Funded Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide AFS requesting the FECA Liability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the FECA Liability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide AFS	-FECA Liability Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the FECA Liability spreadsheet received from DFAS-IN Agency-Wide AFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-FECA Liability Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open up the "DATACALL-FECA Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates and save this spreadsheet as "FECA - FY0XQtrX.xls" in the following location: K:\SHARED\ACCT\ACC\FY2007AFS_Q3\Instruction	DFAS-KC AFS	- DATACALL-FECA Template.xls - FECA - FY0XQtrX.xls -	NA		

FECA Funded Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	Sheets.					
5.	Populate the JV tab of the FECA - FY0XQtrX.xls spread sheet with data contained in the FY200X FECA tab of the FECA Liability spreadsheet. When this data is inserted into the spreadsheet, formulas will automatically update the other balances. These formulas will calculate the amount of the FECA Funded Liability JV.	DFAS-KC AFS	-FECA Liability Spreadsheet - FECA - FY0XQtrX.xls	NA		
6.	Prepare JV Log to record the liability amounts.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -FECA Liability Spreadsheet -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Once the JV has been approved assign a trading partner code of AT16 to the liability, future funded expenses, and expenses.	DFAS-KC AFS	-Trading Partner Adjustment	NA		
10.	Post JVs to DDRS-	DFAS-KC	-JVs	NA		

FECA Funded Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	AFS.	AFS				
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.12 FECA Accrued Unfunded Liability

Description

FECA is administered by the DOL, OWCP. The OWCP district offices adjudicate the claims and pay benefits, and the costs of those benefits are charged back to the employing agency.

Workers' Compensation claims are submitted to, and approved by, the DOL. DOL pays the claim holders. DOL then prepares a chargeback billing to the responsible Agencies. Public Law (PL) 93-416, Section 8147 (the FECA law) essentially gives Agencies 2 years to pay the chargeback bill; thereby allowing time for the applicable amount to be included in budget submissions. Therefore, there should be an unfunded liability in DDRS-AFS for these 2 years (bills are for periods July 01 – June 30), plus an accrual for the 4th quarter of the current FY. This amount must be split into a current portion for the amount to be paid in the next FY and a non-current portion for the remaining amount. Since this is an unfunded liability, the offset is a future funded expense. A JV is used by DFAS-KC AFS to record the amounts of the unfunded liabilities and the future funded expense into DDRS-AFS. The supporting documentation is provided by DFAS-IN Agency-wide AFS.

Impact to the Financial Statements

The liability impacts the Intragovernmental Other Liability item of the balance sheet. The JV is recorded to the 2225(F)(N)(U) Unfunded FECA Liability and 6850(F)(6850.0040) Empl. Cont. to Employee Benefit Programs Not Requiring Current-Year Budget Authority (Unobligated) GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	FECA Accrued Unfunded Liability	3.A.4 Intragovernmental Other Liabilities	6.93%	DOL/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the FECA Accrued Unfunded Liability data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-FECA Liabilities & Expenses SOP located in Appendix B.

FECA Accrued Unfunded Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide AFS requesting the FECA Liability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the FECA Liability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide AFS	-Supporting Documentation 1) FECA liability/ expense worksheet received from DFAS-IN 2) Spreadsheet documenting the net change in FECA unfunded liabilities and the future funded expense -Email Submission	NA		
3.	Reconcile the amounts on the FECA Liability spreadsheet received from DFAS-IN Agency-Wide AFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) FECA liability/ expense worksheet received from DFAS-IN 2) Spreadsheet documenting the net change in FECA unfunded liabilities and the future funded expense -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open up the "DATACALL-FECA Template.xls" located at	DFAS-KC AFS	- DATACALL-FECA Template.xls	NA		

FECA Accrued Unfunded Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates and save this spreadsheet as "FECA - FY0XQtrX.xls" in the following location: K:\SHARED\ACCT\ACC\FY2007AFS_Q3\Instruction Sheets.		- FECA - FY0XQtrX.xls			
5.	Populate the JV tab of the FECA - FY0XQtrX.xls spread sheet with data contained in the FY200X FECA tab of the FECA Liability spreadsheet. When this data is inserted into the spreadsheet, formulas will automatically update the other balances. These formulas will calculate the amount of the FECA Accrued Unfunded Liability JV.	DFAS-KC AFS	- FECA - FY0XQtrX.xls -Supporting Documentation 1) FECA liability/ expense worksheet received from DFAS-IN 2) Spreadsheet documenting the net change in FECA unfunded liabilities and the future funded expense	NA		
6.	Prepare JV Log to record the liability amounts.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) FECA liability/ expense worksheet received from DFAS-IN 2) Spreadsheet documenting the net change in FECA unfunded liabilities and the future funded expense	NA		

FECA Accrued Unfunded Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
			-JV Signature Form			
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Once the JV has been approved assign a trading partner code of AT16 to the liability, future funded expenses, and expenses.	DFAS-KC AFS	-Trading Partner Adjustment	NA		
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.13 FECA Actuarial Liability

Description

The FECA is administered by the DOL, OWCP. The OWCP district offices adjudicate the claims and pay benefits, and the costs of those benefits are charged back to the employing agency.

The FECA actuarial liability includes the expected liability for death, disability, medical, and other approved costs. It is estimated using the paid-loss extrapolation method. This method uses historical benefit payment patterns related to a specific incurred period to predict the entire payments related to that period. The payments are discounted to present value. Actuarial liabilities are unfunded and as such the offset is a future funded expense. The actuarial liability is only updated during the last quarter of the fiscal year; therefore a JV is input by DFAS-KC AFS for the year-to-date change of the actuarial liability only during the 4th quarter. The supporting documentation is provided by DFAS-IN Agency-wide AFS.

Impact to the Financial Statements

The liability impacts the Military Retirement and Other Federal Employee Benefits item on the balance sheet. The JV is recorded to the 7600(N)(U)(Other Actuarial Liab) Changes in Actuarial Liability and 2650(N)(U)(34.01) Actuarial FECA Liability GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	FECA Actuarial Liability	3.C. Military Retirement and Other Federal Employee Benefits	NA	DOL/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the FECA Actuarial data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-FECA Liabilities & Expenses SOP located in Appendix B.

FECA Actuarial Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide AFS requesting the FECA Liability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the FECA Liability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide AFS	- Actuarial Liability Allocation Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the FECA Liability spreadsheet received from DFAS-IN Agency-Wide AFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	- Actuarial Liability Allocation Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open up the "DATACALL-FECA Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates and save this spreadsheet as "FECA - FY0XQtrX.xls" in the following location: K:\SHARED\ACCT\ACC\FY2007AFS_Q3\Instruction Sheets.	DFAS-KC AFS	- DATACALL-FECA Template.xls - FECA - FY0XQtrX.xls	NA		
5.	Populate the Actuarial Liability tab of the FECA - FY0XQtrX.xls spread sheet with data contained in the FY200X FECA tab of the FECA Liability	DFAS-KC AFS	- FECA - FY0XQtrX.xls - Actuarial Liability Allocation Spreadsheet	NA		

FECA Actuarial Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	spreadsheet. When this data is inserted into the spreadsheet, formulas will automatically update the other balances. These formulas will calculate the amount of the FECA Actuarial Liability JV.					
6.	Prepare JV Log to record the liability amounts.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Actuarial Liability Allocation Spreadsheet -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.14 FECA Expense

Description

The FECA is administered by the DOL, OWCP. The OWCP district offices adjudicate the claims and pay benefits, and the costs of those benefits are charged back to the employing agency. The FECA Expense is the amount of the beginning balance of the current portion of the unfunded liability. This is the amount that was paid or is to be paid in this fiscal year within 30 days of receiving funding. A JV is used by DFAS-KC AFS to reclassify the FECA Expense to the correct Benefit Expense general ledger account. Also, since the expense is to DOL, which is outside the DoD, this general ledger account must be assigned to DOL's entity code. The supporting documentation is provided by DFAS-IN Agency-wide AFS.

Impact to the Financial Statements

This expense impacts the Cumulative Results Operations – Other Funds item on the balance sheet. The JV is recorded to the 6400(F) (6400.0170) Benefit Expense and 6400(F) Benefit Expense GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	FECA Expense	5.D. Cumulative Results of Operations - Other Funds	NA	DOL/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the FECA Expense data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-FECA Liabilities & Expenses SOP located in Appendix B.

FECA Expense						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide AFS requesting the FECA Liability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the FECA Liability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide AFS	-Supporting Documentation 1) FECA liability/expense worksheet from DFAS-IN 2) Spreadsheet documenting the net change in FECA and the expense amount -Email Submission	NA		
3.	Reconcile the amounts on the FECA Liability spreadsheet received from DFAS-IN Agency-Wide AFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) FECA liability/expense worksheet from DFAS-IN 2) Spreadsheet documenting the net change in FECA and the expense amount -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open up the "DATACALL-FECA Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates and save this spreadsheet as "FECA - FY0XQtrX.xls" in the following location: K:\SHARED\ACCT\A	DFAS-KC AFS	- DATACALL-FECA Template.xls - FECA - FY0XQtrX.xls	NA		

FECA Expense						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	CC\FY2007AFS_Q3\Instruction Sheets.					
5.	Populate the JV tab of the FECA - FY0XQtrX.xls spread sheet with data contained in the FY200X FECA tab of the FECA Liability spreadsheet. When this data is inserted into the spreadsheet, formulas will automatically update the other balances. These formulas will calculate the amount of the FECA Expense JV.	DFAS-KC AFS	- FECA - FY0XQtrX.xls -Supporting Documentation 1) FECA liability/expense worksheet from DFAS-IN 2) Spreadsheet documenting the net change in FECA and the expense amount	NA		
6.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) FECA liability/expense worksheet from DFAS-IN 2) Spreadsheet documenting the net change in FECA and the expense amount -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Once the JV has been approved assign a trading partner code of AT16 to the liability,	DFAS-KC AFS	-Trading Partner Adjustment	NA		

FECA Expense						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	future funded expenses, and expenses.					
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.15 Imputed Financing-Expense-Employee Benefits - Retirement

Description

The amounts remitted to the Office OPM by and for covered employees for retirement benefits do not generally cover the actual cost of the benefits those employees will receive after their careers are over. As a consequence, agencies must recognize an "imputed" cost equal to the difference between the true cost of providing future benefits to their employees and the employee and employer contributions they remit to OPM. These costs are not recorded in SABRS and therefore are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used by DFAS-KC AFS to record these imputed costs so they are included in the financial statements. The supporting documentation is provided by DFAS-IN Agency-wide.

Impact to the Financial Statements

This expense impacts the Cumulative Results of Operations – Other Funds item on the balance sheet. The JV records to the 6730 (F) (6730.0060) Imputed Costs – Retirement and 5780 (F) (5780.0030) Imputed Finance Sources - Retirement GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Imputed Financing-Expense-Employee Benefits - Retirement	5.D. Cumulative Results of Operations - Other Funds	0.04%	OPM/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Imputed Financing – Expense – Employee Benefits – Retirement data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Employee Benefit Contributions - Imputed Financing SOP located in Appendix B.

Imputed Financing-Expense-Employee Benefits-Retirement						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Imputed Financing Cost spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Imputed Financing Cost spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Imputed Financing Cost Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Imputed Financing Cost spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open up the Imputed Financing Cost Spreadsheet to the USMC tab and add together the totals for Civil Retirement System (CSRS) and Federal Employees Retirement System (FERS) in Column J to get the total imputed financing cost for retirement. This amount is used for the JV.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet	NA		
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and	DFAS-KC AFS	-JV Log -Imputed	NA		

Imputed Financing-Expense-Employee Benefits-Retirement						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	JV Signature Form.		Financing Cost Spreadsheet -JV Signature Form			
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Once the JV has been approved assign a trading partner code of AT24 to both the Imputed Costs (GLA 6730) and the Imputed Financing Sources (GLA 5780).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.16 Imputed Financing-Expense-Employee Benefits - FEGLI

Description

The amounts remitted to the OPM by and for covered employees for Federal Employees Life Insurance (FEGLI) do not generally cover the actual cost of the benefits those employees will receive after their careers are over. As a consequence, agencies must recognize an "imputed" cost equal to the difference between the true cost of providing future benefits to their employees and the employee and employer contributions they remit to OPM. These costs are not recorded in SABRS and therefore are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used by DFAS-KC AFS to record these imputed costs so they are included in the financial statements. The supporting documentation is provided by DFAS-IN Agency-wide.

Impact to the Financial Statements

This expense impacts the Cumulative Results of Operations – Other Funds item on the balance sheet. The JV records to the 6730 (F) (6730.0030) Imputed Costs – Life and 5780 (F) (5780.0010) Imputed Finance Sources – Life GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Imputed Financing-Expense-Employee Benefits - FEGLI	5.D. Cumulative Results of Operations - Other Funds	0.00%	OPM/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Imputed Financing – Expense – Employee Benefits – FEGLI data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Employee Benefit Contributions - Imputed Financing SOP located in Appendix B.

Imputed Financing-Expense-Employee Benefits-FEGLI						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Imputed Financing Cost spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Imputed Financing Cost spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Imputed Financing Cost Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Imputed Financing Cost spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open up the Imputed Financing Cost Spreadsheet to the USMC tab and add together the totals for CSRS and FERS in Column J to get the total imputed financing cost for retirement. This amount is used for the JV.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet	NA		
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Imputed Financing Cost Spreadsheet -JV Signature Form	NA		
7.	Obtain approval from required Approving	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving		

Imputed Financing-Expense-Employee Benefits-FEGLI						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	Official on JV Signature Form. (According to dollar threshold.)			Official		
8.	Once the JV has been approved assign a trading partner code of AT24 to both the Imputed Costs (GLA 6730) and the Imputed Financing Sources (GLA 5780).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.17 Imputed Financing-Expense-Employee Benefits – FEHB

Description

The amounts remitted to the Office OPM by and for covered employees for Federal Employees Health Benefits (FEHB) do not generally cover the actual cost of the benefits those employees will receive after their careers are over. As a consequence, agencies must recognize an "imputed" cost equal to the difference between the true cost of providing future benefits to their employees and the employee and employer contributions they remit to OPM. These costs are not recorded in SABRS and therefore are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used by DFAS-KC AFS to record these imputed costs so they are included in the financial statements. The supporting documentation is provided by DFAS-IN Agency-wide.

Impact to the Financial Statements

This expense impacts the Cumulative Results of Operations – Other Funds item on the balance sheet. The JV is recorded to the 6730 (F) (6730.0010) Imputed Costs – Health and 5780 (F) (5780.0020) Imputed Finance Sources – Health GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Imputed Financing-Expense-Employee Benefits - FEHB	5.D. Cumulative Results of Operations - Other Funds	0.08%	OPM/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Imputed Financing – Expense – Employee Benefits – FEHB data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Employee Benefit Contributions - Imputed Financing SOP located in Appendix B.

Imputed Financing-Expense-Employee Benefits-FEHB						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Imputed Financing Cost spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Imputed Financing Cost spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Imputed Financing Cost Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Imputed Financing Cost spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open up the Imputed Financing Cost Spreadsheet to the USMC tab and add together the totals for CSRS and FERS in Column J to get the total imputed financing cost for retirement. This amount is used for the JV.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet	NA		
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Imputed Financing Cost Spreadsheet	NA		

Imputed Financing-Expense-Employee Benefits-FEHB						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
			-JV Signature Form			
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Once the JV has been approved assign a trading partner code of AT24 to both the Imputed Costs (GLA 6730) and the Imputed Financing Sources (GLA 5780).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.18 Expense-Employee Benefits - Retirement

Description

DoD agencies are required to report the actual government contributions for employee benefits to ensure that revenue per OPM agrees with expenses per DoD agencies. This account is also used to record employment benefits, entitlement benefits due and payable, or insurance and guarantee benefits that are incurred by the agency program. A JV is used by DFAS-KC AFS to record the expenses. The supporting documentation is provided by DFAS-IN Agency-wide.

Impact to the Financial Statements

This expense impacts the Cumulative Results of Operations – Other Funds item on the balance sheet. The JV records to the 6400 (F) (6400.0130) Benefit Expense – Retirement and 6400 (F) Benefit Expense GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Expense-Employee Benefits - Retirement	5.D. Cumulative Results of Operations - Other Funds	0.15%	OPM/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Expense – Employee Benefits – Retirement data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Employee Benefit Contributions - Expenses & Liabilities SOP located in Appendix B.

Expense-Employee Benefits - Retirement						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column Retirement. These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA		

Expense-Employee Benefits - Retirement						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Employee Benefit Contributions Spreadsheet -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.19 Expense-Employee Benefits – FEGLI

Description

DoD agencies are required to report the actual government contributions for employee benefits to ensure that revenue per OPM agrees with expenses per DoD agencies. This account is also used to record employment benefits, entitlement benefits due and payable, or insurance and guarantee benefits that are incurred by the agency program. A JV is used by DFAS-KC AFS to record the expenses. The supporting documentation is provided by DFAS-IN Agency-wide. The purpose of these JVs is to reclassify the expense and accruals for employee benefits – FEGLI.

Impact to the Financial Statements

This expense impacts the Cumulative Results of Operations – Other Funds item on the balance sheet. The JV records to the 6400 (F) (6400.0110) Benefit Expense – Life and 6400 (F) Benefit Expense GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Expense-Employee Benefits - FEGLI	5.D. Cumulative Results of Operations - Other Funds	0.00%	OPM/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Expense – Employee Benefits – FEGLI data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Employee Benefit Contributions - Expenses & Liabilities SOP located in Appendix B.

Expense-Employee Benefits - FEGLI						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for FEGLI (Life Insurance). These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA		

Expense-Employee Benefits - FEGLI						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.20 Expense-Employee Benefits – FEHB

Description

DoD agencies are required to report the actual government contributions for employee benefits to ensure that revenue per OPM agrees with expenses per DoD agencies. This account is also used to record employment benefits, entitlement benefits due and payable, or insurance and guarantee benefits that are incurred by the agency program. A JV is used by DFAS-KC AFS to record the expenses. The supporting documentation is provided by DFAS-IN Agency-wide. The purpose of these JVs is to reclassify the expense and accruals for employee benefits – FEHB.

Impact to the Financial Statements

This expense impacts the Cumulative Results of Operations – Other Funds item on the balance sheet. The JV records to the 6400 (F) (6400.0090) Benefit Expense – Health and 6400 (F) Benefit Expense GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Expense-Employee Benefits - FEHB	5.D. Cumulative Results of Operations - Other Funds	0.09%	OPM/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Expense – Employee Benefits – FEHB data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Employee Benefit Contributions - Expenses & Liabilities SOP located in Appendix B.

Expense-Employee Benefits - FEHB						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for FEGLI (Health Care). These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA		

Expense-Employee Benefits - FEHB						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.21 Reclassify Accrued Liability-Contributions-Employee Benefits - Retirement

Description

DoD agencies are required to report the actual government contributions for employee benefits to ensure that revenue per OPM agrees with expenses per DoD agencies. This account is also used to record employment benefits, entitlement benefits due and payable, or insurance and guarantee benefits that are incurred by the agency program. A JV is used by DFAS-KC AFS to record the expenses. The supporting documentation is provided by DFAS-IN Agency-wide.

Impact to the Financial Statements

This liability impacts the Intragovernmental Other Liabilities item on the balance sheet. The JV records to the 2110 (F) (C) Accounts Payable and 2213 (F) (C) (C) (13.03) Empl Contr/Payroll Tax Pay – Retirement GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Reclassify Accrued Liability-Contributions-Employee Benefits - Retirement	3.A.4 Intragovernmental Other Liabilities	0.72%	OPM/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Reclassify Accrued Liability – Contributions – Employee Benefits – Retirement data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Employee Benefit Contributions - Expenses & Liabilities SOP located in Appendix B.

Reclassify Accrued Liability-Contributions-Employee Benefits-Retirement						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for Retirement. These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA		

Reclassify Accrued Liability-Contributions-Employee Benefits-Retirement						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.22 Reclassify Accrued Liability-Contributions-Employee Benefits - FEGLI

Description

DoD agencies are required to report the actual government contributions for employee benefits to ensure that revenue per OPM agrees with expenses per DoD agencies. This account is also used to record employment benefits, entitlement benefits due and payable, or insurance and guarantee benefits that are incurred by the agency program. A JV is used by DFAS-KC AFS to record the expenses. The supporting documentation is provided by DFAS-IN Agency-wide.

Impact to the Financial Statements

This liability impacts the Intragovernmental Other Liabilities item on the balance sheet. The JV records to the 2110 (F) (C) Accounts Payable and 2213 (F) (C) (C) (13.02) Empl Contr/Payroll Tax Pay – Life GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Reclassify Accrued Liability-Contributions-Employee Benefits - FEGLI	3.A.4 Intragovernmental Other Liabilities	0.01%	OPM/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Reclassify Accrued Liability – Contributions – Employee Benefits – FEGLI data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Employee Benefit Contributions - Expenses & Liabilities SOP located in Appendix B.

Reclassify Accrued Liability-Contributions-Employee Benefits-FEGLI						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for FEGLI (Life Insurance). These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA		

Reclassify Accrued Liability-Contributions-Employee Benefits-FEGLI						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.23 Reclassify Accrued Liability-Contributions-Employee Benefits - FEHB

Description

DoD agencies are required to report the actual government contributions for employee benefits to ensure that revenue per OPM agrees with expenses per DoD agencies. This account is also used to record employment benefits, entitlement benefits due and payable, or insurance and guarantee benefits that are incurred by the agency program. A JV is used by DFAS-KC AFS to record the expenses. The supporting documentation is provided by DFAS-IN Agency-wide.

Impact to the Financial Statements

This liability impacts the Intragovernmental Other Liabilities item on the balance sheet. The JV records to the 2110 (F) (C) Accounts Payable and 2213 (F) (C) (C) (13.01) Empl Contr/Payroll Tax Pay – Health GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Reclassify Accrued Liability-Contributions-Employee Benefits - FEHB	3.A.4 Intragovernmental Other Liabilities	0.44%	OPM/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Reclassify Accrued Liability – Contributions – Employee Benefits – FEHB data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Employee Benefit Contributions - Expenses & Liabilities SOP located in Appendix B.

Reclassify Accrued Liability-Contributions-Employee Benefits-FEHB						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for FEGLI (Health Care). These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA		

Reclassify Accrued Liability-Contributions-Employee Benefits-FEHB						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.24 Unemployment Expense

Description

The Department of Labor (DOL) administers the Unemployment Compensation Program. Unemployment Compensation has two active pieces. One piece is for federal civilians, the other is for military members, who when separated with honorable discharge, are automatically eligible for up to 26 weeks of unemployment (until they find employment). This is a significant portion of unemployment liabilities and expenses. A JV is used by DFAS-KC AFS to record the unemployment liability so it is included in the financial statements and to record the expense to the appropriate general ledger. The supporting documentation is provided by DFAS-IN Agency-wide.

Impact to the Financial Statements

This expense impacts the Cumulative Results of Operations – Other Funds item on the balance sheet. This JV records to the 6400 (F) (6400.0190) Benefit Expense and 6400 (F) Benefit Expense GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Unemployment Expense	5.D. Cumulative Results of Operations - Other Funds	0.11%	DOL/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Unemployment Expense data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Unemployment SOP located in Appendix B.

Unemployment Expense						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Unemployment spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Unemployment spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Unemployment Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Unemployment spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Unemployment Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the Unemployment spreadsheet to the USMC tab. Select the ending balance of the current quarter of the 6400 account. This will equal the year-to-date change of the expense and the amount of the JV.	DFAS-KC AFS	-Unemployment Spreadsheet	NA		
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Unemployment Spreadsheet -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		

Unemployment Expense						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	Signature Form. (According to dollar threshold.)					
8.	Once the JV has been approved assign a trading partner code of AT16 for the future funded expense (GLA 6850).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.2.25 Unfunded Unemployment Liability

Description

The Department of Labor (DOL) administers the Unemployment Compensation Program. Unemployment Compensation has two active pieces. One piece is for federal civilians, the other is for military members, who when separated with honorable discharge, are automatically eligible for up to 26 weeks of unemployment (until they find employment). This is a significant portion of unemployment liabilities and expenses. A JV is used by DFAS-KC AFS to record the unemployment liability so it is included in the financial statements and to record the expense to the appropriate general ledger. The supporting documentation is provided by DFAS-IN Agency-wide.

Impact to the Financial Statements

This liability impacts the Intragovernmental Other Liabilities item on the balance sheet. The JV records to the 6850 (F) (6850.0060) Employer Contribution To Employee Benefit Programs Not Requiring Current-Year Budget Authority (Unobligated) and 2290 (F) (C) (U) (14.01) Other Unfunded Employment Related Liabilities GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Unfunded Unemployment Liability	3.A.4 Intragovernmental Other Liabilities	0.66%	DOL/DFAS-IN/AW

Process Checklist

The following checklist displays the procedures required to complete the Unfunded Unemployment Liability data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Unemployment SOP located in Appendix B.

Unfunded Unemployment Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Unemployment spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Unemployment spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Unemployment Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the Unemployment spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Unemployment Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the Unemployment spreadsheet to the USMC tab. Subtract the ending balance of the current quarter of the 2290 account from the beginning balance for the first quarter of the 2290 account. This will equal the year-to-date change of the unfunded liability and the amount of the JV.	DFAS-KC AFS	-Unemployment Spreadsheet	NA		
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Unemployment Spreadsheet -JV Signature	NA		

Unfunded Unemployment Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
			Form			
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Once the JV has been approved assign a trading partner code of AT16 for the unfunded liability (GLA 2290).	DFAS-KC AFS	-Trading Partner Adjustment	NA		
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.3 DFAS – Columbus (CO) Data Calls

The following sections describe the one data call in which DFAS-CO is the source provider

C.3.1 Prepayments of Hazardous Waste

Description
The Prepayment of Hazardous Waste data call is to record advances paid by Marine Corps to Defense Reutilization and Marketing Service (DRMS). The Hazardous Waste disposal process impacts both accounts receivable and accounts payable because DRMS is reimbursed for the disposal contract costs by the generator of the Hazardous Waste. These advances are originally recorded in SABRS as a disbursement. Each quarter DFAS-CO sends DFAS-KC/AFS an "Unearned Revenue TP Breakdown" and a "DRMS HW Disposal" document. A JV is used by DFAS-KC AFS to reclassify the disbursement to an advance. The supporting documentation is provided by DFAS-CO.

Impact to the Financial Statements
This data call impacts the Intra-governmental and Other Assets line item on the balance sheet, and allocated against the appropriation for its specific Marine Corps Component. The JV records to the 4902(D) Delivered Orders, 4802 (D) Undelivered Orders, 5700 Expended Appropriations, 3107 Unexpended Appropriations, 1410 (F) (E) Advances and Prepayments, and 6100 (F) Operating Expenses GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
MC Component	Prepayments of Hazardous Waste	1.A.4. Intragovernmental Other Assets	41.50%	DFAS-CO Deparmental Reporting

Process Checklist
The following checklist displays the procedures required to complete the Prepayments of Hazardous Waste data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-DRMS Hazardous Waste Advances SOP located in Appendix B.

Prepayments of Hazardous Waste						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-CO requesting the "Unearned Revenue TP Breakdown" spreadsheet and "DRMS HW Disposal" document.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the "Unearned Revenue TP Breakdown" spreadsheet and "DRMS HW Disposal" document and remit to the DFAS-KC AFS division by email.	DFAS-CO	-"Unearned Revenue TP Breakdown" Spreadsheet -"DRMS HW Disposal" Document	NA		
3.	Reconcile the amounts on the “Unearned Revenue TP Breakdown” spreadsheet received from DFAS-CO in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-"Unearned Revenue TP Breakdown" Spreadsheet -"DRMS HW Disposal" Document -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the “Unearned Revenue TP Breakdown" spreadsheet and locate the column named GF. In that column, find Marine Corps Component Level AT17AMC99. The amount recorded in the cell will be the amount of the JV.	DFAS-KC AFS	-"Unearned Revenue TP Breakdown" Spreadsheet	NA		
5.	Prepare JV Log to record the amount to reclassify the disbursement to an advance.	DFAS-KC AFS	-JV Log	NA		

Prepayments of Hazardous Waste						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -"Unearned Revenue TP Breakdown" Spreadsheet -"DRMS HW Disposal" Document -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.4 Department of the Navy (DoN) Data Calls

The following sections describe the five data calls in which DoN is the source provider.

C.4.1 Operations Materials and Supplies-AMMO Only

Description
The Operating Materials & Supplies-Ammunition (OM&S Ammo) data call consists of ammunition and munitions spare and repair parts and conventional missiles. This data call is reported in three different categories: held for use, held for repair, and excess, obsolete, and unserviceable. Held for use includes all issuable ammunition and munitions. Held for repair includes all economically reparable material. Excess, obsolete, and unserviceable includes all OM&S Ammo estimated to be potentially excess, obsolete, or beyond economic repair. OM&S Ammo supporting documentation is provided by the DoN on a spreadsheet via email to DFAS-KC AFS. However, prior to DON providing that JV, HQMC-RFA requests an internal data call from Marine Corps Commands and reviews and reports the amounts for the OM&S Ammo data call submission in the DDRS-Data Collection Module (DCM). A JV is used by DFAS-KC AFS to record the amounts of each category of OM&S-Ammo into DDRS-AFS.

Impact to the Financial Statements
OM&S Ammo impacts the Net Inventory and Related Property line item on the balance sheet, and is allocated against appropriation 1508. The JV records to the 1511 (N) (E) Operating Materials and Supplies, 1514 (N) (E) Operating Materials and Supplies, 1519 (N) (E) (1519.01) Operating Materials and Supplies, 1513 (N) (E) Operating Materials and Supplies, and 6790 (N) (6790.0020) Other Expenses Not Requiring GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1508	Operations Materials and Supplies-AMMO only	1.E. Inventory and Related Property,Net	5.58%	Navy DCI

Process Checklist
The following checklist displays the procedures required to complete the OM&S Ammo data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Operating Materials Supplies-AMMO SOP located in Appendix B.

Operations Materials and Supplies – AMMO Only						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Requests internal data call from Marine Corps Commands and reviews and reports the amounts for the OM&S Ammo data call submission in the DDRS-Data Collection Module (DCM).	HQMC-RFA	-Internal Data Call Submissions			
2.	Send email to DoN requesting spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA		
3.	Compile spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment	NA		
4.	Reconcile the amounts on the spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
5.	Select the “KC OMS Ammo” tab of the supporting documentation spreadsheet. This tab has the ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.	DFAS-KC AFS	-Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment	NA		

Operations Materials and Supplies – AMMO Only						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
6.	Open the "CarryFw'd_200X.xls" spreadsheet from the current quarter's folder on the K drive, select the "1508" tab, and verify that the amounts listed for the: -1511 (N) (E) Operating Materials and Supplies, -1514 (N) (E) Operating Materials and Supplies, and -1519 (N) (E) (1519.01) Operating Materials and Supplies general ledger accounts match the ending balances from the end of prior fiscal year on the data call spreadsheet provided by DoN.	DFAS-KC AFS	-Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment -CarryFw'd_ 200X .xls spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
7.	After the Ending Balance for the end of the prior fiscal year is verified, prepare JV Log to record the amounts of each category of OM&S-Ammo.	DFAS-KC AFS	-JV Log	NA		
8.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment -JV Signature Form	NA		
9.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		

Operations Materials and Supplies – AMMO Only						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
10.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
11.	Compares JVs to internal data call submissions to determine accuracy, completeness, and consistency.	HQMC-RFA	-Internal Data Call Submissions -HQMC-RFA Approval	-RFA Approver		

C.4.2 Environmental Liabilities (Non-DERP)

Description

The DON manages and executes the Defense Environmental Restoration Program (DERP) portion of environmental liabilities at DON level. The Marine Corps defines Non-DERP environmental sites/units as those sites/units associated with operations such as solid waste management unit cleanup, landfill closure, permitted facilities, removal, replacement, retro fill, and/or disposal of the Polychlorinated Biphenyls (PCB) transformers, underground storage tank remedial investigation and closure.

Non-DERP Liabilities are not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. This data call is addressed as an external data call because DFAS-KC AFS receives the JVs for the Marine Corps portion of Non-DERP environmental liabilities from DON to record into DDRS-AFS for the financial statements. However, prior to DON providing that JV, HQMC-RFA requests an internal data call from Marine Corps Commands and reviews and reports the amounts for the Non-DERP environmental liabilities data call submission in the DDRS-Data Collection Module (DCM). A JV is used by DFAS-KC AFS to record the amounts of each category of Non-DERP Liabilities into DDRS-AFS.

Impact to the Financial Statements

This liability impacts the Environmental and Disposal Liabilities item on the balance sheet. The JV records to the 6800 (N) (Envrmntl and Disp Liab) Future Funded Expenses, 2995 (N) (C) (U) (44.17) Estimated Cleanup Cost Liability, 2995 (N) (N) (U) (44.16) Estimated Cleanup Cost Liability, 2995 (N) (N) (U) (44.17) Estimated Cleanup Cost Liability, 2995 (N) (C) (O) (44.16) Estimated Cleanup Cost Liability, and 2995 (N) (C) (O) (44.17) Estimated Cleanup Cost Liability GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Environmental Liabilities (Non-DERP)	3.D. Environmental and Disposal Liabilities	0.17%	Navy

Process Checklist

The following checklist displays the procedures required to complete the Environmental Liabilities (Non-DERP) data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-NonDERP Environmental Liabilities SOP located in Appendix B.

Environmental Liabilities (Non-DERP)						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Requests internal data call from Marine Corps Commands and reviews and reports the amounts for the Non-DERP environmental liabilities data call submission in the DDRS-Data Collection Module (DCM).	HQMC-RFA	-Internal Data Call Submissions			
2.	Send email to DoN requesting spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA		
3.	Compile spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Spreadsheet -Supporting Documentation	NA		
4.	Reconcile the amounts on the spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Spreadsheet -Supporting Documentation -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
5.	Select the “KC MC Non-DERP” tab of the supporting documentation spreadsheet. This tab has the Marine Corps’ ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.	DFAS-KC AFS	-Spreadsheet	NA		

Environmental Liabilities (Non-DERP)						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
6.	Open the "CarryFw'd_200X.xls" spreadsheet from the current quarter's folder on the K drive, select the "1106" tab, and verify that the amounts listed for the: -2995 (N)(C)(O) (44.16) -2995 (N)(C)(O) (44.17) -2995 (N)(C)(U) (44.17) -2995 (N)(N)(U) (44.16) -2995 (N)(N)(U) (44.17) general ledger accounts match the ending balances from the end of prior fiscal year on the data call spreadsheet provided by DoN.	DFAS-KC AFS	-Spreadsheet -CarryFw'd_ 200X .xls spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
7.	After the Ending Balance for the end of the prior fiscal year is verified, prepare JV Log to record the amounts of each category of NonDERP Liabilities.	DFAS-KC AFS	-JV Log	NA		
8.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation -JV Signature Form	NA		
9.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
10.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		

Environmental Liabilities (Non-DERP)						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
11.	Compares JVs to internal data call submissions to determine accuracy, completeness, and consistency.	HQMC-RFA	-Internal Data Call Submissions -HQMC-RFA Approval	-RFA Approver		

C.4.3 Buildings and Land - Buildings Depreciation Expense

Description
The fiscal year to date change in Land, Buildings, and Accumulated Depreciation is recorded by this data call item. Real Property are fixed assets that are comprised of land and the rights to land; buildings to include capitalized additions, alterations, improvements, and rehabilitations; other structures and facilities, and construction in process of such fixed assets.

Land rights are interests and privileges held by an entity in land owned by others, such as leaseholds, easements, water and power rights, diversion rights, submersion rights, rights-of-way, and other like interests in land.

Leasehold Improvements reflect the cost of improvements to leased land, buildings, structures, and utilities occupied by the DON. When leasehold Improvements meet or exceed the DoD capitalization criteria, such improvements shall be capitalized and amortized.

Construction In-Process reflects the costs incurred for real property construction projects. Costs include direct labor, direct material, and overhead. They do not include Heritage Assets or Stewardship Land.

A JV is used by DFAS-KC AFS to record the amounts of Real Property into DDRS-AFS. The supporting documentation for this JV is provided by the DON via a monthly PP&E spreadsheet.

Impact to the Financial Statements
Building and Land impact the General PP&E, Net line item on the balance sheet, and is allocated against appropriation 1109, Procurement. The JV records to the 1711 (N) (E) Land, 1730 (N) (E) Building, 6710 (N) Depreciation, 8802 (N) Purchase of PP&E, 7290 (N) (T) (No BI) Other Losses, 8801 (N) Offset for Purchase of PP&E, 1739 (N) (E) Accumulated Depreciation, 6100 (N) Operating Expense, and 7190 (N) (T) (No BI) Other Gains GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1109	Buildings and Land - Buildings Depreciation Expense	1.F. General Property, Plant and Equipment,Net	1.40%	DDRS DCM/Navy

Process Checklist
The following checklist displays the procedures required to complete the Buildings and Land – Buildings Depreciation Expense data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Real Property SOP located in Appendix B.

Buildings and Land – Buildings Depreciation Expense						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to DoN requesting spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Spreadsheet -Supporting Documentation	NA		
3.	Reconcile the amounts on the spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Spreadsheet -Supporting Documentation -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Select the "Real Prop-DCM-1205" tab of the supporting documentation spreadsheet. This tab has the Marine Corps' ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.	DFAS-KC AFS	-Spreadsheet	NA		
5.	Open the "CarryFw'd_200X.xls" spreadsheet from the current quarter's folder on the K drive, select the "1109" tab, and verify that the amounts listed for the: -1711 (N)(E) -1730 (N)(E) -1739 (N)(E) general ledger	DFAS-KC AFS	-Spreadsheet -CarryFw'd_200X .xls spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		

Buildings and Land – Buildings Depreciation Expense						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	accounts match the ending balances from the end of prior fiscal year on the data call spreadsheet provided by DoN.					
6.	After the Ending Balance for the end of the prior fiscal year is verified, prepare JV Log to record the amounts of Real Property.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.4.4 Non-Environmental Disposal Liabilities

Description

A Non-environmental Disposal Liability is recognized for an asset when a formal management decision has been made to remove or dispose of the asset. These liabilities may also be recognized for insignificant portions of environmental cleanup costs that are considered immaterial to the total cost of removing or disposing of an asset. Since this amount will be funded in future years, it is considered a future funded expense and unfunded liability. A JV is used by DFAS-KC AFS to record the amounts of each category of Non-environmental Disposal Liabilities into DDRS-AFS. The source of supporting documentation is the DON.

Impact to the Financial Statements

This liability impacts the Other Liabilities line item on the balance sheet and is a appropriation 1106, Operations and Maintenance. The JV records to the 2990 (N)(N)(U)(43.02) Other Liabilities Without Related Budgetary Obligations and 6800 (N)(U)(Other Liabilities) Future Funded Expenses GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Non-Environmental Disposal Liabilities	3.F. Other Liabilities	NA	Navy

Process Checklist

The following checklist displays the procedures required to complete the Non-Environmental Disposal Liabilities data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Non-Environmental Disposal Liability SOP located in Appendix B.

Non-Environmental Disposal Liabilities						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to DoN requesting spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Spreadsheet -Supporting Documentation	NA		
3.	Reconcile the amounts on the spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Spreadsheet -Supporting Documentation -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Select the "Liab JV" tab of the supporting documentation spreadsheet. This tab has the Marine Corps' ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.	DFAS-KC AFS	-Spreadsheet	NA		
5.	Open the "CarryFw'd_200X.xls" spreadsheet from the current quarter's folder on the K drive, select the "1106" tab, and verify that the amounts listed for the: -2990 (N)(C)(U)(43.02) Other Liabilities -2990 (N)(N)(U)(43.02)	DFAS-KC AFS	-Spreadsheet -CarryFw'd_200X .xls spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		

Non-Environmental Disposal Liabilities						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
	Other Liabilities general ledger accounts match the ending balances from the end of prior fiscal year on the data call spreadsheet provided by DoN.					
6.	After the Ending Balance for the end of the prior fiscal year is verified, prepare JV Log to record the amounts of Non-environmental disposal liabilities.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.4.5 Legal DoD IG Contingent Liability/ USMC Legal Liability provided by DON

Description
The Legal DoD Inspector General (IG) Contingent Liability records the accrual of contingent liabilities as a result of a DoD IG audit on Contingent Legal Liabilities. This amount reflects open cases of the Marine Corps.

The DoD Inspector General performs audits on Contingent Legal Liabilities of the Navy. A portion is then broken off to determine contingent liabilities specifically attributable to the Marine Corps. This portion is the amount currently involved in open Marine Corps cases. The total amount that is at risk of being lost is then multiplied by a percentage to arrive at an amount that will most likely become a liability. This probable amount is the contingent liability to be recorded. A JV is used by DFAS-KC AFS to record the accrual of contingent legal liability. The supporting documentation for the JV is maintained by DoN.

Impact to the Financial Statements
This liability impacts the Other Liabilities Item on the balance sheet. The JV records to the 6800 (N) (Other Liabilities) Future Funded Expenses and 2920 (N) (N) (U) Contingent Liabilities GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Legal DoD IG Contingent Liability	3.F. Other Liabilities	NA	Navy

Process Checklist
The following checklist displays the procedures required to complete the Legal DoD IG Contingent Liability data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-DoD IG Contingent Legal Liability SOP located in Appendix B.

Legal DoD IG Contingent Liability/ USMC Legal Liability provided by DoN						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to DoN requesting Exposure Calcs spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile Exposure Calcs spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Exposure Calcs Spreadsheet	NA		
3.	Reconcile the amounts on the Exposure Calcs spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Exposure Calcs Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Select the "USMC Costs Avoided" tab of the Exposure Calcs spreadsheet. The amount used to record the contingent legal liability is the Probably Liability. This amount is found under the Probable Liability column (Column O, Row 10).	DFAS-KC AFS	-Exposure Calcs Spreadsheet	NA		
5.	Prepare JV Log to record the amount of contingent legal liability.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Exposure Calcs Spreadsheet -JV Signature Form	NA		

Legal DoD IG Contingent Liability/ USMC Legal Liability provided by DoN						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.5 Miscellaneous Sources Data Calls

The following sections describe the two data calls in which a miscellaneous entity is the source provider.

C.5.1 Unfunded Civilian Annual Leave Liability

Description
The Unfunded Civilian Annual Leave Liability data call records unfunded liability for unpaid civilian annual leave. Civilian employees are entitled annual leave that will be funded from future year appropriations, therefore, it is a future funded expense and unfunded liability. A JV is used by DFAS-KC AFS to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.

Impact to the Financial Statements
This liability impacts the Other Liabilities item on the balance sheet. The JV records to the 2220 (N) (C) (U) (18.01) Unfunded Leave and 6800 (N) (Annual Leave Liability) Future Funded Expenses GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Unfunded Civilian Annual Leave Liability	3.F. Other Liabilities	0.15%	DCPS Report from SABRS

Process Checklist
The following checklist displays the procedures required to complete the Unfunded Civilian Annual Leave Liability data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Unfunded Civilian Leave Liability - MANUAL PROCESS SOP located in Appendix B.

Unfunded Civilian Annual Leave Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the External Entity requesting the most recent DCPS Unpaid Accrued Liability Report.	DFAS-KC AFS	-Email Request	NA		
2.	Populate spreadsheet with the amounts from the DCPS Unpaid Accrued Liability Report and email the spreadsheet with supporting documentation to the DFAS-KC AFS division.	External Entity	-Populated Spreadsheet computing the total net increase or decrease in accrued leave -DCPS Unpaid Accrued Liability Report -Email Submission	NA		
3.	Open the "DATACALL-Civ _Leave_Accrual – Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\ Templates. Save this spreadsheet as "Civ_Leave_Accrual - FYXXQtrX.xls" to the location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.	DFAS-KC AFS	-Updated Template (Civ_Leave_Accrual - FYXXQtrX.xls)	NA		
4.	Reconcile the amounts on the spreadsheet received from the External Entity in Task 2 to the DCPS Unpaid Accrued Liability Report with the spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet computing the total net increase or decrease in accrued leave - DCPS Unpaid Accured Liability Report -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		

Unfunded Civilian Annual Leave Liability						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
5.	Populate the "Civ_Leave_Accrual - FYXXQtrX.xls" spreadsheet with the amounts received in the spreadsheet received in Task 2.	DFAS-KC AFS	-Updated Template (Civ_Leave_Accrual - FYXXQtrX.xls)	NA		
6.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Populated Spreadsheet computing the total net increase or decrease in accrued leave - DCPS Unpaid Accured Liability Report -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

C.5.2 Suspended Revenue from Army Corps of Engineers

Description

The Suspended Revenue from the US Army Corps of Engineers (USACE) JV is entered to record revenue that the USACE has earned but not yet billed to the Marine Corps. USACE is responsible for monitoring and tracking the revenue that the USACE has earned. A JV is used by DFAS-KC AFS to increase payables and expenses and record the proper budgetary entries. The source of supporting documentation is USACE.

Impact to the Financial Statements

These revenue amounts impact the Intra-governmental Accounts Payable line item on the balance sheet, and are attached to appropriation 1106, Operations and Maintenance. The JV records to the 6100 (F) Operating Expense, 2110 (F) (C) Accounts Payable, 4801 (D) Undelivered Orders, 4901 (D) Delivered Orders, 3107 Unexpended Appropriations, and 5700 Expended Appropriations GL accounts.

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Suspended Revenue from Army Corps of Engineers	3.A.1. Intragovernmental Accounts Payable	1.34%	US Army Corps of Engineers

Process Checklist

The following checklist displays the procedures required to complete the Suspended Revenue from Army Corps of Engineers data call process. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. For more detailed procedures regarding this data call, please view the DATACALL-Army Corps of Engineers Unbilled (suspended) Revenue SOP located in Appendix B.

Suspended Revenue from Army Corps of Engineers						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to USACE requesting the spreadsheet for USACE Unbilled Work in Progress and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the spreadsheet for USACE Unbilled Work in Progress and supporting documentation and remit to the DFAS-KC AFS division by email.	USACE	-USACE Unbilled Work in Progress Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the USACE Unbilled Work in Progress spreadsheet received from USACE in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-USACE Unbilled Work in Progress Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the workbook for USACE 4Q07 Unbilled Work in Progress and locate the amount listed for the trading partner AT17MC99. This amount will be the amount entered for the JV.	DFAS-KC AFS	-USACE Unbilled Work in Progress Spreadsheet	NA		
5.	Prepare JV Log to record the expense.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -USACE Unbilled Work in Progress Spreadsheet -JV Signature Form	NA		

Suspended Revenue from Army Corps of Engineers						
Task Number	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

APPENDIX A – GLOSSARY OF ACRONYMS

Acronym	Acronym Expansion
A/R	Accounts Receivable
CAMS-ME	Capital Asset Management System-Military
CDA	Contract Disputes Act
CSRS	Civil Service Retirement System
DCM	Data Collection Module
DCPS	Defense Civilian Pay System
DDRS	Defense Departmental Reporting System
DDRS-AFS	Defense Departmental Reporting System - Audited Financial Statements
DERP	Defense Environmental Restoration Program
DFAS	Defense Finance and Accounting Service
DFAS-CL	Defense Finance and Accounting Service- Cleveland
DFAS-CO	Defense Finance and Accounting Service - Columbus
DFAS-IN	Defense Finance and Accounting Service - Indianapolis
DFAS-KC	Defense Finance Accounting Service - Kansas City
DO	Disbursing Officer
DoD	Department of Defense
DOL	Department of Labor
DON	Department of the Navy
DRMS	Defense Reutilization and Marketing Service
FASAB	Statement of Federal Financial Accounting Standards Advisory Board
FECA	Federal Employees Compensation Act
FEGLI	Federal Employees Life Insurance

Acronym	Acronym Expansion
FEHB	Federal Employees Health Benefits
FERS	Federal Employees Retirement System
GF	General Fund
GLA	General Ledger Account
HQMC	Headquarters, Marine Corps
JV	Journal Voucher
MC LOA	Marine Corps Line of Accounting
MCTFS	Marine Corps Total Forces System
MilPay	Military Pay Operations
MOCAS	Contract Contingent Liabilities
MRF	Military Retirement Fund
NO FEAR	Notification of Federal Employee Antidiscrimination and Retaliation Act
NCP	Normal Cost Percentages
OPM	Office of Personnel Management
OWCP	Office of Workers' Compensation Programs
PP&E	Property, Plant, and Equipment
PCB	Polychlorinated Biphenyls
RFA	Accounting and Financial Systems Branch
SABRS	Standard Account, Budgeting Reporting System
SGL	Standard General Ledger
SFFAS	Statement of Federal Financial Accounting Standards
USSGL	United States Standard General Ledger
VSI	Voluntary Separation Incentive

APPENDIX B – STANDARD OPERATING PROCEDURES

NOTE: Due size limitations, the standard operating procedures have been provided in electronic format.

APPENDIX C – JOURNAL VOUCHER DOCUMENTATION

NOTE: Due size limitations, the journal voucher documentation has been provided in electronic format.

APPENDIX D – FINANCIAL STATEMENT IMPACT

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1105	Unfunded Military Leave Liability-Active	3.F. Other Liabilities	4.71%	DFAS-KC/Mil Pay
1108	Unfunded Military Leave Liability-Reserve	3.F. Other Liabilities	0.04%	DFAS-KC/Mil Pay
1105	Military Retirement Fund (MRF) Expense - Contributions Active	5.D. Cumulative Results of Operations - Other Funds	3.63%	DFAS-KC/Mil Pay
1105	VSI Fund Retirement Benefit Expense	5.D. Cumulative Results of Operations - Other Funds	NA	DFAS-KC/Mil Pay
1105	Education Benefits Montgomery GI Bill - Expense Reclassification Active (Marine Corps College Fund)	5.D. Cumulative Results of Operations - Other Funds	0.18%	DFAS-KC/Mil Pay
1108	Education Benefits Reclassification Amortization Expense Voluntary/Involuntary Separatees	5.D. Cumulative Results of Operations - Other Funds	NA	Marine Corps/MCTFS
MC Component	Suspense Accounts - 6026	3.A.3. Other Liabilities	30.62%	DFAS-KC Fiscal Reporting
1106	Interest Expense Reclassification (PPAI)	5.D. Cumulative Results of Operations - Other Funds	0.00%	DFAS-KC/ADR (Fiscal Reporting)
MC Shared Component	Suspense Accounts - 3875, 3880, 3885	1.A.1.A. FBWT Entity	0.07%	DFAS-KC Fiscal Reporting
MC Shared Component	Suspense Accounts - 6500, 6501	1.A.1.C. FBWT Non-Entity-Other	3.19%	DFAS-KC Fiscal Reporting
1108	Military Retirement Fund (MRF) Expense - Contributions Reserve	5.D. Cumulative Results of Operations - Other Funds	NA	DFAS-KC/Mil Pay
1105	Disbursing Officer Cash	1.B. Cash and Other Monetary Assets	7.59%	DFAS-KC/ADR
1105	Disbursing Officer Foreign Currency	1.B. Cash and Other Monetary Assets	0.00%	DFAS-KC/ADR
All	Allowance for Bad Debt (A/R)	1.C. Accounts Receivable,Net	19.89%	DFAS/KC/JAFB
1109	Judgment Fund Expense -	5.D. Cumulative R	0.00%	DFAS-

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
	Imputed Costs	esults of Operation s - Other Funds		IN/AW
1109	Judgment Fund Expense-CDA	5.D. Cumulative R esults of Operation s - Other Funds	NA	DFAS-IN/AW
1109	Judgment Fund Expense-NO FEAR	5.D. Cumulative R esults of Operation s - Other Funds	NA	DFAS-IN/AW
1109	Judgment Fund Liability-CDA	3.A.1. Intragovernmental Accounts Payable	NA	DFAS-IN/AW
1109	Judgment Fund Liability-NO FEAR	3.A.1. Intragovernmental Accounts Payable	NA	DFAS-IN/AW
1109	Military Equipment	1.F. General Property, Plant and Equipment,Net	7.51%	DFAS-IN/AW
Per Data Call	Contract Contingent Liabilities (MOCAS)	3.F. Other Liabilities	0.42%	DFAS-IN/AW
1105	Education Benefits Expense Reclassification Vol/Invol Separatees	5.D. Cumulative R esults of Operation s - Other Funds	0.00%	DFAS-IN/AW
1105	Education Benefits Accrued Liability Reclassification Vol/Invol Separatees	3.A.1. Intragovernmental Accounts Payable	0.01%	DFAS-IN/AW
1105	Education Benefits Accrued Interest Liability Reclassification Vol/Invol Separatees	3.A.1. Intragovernmental Accounts Payable	NA	DFAS-IN/AW
MC Component	Prepayments of Hazardous Waste	1.A.4. Intragovernmental Other Assets	41.50%	DFAS-CO Deparme ntal Reporting
1508	Operations Materials and Supplies-AMMO only	1.E. Inventory and Related Property,Net	5.58%	Navy DCI
1106	Environmental Liabilities (Non-DERP)	3.D. Environmental and Disposal Liabilities	0.17%	Navy
1109	Buildings and Land - Buildings Depreciation Expense	1.F. General Property, Plant and Equipment,Net	1.40%	DDRS DCM/Na vy
1106	Non-Environmental Disposal Liabilities	3.F. Other Liabilities	NA	Navy
1106	Legal DoD IG Contingent Liability	3.F. Other Liabilities	NA	Navy

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Unfunded Civilian Annual Leave Liability	3.F. Other Liabilities	0.15%	DCPS Report from SABRS
1106	Suspended Revenue from Army Corps of Engineers	3.A.1. Intragovernmental Accounts Payable	1.34%	US Army Corps of Engineers
1108	Education Benefits Montgomery GI Bill - Expense Reclassification Reserve (Marine Corps College Fund)	5.D. Cumulative R esults of Operation s - Other Funds	NA	Marine Corps/M CTFS
1106	FECA Funded Liability	3.C. Military Retirement and Other Federal Employee Benefits	10.34%	DOL/DF AS-IN/AW
1106	FECA Accrued Unfunded Liability	3.A.4 Intragovernmental Other Liabilities	6.93%	DOL/DF AS-IN/AW
1106	FECA Actuarial Liability	3.C. Military Retirement and Other Federal Employee Benefits	NA	DOL/DF AS-IN/AW
1106	FECA Expense	5.D. Cumulative R esults of Operation s - Other Funds	NA	DOL/DF AS-IN/AW
1106	Imputed Financing-Expense-Employee Benefits - Retirement	5.D. Cumulative R esults of Operation s - Other Funds	0.04%	OPM/DF AS-IN/AW
1106	Imputed Financing-Expense-Employee Benefits - FEGLI	5.D. Cumulative R esults of Operation s - Other Funds	0.00%	OPM/DF AS-IN/AW
1106	Imputed Financing-Expense-Employee Benefits - FEHB	5.D. Cumulative R esults of Operation s - Other Funds	0.08%	OPM/DF AS-IN/AW
1106	Expense-Employee Benefits - Retirement	5.D. Cumulative R esults of Operation s - Other Funds	0.15%	OPM/DF AS-IN/AW
1106	Expense-Employee Benefits - FEGLI	5.D. Cumulative R esults of Operation s - Other Funds	0.00%	OPM/DF AS-IN/AW
1106	Expense-Employee Benefits - FEHB	5.D. Cumulative R esults of Operation s - Other Funds	0.09%	OPM/DF AS-IN/AW
1106	Reclassify Accrued Liability-Contributions-Employee Benefits - Retirement	3.A.4 Intragovernmental Other Liabilities	0.72%	OPM/DF AS-IN/AW

Appropriation	Data Call Items	Balance Sheet Line Item	Percentage of Line Item for !st Quarter FY08	Source
1106	Reclassify Accrued Liability-Contributions-Employee Benefits - FEGLI	3.A.4 Intragovernmental Other Liabilities	0.01%	OPM/DFAS-IN/AW
1106	Reclassify Accrued Liability-Contributions-Employee Benefits - FEHB	3.A.4 Intragovernmental Other Liabilities	0.44%	OPM/DFAS-IN/AW
1106	Unemployment Expense	5.D. Cumulative Results of Operations - Other Funds	0.11%	DOL/DFAS-IN/AW
1106	Unfunded Unemployment Liability	3.A.4 Intragovernmental Other Liabilities	0.66%	DOL/DFAS-IN/AW

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6. DATACALL-DRMS Hazardous Waste Advances
7. DATACALL-Education Benefits Expenses Liabilities
8. DATACALL-Employee Benefit Expenses & Liabilities
9. DATACALL-Employee Benefit Imputed Financing
10. DATACALL-FECA Liabilities & Expenses
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JV Log

Fiscal year 2007 quarte

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1106 - Operation and Maintenance, Marine Corps

Control No 47299 ✓
JV ID AT17AC2_1106-47 — Status A — Preparer — 04/14/2007
Reason To correct JV# 46708 and JV# 47177. Journal vouchers processed with an incorrect "Other Attribute" to replace Fin20. — Category H — Reviewer — 04/14/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
6800		N				Environmental and Disposal Liabilty		
6800		N				Environmental and Disposal Liability CNATP	$ 34,215.00	$ 34,215.00
						Correction Total	$ 34,215.00	$ 34,215.00

Control No 47177 ✓
JV ID AT17AC2_1106-46 — Status A — Preparer — 04/13/2007
Reason To correct JV# 46708. Initial worksheet provided by Navy FMO had an incorrect beginning balance. — Category H — Reviewer — 04/13/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
2995		N	N			Non-DERP-Closure-NC		
6800		N				Environmental and Disposal Liability CNATP	$ 255,300.00	$ 255,300.00
						Correction Total	$ 255,300.00	$ 255,300.00

Control No 46958 ✓
JV ID AT17AC2_1106-45 — Status A — Preparer — 04/12/2007
Reason Beginning Oct 1, the OM&S values began automatically feeding into SABRS from SASSY. During 1st Quarter, FY 2007, the balances in SAB — Category H — Reviewer — 04/12/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
1511	E	N						$ 426,010,619.46
6100		N					$ 426,010,619.46	
6801		N					$ 426,010,619.46	
6803		N						$ 426,010,619.46
						Correction Total	$ 852,021,238.92	$ 852,021,238.92

P.01

JV Log

Fiscal year 2007 quarte

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1105 - Operation and Maintenance, Marine Corps

Control No 46956 ✓ Status A Preparer 04/12/2007
JV ID AT17AC2_1106-45 Category H Reviewer 04/12/2007
Reason Beginning Oct 1, the OM&S values began automatically feeding into SABRS from SASSY. During 1st Quarter, FY 2007, the balances in SAB

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
1511	E	N					$ 12,335,889.92	
1514	E	N						$ 12,335,889.92
						Correction Total	$ 12,335,889.92	$ 12,335,889.92

Control No 46708 ✓ Status A Preparer 04/11/2007
JV ID AT17AC2_1106-44 Category B Reviewer 04/12/2007
Reason To record changes in Environmental Liabilities for Marine Corps.

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
2995		N	N			Non-DERP-Closure-C	$ 289,515.00	
6800		N				Environmental and Disposal Liability CNATP		$ 289,515.00
						Correction Total	$ 289,515.00	$ 289,515.00

Control No 46659 ✓ Status A Preparer 04/11/2007
JV ID AT17AC2_1106-43 Category B Reviewer 04/11/2007
Reason To record an additional amount of imputed costs of employee benefits for the Federal Employees Health Benefits (FEHB). Initial Imputed Fin

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
5780		P				Health		$ 11,528,096.00
6730		P				Health	$ 11,528,096.00	
						Correction Total	$ 11,528,096.00	$ 11,528,096.00

JV Log

Fiscal year 2007 quart

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1106 - Operation and Maintenance, Marine Corps

Control No 46553 ✓ Status A Preparer 04/11/2007
JV ID AT17AC2_1106-42 Category B Reviewer 04/11/2007
Reason Accrual of Contingent Liability for Legal Liabilities for 2nd Quarter FY 2007. This is a result of a DoDIG audit on Contingent Legal Liabilities.

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
2920		N	N			NC		
6800		N				Other Funded Liabilities		$ 1,071,293.00
						Correction Total	$ 1,071,293.00	$ 1,071,293.00

Control No 46549 ✓ Status A Preparer 04/11/2007
JV ID AT17AC2_1106-41 Category B Reviewer 04/11/2007
Reason To record Interest Expense in the appropriate SGL. All expenses derived from the SF133 are recorded in the Operating Expense SGL. This re

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
6100		N						
6330		N				PPAI		$ 429,003.28
						Correction Total	$ 429,003.28	$ 429,003.28

Control No 46390 ✓ Status A Preparer [redacted] 04/10/2007
JV ID AT17AC2_1106-40 Category H Reviewer [redacted] 04/10/2007
Reason To correct JV# 45962. "Other" attribute needed due to the removal of attribute "Fin27."

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
6790		N						
6790		N				Other		$ 1,762,069.17
						Correction Total	$ 1,762,069.17	$ 1,762,069.17

JV Log

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1106 - Operation and Maintenance, Marine Corps

Control No 46145
JV ID AT17AC2_1106-39 Status A Preparer 04/07/2007
Reason Account 8803 should have been used in the automated interface to record purchases of inventory and related property during the fiscal year. Category H Reviewer 04/09/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
8801		N						
8803		N					$ 550,727,866.06	$ 550,727,866.06
						Correction Total	$ 550,727,866.06	$ 550,727,866.06

Control No 46154
JV ID AT17AC2_1106-38 Status A Preparer 04/08/2007
Reason To record a contingent liability for estimated future contract financing payments. Contract financing payments calculated on cost, authorized Category B Reviewer 04/09/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
1990	E	N				MOCAS - Cont Fin Pay		
2920		N	C			NC - MOCAS - Cont Fin Pay	$ 790,266.31	$ 790,266.31
						Correction Total	$ 790,266.31	$ 790,266.31

Control No 46137
JV ID AT17AC2_1106-37 Status A Preparer 04/07/2007
Reason To record change in Allowance for Bad Debt on Receivables. While other methods may be recognized and considered appropriate, the gener Category B Reviewer 04/09/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
1319	E	N						
6720		N					$ 3,217,066.06	$ 3,217,066.06
						Correction Total	$ 3,217,066.06	$ 3,217,066.06

JV Log

Fiscal year 2007 quart

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1106 - Operation and Maintenance, Marine Corps

Control No 46120 ✓
JV ID AT17AC2_1106-36 Status A Preparer 04/07/2007
Category B Reviewer 04/08/2007
Reason To record Contract Holdbacks by reclassifying from accounts payable to appropriate general ledger. Contract holdbacks is amounts withheld

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
2110		N	F					
2130		N	F			C	$ 4,475.53	$ 4,475.53
						Correction Total	$ 4,475.53	$ 4,475.53

Control No 46091 ✓
JV ID AT17AC2_1106-35 Status A Preparer 04/07/2007
Category B Reviewer 04/08/2007
Reason To record Unemployment Liability. The Department of Labor (DOL) administers the Unemployment Compensation Program. Unemployment

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
6850		F				Unemployment		
2290		F	N			C- Unemployment	$ 2,493,174.99	$ 2,493,174.99
						Correction Total	$ 2,493,174.99	$ 2,493,174.99

Control No 46090 ✓
JV ID AT17AC2_1106-34 Status A Preparer 04/07/2007
Category B Reviewer 04/08/2007
Reason To record Unemployment Expense. The Department of Labor (DOL) administers the Unemployment Compensation Program. Unemploymen

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
6100		N						
6400		F				Unemployment	$ 33,562,955.00	$ 33,562,955.00
						Correction Total	$ 33,562,955.00	$ 33,562,955.00

JV Log

Fiscal year 2007 quarte

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1106 - Operation and Maintenance, Marine Corps

Control No 45962
JV ID AT17AC2_1106-33
Status A
Category B
Preparer
Reviewer
04/05/2007
04/08/2007
Reason To record expense for donated fuel transferred from Defense Logistics Agency (DLA). The DLA received a donation of fuel from foreign coun

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
5720		F						
6790		N					$ 1,762,069.17	$ 1,762,069.17
						Correction Total	$ 1,762,069.17	$ 1,762,069.17

Control No 46019
JV ID AT17AC2_1106-32
Status A
Category B
Preparer
Reviewer
04/06/2007
04/08/2007
Reason To record FECA expense. Worker Compensation claims are submitted to and approved by the Department of Labor (DoL). DoL pays the clai

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
6400		F						
6400		F				FECA	$ 20,976,240.31	
								$ 20,976,240.31
						Correction Total	$ 20,976,240.31	$ 20,976,240.31

Control No 46018
JV ID AT17AC2_1106-31
Status A
Category B
Preparer
Reviewer
04/06/2007
04/08/2007
Reason To record the year-to-date change in Accrued unfunded FECA Liability. Worker Compensation claims are submitted to and approved by the

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
2225		F	N			C		
2225		F	N			NC		$ 1,444,396.92
6850		F				FECA	$ 11,503,836.07	
								$ 10,059,439.15
						Correction Total	$ 11,503,836.07	$ 11,503,836.07

JV Log

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1105 - Operation and Maintenance, Marine Corps

Control No 45884 ✓ Status A Preparer 04/05/2007
JV ID AT17AC2_1106-30 Category B Reviewer 04/08/2007
Reason To reclassify liability for Government Contributions for employee benefits from Accounts Payable where it was originally recorded in the accou

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
2110		N	F				$ 5,422,800.95	
2213		F	F			C Retirement		$ 3,259,483.78
2213		F	F			C Life Insurance		$ 56,428.43
2213		F	F			C Health Benefits		$ 2,106,888.74
						Correction Total	$ 5,422,800.95	$ 5,422,800.95

Control No 45883 ✓ Status A Preparer 04/05/2007
JV ID AT17AC2_1106-29 Category B Reviewer 04/08/2007
Reason To record imputed costs of employee benefits: retirement; Federal Employees Life Insurance (FEGLI); and Federal Employees Health Benefit

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
5780		F				Retirement		$ 10,782,205.42
5780		F				Health		$ 11,810,312.00
5780		F				Life Insurance		$ 71,056.37
6730		F				Retirement	$ 10,782,205.42	
6730		F				Health	$ 11,810,312.00	
6730		F				Life Insurance	$ 71,056.37	
						Correction Total	$ 22,663,573.79	$ 22,663,573.79

JV Log

Fiscal year 2007 quarte

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1106 - Operation and Maintenance, Marine Corps

Control No 45878
JV ID AT17AC2_1106-28 Status A
Reason To record expense for employee benefits: Federal Employees Life Insurance (FELGI), Federal Employees Health Benefits (FEHB), and Retire Category B Preparer 04/05/2007 Reviewer 04/08/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
6400		F				Retirement	$ 41,474,029.40	
6400		F				Life	$ 719,834.05	
6400		F				Health	$ 26,835,604.76	
6400		F						$ 69,029,468.21
						Correction Total	$ 69,029,468.21	$ 69,029,468.21

Control No 45857
JV ID AT17AC2_1106-27 Status A
Reason To record the amount of unpaid leave earned that civilian employees are entitled to and that will be funded from future year's appropriations. Category B Preparer 04/05/2007 Reviewer 04/08/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
2220		N	N			Annual Leave-C		$ 1,659,400.43
6800		N				Annual Leave Liability	$ 1,659,400.43	
						Correction Total	$ 1,659,400.43	$ 1,659,400.43

Control No 44300
JV ID AT17AC2_1106-5 Status A **Permanent**
Reason In DDRS-B, there was a beginning balance adjustment made in Dec06. The adjustment was made to bring DDRS-B balances to equal SABR Category H Preparer 01/08/2007 Reviewer 01/08/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
4901						D		
4901						R		$ 6,969.93
						Correction Total	$ 6,969.93	$ 6,969.93

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JV Log

Fiscal year 2007 quarter

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1106 - Operation and Maintenance, Marine Corps

Control No 44275
JV ID AT17AC2_1106-3 Status A **Permanent** Preparer 01/08/2007
Reason To correct JV#44251. GLA 4901 D was accidently credited, when GLA 4902 D should have been credited Category H Reviewer 01/08/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
4901						D		
4902						D	$ 2,823.30	
								$ 2,823.30
						Correction Total	$ 2,823.30	$ 2,823.30

Control No 44252
JV ID AT17AC2_1106-2 Status A **Permanent** Preparer 01/07/2007
Reason At year-end, we had accounts that had undistributed collections. To compensate we did an adjustment between direct and reimbursable Category H Reviewer 01/07/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
4901						D		
4901						A	$ 23,655.21	
								$ 23,655.21
						Correction Total	$ 23,655.21	$ 23,655.21

Control No 44251
JV ID AT17AC2_1106-1 Status A **Permanent** Preparer 01/07/2007
Reason At the end of FY06, there were advances still on the books for the cancelling year. However, these advances should have been closed out. T Category H Reviewer 01/07/2007

SGL	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
1410	E	N						$ 2,823.30
4802						D		
4901						D	$ 2,823.30	
5700								$ 2,823.30
6100		N						$ 2,823.30
3107							$ 2,823.30	
							$ 2,823.30	
						Correction Total	$ 8,469.90	$ 8,469.90

MAR-30-2008 09:04 P.09

JV Log

Fiscal year 2007 quarte

AT17 - Navy General Fund
Marine Corps
AT17AC2 - Operation and Maintenance
AT17AC2_1106 - Operation and Maintenance, Marine Corps

Total for Operation and Maintenance, Marine Corps Number of JVs 26	$ 1,603,581,731.51	$ 1,603,581,731.51
Total for Navy General Fund Number of JVs 26	$ 1,603,581,731.51	$ 1,603,581,731.51
Total for the entire Report Number of JVs 26	$ 1,603,581,731.51	$ 1,603,581,731.51

Date 04/08/2007
Time 07:35 AM

Journal Voucher Signature Form

Entity	AT17	Navy General Fund
Sub Entity		Marine Corps
Program Group	AT17AC2	Operation and Maintenance
Program	AT17AC2_1106	Operation and Maintenance, Marine Corps

JV Control No 45957 **Status** A

Approve JV Id AT17AC2_1106 - 27 **Category** B - Data Call Entry

Reason To record the amount of unpaid leave earned that civilian employees are entitled to and that will be funded from future year's appropriations. Since this amount will be funded in future years it is a future funded expense and unfunded liability.
The following support will be included with this entry:
1. The Defense Civilian Pay System Unpaid Accrued Leave Liability Report for the end of the quarter.
2. A spreadsheet computing the total net increase or decrease in accrued leave.

SGL	Account Name	Ent	Gov	Fnd	Exch	Fin	Other Attributes	Debit	Credit
6800	Future Funded Expenses		N				Annual Leave Liability	$ 1,659,400.43	
2220	Unfunded Leave		N	N			Annual Leave-C		$ 1,659,400.43
Journal Voucher Control Number		45957					**JV Total**	$ 1,659,400.43	$ 1,659,400.43

Preparer: [redacted] Date: 04/05/2007

(Name) (Title)

Approver: [redacted] Date: 04/06/2007

(Branch Chief)

MAR-20-2008 09:05

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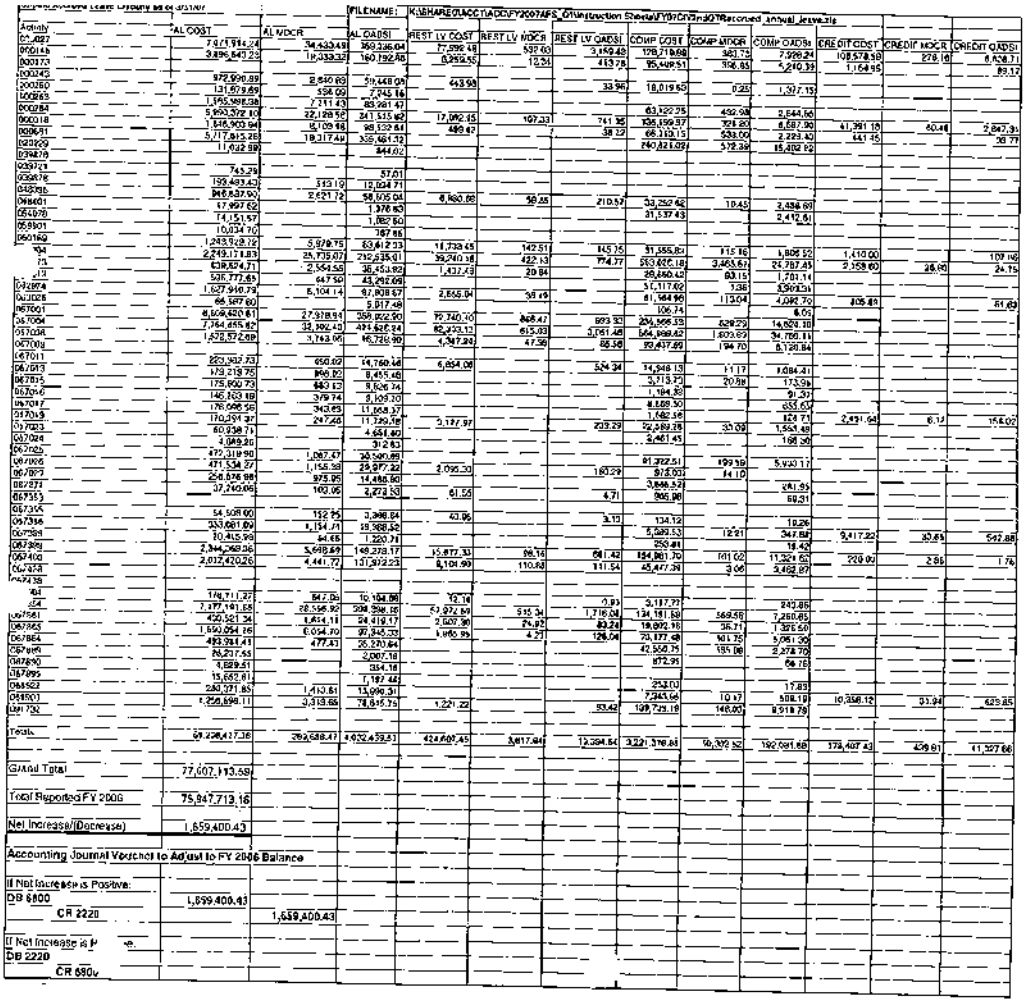

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000027	79,(1,994.24	34,433.49	360,286.04	77,592.48	539.63	3,159.48	178,719.69	381.75	7,999.24	108,578.98	228.18	6,428.71
000145	3,896,640.29	19,333.37	160,192.85	0,252.55	12.34	46.78	95,449.51	196.85	5,240.39	1,164.95		89.17
000173												
000245	972,990.89	2,840.83	51,448.09	443.98		33.96	18,019.63	0.25	1,377.15			
000350	131,879.69	556.09	7,745.16									
000363	1,595,389.58	7,711.43	83,261.47				63,122.75	492.98	2,644.56			
000284	5,850,392.10	22,128.56	241,515.62	17,092.15	107.33	741.95	135,599.57	328.20	6,687.90	41,391.18	60.46	2,847.31
000018	1,846,903.94	15,709.98	98,139.84	489.42		38.12	66,319.15	533.00	2,223.40	441.45		36.77
000691	5,717,815.26	18,317.44	335,481.12				240,821.09	572.38	15,402.62			
000959	11,032.98		844.02									
039279												
039373	743.29		57.01									
039378	195,483.43	353.19	12,044.71									
043895	848,837.90	2,621.72	58,605.04	6,980.00	50.56	210.57	33,252.42	10.45	2,458.69			
048401	17,997.62		1,376.63				31,537.43		2,412.61			
050270	74,151.57		1,882.50									
050901	10,034.70		767.55									
050169	1,243,128.72	5,978.75	83,612.23	14,739.65	142.51	145.15	51,555.81	115.16	1,805.52	1,410.00		107.46
104	2,249,171.83	24,735.07	232,535.01	39,240.18	422.13	774.77	563,626.18	3,463.67	24,787.45	2,358.60	26.40	24.75
113	638,874.71	2,554.58	36,451.92	1,437.43	20.84		28,660.42	93.15	1,701.14			
042874	535,777.65	647.50	43,242.09				31,117.62	1.36	3,901.51			
043026	1,627,940.79	5,104.14	97,808.67	2,856.04	38.19		81,164.90	113.04	4,082.70	405.48		61.69
057001	66,587.60		5,817.48				106.74		8.03			
057004	8,609,620.61	27,928.94	556,922.90	70,740.10	868.47	993.32	204,566.35	529.29	14,824.38			
057036	7,764,655.42	32,392.43	494,625.24	82,493.12	615.93	3,761.48	564,988.42	1,803.89	34,766.14			
057039	1,525,872.69	3,763.06	46,726.90	4,347.26	47.56	66.56	93,437.69	194.70	8,120.84			
057011												
057013	220,302.53	650.62	14,760.46	6,854.06		524.34	14,948.15	11.17	1,084.31			
057015	179,219.75	866.02	8,455.46				3,713.75	20.38	173.96			
057046	175,400.73	883.13	8,626.74				1,194.80		91.50			
057047	145,163.19	379.74	5,109.30				8,889.50		653.60			
057049	176,096.56	342.65	11,664.37				1,462.56		124.71	2,491.68	6.12	156.02
057023	170,594.97	247.56	11,739.19	2,127.97		209.29	52,389.28	31.09	1,563.48			
057024	60,958.71		4,651.80				2,461.45		188.30			
057025	4,089.26		312.83									
057026	472,311.90	1,087.47	30,500.66				81,222.51	199.39	5,930.17			
057055	471,534.27	1,158.58	29,977.22	2,095.30		160.29	915,003	14.10				
057077	256,076.98	975.95	14,480.50				3,888.529		281.99			
057371	37,240.06	102.06	2,273.53	61.55		4.71	805.90		59.31			
057375												
057376	54,508.00	152.95	3,398.84	43.96		3.13	134.12		10.26			
057381	333,081.69	1,134.71	19,388.52				5,589.53	12.91	347.86	9,417.22	30.65	542.88
057389	20,415.99	64.65	1,220.71				259.81		18.42			
057400	2,344,249.96	5,648.69	149,278.17	15,877.33	98.16	681.42	154,981.70	101.02	11,324.60	220.02	2.86	1.74
057478	2,017,420.26	4,441.72	131,302.23	8,101.99	110.83	111.54	45,477.39	3.06	3,462.87			
057439												
054	179,711.27	547.86	10,184.98	12.16		0.93	3,137.77		240.85			
057561	7,377,191.65	28,556.92	398,398.05	51,972.69	935.34	1,716.04	134,181.59	569.56	7,260.65			
057565	432,561.24	1,614.11	24,419.17	2,607.90	24.92	83.24	18,092.98	35.71	1,325.50			
057564	1,560,054.16	6,004.70	87,345.20	1,965.99	4.27	126.06	70,377.48	161.75	5,061.30			
057565	483,941.43	477.43	26,220.64				42,500.75	185.08	2,278.70			
057566	76,217.55		2,007.18				872.91		66.76			
057590	9,589.51		554.18									
057595	15,662.81		1,197.46				253.10		17.89			
058502	282,271.85	1,410.61	13,990.31				7,943.66	10.17	508.19	10,358.12	93.94	625.85
057732	1,256,696.11	3,018.65	78,845.75	1,221.22		53.42	109,729.18	148.00	9,918.79			
Totals	69,226,417.38	269,538.47	4,022,459.51	424,607.45	3,617.94	12,394.54	3,221,378.68	10,399.52	192,081.68	178,407.43	459.81	11,357.66
Grand Total	77,007,113.58											
Total Reported FY 2006	75,947,713.15											
Net Increase/(Decrease)	1,059,400.43											
Accounting Journal Voucher to Adjust to FY 2006 Balance												
If Net Increase is Positive:												
DB 6800	1,059,400.43											
CR 2220		1,059,400.43										
If Net Increase is N												
DB 2220												
CR 6800												

MAR-30-2008 09:05 P.12

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"REPORT DATE: 04/02/07 15:10",,"PERIOD ENDING DATE 03/31/07",

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"DFAS KANSAS CITY CODE ADRR ","067443","TOTALS "," ",

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Data Call Checklist, Quarter 2, FY 2008

Implementation of the Data Call Checklist began in Quarter 2, FY 2008.

The following Data Call Checklist was submitted by DFAS in support of Quarter 2, FY 2008 financial reporting.

Implementation of the Data Call Checklist is currently in progress.

Due to the remaining implementation efforts and DFAS organizational changes in responsible ownership of assigned tasks, it is expected that the complete implementation of the Data Call Checklist will occur during Quarter 3, FY 2008.

Data Call Process Checklist
Instructions

The instructions below have been designed to document the procedures to be performed in order to complete the *"Data Call Process Checklist."* The checklist included for each data call is intended to be employed by the responsible process owners to document the completion of each task including the supporting documentation maintained and the required approvals. The checklist includes the Task, Responsible Owner, Supporting Documentation, and Responsible Approver. The procedures for each task indicated under the column labeled "Task," are listed as follows:

1. Under the column heading labeled "All Supporting Documentation and Approvals Obtained? (Yes/No)," indicate whether there is supporting documentation and there is evidence of approval for the evaluated task by filling in "Y" for yes and "N" for no.

2. Under the column heading labeled "Task Completed (Yes/No, Date)," indicate whether the task is performed by filling in "Y" for yes and "N" for no, and date (mm/dd/yyyy) on which the task being evaluated is performed. .

3. Upon completion of each of the "Data Call Process Checklist," please complete the required "Certification Statement" to indicate that the checklist was completed.

Each tab contains data call checklist based on the five data call source;

Data call source: DFAS – KANSAS CITY DATA CALLS
Tab C.1.1 Unfunded Military Leave Liability-Active
Tab C.1.2 Unfunded Military Leave Liability-Reserve
Tab C.1.3 Military Retirement Fund (MRF) Expense - Contributions Active
Tab C.1.4 Voluntary Separation Incentive Fund (VSI) Retirement Benefit Expense
Tab C.1.5 Education Benefits Montgomery GI Bill - Expense Reclassification Active (Marine Corps College Fund)
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Tab C.1.7 Education Benefits Reclassification Amortization Expense Voluntary/Involuntary Separatees
Tab C.1.8 Suspense Accounts – 6026
Tab C.1.9 Interest Expense Reclassification (PPAI)
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Tab C.1.12 Military Retirement Fund Expense - Contributions Reserve
Tab C.1.13 Disbursing Officer Cash
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Data call source: DFAS – INDIANAPOLIS (IN) DATA CALLS
Tab C.2.1 Judgment Fund-Expense – Imputed Costs
Tab C.2.2 Judgment Fund Expense- (CDA)
Tab C.2.3 Judgment Fund Expense-NO FEAR Act of 2002
Tab C.2.4 Judgment Fund Liability- CDA
Tab C.2.5 Judgment Fund Liability-NO FEAR
Tab C.2.6 Military Equipment

Tab C.2.7 Contract Contingent Liabilities (MOCAS)
Tab C.2.8 Education Benefits Expense Reclassification Voluntary/Involuntary Separatees
Tab C.2.9 Education Benefits Accrued Liability Reclassification Voluntary /Involuntary Separatees
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Tab C.2.11 FECA Funded Liability
Tab C.2.12 FECA Accrued Unfunded Liability
Tab C.2.13 FECA Actuarial Liability
Tab C.2.14 FECA Expense
Tab C.2.15 Imputed Financing-Expense-Employee Benefits - Retirement
Tab C.2.16 Imputed Financing-Expense-Employee Benefits - FEGLI
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Tab C.2.18 Expense-Employee Benefits - Retirement
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Tab C.2.21 Reclassify Accrued Liability-Contributions-Employee Benefits - Retirement
Tab C.2.22 Reclassify Accrued Liability-Contributions-Employee Benefits - FEGLI
Tab C.2.23 Reclassify Accrued Liability-Contributions-Employee Benefits - FEHB
Tab C.2.24 Unemployment Expense
Tab C.2.25 Unfunded Unemployment Liability

Data call source: DFAS – COLUMBUS (CO) DATA CALLS
Tab C.3.1 Prepayments of Hazardous Waste

Data call source: DEPARTMENT OF THE NAVY DATA CALLS
Tab C.4.1 Operations Materials and Supplies-AMMO Only
Tab C.4.2 Environmental Liabilities (Non-DERP)
Tab C.4.3 Buildings and Land - Buildings Depreciation Expense
Tab C.4.4 Non-Environmental Disposal Liabilities
Tab C.4.5 Legal DoD IG Contingent Liability/ USMC Legal Liability provided by DON

Data call source: MISCELLANEOUS SOURCES DATA CALLS
Tab C.5.1 Unfunded Civilian Annual Leave Liability
Tab C.5.2 Suspended Revenue from Army Corps of Engineers

Tab C.2.7 Contract Contingent Liabilities (MOCAS)
Tab C.2.8 Education Benefits Expense Reclassification Voluntary/Involuntary Separatees
Tab C.2.9 Education Benefits Accrued Liability Reclassification Voluntary /Involuntary Separatees
Tab C.2.10 Education Benefits Accrued Interest Liability Reclassification Voluntary/Involuntary Separatees
Tab C.2.11 FECA Funded Liability
Tab C.2.12 FECA Accrued Unfunded Liability
Tab C.2.13 FECA Actuarial Liability
Tab C.2.14 FECA Expense
Tab C.2.15 Imputed Financing-Expense-Employee Benefits - Retirement
Tab C.2.16 Imputed Financing-Expense-Employee Benefits - FEGLI
Tab C.2.17 Imputed Financing-Expense-Employee Benefits – FEHB
Tab C.2.18 Expense-Employee Benefits - Retirement
Tab C.2.19 Expense-Employee Benefits – FEGLI
Tab C.2.20 Expense-Employee Benefits – FEHB
Tab C.2.21 Reclassify Accrued Liability-Contributions-Employee Benefits - Retirement
Tab C.2.22 Reclassify Accrued Liability-Contributions-Employee Benefits - FEGLI
Tab C.2.23 Reclassify Accrued Liability-Contributions-Employee Benefits - FEHB
Tab C.2.24 Unemployment Expense
Tab C.2.25 Unfunded Unemployment Liability

Data call source: DFAS – COLUMBUS (CO) DATA CALLS
Tab C.3.1 Prepayments of Hazardous Waste

Data call source: DEPARTMENT OF THE NAVY DATA CALLS
Tab C.4.1 Operations Materials and Supplies-AMMO Only
Tab C.4.2 Environmental Liabilities (Non-DERP)
Tab C.4.3 Buildings and Land - Buildings Depreciation Expense
Tab C.4.4 Non-Environmental Disposal Liabilities
Tab C.4.5 Legal DoD IG Contingent Liability/ USMC Legal Liability provided by DON

Data call source: MISCELLANEOUS SOURCES DATA CALLS
Tab C.5.1 Unfunded Civilian Annual Leave Liability
Tab C.5.2 Suspended Revenue from Army Corps of Engineers

Data Call Process Checklist
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C.1.1 Unfunded Military Leave Liability – Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1	Send email to the DFAS-KC MCTFS Division requesting the leave balances and dollar values by pay group for all Marines (active duty and reserve) as of the end of the quarter.	DFAS-KC AFS	-Email Request	NA	Yes	3/28/2008
2.	Populate spreadsheet with the leave balances and dollar values by pay group for all Marines (active duty and reserve) and email the spreadsheet with supporting documentation to the DFAS-KC AFS division.	DFAS-KC MCTFS	-Populated Spreadsheet -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for active duty (1105) -Email Submission	NA	NA	NA
3.	Open the "DATACALL-Unfunded Military Leave Liability Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, update the dates highlighted in red, and save the spreadsheet as "FY0XMilXQtr-Leave_Accrual(Mil).xls" in the following location: K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets.	DFAS-KC AFS	-Updated Template (FY0XMilXQtr-Leave_Accrual(Mil).xls)	NA	Yes	4/9/2008
4.	Reconcile the amounts on the spreadsheet received from DFAS-KC MCTFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for active duty (1105) -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	NA	4/9/2008
5.	Populate the "FY07Mil3rdQtr-Leave_Accrual(Mil).xls" spreadsheet with the amounts received in the spreadsheet received in Task 2.	DFAS-KC AFS	-Updated Template (FY0XMilXQtr-Leave_Accrual(Mil).xls)	NA	NA	4/9/2008
6.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/9/2008
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for active duty (1105) -JV Signature Form	NA		4/9/2008
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/9/2008

C.1.1 Unfunded Military Leave Liability – Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/9/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXX

Title: Branch Chief

Date: 4/12/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.2 Unfunded Military Leave Liability – Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MCTFS Division requesting the leave balances and dollar values by pay group for all Marines (active duty and reserve) as of the end of the quarter.	DFAS-KC AFS	-Email Request	NA	Yes	3/28/2008
2.	Populate spreadsheet with the leave balances and dollar values by pay group for all Marines (active duty and reserve) and email the spreadsheet with supporting documentation to the DFAS-KC AFS division.	DFAS-KC MCTFS	-Populated Spreadsheet -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for reserve (1108) -Email Submission	NA	NA	NA
3.	Open the "DATACALL-Unfunded Military Leave Liability Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, update the dates highlighted in red, and save the spreadsheet as "FY0XMilXQtr-Leave_Accrual(Mil).xls" in the following location: K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets.	DFAS-KC AFS	-Updated Template (FY0XMilXQtr-Leave_Accrual(Mil).xls)	NA	NA	4/9/2008
4.	Reconcile the amounts on the spreadsheet received from DFAS-KC MCTFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for reserve (1108) -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	NA	4/9/2008
5.	Populate the "FY07Mil3rdQtr-Leave_Accrual(Mil).xls" spreadsheet with the amounts received in the spreadsheet received in Task 2.	DFAS-KC AFS	-Updated Template (FY0XMilXQtr-Leave_Accrual(Mil).xls)	NA	NA	4/9/2008
6.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/9/2008
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) The MCTFS Leave Report for the end of the quarter 2) A spreadsheet computing the total net increase or decrease in accrued leave for reserve (1108) -JV Signature Form	NA		4/9/2008
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/9/2008

C.1.2 Unfunded Military Leave Liability – Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/9/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

DData Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXX

Title: Branch Chief

Date: 4/12/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.3 MRF Expense - Contributions Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the MRF pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA	Yes	3/31/2008
2.	Compile the MRF pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-MRF Pay Vouchers -Supporting Documentation 1) Records maintained by trust fund -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the MRF pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-MRF Pay Vouchers -Supporting Documentation 1) Records maintained by trust fund -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	NA
4.	Open the previous quarter's "MRF&MCCF_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets and insert amounts from the backup documentation of the payment vouchers 1105 and 1108 appropriations for the last three months into the "MRF&MCCF_Expense – FYXXQtrX.xls" spreadsheet. After all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.	DFAS-KC AFS	-Populated Spreadsheet (MRF&MCCF_Expense-FYXXQtrX.xls) -Supporting Documentation 1) Records maintained by trust fund	NA	NA	4/5/2008
5.	Prepare JV Log to record the amounts of retirement benefit expense in the appropriate benefit expense general ledger.	DFAS-KC AFS	-JV Log	NA	NA	4/5/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Records maintained by trust fund -JV Signature Form	NA	NA	4/5/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/5/2008
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Offical	Yes	4/5/2008
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXX

Title: Branch Chief

Date: 4/5/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.4 VSI Fund Retirement Benefit Expense						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA	Yes	3/31/2008
2.	Compile the pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-Pay Vouchers -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Pay Vouchers -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	NA
4.	Open the "Education_Retirement – FYXXQtrX.xls" spreadsheets, located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets, and update the amortization expenses. Insert each expense in the appropriate cell on the Education tab in this spreadsheet. Update these amounts each year.	DFAS-KC AFS	-Populated Spreadsheet (Education_Retirement – FYXXQtrX.xls) -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment	NA	NA	4/5/2008
5.	Prepare JV Log to record the amounts of amortization expense in the appropriate benefit expense general ledger.	DFAS-KC AFS	-JV Log	NA	NA	4/5/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -JV Signature Form	NA	NA	4/5/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/5/2008
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Offical	Yes	4/5/2008
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

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Name: XXXXX

Title: Branch Chief

Date: 4/5/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.5 Education Benefits Montgomery GI Bill - Expense Reclassification Active						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-Pay Vouchers -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -Email Submission	NA		
3.	Reconcile the amounts on the pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Pay Vouchers -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the previous quarter's "Education_Retirement_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets and insert amounts from the backup documentation of the payment vouchers for both 1105 and 1108 for the last three months on the Education tab. After all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.	DFAS-KC AFS	-Populated Spreadsheet (Education_Retirement_Expense – FYXXQtrX.xls) -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments	NA		
5.	Prepare JV Log to record the expense.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: _____

Title: _____

Date: _____

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.6 Education Benefits Montgomery GI Bill - Expense Reclassification Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-Pay Vouchers -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -Email Submission	NA		
3.	Reconcile the amounts on the pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Pay Vouchers -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the previous quarter's "Education_Retirement_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets and insert amounts from the backup documentation of the payment vouchers for both 1105 and 1108 for the last three months on the Education tab. After all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.	DFAS-KC AFS	-Populated Spreadsheet (Education_Retirement_Expense – FYXXQtrX.xls) -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments	NA		
5.	Prepare JV Log to record the expense.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Payment vouchers for current year 2) Spreadsheet with record of payments -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

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Name: _____

Title: _____

Date: _____

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.7 Education Benefits Reclassification Amortization Expense Voluntary/Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-Pay Vouchers -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -Email Submission	NA		
3.	Reconcile the amounts on the pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Pay Vouchers -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the "Education_Retirement – FYXXQtrX.xls" spreadsheet, located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets, and insert each expense in the appropriate cell on the Education tab in this spreadsheet. Update these amounts each year.	DFAS-KC AFS	-Populated Spreadsheet (Education_Retirement_Expense – FYXXQtrX.xls) -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment	NA		
5.	Prepare JV Log to record the expense.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: _____

Title: _____

Date: _____

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.8 Suspense Accounts – 6026						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SARs and supporting documentation.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
2.	Compile the SARs and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) DFAS-SAR provided by DFAS-KC Fiscal Reporting 2) Non-DFAS-SAR provided by DFAS-KC Fiscal Reporting -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the SARs received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the SARs to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) DFAS-SAR provided by DFAS-KC Fiscal Reporting 2) Non-DFAS-SAR provided by DFAS-KC Fiscal Reporting -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/12/2008
4.	Open the "DATACALL-Suspense & Deposit Accounts Template.xls" file located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, and update all information highlighted in red to current quarter and year. Once this information is updated, save as "NOTE 3 - Suspense Accounts XQtrFY0X.xls" to the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Note 3\Supense.	DFAS-KC AFS	-Updated Spreadsheet (DATACALL-Suspense & Deposit Accounts Template.xls)	NA	NA	4/12/2008
5.	Open and save both the DFAS-SAR and Non DFAS-SAR received from Fiscal Reporting in Task 2. at the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Note 3\Supense. Use the net amounts provided in the first tab (Suspense_Template) of each SAR to populate the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file. The amounts are located in Column G on the Suspense_Template tab.	DFAS-KC AFS	-Populated Spreadsheet (NOTE 3 - Suspense Accounts XQtrFY0X.xls) -Supporting Documentation 1) DFAS-SAR provided by DFAS-KC Fiscal Reporting 2) Non-DFAS-SAR provided by DFAS-KC Fiscal Reporting	NA	NA	4/12/2008
6.	Prepare JV Log to record the suspense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) DFAS-SAR provided by DFAS-KC Fiscal Reporting 2) Non-DFAS-SAR provided by DFAS-KC Fiscal Reporting -JV Signature Form	NA	NA	4/12/2008
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/12/2008
9.	Once the JV has been approved for 6026, assign a trading partner adjustment to the liability (GLA 2400).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/12/2008
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

C.1.8 Suspense Accounts – 6026						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
12.	Review the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file to validate that the Current Year Footnote Correction Accounts were entered correctly.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts XQtrFY0X.xls	NA	NA	4/15/2008
13.	Change the Footnote Correction Account to the prior year Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA	NA	4/15/2008
14.	Change the Footnote Correction Account to the Prior Year – 1 Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA	NA	4/15/2008
15.	Enter all Current Year, Prior Year, and Prior Year – 1 Footnote Correction Accounts from the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file into DDRS-AFS	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls -DDRS-AFS Footnotes	NA	NA	4/15/2008
16.	Review DDRS-AFS Footnotes for accuracy, completeness, and consistency.	DFAS-KC AFS	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/15/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.9 Interest Expense Reclassification (PPAI)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the P3CARD Interest Penalty Report, IPP Quarterly Report, and supporting documentation.	DFAS-KC AFS	-Email Request	NA	Yes	3/31/2008
2.	Compile the P3CARD Interest Penalty Report, IPP Quarterly Report, and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-P3CARD Interest Penalty Report -IPP Quarterly Report -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the reports received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the reports to validate that the amounts were correctly recorded.	DFAS-KC AFS	-P3CARD Interest Penalty Report -IPP Quarterly Report -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/12/2008
4.	Prepare JV Log to record the amounts of interest expense.	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -P3CARD Interest Penalty Report -IPP Quarterly Report -JV Signature Form	NA	NA	4/12/2008
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/12/2008
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/12/2008
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: [redacted]

Title: Branch Chief

Date: 4/12/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.10 Suspense Accounts - 3875, 3880, 3885						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SARs and supporting documentation.	DFAS-KC AFS	-Email Request	NA	Yes	4/12/2008
2.	Compile the SARs and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the SARs received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the SARs to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/12/2008
4.	Open the "DATACALL-Suspense & Deposit Accounts Template.xls" file located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, and update all information highlighted in red to current quarter and year. Once this information is updated, save as "NOTE 3 - Suspense Accounts XQtrFY0X.xls" to the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Note 3\Supense.	DFAS-KC AFS	-Updated Spreadsheet (DATACALL-Suspense & Deposit Accounts Template.xls)	NA	NA	4/12/2008
5.	Open and save both the DFAS-SAR and Non DFAS-SAR received from Fiscal Reporting in Task 2. at the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Note 3\Supense. Use the net amounts provided in the first tab (Suspense_Template) of each SAR to populate the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file. The amounts are located in Column G on the Suspense_Template tab.	DFAS-KC AFS	- Populated Spreadsheet (NOTE 3 - Suspense Accounts XQtrFY0X.xls) -Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting	NA	NA	4/12/2008
6.	Prepare JV Log to record the suspense amounts	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -JV Signature Form	NA	NA	4/12/2008
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/12/2008

C.1.10 Suspense Accounts - 3875, 3880, 3885						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
9.	Once the JV has been approved for 6026, assign a trading partner adjustment to the liability (GLA 2400).	DFAS-KC AFS	-Trading Partner Adjustment	NA	Yes	4/12/2008
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Offical	Yes	4/12/2008
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA
12.	Review the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file to validate that the Current Year Footnote Correction Accounts were entered correctly.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts XQtrFY0X.xls	NA	NA	4/15/2008
13.	Change the Footnote Correction Account to the prior year Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA	NA	4/15/2008
14.	Change the Footnote Correction Account to the Prior Year – 1 Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA	NA	4/15/2008
15.	Enter all Current Year, Prior Year, and Prior Year – 1 Footnote Correction Accounts from the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file into DDRS-AFS	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls -DDRS-AFS Footnotes	NA	NA	4/15/2008
16.	Review DDRS-AFS Footnotes for accuracy, completeness, and consistency.	DFAS-KC AFS	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXX

Title: Brach Chief

Date: 4/15/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.11 Suspense Accounts – 6500, 6501						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SARs and supporting documentation.	DFAS-KC AFS	-Email Request	NA	Yes	4/12/2008
2.	Compile the SARs and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the SARs received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the SARs to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/12/2008
4.	Open the "DATACALL-Suspense & Deposit Accounts Template.xls" file located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates, and update all information highlighted in red to current quarter and year. Once this information is updated, save as "NOTE 3 - Suspense Accounts XQtrFY0X.xls" to the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\ Note 3\Supense.	DFAS-KC AFS	-Updated Spreadsheet (DATACALL-Suspense & Deposit Accounts Template.xls)	NA	NA	4/12/2008
5.	Open and save both the DFAS-SAR and Non DFAS-SAR received from Fiscal Reporting in Task 2. at the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\ Note 3\Supense. Use the net amounts provided in the first tab (Suspense_Template) of each SAR to populate the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file. The amounts are located in Column G on the Suspense_Template tab.	DFAS-KC AFS	- Populated Spreadsheet (NOTE 3 - Suspense Accounts XQtrFY0X.xls) -Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting	NA	NA	4/12/2008
6.	Prepare JV Log to record the suspense amounts	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2) NonDFAS-SAR provided by DFAS-KC Fiscal Reporting -JV Signature Form	NA	NA	4/12/2008
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/12/2008
9.	Once the JV has been approved for 6026, assign a trading partner adjustment to the liability (GLA 2400).	DFAS-KC AFS	-Trading Partner Adjustment	NA	Yes	4/12/2008
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/12/2008

C.1.11 Suspense Accounts – 6500, 6501						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA
12.	Review the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file to validate that the Current Year Footnote Correction Accounts were entered correctly.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts XQtrFY0X.xls	NA	NA	4/15/2008
13.	Change the Footnote Correction Account to the prior year Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA	NA	4/15/2008
14.	Change the Footnote Correction Account to the Prior Year – 1 Footnote Correction Account in the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file.	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls	NA	NA	4/15/2008
15.	Enter all Current Year, Prior Year, and Prior Year – 1 Footnote Correction Accounts from the "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls" file into DDRS-AFS	DFAS-KC AFS	- NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls -DDRS-AFS Footnotes	NA	NA	4/15/2008
16.	Review DDRS-AFS Footnotes for accuracy, completeness, and consistency.	DFAS-KC AFS	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/15/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.12 MRF Expense - Contributions Reserve						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC MilPay Division requesting the MRF pay vouchers and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the MRF pay vouchers and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC MilPay	-MRF Pay Vouchers -Supporting Documentation 1) Records maintained by trust fund -Email Submission	NA		
3.	Reconcile the amounts on the MRF pay vouchers received from DFAS-KC MilPay in Task 2 to the supporting documentation received with the pay vouchers to validate that the amounts were correctly recorded.	DFAS-KC AFS	-MRF Pay Vouchers -Supporting Documentation 1) Records maintained by trust fund -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open the previous quarter's "MRF&MCCF_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets and insert amounts from the backup documentation of the payment vouchers 1105 and 1108 appropriations for the last three months into the "MRF&MCCF_Expense – FYXXQtrX.xls" spreadsheet. After all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.	DFAS-KC AFS	-Populated Spreadsheet (MRF&MCCF_Expense-FYXXQtrX.xls) -Supporting Documentation 1) Records maintained by trust fund	NA		
5.	Prepare JV Log to record the amounts of retirement benefit expense in the appropriate benefit expense general ledger.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Records maintained by trust fund -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: _____

Title: _____

Date: _____

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.13 Disbursing Officer Cash						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SF 1219, Consolidated Statement of Accountability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA	Yes	3/31/2008
2.	Compile the SF 1219, Consolidated Statement of Accountability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of cash on hand at the end of the quarter 2) Computation of net increase or decrease in cash on hand -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the SF 1219 Consolidated Statement of Accountability spreadsheet received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of cash on hand at the end of the quarter 2) Computation of net increase or decrease in cash on hand -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/10/2008
4.	Open the "DATACALL-DO Cash and Foreign Currency Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save this spreadsheet as "DO_CASH_KC - FY0XQtrX.xls" in the following location K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets.	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA	NA	4/10/2008
5.	Retrieve the amounts reported under the Grand Total (Column D) for Line 11.0, Total DO's Accountability, and Line 6.3, Cash - Undeposited Collections in the SF 1219 Consolidated Statement of Accountability Spreadsheet. Enter the Ending Balance (Column B, Row 4) on the tab entitled DO CASH on the "DO_CASH_KC - FY0XQtrX.xls" spreadsheet by subtracting Line 6.3 from Line 11.0.	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA	NA	4/10/2008
6.	Retrieve the amounts reported under the Foreign Currency (Column AO) for Line 11.0, Total DO's Accountability, and Line 6.3, Cash - Undeposited Collections in the SF 1219 Consolidated Statement of Accountability Spreadsheet. Enter the Ending Balance (Column B, Row 4) on the tab entitled Foreign Currency "DO_CASH_KC - FY0XQtrX.xls" spreadsheet by subtracting Line 6.3 from Line 11.0.	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA	NA	4/10/2008
7.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/10/2008

C.1.13 Disbursing Officer Cash						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
8.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of cash on hand at the end of the quarter 2) Computation of net increase or decrease in cash on hand -JV Signature Form	NA	NA	4/10/2008
9.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/10/2008
10.	Once the JV has been approved, assign a trading partner adjustment to the liabilities. The Trading Partner/Entity Code used for Treasury in this event is AT99.	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
11.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/10/2008
12.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA
13.	Perform variance analysis between current year and prior year DO Cash and Foreign Currency amounts.	DFAS-KC AFS	-DO Cash Variance Analysis Template (DO Cash Variance Analysis XQtrFY0X)	NA	NA	4/12/2008
14.	If the variance results calculated in Task 13 are greater then the required threshold, contact HQMC for assistance in writing explanations.	DFAS-KC AFS	-DO Cash Variance Analysis Template (DO Cash Variance Analysis XQtrFY0X) -Email	NA	NA	4/12/2008
15.	Write explanations for Note 2 and Note 7.	DFAS-KC AFS & HQMC	-Note 2 and Note 7.	NA	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXX

Title: Branch Chief

Date: 4/12/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.14 Disbursing Officer Foreign Currency						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-KC Fiscal Reporting Division requesting the SF 1219, Consolidated Statement of Accountability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA	Yes	3/31/2008
2.	Compile the SF 1219, Consolidated Statement of Accountability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-KC Fiscal Reporting Division	-Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of foreign currency on hand 2) Computation of the net increase or decrease of foreign currency cash on hand -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the SF 1219 Consolidated Statement of Accountability spreadsheet received from DFAS-KC Fiscal Reporting Division in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of foreign currency on hand 2) Computation of the net increase or decrease of foreign currency cash on hand -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/10/2008
4.	Open the “DATACALL-DO Cash and Foreign Currency Template.xls” located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save this spreadsheet as “DO_CASH_KC - FY0XQtrX.xls” in the following location K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets.	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA	NA	4/10/2008
5.	Retrieve the amounts reported under the Grand Total (Column D) for Line 11.0, Total DO's Accountability, and Line 6.3, Cash - Undeposited Collections and enter the Ending Balance (Column B, Row 4) on the tab entitled DO CASH on the “DO_CASH_KC - FY0XQtrX.xls” spreadsheet by subtracting Line 6.3 from Line 11.0.	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA	NA	4/10/2008
6.	Retrieve the amounts reported under the Foreign Currency (Column AO) for Line 11.0, Total DO's Accountability, and Line 6.3, Cash - Undeposited Collections and enter the Ending Balance (Column B, Row 4) on the tab entitled Foreign Currency “DO_CASH_KC - FY0XQtrX.xls” spreadsheet by subtracting Line 6.3 from Line 11.0.	DFAS-KC AFS	-Updated Spreadsheet (DO_CASH_KC - FY0XQtrX.xls)	NA	NA	4/10/2008
7.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/10/2008

C.1.14 Disbursing Officer Foreign Currency						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
8.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) SF 1219 from Fiscal Reporting that shows the ending balance of foreign currency on hand 2) Computation of the net increase or decrease of foreign currency cash on hand -JV Signature Form	NA	NA	4/10/2008
9.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/10/2008
10.	Once the JV has been approved, assign a trading partner adjustment to the liabilities. The Trading Partner/Entity Code used for Treasury in this event is AT99.	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
11.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/10/2008
12.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA
13.	Perform variance analysis between current year and prior year DO Cash and Foreign Currency amounts.	DFAS-KC AFS	-DO Cash Variance Analysis Template (DO Cash Variance Analysis XQtrFY0X)	NA	NA	4/12/2008
14.	If the variance results calculated in Task 13 are greater then the required threshold, contact HQMC for assistance in writing explanations.	DFAS-KC AFS	-DO Cash Variance Analysis Template (DO Cash Variance Analysis XQtrFY0X) -Email	NA	NA	4/12/2008
15.	Write explanations for Note 2 and Note 7.	DFAS-KC AFS & HQMC	-Note 2 and Note 7.	NA	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/12/08

Data Call Process Checklist
DFAS – Kansas City Data Calls
For the Month Ending March 2008

C.1.15 Allowance for Bad Debt (A/R)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Budget Execution review and release the Treasury Report on Receivables (TROR). The Shared TRORs are due to the AFS Division on the 8th calendar day of the month and NonShared are due on the 9th calendar day of the month. The TROR is located in the MRD tool which is located on the K drive at K:\ACCTING\reports\AcctRec\200XXX Mth\MRD.	Budget Execution	-TROR in MRD Tool	NA	Yes	4/12/2008
2.	Open the "DATACALL-Bad_Debt_Expense Template.xls" spreadsheet located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save as "Bad_Debt_Expense - FYXXQtrX.xls" at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.	DFAS-KC AFS	-Updated Bad Debt Spreadsheet (DATACALL-Bad_Debt_Expense Template.xls)	NA	NA	4/12/2008
3.	Click on the last tab in the MRD tool (e.g. 17-1105) to pull up the current MRD for the appropriation. The amounts used to calculate the bad debt expense are the current Grand Total for Total Public (Net of Write-Offs) (Column AF, Row 28) and any Interest & Late Charges (Column AF, Row 26). To get the amounts with cents, the values must be copied and then "paste special – valued" on a separate sheet. Subtract the Interest & Late Charges from the Total Public to get the current year bad debt expense used to calculate the allowance. Insert this number in Bad Debt spreadsheet. Once this is inserted, a formula will use the bad debt percentage and calculate the bad debt expense and the year-to-date change. This process will be done for each appropriation.	DFAS-KC AFS	-Updated Bad Debt Spreadsheet (DATACALL-Bad_Debt_Expense Template.xls)-MRD Tool	NA	NA	4/12/2008
4.	For each appropriation, reconcile the bad debt amounts from the MRD tool to the amounts in the Bad Debt spreadsheet to validate that the amounts were correctly recorded in the spreadsheet.	DFAS-KC AFS	-MRD Tool - Bad Debt Spreadsheet (DATACALL-Bad_Debt_Expense Template.xls) -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	NA	4/12/2008
5.	Prepare JV Log to record the amounts of bad debt expense.	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Bad Debt Expense Spreadsheet 2) Treasury Report on Receivables (TROR) -JV Signature Form	NA	NA	4/12/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/12/2008

C.1.15 Allowance for Bad Debt (A/R)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/12/2008
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: _____

Title: _____

Date: _____

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.1 Judgment Fund-Expense – Imputed Costs						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. CDA and No FEAR worksheets should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgement Fund Imputed Cost worksheet -CDA and No FEAR worksheet	NA	NA	NA
2.	The first tab labeled Imputed – JF will have the totals for each entity. Go to the Marine Corps tab on the Imputed Cost spreadsheet; this will have the total split into the individual amounts. The JV amount will be the total in Column G on this spreadsheet.	DFAS-IN / Agency Wide	-Imputed Cost Spreadsheet	NA	NA	NA
3.	Reconcile the amounts on the Judgment Fund Imputed Cost worksheet with the amounts on the Treasury Website, to validate that the amounts on the spreadsheet were correctly recorded. To verify these amounts, pull up these same costs on the Treasury website at http://fms.treas.gov/ judgefund/reports.asp. Under Agency, select the Single radio button and select Marine Corps from the drop down menu button. Select the Paid date range of the beginning of the fiscal year to the end of the current quarter. This will bring up the transactions for the Marine Corps for the fiscal year that should match the data call spreadsheet.	DFAS-KC AFS	- DFAS-IN Judgment Fund cost/rev spreadsheet for * Qtr mnth/day/year - Information and amounts obtained from Treasury Judgment Fund Website: http://fms.treas. gov/judgefund/ reports.asp.	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/7.08
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/7.08
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) Information and amounts obtained from Treasury Judgment Fund Website 2) DFAS-IN Judgment Fund cost/rev spreadsheet for * Qtr mnth/day/year -JV Signature Form	NA	NA	4/7.08
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	NA	4/7.08
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/7.08
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/7/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.2 Judgment Fund Expense-CDA						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. CDA worksheet should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgment Fund Imputed Cost Worksheet -CDA Worksheet	NA	NA	NA
2.	Go to the Marine Corps tab on the CDA spreadsheet. For the expense, look at the Payments (Column K). This will be the amount used for reclassification of the CDA expense. These amounts can also be found on the DoD Consolidated tab, on the Marine Corps row, under Ending Balance USSGL 2110 F C (Column L, Row 3) for the liability and under Ending Balance USSGL 6100 F (Column K, Row 3) for the expense.	DFAS-IN / Agency Wide	-CDA Spreadsheet	NA	NA	NA
3.	Reconcile the amounts on the Operating Expenses/Program Costs – CDA general ledger with the amounts from the CDA spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Operating Expenses/Program Costs-CDA general ledger -CDA Spreadsheet	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/7.08
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/7.08
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Judgment Fund Imputed Cost Worksheet -CDA Worksheet -JV Signature Form	NA	NA	4/7.08
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	NA	4/7.08
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/7.08
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/7/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.3 Judgment Fund Expense-NO FEAR Act of 2002						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. CDA and NO FEAR worksheets should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgment Fund Imputed Cost worksheet -No FEAR worksheet	NA	NA	NA
2.	Go to the Marine Corps tab on the NO FEAR spreadsheet. For the expense, look at the Payments (Column K). This will be the amount used for reclassification of the NO FEAR expense. These amounts can also be found on the DoD Consolidated tab, on the Marine Corps row, under Ending Balance USSGL 2110 F C (Column L, Row 3) for the liability and under Ending Balance USSGL 6100 F (Column K, Row 3) for the expense.	DFAS-IN / Agency Wide	-NO FEAR Spreadsheet	NA	NA	NA
3.	Reconcile the amounts on the Operating Expenses/Program Costs – NO FEAR general ledger with the amounts from the NO FEAR spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Operating Expenses/Program Costs-NO FEAR general ledger -NO FEAR Spreadsheet	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/7.08
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/7.08
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -NO FEAR Spreadsheet -Judgment Fund Imputed Cost worksheet -JV Signature Form	NA	NA	4/7.08
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	NA	4/7.08
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/7.08
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/7/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.4 Judgment Fund Liability- CDA						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. CDA and No FEAR worksheets should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgment Fund Imputed Cost worksheet -CDA Worksheet	NA	NA	NA
2.	Go to the Marine Corps tab on the CDA spreadsheet. . For the liability, look at the Ending Balance of the current quarter (Column H). This will be the amount used for reclassification of the CDA liability. These amounts can also be found on the DoD Consolidated tab, on the Marine Corps row, under Ending Balance USSGL 2110 F C (Column L, Row 3) for the liability and under Ending Balance USSGL 6100 F (Column K, Row 3) for the expense.	DFAS-IN / Agency Wide	-CDA Spreadsheet	NA	NA	NA
3.	Reconcile the amounts on the Accounts Payable – CDA general ledger with the amounts from the CDA spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	- Accounts Payable – CDA general ledger -CDA Spreadsheet	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/7.08
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/7.08
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation -Judgment Fund Imputed Cost worksheet -CDA Spreadsheet -JV Signature Form	NA	NA	4/7.08
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	NA	4/7.08
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/7.08
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/7/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.5 Judgment Fund Liability- NO FEAR						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Each quarter, Send a Data Call by email with a Judgment Fund Imputed Cost worksheet each quarter to DFAS-KC AFS. No FEAR worksheets should also be attached for Judgment Fund Imputed Cost. The amounts used in the journal voucher should be taken directly from this spreadsheet.	DFAS-IN / Agency Wide	-Email Request -Judgment Fund Imputed Cost Worksheet -No FEAR Worksheet	NA	NA	NA
2.	Reconcile the amounts on the Accounts Payable – NO FEAR general ledger with the amounts from the NO FEAR spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	- Accounts Payable – NO FEAR general ledger -NO FEAR Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	NA	NA
3.	Go to the Marine Corps tab on the NO FEAR spreadsheet. . For the liability, look at the Ending Balance of the current quarter (Column H). This will be the amount used for reclassification of the NO FEAR liability. These amounts can also be found on the DoD Consolidated tab, on the Marine Corps row, under Ending Balance USSGL 2110 F C (Column L, Row 3) for the liability and under Ending Balance USSGL 6100 F (Column K, Row 3) for the expense.	DFAS-IN / Agency Wide	-CDA Spreadsheet	NA	Yes	4/7.08
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/7.08
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Judgment Fund Imputed Cost worksheet -No FEAR Worksheet -JV Signature Form	NA	NA	4/7.08
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	NA	4/7.08
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/7.08
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/7/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.6 Military Equipment						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-wide AFS Division requesting the supporting documentation spreadsheet.	DFAS-IN Agency-wide AFS Division	-Email Request -Supporting documentation spreadsheet.	NA	NA	NA
2.	Compile the supporting Documentation Spreadsheet and remit to the DFAS-KC AFS division by email	DFAC-IN Agency-wide AFS Division	-Supporting Documentation Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Spreadsheet received from DFAS-IN Agency-wide AFS Division with the amounts from the JV to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	- Supporting Documentation Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/9/2008
4.	Select the MC tab of the spreadsheet and record the JVs as listed. Only the JVs under "To record impact of accumulative year to date change" will be entered.	DFAS-KC AFS	- Supporting Documentation Spreadsheet -JV Log	NA	NA	4/9/2008
5.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/9/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation Spreadsheet -JV Signature Form	NA	NA	4/9/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/9/2008
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/9/2008
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/9/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.7 Contract Contingent Liabilities						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-wide requesting the MOCAS contingent liability supporting documentation spreadsheet	DFAS-IN / Agency Wide	-Email Request - MOCAS contingent liability supporting documentation spreadsheet	NA		
2.	Open the "DATACALL-MOCAS Contingent Liabilities.xls" spreadsheet from the following location K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Update the date in Column B, Row 1 with the last day of the quarter and save this spreadsheet as "Contingent_Liab - FY0XQtrX.xls" in the following location K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets. Data received in the supporting documentation will be used to populate this spreadsheet and calculate the year-to-date change amount.	DFAS-IN / Agency Wide	-Populated Spreadsheet (Contingent_Liab - FY0XQtrX.xls) - MOCAS contingent liability supporting documentation spreadsheet	NA		
3.	Reconcile the Marine Corps Total on the Marine Corps tab and the Navy General Fund (GF) tab with the MOCAS Contingent Liability tab of the supporting documentation to validate that the amounts were correctly recorded.	DFAS-KC AFS	- MOCAS contingent liability supporting documentation spreadsheet -Populated Spreadsheet (Contingent_Liab - FY0XQtrX.xls) -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		4/4/2008
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - MOCAS contingent liability supporting documentation spreadsheet -JV Signature Form	NA	Yes	4/4/2008
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008

C.2.7 Contract Contingent Liabilities						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date:

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.8 Education Benefits Expense Reclassification Voluntary/Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Receive email request from DFAS-KC AFS for Education Benefit Spreadsheet.	DFAS-IN Agency Wide	-Email Request	NA		
2.	Populate the Education Benefit spreadsheet with the balances brought forward from the previous fiscal year, the current year payments, and the current year accruals. Use this information to calculate the ending balance for the quarter. Email supporting documentation to the DFAS-KC AFS division.	DFAS-IN Agency Wide	-Education Benefit Spreadsheet -Previous Year Education Benefit Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the current year Education Benefit Spreadsheet with the previous year Education Benefit Spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Education Benefit Spreadsheet -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/10/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.9 Education Benefits Accrued Liability Reclassification Voluntary /Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation/ Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Receive email request from DFAS-KC AFS for Education Benefit Spreadsheet.	DFAS-IN Agency Wide	-Email Request	NA	NA	NA
2.	Populate the Education Benefit spreadsheet with the balances brought forward from the previous fiscal year, the current year payments, and the current year accruals. Use this information to calculate the ending balance for the quarter. Email supporting documentation to the DFAS-KC AFS division.	DFAS-IN Agency Wide	-Education Benefit Spreadsheet -Previous Year Education Benefit Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the current year Education Benefit Spreadsheet with the previous year Education Benefit Spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet -Supporting Documentation -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/10/2008
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/10/2008
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation -JV Signature Form	NA	NA	4/10/2008
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/10/2008
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA	Yes	4/10/2008
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: _____

Title: _____

Date: _____

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.10 Education Benefits Accrued Interest Liability Reclassification Voluntary/Involuntary Separatees						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Receive email request from DFAS-KC AFS for Education Benefit Spreadsheet.	DFAS-IN Agency Wide	-Email Request	NA		
2.	Populate the Education Benefit spreadsheet with the balances brought forward from the previous fiscal year, the current year payments, and the current year accruals. Use this information to calculate the ending balance for the quarter. Email supporting documentation to the DFAS-KC AFS division.	DFAS-IN Agency Wide	-Education Benefit Spreadsheet -Previous Year Education Benefit Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the current year Education Benefit Spreadsheet with the previous year Education Benefit Spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet-Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA		
5.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Education Benefit Spreadsheet -JV Signature Form	NA		
6.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
7.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
8.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: _____

Title: _____

Date: _____

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.11 FECA Funded Liability						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide AFS requesting the FECA Liability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the FECA Liability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide AFS	-FECA Liability Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the FECA Liability spreadsheet received from DFAS-IN Agency-Wide AFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-FECA Liability Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open up the "DATACALL-FECA Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates and save this spreadsheet as "FECA - FY0XQtrX.xls" in the following location: K:\SHARED\ACCT\ACC\FY2007AFS_Q3\Instruction Sheets.	DFAS-KC AFS	- DATACALL-FECA Template.xls - FECA - FY0XQtrX.xls	NA		
5.	Populate the JV tab of the FECA - FY0XQtrX.xls spread sheet with data contained in the FY200X FECA tab of the FECA Liability spreadsheet. When this data is inserted into the spreadsheet, formulas will automatically update the other balances. These formulas will calculate the amount of the FECA Funded Liability JV.	DFAS-KC AFS	-FECA Liability Spreadsheet - FECA - FY0XQtrX.xls	NA		
6.	Prepare JV Log to record the liability amounts.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -FECA Liability Spreadsheet -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
9.	Once the JV has been approved assign a trading partner code of AT16 to the liability, future funded expenses, and expenses.	DFAS-KC AFS	-Trading Partner Adjustment	NA		

C.2.11 FECA Funded Liability						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: _____

Title: _____

Date: _____

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.12 FECA Accrued Unfunded Liability						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide AFS requesting the FECA Liability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
2.	Compile the FECA Liability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide AFS	-Supporting Documentation 1) FECA liability/ expense worksheet received from DFAS-IN 2) Spreadsheet documenting the net change in FECA unfunded liabilities and the future funded expense -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the FECA Liability spreadsheet received from DFAS-IN Agency-Wide AFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) FECA liability/ expense worksheet received from DFAS-IN 2) Spreadsheet documenting the net change in FECA unfunded liabilities and the future funded expense -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open up the "DATACALL-FECA Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates and save this spreadsheet as "FECA - FY0XQtrX.xls" in the following location: K:\SHARED\ACCT\ACC\FY2007AFS_Q3\Instruction Sheets.	DFAS-KC AFS	- DATACALL-FECA Template.xls - FECA - FY0XQtrX.xls	NA	NA	4/11/2008
5.	Populate the JV tab of the FECA - FY0XQtrX.xls spread sheet with data contained in the FY200X FECA tab of the FECA Liability spreadsheet. When this data is inserted into the spreadsheet, formulas will automatically update the other balances. These formulas will calculate the amount of the FECA Accrued Unfunded Liability JV.	DFAS-KC AFS	- FECA - FY0XQtrX.xls -Supporting Documentation 1) FECA liability/ expense worksheet received from DFAS-IN 2) Spreadsheet documenting the net change in FECA unfunded liabilities and the future funded expense	NA	NA	4/11/2008
6.	Prepare JV Log to record the liability amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008

C.2.12 FECA Accrued Unfunded Liability						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) FECA liability/ expense worksheet received from DFAS-IN 2) Spreadsheet documenting the net change in FECA unfunded liabilities and the future funded expense -JV Signature Form	NA	Yes	4/11/2008
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	NA	4/11/2008
9.	Once the JV has been approved assign a trading partner code of AT16 to the liability, future funded expenses, and expenses.	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/11/2008
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.13 FECA Actuarial Liability						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide AFS requesting the FECA Liability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the FECA Liability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide AFS	- Actuarial Liability Allocation Spreadsheet -Email Submission	NA		
3.	Reconcile the amounts on the FECA Liability spreadsheet received from DFAS-IN Agency-Wide AFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	- Actuarial Liability Allocation Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Open up the "DATACALL-FECA Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates and save this spreadsheet as "FECA - FY0XQtrX.xls" in the following location: K:\SHARED\ACCT\ACC\FY2007AFS_Q3\Instruction Sheets.	DFAS-KC AFS	- DATACALL-FECA Template.xls - FECA - FY0XQtrX.xls	NA		
5.	Populate the Actuarial Liability tab of the FECA - FY0XQtrX.xls spread sheet with data contained in the FY200X FECA tab of the FECA Liability spreadsheet. When this data is inserted into the spreadsheet, formulas will automatically update the other balances. These formulas will calculate the amount of the FECA Actuarial Liability JV.	DFAS-KC AFS	- FECA - FY0XQtrX.xls - Actuarial Liability Allocation Spreadsheet	NA		
6.	Prepare JV Log to record the liability amounts.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Actuarial Liability Allocation Spreadsheet -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		

C.2.13 FECA Actuarial Liability						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date:

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.14 FECA Expense						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide AFS requesting the FECA Liability spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
2.	Compile the FECA Liability spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide AFS	-Supporting Documentation 1) FECA liability/expense worksheet from DFAS-IN 2) Spreadsheet documenting the net change in FECA and the expense amount -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the FECA Liability spreadsheet received from DFAS-IN Agency-Wide AFS in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Supporting Documentation 1) FECA liability/expense worksheet from DFAS-IN 2) Spreadsheet documenting the net change in FECA and the expense amount -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open up the "DATACALL-FECA Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates and save this spreadsheet as "FECA - FY0XQtrX.xls" in the following location: K:\SHARED\ACCT\ACC\FY2007AFS_Q3\Instruction Sheets.	DFAS-KC AFS	- DATACALL-FECA Template.xls - FECA - FY0XQtrX.xls	NA	NA	4/11/2008
5.	Populate the JV tab of the FECA - FY0XQtrX.xls spread sheet with data contained in the FY200X FECA tab of the FECA Liability spreadsheet. When this data is inserted into the spreadsheet, formulas will automatically update the other balances. These formulas will calculate the amount of the FECA Expense JV.	DFAS-KC AFS	- FECA - FY0XQtrX.xls -Supporting Documentation 1) FECA liability/expense worksheet from DFAS-IN 2) Spreadsheet documenting the net change in FECA and the expense amount	NA	NA	4/11/2008
6.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008

C.2.14 FECA Expense						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation 1) FECA liability/expense worksheet from DFAS-IN 2) Spreadsheet documenting the net change in FECA and the expense amount -JV Signature Form	NA	Yes	4/11/2008
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	NA	4/11/2008
9.	Once the JV has been approved assign a trading partner code of AT16 to the liability, future funded expenses, and expenses.	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/11/2008
10.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
11.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.15 Imputed Financing-Expense-Employee Benefits-Retirement						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Imputed Financing Cost spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Imputed Financing Cost spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Imputed Financing Cost Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Imputed Financing Cost spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open up the Imputed Financing Cost Spreadsheet to the USMC tab and add together the totals for Civil Retirement System (CSRS) and Federal Employees Retirement System (FERS) in Column J to get the total imputed financing cost for retirement. This amount is used for the JV.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Imputed Financing Cost Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Once the JV has been approved assign a trading partner code of AT24 to both the Imputed Costs (GLA 6730) and the Imputed Financing Sources (GLA 5780).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.16 Imputed Financing-Expense-Employee Benefits-FEGLI						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Imputed Financing Cost spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Imputed Financing Cost spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Imputed Financing Cost Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Imputed Financing Cost spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open up the Imputed Financing Cost Spreadsheet to the USMC tab and add together the totals for CSRS and FERS in Column J to get the total imputed financing cost for retirement. This amount is used for the JV.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Imputed Financing Cost Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Once the JV has been approved assign a trading partner code of AT24 to both the Imputed Costs (GLA 6730) and the Imputed Financing Sources (GLA 5780).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: T[illegible]

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.17 Imputed Financing-Expense-Employee Benefits-FEHB						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Imputed Financing Cost spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Imputed Financing Cost spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Imputed Financing Cost Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Imputed Financing Cost spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open up the Imputed Financing Cost Spreadsheet to the USMC tab and add together the totals for CSRS and FERS in Column J to get the total imputed financing cost for retirement. This amount is used for the JV.	DFAS-KC AFS	- Imputed Financing Cost Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Imputed Financing Cost Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Once the JV has been approved assign a trading partner code of AT24 to both the Imputed Costs (GLA 6730) and the Imputed Financing Sources (GLA 5780).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.18 Expense-Employee Benefits - Retirement						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column Retirement. These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Employee Benefit Contributions Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

C.2.18 Expense-Employee Benefits - Retirement						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.19 Expense-Employee Benefits - FEGLI						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for FEGLI (Life Insurance). These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

C.2.19 Expense-Employee Benefits - FEGLI						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.20 Expense-Employee Benefits - FEHB						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for FEGLI (Health Care). These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

C.2.20 Expense-Employee Benefits - FEHB						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.21 Reclassify Accrued Liability-Contributions-Employee Benefits-Retirement						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for Retirement. These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

C.2.21 Reclassify Accrued Liability-Contributions-Employee Benefits-Retirement						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.22 Reclassify Accrued Liability-Contributions-Employee Benefits-FEGLI						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for FEGLI (Life Insurance). These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

C.2.22 Reclassify Accrued Liability-Contributions-Employee Benefits-FEGLI						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.23 Reclassify Accrued Liability-Contributions-Employee Benefits-FEHB						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Employee Benefit Contributions spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Employee Benefit Contributions spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	- Employee Benefit Contributions Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Employee Benefit Contributions spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open the Employee Benefit Contributions spreadsheet to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be a column for FEGLI (Health Care). These will be the amounts that will be used in the JV.	DFAS-KC AFS	-Employee Benefit Contributions Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log - Employee Benefit Contributions Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Once the JV has been approved assign a trading partner code of AT24 to the expenses (GLA 6400) and liabilities (GLA 2113).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

C.2.23 Reclassify Accrued Liability-Contributions-Employee Benefits-FEHB						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.24 Unemployment Expense						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Unemployment spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
2.	Compile the Unemployment spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Unemployment Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Unemployment spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Unemployment Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	NA	4/12/2008
4.	Open the Unemployment spreadsheet to the USMC tab. Select the ending balance of the current quarter of the 6400 account. This will equal the year-to-date change of the expense and the amount of the JV.	DFAS-KC AFS	-Unemployment Spreadsheet	NA	NA	4/12/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log-Unemployment Spreadsheet -JV Signature Form	NA	NA	4/12/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/12/2008
8.	Once the JV has been approved assign a trading partner code of AT16 for the future funded expense (GLA 6850).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/12/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Indianapolis (IN) Data Calls
For the Month Ending March 2008

C.2.25 Unfunded Unemployment Liability						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-IN Agency-Wide requesting the Unemployment spreadsheet and supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile the Unemployment spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DFAS-IN Agency-Wide	-Unemployment Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the Unemployment spreadsheet received from DFAS-IN Agency-Wide in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Unemployment Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	NA	4/12/2008
4.	Open the Unemployment spreadsheet to the USMC tab. Subtract the ending balance of the current quarter of the 2290 account from the beginning balance for the first quarter of the 2290 account. This will equal the year-to-date change of the unfunded liability and the amount of the JV.	DFAS-KC AFS	-Unemployment Spreadsheet	NA	NA	4/12/2008
5.	Prepare JV Log to record the expense amounts.	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Unemployment Spreadsheet -JV Signature Form	NA	NA	4/12/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/12/2008
8.	Once the JV has been approved assign a trading partner code of AT16 for the unfunded liability (GLA 2290).	DFAS-KC AFS	-Trading Partner Adjustment	NA	NA	4/12/2008
9.	Post JVs to DDRS-AFS.	DFAS-KC AFS	-JVs	Approving Official	Yes	4/12/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
DFAS – Columbus (CO) Data Calls
For the Month Ending March 2008

C.3.1 Prepayments of Hazardous Waste						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the DFAS-CO requesting the "Unearned Revenue TP Breakdown" spreadsheet and "DRMS HW Disposal" document.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
2.	Compile the "Unearned Revenue TP Breakdown" spreadsheet and "DRMS HW Disposal" document and remit to the DFAS-KC AFS division by email.	DFAS-CO	-"Unearned Revenue TP Breakdown" Spreadsheet -"DRMS HW Disposal" Document	NA	NA	NA
3.	Reconcile the amounts on the "Unearned Revenue TP Breakdown" spreadsheet received from DFAS-CO in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-"Unearned Revenue TP Breakdown" Spreadsheet -"DRMS HW Disposal" Document-Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/12/2008
4.	Open the "Unearned Revenue TP Breakdown" spreadsheet and locate the column named GF. In that column, find Marine Corps Component Level AT17AMC99. The amount recorded in the cell will be the amount of the JV.	DFAS-KC AFS	-"Unearned Revenue TP Breakdown" Spreadsheet	NA	NA	4/12/2008
5.	Prepare JV Log to record the amount to reclassify the disbursement to an advance.	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -"Unearned Revenue TP Breakdown" Spreadsheet -"DRMS HW Disposal" Document -JV Signature Form	NA	Yes	4/12/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	NA	4/12/2008
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/12/2008
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXX

Title: Branch Chief

Date: 4/12/08

Data Call Process Checklist
Department of the Navy Data Calls
For the Month Ending March 2008

C.4.1 Operations Materials and Supplies – AMMO Only						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Requests internal data call from Marine Corps Commands and reviews and reports the amounts for the OM&S Ammo data call submission in the DDRS-Data Collection Module (DCM).	HQMC-RFA	-Internal Data Call Submissions	NA	NA	NA
2.	Send email to DoN requesting spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
3.	Compile spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment	NA	NA	NA
4.	Reconcile the amounts on the spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/4/2008
5.	Select the “KC OMS Ammo” tab of the supporting documentation spreadsheet. This tab has the ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.	DFAS-KC AFS	-Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment	NA	NA	4/4/2008
6.	Open the “CarryFw'd_200X.xls” spreadsheet from the current quarter’s folder on the K drive, select the “1508” tab, and verify that the amounts listed for the: -1511 (N) (E) Operating Materials and Supplies, -1514 (N) (E) Operating Materials and Supplies, and -1519 (N) (E) (1519.01) Operating Materials and Supplies general ledger accounts match the ending balances from the end of prior fiscal year on the data call spreadsheet provided by DoN.	DFAS-KC AFS	-Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment -CarryFw’d_ 200X .xls spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/4/2008
7.	After the Ending Balance for the end of the prior fiscal year is verified, prepare JV Log to record the amounts of each category of OM&S-Ammo.	DFAS-KC AFS	-JV Log	NA	NA	4/4/2008
8.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Unearned Revenue TP Breakdown spreadsheet -DRMS HW Disposal attachment -JV Signature Form	NA	NA	4/4/2008
9.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/4/2008

C.4.1 Operations Materials and Supplies – AMMO Only						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
10.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/4/2008
11.	Compares JVs to internal data call submissions to determine accuracy, completeness, and consistency.	HQMC-RFA	-Internal Data Call Submissions -HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/4/08

Data Call Process Checklist
Department of the Navy Data Calls
For the Month Ending March 2008

C.4.2 Environmental Liabilities (Non-DERP)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Requests internal data call from Marine Corps Commands and reviews and reports the amounts for the Non-DERP environmental liabilities data call submission in the DDRS-Data Collection Module (DCM).	HQMC-RFA	-Internal Data Call Submissions	NA	NA	NA
2.	Send email to DoN requesting spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
3.	Compile spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Spreadsheet -Supporting Documentation	NA	NA	NA
4.	Reconcile the amounts on the spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Spreadsheet -Supporting Documentation -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/12/2008
5.	Select the "KC MC Non-DERP" tab of the supporting documentation spreadsheet. This tab has the Marine Corps' ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.	DFAS-KC AFS	-Spreadsheet	NA	NA	4/12/2008
6.	Open the "CarryFw'd_200X.xls" spreadsheet from the current quarter's folder on the K drive, select the "1106" tab, and verify that the amounts listed for the: -2995 (N)(C)(O) (44.16) -2995 (N)(C)(O) (44.17) -2995 (N)(C)(U) (44.17) -2995 (N)(N)(U) (44.16) -2995 (N)(N)(U) (44.17) general ledger accounts match the ending balances from the end of prior fiscal year on the data call spreadsheet provided by DoN.	DFAS-KC AFS	-Spreadsheet -CarryFw'd_ 200X .xls spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/12/2008
7.	After the Ending Balance for the end of the prior fiscal year is verified, prepare JV Log to record the amounts of each category of NonDERP Liabilities.	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
8.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log-Supporting Documentation-JV Signature Form	NA	NA	4/12/2008
9.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/12/2008
10.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/12/2008

C.4.2 Environmental Liabilities (Non-DERP)						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
11.	Compares JVs to internal data call submissions to determine accuracy, completeness, and consistency.	HQMC-RFA	-Internal Data Call Submissions -HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/12/08

Data Call Process Checklist
Department of the Navy Data Calls
For the Month Ending March 2008

C.4.3 Buildings and Land – Buildings Depreciation Expense						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to DoN requesting spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
2.	Compile spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Spreadsheet -Supporting Documentation	NA	NA	NA
3.	Reconcile the amounts on the spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Spreadsheet -Supporting Documentation -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/12/2008
4.	Select the “Real Prop-DCM-1205” tab of the supporting documentation spreadsheet. This tab has the Marine Corps’ ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.	DFAS-KC AFS	-Spreadsheet	NA	NA	4/12/2008
5.	Open the “CarryFw'd_200X.xls” spreadsheet from the current quarter’s folder on the K drive, select the “1109” tab, and verify that the amounts listed for the: -1711 (N)(E) -1730 (N)(E) -1739 (N)(E) general ledger accounts match the ending balances from the end of prior fiscal year on the data call spreadsheet provided by DoN.	DFAS-KC AFS	-Spreadsheet -CarryFw’d_200X .xls spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/12/2008
6.	After the Ending Balance for the end of the prior fiscal year is verified, prepare JV Log to record the amounts of Real Property.	DFAS-KC AFS	-JV Log	NA	NA	4/12/2008
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation -JV Signature Form	NA	NA	4/12/2008
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/12/2008
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/12/2008

C.4.3 Buildings and Land – Buildings Depreciation Expense						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: _____

Title: _____

Date: _____

Data Call Process Checklist
Department of the Navy Data Calls
For the Month Ending March 2008

C.4.4 Non-Environmental Disposal Liabilities						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to DoN requesting spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Spreadsheet -Supporting Documentation	NA		
3.	Reconcile the amounts on the spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Spreadsheet -Supporting Documentation -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Select the “Liab JV” tab of the supporting documentation spreadsheet. This tab has the Marine Corps’ ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.	DFAS-KC AFS	-Spreadsheet	NA		
5.	Open the “CarryFw'd_200X.xls” spreadsheet from the current quarter’s folder on the K drive, select the “1106” tab, and verify that the amounts listed for the: -2990 (N)(C)(U)(43.02) Other Liabilities -2990 (N)(N)(U)(43.02) Other Liabilities general ledger accounts match the ending balances from the end of prior fiscal year on the data call spreadsheet provided by DoN.	DFAS-KC AFS	-Spreadsheet -CarryFw’d_200X .xls spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
6.	After the Ending Balance for the end of the prior fiscal year is verified, prepare JV Log to record the amounts of Non-environmental disposal liabilities.	DFAS-KC AFS	-JV Log	NA		
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Supporting Documentation -JV Signature Form	NA		
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		

C.4.4 Non-Environmental Disposal Liabilities						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: _____

Title: _____

Date: _____

Data Call Process Checklist
Department of the Navy Data Calls
For the Month Ending March 2008

C.4.5 Legal DoD IG Contingent Liability/ USMC Legal Liability provided by DoN						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to DoN requesting Exposure Calcs spreadsheet and the supporting documentation.	DFAS-KC AFS	-Email Request	NA		
2.	Compile Exposure Calcs spreadsheet and supporting documentation and remit to the DFAS-KC AFS division by email.	DoN	-Exposure Calcs Spreadsheet	NA		
3.	Reconcile the amounts on the Exposure Calcs spreadsheet received from DoN in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-Exposure Calcs Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off		
4.	Select the "USMC Costs Avoided" tab of the Exposure Calcs spreadsheet. The amount used to record the contingent legal liability is the Probably Liability. This amount is found under the Probable Liability column (Column O, Row 10).	DFAS-KC AFS	-Exposure Calcs Spreadsheet	NA		
5.	Prepare JV Log to record the amount of contingent legal liability.	DFAS-KC AFS	-JV Log	NA		
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Exposure Calcs Spreadsheet -JV Signature Form	NA		
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official		
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	NA		
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver		

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date:

Data Call Process Checklist
Miscellaneous Sources Data Calls
For the Month Ending March 2008

C.5.1 Unfunded Civilian Annual Leave Liability						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to the External Entity requesting the most recent DCPS Unpaid Accrued Liability Report.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
2.	Populate spreadsheet with the amounts from the DCPS Unpaid Accrued Liability Report and email the spreadsheet with supporting documentation to the DFAS-KC AFS division.	External Entity	-Populated Spreadsheet computing the total net increase or decrease in accrued leave -DCPS Unpaid Accrued Liability Report -Email Submission	NA	NA	NA
3.	Open the "DATACALL-Civ _Leave_Accrual – Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\ Templates. Save this spreadsheet as "Civ_Leave_Accrual - FYXXQtrX.xls" to the location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.	DFAS-KC AFS	-Updated Template (Civ_Leave_Accrual - FYXXQtrX.xls)	NA	NA	4/11/2008
4.	Reconcile the amounts on the spreadsheet received from the External Entity in Task 2 to the DCPS Unpaid Accrued Liability Report with the spreadsheet to validate that the amounts on the spreadsheet were correctly recorded.	DFAS-KC AFS	-Populated Spreadsheet computing the total net increase or decrease in accrued leave - DCPS Unpaid Accured liability Report -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
5.	Populate the "Civ_Leave_Accrual - FYXXQtrX.xls" spreadsheet with the amounts received in the spreadsheet received in Task 2.	DFAS-KC AFS	-Updated Template (Civ_Leave_Accrual - FYXXQtrX.xls)	NA	NA	4/11/2008
6.	Prepare JV Log to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
7.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -Populated Spreadsheet computing the total net increase or decrease in accrued leave - DCPS Unpaid Accured Liability Report -JV Signature Form	NA	NA	4/11/2008
8.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
9.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
10.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXX

Title: Branch Chief

Date: 4/11/08

Data Call Process Checklist
Miscellaneous Sources Data Calls
For the Month Ending March 2008

C.5.2 Suspended Revenue from Army Corps of Engineers						
Task No.	**Task**	**Responsible Owner**	**Supporting Documentation**	**Responsible Approver**	**All Supporting Documentation and Approvals Obtained? (Yes/No)**	**Task Completed (Yes/No, Date)**
1.	Send email to USACE requesting the spreadsheet for USACE Unbilled Work in Progress and supporting documentation.	DFAS-KC AFS	-Email Request	NA	NA	3/31/2008
2.	Compile the spreadsheet for USACE Unbilled Work in Progress and supporting documentation and remit to the DFAS-KC AFS division by email.	USACE	-USACE Unbilled Work in Progress Spreadsheet -Email Submission	NA	NA	NA
3.	Reconcile the amounts on the USACE Unbilled Work in Progress spreadsheet received from USACE in Task 2 to the supporting documentation received with the spreadsheet to validate that the amounts were correctly recorded.	DFAS-KC AFS	-USACE Unbilled Work in Progress Spreadsheet -Reconciliation	-Reconciliation Preparer Sign-off -Reconciliation Reviewer Sign-off	Yes	4/11/2008
4.	Open the workbook for USACE 4Q07 Unbilled Work in Progress and locate the amount listed for the trading partner AT17MC99. This amount will be the amount entered for the JV.	DFAS-KC AFS	-USACE Unbilled Work in Progress Spreadsheet	NA	NA	4/11/2008
5.	Prepare JV Log to record the expense.	DFAS-KC AFS	-JV Log	NA	NA	4/11/2008
6.	Compile JV Log, Supporting Documentation, and JV Signature Form.	DFAS-KC AFS	-JV Log -USACE Unbilled Work in Progress Spreadsheet -JV Signature Form	NA	NA	4/11/2008
7.	Obtain approval from required Approving Official on JV Signature Form. (According to dollar threshold.)	DFAS-KC AFS	-Signed JV Signature Form	-Preparer -Approving Official	Yes	4/11/2008
8.	Post JVs to DDRS-AFS	DFAS-KC AFS	-JVs	Approving Official	Yes	4/11/2008
9.	Review JVs for accuracy, completeness, and consistency.	HQMC-RFA	-HQMC-RFA Approval	-RFA Approver	NA	NA

Data Call Process Checklist
Certification Statement (required)

I hereby certify that the information contained in the Data Call Process Checklist is accurate to the best of my knowledge and represents the current processes in place over USMC Data Call.

Name: XXXXXXX

Title: Branch Chief

Date: 4/11/08

DATACALL – Army Corps of Engineers Unbilled Revenue
For Marine Corps Audited Financial Statements

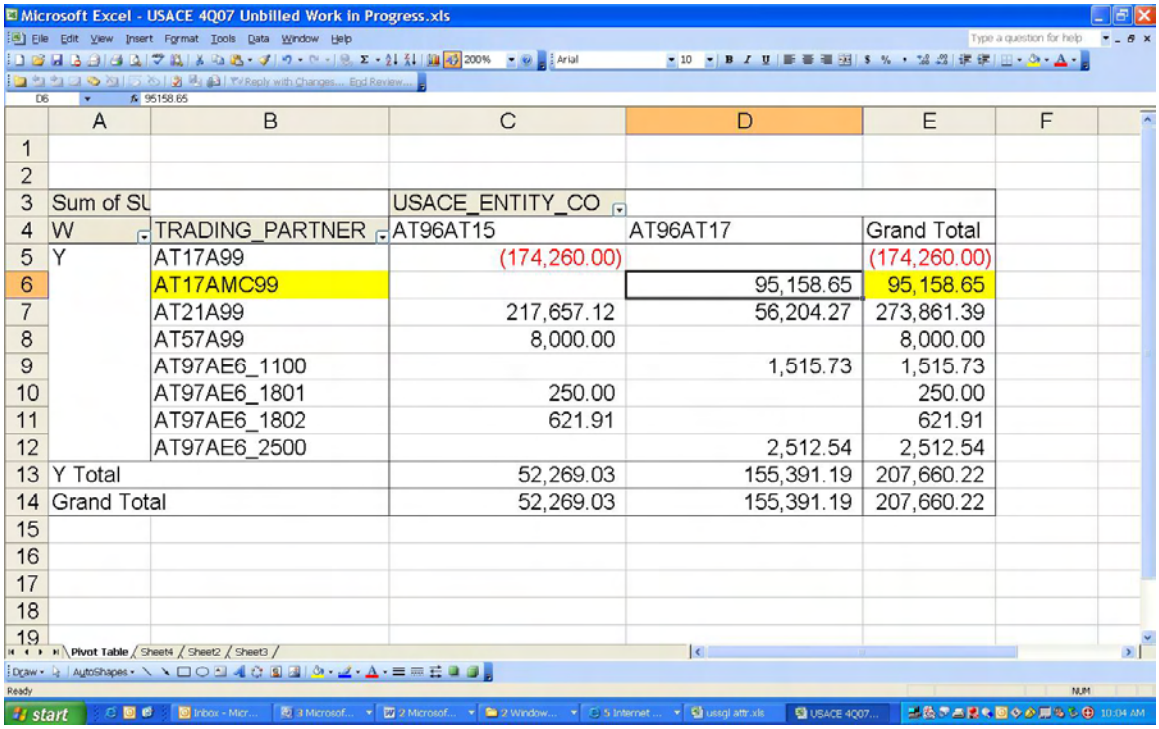
Discussion

This JV is entered to record Revenue that Army Corps of Engineers has earned but not yet billed to the MC. The JV increases payables and expense and records the proper budgetary entries.

Procedure

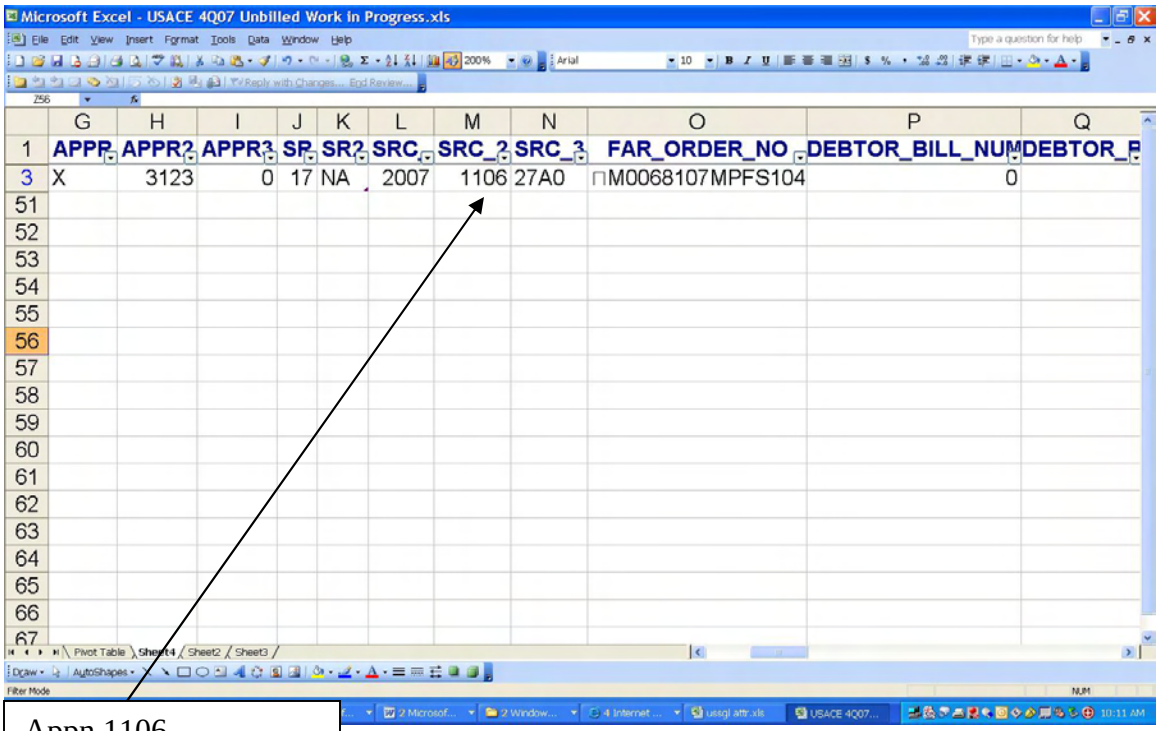
The worksheet for the Army Corps of Engineers is located on the shared drive at the following path:
K:\SHARED\ACCT\ACC\FY20**AFS_Q*\Eliminations\Waived Entity Files\

Open the workbook for USACE 4Q07 Unbilled Work in Progress (could be titled Suspended Revenue also)



	A	B	C	D	E	F
1						
2						
3	Sum of SU		USACE_ENTITY_CO			
4	W	TRADING_PARTNER	AT96AT15	AT96AT17	Grand Total	
5	Y	AT17A99	(174,260.00)		(174,260.00)	
6		AT17AMC99		95,158.65	95,158.65	
7		AT21A99	217,657.12	56,204.27	273,861.39	
8		AT57A99	8,000.00		8,000.00	
9		AT97AE6_1100		1,515.73	1,515.73	
10		AT97AE6_1801	250.00		250.00	
11		AT97AE6_1802	621.91		621.91	
12		AT97AE6_2500		2,512.54	2,512.54	
13	Y Total		52,269.03	155,391.19	207,660.22	
14	Grand Total		52,269.03	155,391.19	207,660.22	
15						
16						
17						
18						
19						

The amount listed for the trading partner AT17MC99 will be the amount entered on the JV. View the detail of the pivot table on sheet 4 and filter for the Trading partner to make sure this is the correct transaction.



JV

Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2-Operating and Maintenance
Program: AT17AC2_1106- Operating and Maintenance, Marine Corps

JV category: B

Reason: To record the United States Army Corps of Engineers (USACE) suspended revenue for X Quarter, FYXX. This is revenue earned by the USACE, but not yet billed to USMC. This JV records expense & payable side of the transaction for USMC.
Supporting Documentation: Spreadsheets provided by USACE.
Trading Partner: AT96AT17

Entry:
6100 (F) Operating Expense
2110 (F) (C) Accounts Payable

4801 (D) Undelivered Orders
4901 (D) Delivered Orders

3107 Unexpended Appropriations
5700 Expended Appropriations

DATACALL-Amortization – Education Benefits & VSI Funds
For Marine Corps Audited Financial Statements

Discussion

Education Benefits
Under 10 USC 2006(f)(3), 2006 (f)(4) and 2006 (g)(2), DoD must determine amortization methodology and schedule to liquidate any unfunded liability or surplus in the fund. This is methodology is based on the most recent actuarial valuation. For military personnel amortization payment is the sum of the individual payments for each account. This entry is to the DoD Education Benefits fund for any unfunded liability or surplus in the fund. The annual amortization payment for the Education Benefits Fund is recorded to the Operating Expense/Program Costs SGL in SABRS when payment is made. This expense should be recorded to the appropriate Benefit Expense SGL. The purpose of this JV is to reclassify the expense the appropriate general ledger.

VSI
Section 1175(h) of Title 10, United States Code, directs how funds are to be accumulated in the VSI Fund in order to pay VSI benefits. According to paragraph (7)(A) of this section, for each fiscal year after 1999, the DoD Retirement Board of Actuaries shall carry out an actuarial valuation of the VSI Fund in order to determine an amortization payment amount to liquidate the cumulative unfunded liability of the VSI Fund. The annual amortization payment for the VSI Fund is recorded to the Operating Expense/Program Costs SGL in SABRS when payment is made. This expense should be recorded to the appropriate Benefit Expense SGL. The purpose of this JV is to reclassify the expense the appropriate general ledger.

Procedures

The amortization payments are single payments made during the first quarter each fiscal year: two payments for Education Benefits – one for Active (1105), one for Reserve (1108) – and one for VSI Fund for 1105. Since these are single payments, a permanent JV can be done for 1st quarter reporting for each payment. The amount of the permanent JV will then be automatically reported for the following quarters for that fiscal year.

1) The payment vouchers should be delivered to the AFS section by DFAS-KC Military Pay Operations, either by hand or email. Currently, B. Lee Taylor is the representative delivering these vouchers. Mr. Taylor should also deliver payment vouchers for the Military Retirement Fund (MRF), and Marine Corps College Fund (MCCF) at the same time. See "DATACALL-Military Retirement Fund" and "DATACALL-Marine Corps College Fund" for further explanation of these data calls.

2) Once the payment vouchers are received during the 1st quarter, the permanent journal vouchers may be done in DDRS-AFS. There will be a separate voucher cover sheet and backup for each – one for Education Benefits Active, one for Education Benefits Reserve, and one for VSI. Examples of the backup can be seen below.

3) Education Benefits

For 1105, the total voucher amount has two components to it: Amortization and a Post Vietnam Era expense. The backup sheet shows how the amount is split between the two. The JV is only for the amortization amount on the backup which is circled below. **Do not enter the JV for the entire amount on the voucher cover sheet.** For 1108, there is only one single amount for amortization, also shown below, so there won't be an issue to of splitting the amount.

VSI

The total voucher amount for VSI (1105) is entered in the JV. The backup shows two amounts that are added together for the total voucher amount, also shown below. The JV entry will be made for the sum of these two amounts.

4) The "Education_Retirement – FYXXQtrX.xls" spreadsheet, located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets, also has a place to insert the amortization expenses. This is used to keep track of each benefit expense on one spreadsheet. Insert each expense in the appropriate cell on the Education tab in this spreadsheet. See spreadsheet below. Update these amounts each year.

5) Below is additional information on each JV that will be entered. Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: All Supporting Documentation listed for each JV below needs to be attached to the JV.

Backup documentation for EB Active(1105) – 1st Page after voucher cover sheet

UNTING DATA
(REV. 9-65) S/N 0104-LF-702-1402

(Designation and location) HEADQUARTER MARINES CORPS		TYPE OF TRANSACTION: POST VIETNAM ERA	FOR ATTACHMENT TO: D.O. VOUCHER NO.
PAYING OFFICE: DEFENSE FINANCE AND ACCOUNTING SERVICE -KC	DATE OF PAYMENT: 2006 10 04	D.O. SYMBOL NO.: 6102	DISBURSING OFFICER / BUREAU VOUCHER NO.

ACCOUNTING CLASSIFICATION DATA (REV. 7-65) / REFERENCE AND DETAIL

APPROPR. SYMBOL AND SUBHEAD	OBJ. CLASS	BUREAU CONT. & SUBALLOT. NUMBER	AUTH. ACCOUNTING ACTIVITY	TYPE	PROPERTY ACCOUNTING ACTIVITY	COST CODE	AMOUNT	ORDER NO.	STUB OR REQUISITION NUMBER		AMOUNT
1771105.2767 ~~1771105.2702~~ ~~2767~~	012	58691	067443	2D	0000000	00000071194	$801,887.00				$801,887.00
SDN: M0002707MO006H	0								Based on of Actuaries	DOD Board ltr dtd 8/25/06	
									Amortization	=$543,373.00	
						••0•• 543,373• +			Post Vet Era Vol & Invol Separatees	=$258,514.00	

Enter JV for this amount

Backup documentation for EB Reserve(1108) – 1st Page after voucher cover sheet

UNTING DATA
(REV. 9-65) S/N 0104-LF-702-1402

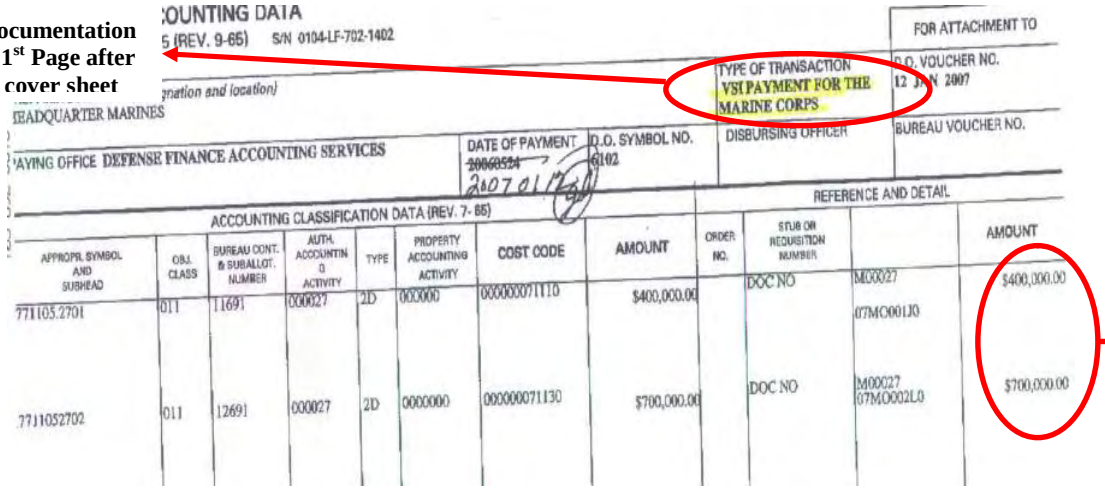
PREPARING ACTIVITY (Designation and location) HEADQUARTER MARINES CORPS		TYPE OF TRANSACTION: Reserve- Amortization	FOR ATTACHMENT TO: D.O. VOUCHER NO.
PAYING OFFICE: DEFENSE FINANCE AND ACCOUNTING SERVICE -KC	DATE OF PAYMENT: 2006 10 05	D.O. SYMBOL NO.: 6102	DISBURSING OFFICER / BUREAU VOUCHER NO.

ACCOUNTING CLASSIFICATION DATA (REV. 7-65) / REFERENCE AND DETAIL

APPROPR. SYMBOL AND SUBHEAD	OBJ. CLASS	BUREAU CONT. & SUBALLOT. NUMBER	AUTH. ACCOUNTING ACTIVITY	TYPE	PROPERTY ACCOUNTING ACTIVITY	COST CODE	AMOUNT	ORDER NO.	STUB OR REQUISITION NUMBER		AMOUNT
1771108.2732	122	45632	000027	2D	0000000	00000071183	$8,712,480.00		DOC NO	M00027 07MO002G0 5 2 CHANGED PER M. SMOOT	$8,712,480.00

Enter JV for this amount

Backup documentation for VSI – 1st Page after voucher cover sheet



:OUNTING DATA
5 (REV. 9-65) S/N 0104-LF-702-1402
FOR ATTACHMENT TO
gnation and location)
TYPE OF TRANSACTION: VSI PAYMENT FOR THE MARINE CORPS
D.O. VOUCHER NO.
12 JUN 2007
EADQUARTER MARINES
'AYING OFFICE DEFENSE FINANCE ACCOUNTING SERVICES
DATE OF PAYMENT 20070524 20070
D.O. SYMBOL NO. 6102
DISBURSING OFFICER
BUREAU VOUCHER NO.
ACCOUNTING CLASSIFICATION DATA (REV. 7- 65)
REFERENCE AND DETAIL

APPROPR. SYMBOL AND SUBHEAD	OBJ. CLASS	BUREAU CONT. & SUBALLOT. NUMBER	AUTH. ACCOUNTIN G ACTIVITY	TYPE	PROPERTY ACCOUNTING ACTIVITY	COST CODE	AMOUNT	ORDER NO.	STUB OR REQUISITION NUMBER		AMOUNT
7711052701	011	11691	000027	2D	0000000	000000071110	$400,000.00		DOC NO	M00027 07MO001J0	$400,000.00
7711052702	011	12691	000027	2D	0000000	000000071130	$700,000.00		DOC NO	M00027 07MO002L0	$700,000.00

Enter JV for the sum of these amounts

Education_Retirement Spreadsheet

	A	B	C	D	E	F	G	H	I	J
1	**FY 2007**									
2	**Education Benefit Trust Fund Contributions**									
3	**Marine Corps College Fund**									
4		Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
5										
6	1105	1,206,264.00	269,664.00	513,888.00	915,840.00	1,124,448.00	885,312.00	1,109,184.00	1,333,056.00	2,610,144.00
7										
8	1108	886,095.00	927,574.00	2,595,037.00	1,116,395.00	1,013,068.00	2,115,585.00	3,657,238.00	2,067,914.00	5,256,565.00
9										
10										
11	**FY 2007**									
12	**Amortization - Education Benefit & VSI**									
13										
14	*Reserve Amortization paid Nov 6, 2006 =				8,712,480.00					
15	**Active Amortization paid Nov 6, 2006 =				543,373.00					
16	VSI Amortization paid Jan 22, 2007=				1,100,000.00					
17										
18										
19	**FY 2007**									
20	**Education Benefits**									
21										
22	Education Benefit Liability Reclassification					Education Benefit Expense Reclassification				
23	Amount of the entry is the found on emailed spreadsheet.					Amount of the expense is found on emailed spreadsheet.				
24	JV:					JV:				
25	2110 N		102,068.07			6400 F		102,137.43		
26		2190 F		102,068.07			6100 N		102,137.43	

Each amortization payment and date paid also recorded here in the spreadsheet, under Education tab

6) Education Benefit Fund Amortization Active(1105)
Entity: AT17- Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AA2 – Military Personnel
Program: AT17AA2_1105 – Military Personnel

AND

Education Benefit Fund Amortization Reserve(1108)
Entity: AT17- Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AA2 – Military Personnel
Program: AT17AA2_1108 – Reserve Personnel

Category: B-Data Call

Reason Code:

To reclassify annual amortization payment amount to the appropriate Benefit Expense SGL. Expense is recorded to Operating Expense/Program Costs SGL in SABRS when payment is made. This entry is to the DoD Education Benefits fund for any unfunded liability or surplus in the fund. Under 10 USC 2006(f)(3), 2006 (f)(4) and 2006 (g)(2) the DoD must determine amortization methodology and schedule to liquidate any unfunded liability or surplus in the fund, also based on the most recent actuarial valuation. For military personnel amortization payment is the sum of the individual payments for each account..
Supporting Documentation: 1) Payment voucher and backup for current year 2) Spreadsheet with record of payment.
Trading Partner - AT97AU

Journal Voucher Entry: Accounts and Attributes
6400 (F) Benefit Expense
6100 (N) Operating Expenses / Program

MAKE JVs PERMANENT – DONE ONCE PER YEAR – 1ST QTR

VSI Fund Amortization
Entity: AT17- Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AA2 – Military Personnel
Program: AT17AA2_1105 – Military Personnel

Category: B-Data Call

Reason Code:

To reclassify Voluntary Separation Incentive (VSI) Retirement benefit expense to appropriate Benefit Expense SGL. Expense was recorded to Operating Expenses/Program Costs SGL in SABRS when the Marine Corps made the annual amortization payment to the Military Retirement Fund (MRF). Section 1175(h) of Title 10, United States Code, directs how funds are to be accumulated in the VSI Fund in order to pay VSI benefits. According to paragraph (7)(A) of this section, for each fiscal year after 1999, the DoD Retirement Board of Actuaries shall carry out an actuarial valuation of the VSI Fund in order to determine an amortization payment amount to liquidate the cumulative unfunded liability of the VSI Fund.
Supporting Documentation: 1) Payment voucher for current year 2) Spreadsheet with record of payments.
Trading Partner - AT97AK

Journal Voucher Entry: Accounts and Attributes
6400 (F) Benefit Expense
6100 (N) Operating Expenses / Program

MAKE JVs PERMANENT – DONE ONCE PER YEAR – 1ST QTR

DATACALL – Bad Debt Expense
For Marine Corps Audited Financial Statements

Discussion

When determining the amount of potentially uncollectible accounts receivable, the general reserve method is considered the most suitable for Department of Defense (DoD) Components. Under this method, a reserve is based on bad debt experience and changes in outstanding accounts receivable balances. In recognition of the principle that the more delinquent an account receivable becomes the greater the likelihood that it will not be collected in full, the analysis of receivables by age groups can be used in determining a reasonable amount to add to the allowance for loss on accounts and refunds receivable. To make this determination, it is desirable to estimate the percentage of probable expense for each age group of accounts receivable. This percentage, when applied to the dollar amount in each age group, gives a probable expense for each group. By adding together the probable expense for each age group, the required balance in the allowance for loss on accounts and refunds receivable is determined. The allowance for bad debt cannot be determined until the monthly reporting is finished for the TI17 accounts; therefore these entries do not make it into SABRS or the feed to DDRS-B/AFS. The purpose of this JV is to record the bad debt expense so it is included in the financial statements.

Procedures

The Allowance for Loss on A/R ending balance for this datacall is one of the Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1) Open the "DATACALL-Bad_Debt_Expense Template.xls" spreadsheet located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save as "Bad_Debt_Expense - FYXXQtrX.xls" at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter. This is where the receivable balances will be inserted to calculate the bad debt expense.

2) The receivable balances are taken from the Monthly Receivable Data (MRD). This cannot be done until Budget Execution have reviewed and released the Treasury Report on Receivables (TROR). The Shared TRORs are due to the AFS section on the 8th calendar day of the month and NonShared are due on the 9th calendar day of the month. The TROR is located in the MRD tool which is located on the K drive at K:\ACCTING\reports\AcctRec\200XXX Mth\MRD. In this folder you will find each appropriation's MRD tool. Select and open the appropriate appropriation (e.g. MC-1105-MilPer-Limits-KC - MC Non-Shared-MRD-Jul-07.xls). The balances used in the JV calculations need cents which the TRORs do not have because they are rounded. This is why the amounts are taken from the MRD.

3) Click on the last tab in the MRD tool (e.g. 17-1105) to pull up the current MRD for the appropriation. The amounts used to calculate the bad debt expense are the current Grand Total for Total Public (Net of Write-Offs) (Column AF, Row 28) and any Interest & Late Charges (Column AF, Row 26). **To get the amounts with cents, the values must be copied and then "paste special – valued" on a separate sheet.** Subtract the Interest & Late Charges from the Total Public to get the current year bad debt expense used to calculate the allowance. Insert this number in Bad Debt spreadsheet as seen below. Once this is inserted, a formula will use the bad debt percentage and calculate the bad debt expense, then it will calculate the year-to-date change. The JV will be for this amount. This process will be done for each appropriation.

MRD

THIS IS NOT AN INPUT SHEET

r Period Ending : Jun-07

Line No.	Reporting Centralized Site and Entity Limits-KC - MC Non-Shared - (SUM)	Delinquent $	GRAND TOTAL Count	GRAND TOTAL $
	I TYPE OF DEBT			
	IA Public			
11	Military Pay (In Service Debt Only)	$0	2,408	$3,431,001
12	Civilian Pay (In Service Debt Only)	$0	0	$0
13	Retirement Pay	$0	0	$0
14	Individual Out-of-Service (DDMS - Denver)	$5,875,631	4,807	$8,531,177
15	Contractor Debt (MOCAS)	$0	0	$0
16	Contractor Debt (CDS - Columbus)	$0	0	$0
17	Vendor Debt (Excluding Referrals to CDS - Columbus)	$0	0	$0
18	NAFI	$0	0	$0
19	Foreign Military Sales (FMS)	($90,966)	8	($91,625)
20	Non FMS Foreign Government Indebtedness	$0	0	$0
21	Sales of Goods & Services (Excluding Referrals to CDS - Columbus)	($369,186)	9	($454,111)
22	Municipal Water Storage Contracts	$0	0	$0
23	Land Leases	$0	0	$0
24	State and Local Government Debts	$0	0	$0
25	Travel Pay Debts	$0	0	$0
26	Interest, Penalty and Administrative	$136,471		$149,323
27	Other	$0	0	$0
28	**Total Public (Net of Write-Offs)**	**$5,551,950**	**7,232**	**$11,565,764**
29				
30	**Total Amounts Written-Offs**	**$3,239,241**	**13,181**	**$3,239,241**
31	FYTD -Write-Offs, but Pursued for Collections by CDS or DDMS	$933,953	606	$933,953

Index | Definitions | Metric A | Metric B | Metric C | Metric D | Initiatives | TROR | Agency - (SUM) | 17-1105

11,565,764
(149,323)

= **11,416,440**

Percentages used to calculate Allowances

Bad Debt Spreadsheet

	A	B	C	D	E	F	G	H	I	J
1	BAD DEBT WORKSHEET 1st	QTR FY07	0735	3.35%						
2			1319	9.48%						
3			5095	0.00%						
4			1508	0.00%						
5			1105	7.10%						
6			1106	18.83%						
7			1107	34.90%						
8			1108	20.79%						
9			1109	1.80%						
10		TOTAL Amt from TROR								
11										
12	**1105**									
13	CY $	11,416,440.76			**Enter (Section A) Line 7 - (Section B) Line 1E from the Consolidated TROR by Appropriation					
14	CY BD Expense	810,808.34								
15	TOTAL CY BD Exp		810,808.34							
16	Beginning Bal		297,558.93							
17	Difference/JV amount		513,249.41							
18										

Calculated amount for JV

4) If the JV amount calculated is a negative amount, this means Bad Debt has decreased since the start of the fiscal year. A JV will be done to reflect this decrease, but it can only be done up to the amount of the Beginning Balance. **A JV cannot be done that would cause the balance to be a negative amount.**

Example: This is what the spreadsheet may look like once the negative amount from the MRD is inserted

CY $	(1,770,269.23)	
CY BD Expense	(31,832.22)	
TOTAL CY BD Exp		(31,832.22)
Beginning Balance		5,000
Difference / JV Amount		(26,832.22)

In this case, the JV amount says Bad Debt expense would decrease by $26,832.22. The beginning balance is only $5,000 though, therefore, the JV amount can only be for a decrease of $5,000, **not the entire $26,832.22. If the Beginning Balance is $0, no JV will be done.**

5) Below is additional information on the JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

Bad Debt Expense
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: Select appropriate program group (i.e. Mil Pers)
Program: Select appropriate program (i.e. 1105)

OR

Entity: AT17- Marine Corps Stand Alone Import View
Sub-Entity: MCS_SA_IV
Program Group: MCS_SA_IV - MCSAGFIV
Program: Select appropriate program (i.e. AT17AF5_1508M – Procurement of Ammo)

Category: B-Data Call

Reason:
To record expense for change in Allowance for Bad Debt on Receivables. While other methods may be recognized and considered appropriate, the general reserve method is considered the most suitable for Department of Defense (DoD) Components in determining the amount of potentially uncollectible accounts receivable. Under this method, a reserve is based on bad debt experience and changes in outstanding accounts receivable balances. In recognition of the principle that the more delinquent an account receivable becomes the greater the likelihood that it will not be collected in full, the analysis of receivables by age groups can be used in determining a reasonable amount to add to the allowance for loss on accounts and refunds receivable. To make this determination, it is desirable to estimate the percentage of probable expense for each age group of accounts receivable. This percentage, when applied to the dollar amount in each age group, gives a probable expense for each group. By adding together the probable expense for each age group, the required balance in the allowance for loss on accounts and refunds receivable is determined.

Supporting Documentation: 1) Bad Debt Expense Spreadsheet
2) Treasury Report on Receivables (TROR)

Journal Voucher Entry: Accounts and Attributes
6720 (N) Bad Debt Expense
1319 (N)(E) Allowance for Bad Debt on Receivables

Preparing Template for 1st Quarter of the Fiscal Year

When preparing for the 1st Quarter of the new Fiscal Year, the "DATACALL-Bad Debt Expense Template.xls" will need to be updated with the new percentages to calculate the Allowance and the new beginning balances. This can be done anytime between the end of 4th Quarter reporting and the start of 1st Quarter reporting.

1. The user will log into DDRS-AFS and select the first quarter accounting period and the DDRS-CFO-Reports role.
2. Then select Input, and Data Reports.
3. Pull appropriation all TI17 Shared and Non-Shared trial balances. Refer to the "Location of System Reports & Logs in DDRS-AFS Desktop.doc" for more information on retrieving the trial balance reports.
4. Update the beginning balances for each appropriation with the ending balance of general ledger 1319 (N) (E), Allowance for Bad Debt on Receivables, from each trial balance.
5. Update the Fiscal Year (Column B, Row 1) to reflect the current Fiscal Year.
6. Update the percentages (in Column D) that will be used to calculate the Allowance for each appropriation. Historical data is used to determine the most reasonable percentages at the beginning of each fiscal year. An email with the updated rates should be received from DFAS-CL some time during the 1st Quarter.
7. Resave the spreadsheet in the Template folder and it is ready for use during 1st quarter.

DATACALL-Disbursing Officers' (DO) Cash and Foreign Currency
For the Marine Corps Audited Financial Statements
Desktop Procedures

BACKGROUND

Disbursing Officers' (DO) act as agents of the US Treasury, meaning each DO is accountable to Treasury for the cash items in his/her possession. The Cash and Foreign Currency held by the DO are considered non-entity assets and a liability owed to the Treasury. The DO Cash and Foreign Currency is not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of the asset and liability into DDRS-AFS. Also, since the liability is to Treasury, which is outside the DoD, the liability general ledger account must be assigned to Treasury's entity code. After the JV is input, variance analysis for DO Cash can be immediately started (i.e. emails sent requesting information if variance meets threshold).

DO Cash and Foreign Currency JV

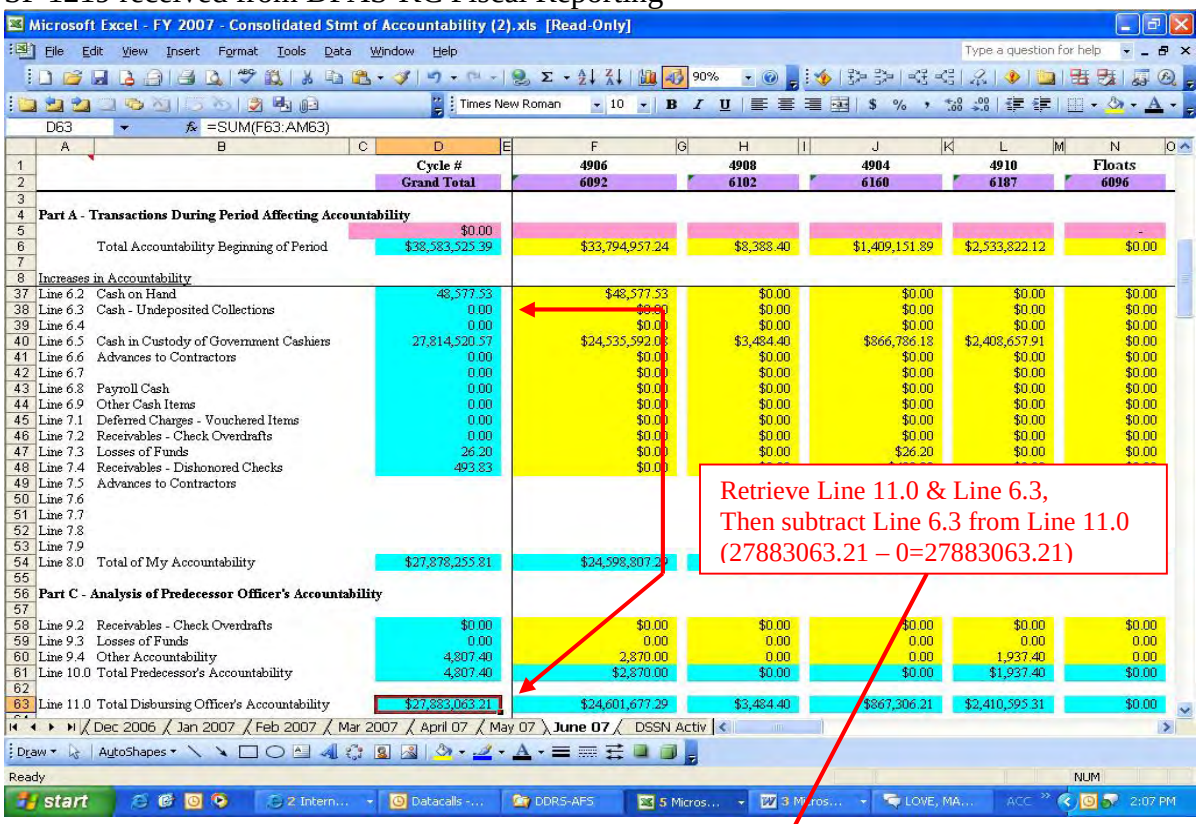
The supporting documentation for these JVs is provided by the DFAS-KC Fiscal Reporting section. The asset and liability ending balances for this datacall are one of the Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1. The supporting documentation for these two JVs is the SF 1219, Consolidated Statement of Accountability. We usually receive the latest SF 1219 spreadsheet by the 4th day of the month via email.

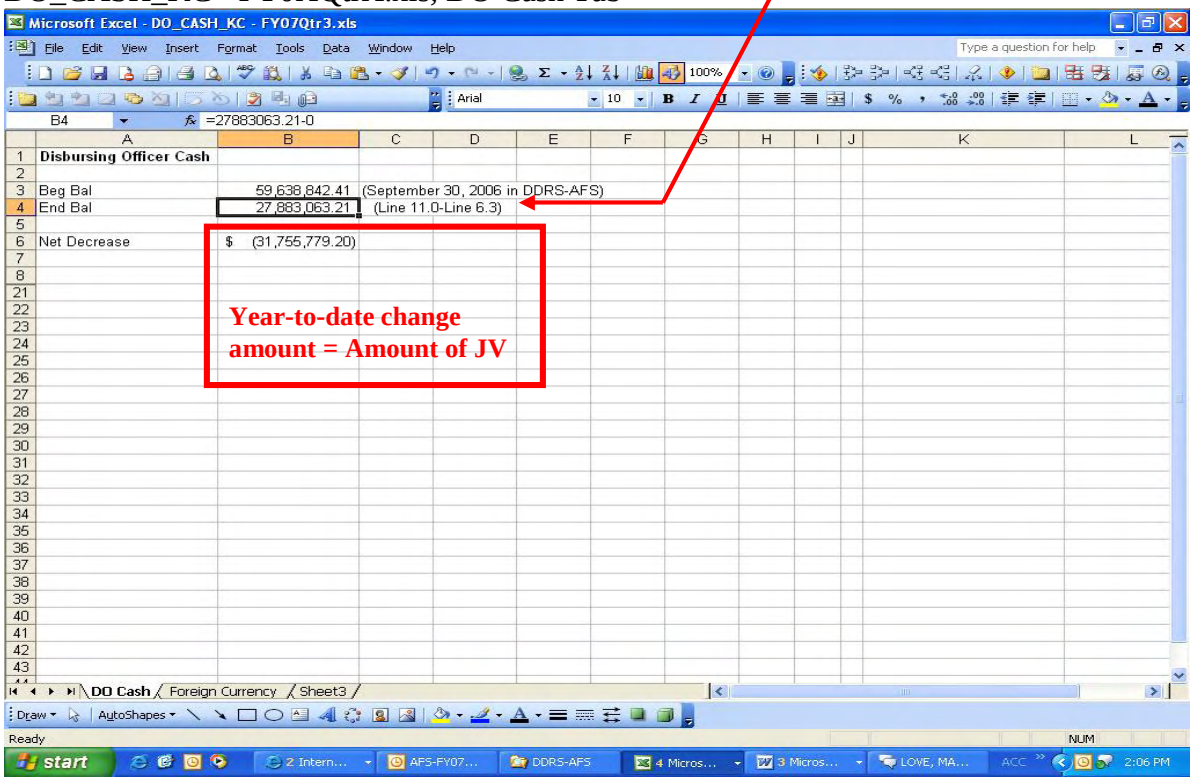
2. Once the supporting documentation (SF 1219) is received, open the "DATACALL-DO Cash and Foreign Currency Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save this spreadsheet as "DO_CASH_KC - FY0XQtrX.xls" in the following location K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets.

3. To compute the year-to-date change amount for DO Cash, retrieve the amounts reported under the Grand Total (Column D) for Line 11.0, Total Disbursing Officer's Accountability, and Line 6.3, Cash - Undeposited Collections. Enter the Ending Balance (Column B, Row 4) on the tab entitled DO CASH on the "DO_CASH_KC - FY0XQtrX.xls" spreadsheet by subtracting Line 6.3 from Line 11.0. The spreadsheet will then compute the year-to-date change amount (amount of JV).

SF 1219 received from DFAS-KC Fiscal Reporting

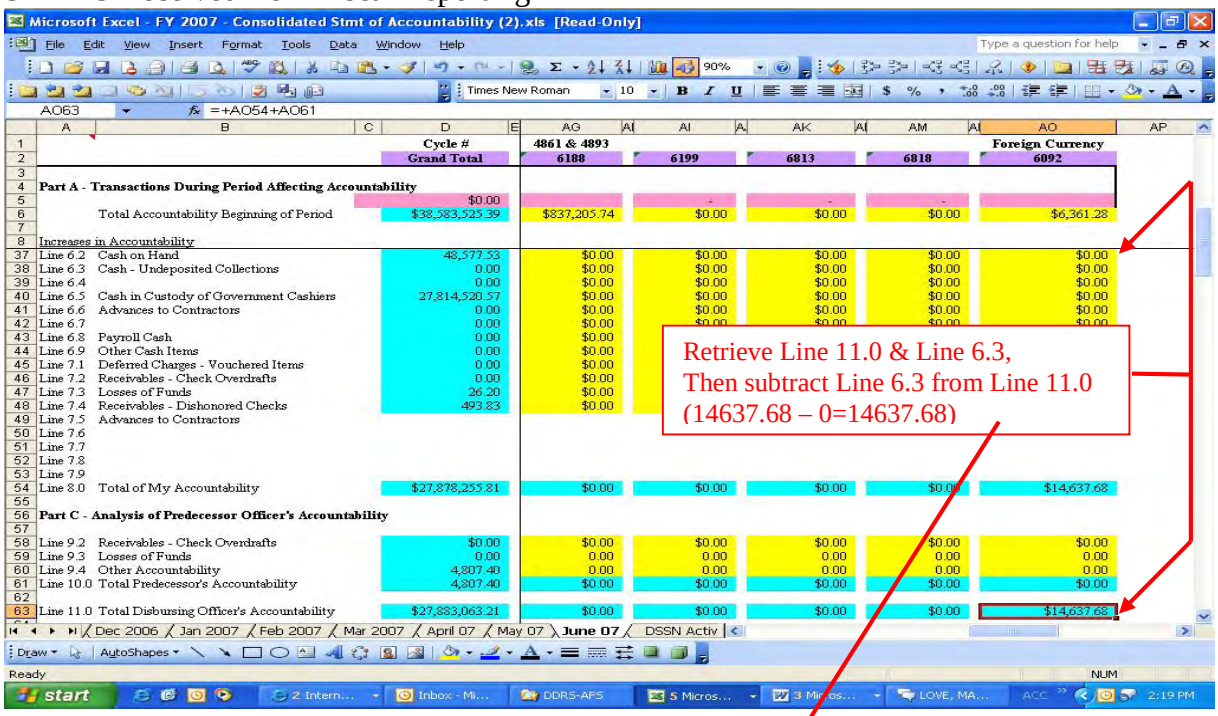


DO_CASH_KC - FY0XQtrX.xls, DO Cash Tab

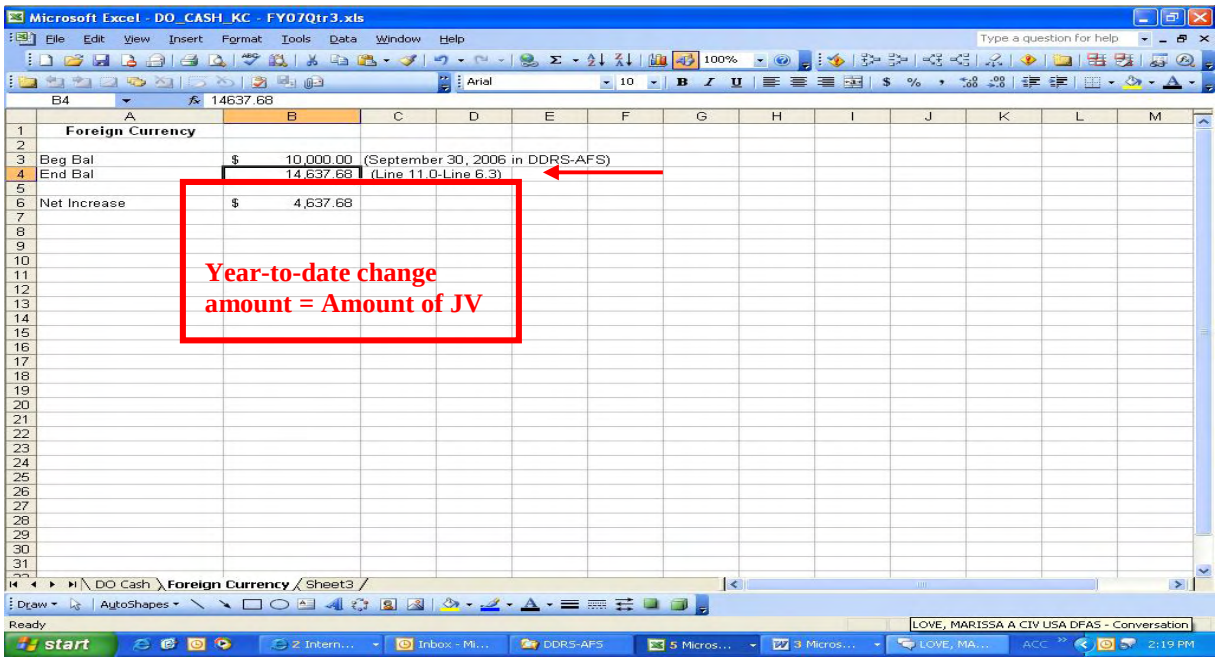


4. To compute the year-to-date change amount for Foreign Currency, retrieve the amounts reported under the Foreign Currency (Column AO) for Line 11.0, Total Disbursing Officer's Accountability, and Line 6.3, Cash - Undeposited Collections. Enter the Ending Balance (Column B, Row 4) on the tab entitled Foreign Currency "DO_CASH_KC - FY0XQtrX.xls" spreadsheet by subtracting Line 6.3 from Line 11.0. The spreadsheet will then compute the year-to-date change amount (amount of JV).

SF 1219 Received from Fiscal Reporting



DO_CASH_KC - FY0XQtrX.xls, Foreign Currency Tab



5. Below is additional information on each JV that will be entered (assuming an increase in DO Cash & Foreign Currency, reverse the debits and credits if it is a decrease). Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

   <u>DO Cash</u>
   Entity: AT17-Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AA2 – Military Personnel
   Program: AT17AA2_1105 – Military Personnel

   Category: B-Data Call

   Reason: To record year-to-date change in Disbursing Officer (DO) cash on hand.
   Supporting Documentation: 1) SF 1219 from Fiscal Reporting that shows the ending balance of cash on hand at the end of the quarter 2) Computation of net increase or decrease in cash on hand
   Trading Partner: AT99

   Journal Voucher Entry: Accounts and Attributes
   1190 (N) (O) Other Cash
   2310 (F) (C) (C) (21.01) Advance from Others

   <u>Foreign Currency</u>
   Entity: AT17-Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AA2 – Military Personnel
   Program: AT17AA2_1105 – Military Personnel

Category: B-Data Call

Reason: To record year-to-date change in the amount of Disbursing Officer (DO) cash on hand that was converted to foreign currency cash on hand.
Supporting Documentation: 1) SF 1219 from Fiscal Reporting that shows the ending balance of foreign currency on hand 2) Computation of the net increase or decrease of foreign currency cash on hand
Trading Partner: AT99

Journal Voucher Entry: Accounts and Attributes
1200 (N) (O) Foreign Currency
2310 (F) (C) (C) (21.01) Advances from Others

Variance Analysis

Once the JV has been entered, the variance needs between current year and prior year needs to be computed. If the variance meets the threshold requirement in Attachment 24A, a variance explanation is required.

1. Open the DO Cash Variance Analysis template located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save the spreadsheet as "DO Cash Variance Analysis XQtrFY0X" at the following location: K:\SHARED\ACCT\ACC\FY200XAFS_QX\Footnote Info.

2. Update the dates in Cells A3 and A4. Cell A3 should be the current quarter prior year (i.e. 4th Quarter FY 06). Cell A4 should be the current quarter current year (i.e. 4th Quarter FY 07).

3. Input the amounts for both DO Cash and Foreign Currency for the prior year and the current year. These amounts are obtained from the DO Cash spreadsheet in the Instructions Sheets folder from the prior and current quarter. This will update the Net Increase/Decrease and compute the percentage change.

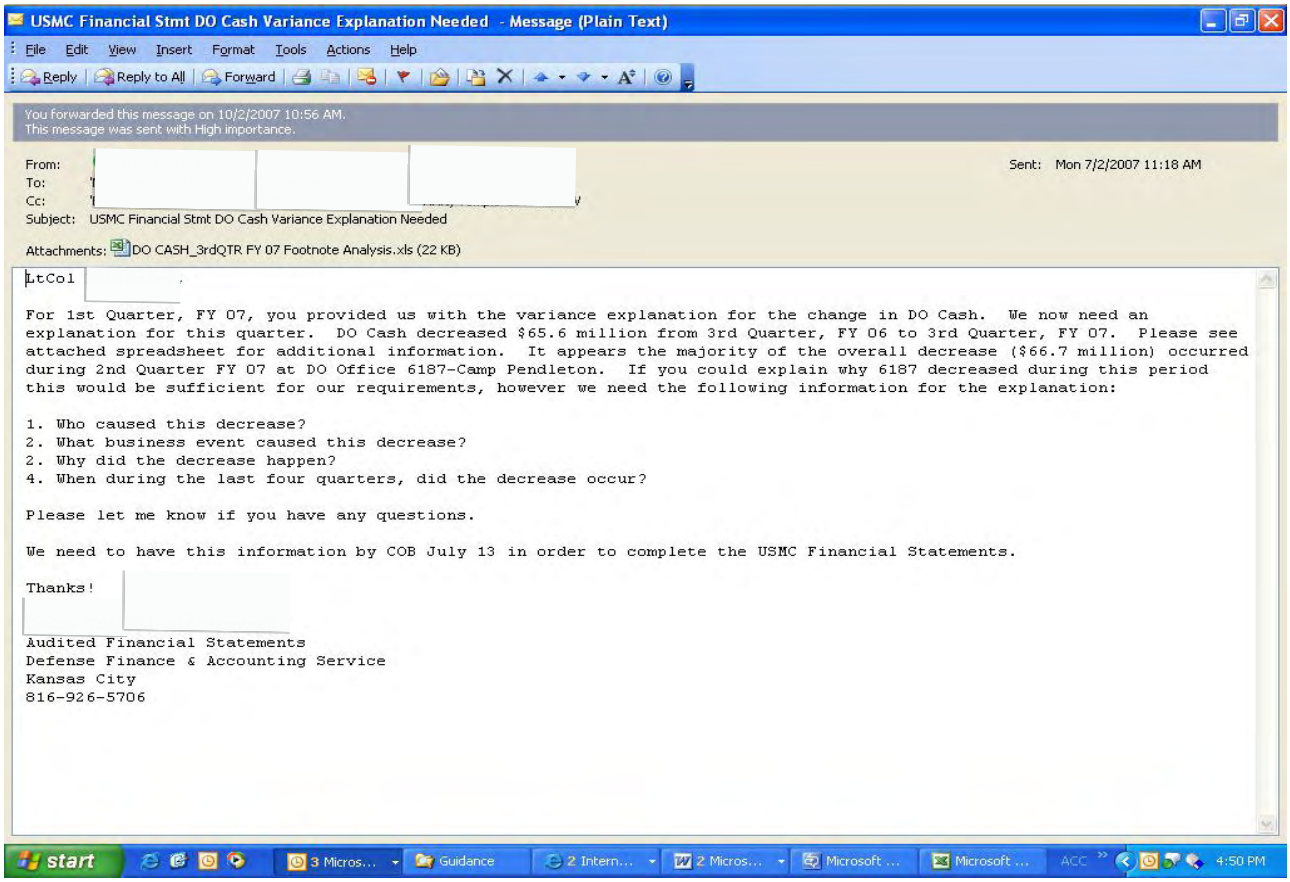
4. Also, you will need to add this quarter's information to the Previous Quarters Trend section and to the Additional Information from Previous Quarters. Add a row to the Previous Quarters Trend section and input the ending balance amount for DO Cash and Foreign Currency. Add a row to the Additional Information from Previous Quarters and input DO 6092 (Camp Lejeune) and DO 6187 (Camp Pendleton) ending balances from the current quarter. The amounts for DO 6092 and DO 6187 are found on this quarter's SF 1219 supporting documentation. This additional information is helpful to the USMC when researching the variance.

5. DO Cash affects the variance explanations written for Note 2 and Note 7. If the variance is greater then the threshold, contact the following individuals for explanation information:

-Contacts:

-HQMC will provide assistance with explanation
XXXXXXX
XXXXXXX
XXXXXXX

A sample email requesting information is shown below.



Assigning the Trading Partner Adjustment

Once the JV has been approved, a trading partner adjustment needs to be assigned to these liabilities. This is because the liabilities are outside DoD. The Trading Partner/Entity Code used for Treasury in this case is AT99. Refer to the "Trading Partner Adjustment.doc" desktop for more information on entering this trading partner adjustment.

Preparing Template for 1st Quarter of Fiscal Year

When preparing for the 1st Quarter of the new Fiscal Year, the "DATACALL-DO Cash and Foreign Currency Template.xls" will need to be updated. This can be done anytime between the end of 4th Quarter reporting and the start of 1st Quarter reporting.

1. The user will log into DDRS-AFS and select the first quarter accounting period and the DDRS-CFO-Reports role.

2. Then select Input, and Data Reports.

3. Pull appropriation 1105 trial balance. Refer to the "Location of System Reports & Logs in DDRS-AFS Desktop.doc" for more information on retrieving the trial balance report.

4. Update the beginning balance (Column B, Row 3) on the DO Cash tab with the ending balance of general ledger 1190 (N) (O), Other Cash. Update the Fiscal Year (Column C, Row 3) to reflect the Fiscal Year that just ended.

5. Update the beginning balance (Column B, Row 3) on the Foreign Currency tab with the ending balance of general ledger 2310 (F) (C) (C) (21.01), Advances from Others. Update the Fiscal Year (Column C, Row 3) to reflect the Fiscal Year that just ended.

6. Resave the spreadsheet in the Template folder and it is ready for use during 1st quarter.

DATACALL-DoD IG Contingent Legal Liability
For the Marine Corps Audited Financial Statements

Discussion

The DoD Inspector General performs audits on Contingent Legal Liabilities of the Navy. A portion is then broken off to determine contingent liabilities specifically attributable to the Marine Corps. This portion is the amount currently involved in open Marine Corps cases. The total amount that is at risk of being lost is then multiplied by a percentage to arrive at an amount that will most likely become a liability. This probable amount is the contingent liability to be recorded. These contingent liabilities are not recorded in SABRS. The purpose of this JV is to record the accrual of this contingent legal liability so it is included in the financial statements.

Procedures

1) Each quarter, the Department of Navy will send a Data Call by email with an Exposure Calcs spreadsheet attached containing the contingent legal liabilities. Open this spreadsheet and go to the USMC Costs Avoided tab. The amount used to record the contingent legal liability is the **Probably Liability**. This amount is found under the Probable Liability column (Column O, Row 10), also seen below.

Exposure Calcs spreadsheet

	G	H	I	J	K	L	M	N	O	P	Q
1	United States Marine Corps, Counsel for the Commandant										
2											
3	CMC. Columns/rows can be adjusted to fit dollar amounts, case titles, etc., but **do not** delete any rows or columns of the spreadsheet. Cells with blue text or green text are cells with										
4										last updated Jan 12 2007	
5	Annual Pay Rate, 3-Year Avg Pay Rate	Highest Annual Pay Rate	# Open Cases	All Open Cases, $ Amount of 30 Sep	Legal Rep Ltr Probable Cases, $	Legal Rep Ltr Remote Cases, $	Risk Amount	Calculated Fin Rpt Yr Probable	PROBABLE LIABILITY	REASONABLY POSSIBLE LIABILITY	
6							J - K - L	G subtotal * M	K + N	H * M - N	
7							open - probable - remote	average rate * risk amount	calculated + legal rep ltr cases	highest rate * risk amount - calculated probable	
8	*spreadsheet calculations*				*spreadsheet calculations, no data entry required*					*spreadsheet calculations, no data entry required*	
9											
10	5.9217%		202	$289,624,975	$0	$0	$289,624,975	$1,071,293	$1,071,293	$17,885,440	
11	6.5453%										
12	0.2859%										
13	0.2343%										
14	1.6763%										
15											
16											
17	0.3699%	6.5453%									
18	0.3699%										
19											

Probably liability to be recorded in JV

2) Below is additional information on the JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

DoD IG Contingent Legal Liability
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operations and Maintenance
Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

Category: B-Data Call

Reason:
Accrual of Contingent Liability for Legal Liabilities for * Quarter FY ****. This is a result of a DoD IG audit on Contingent Legal Liabilities to determine the probable liability of cases currently open against the Marine Corps.
.Supporting Documentation: 1) Exposure Calcs spreadsheet from DON

Journal Voucher Entry: Accounts and Attributes

6800 (N) (Other Liabilities) Future Funded Expenses
2920 (N) (N) (U) Contingent Liabilities

DATACALL – DRMS Hazardous Waste
For Marine Corps Audited Financial Statements

Discussion

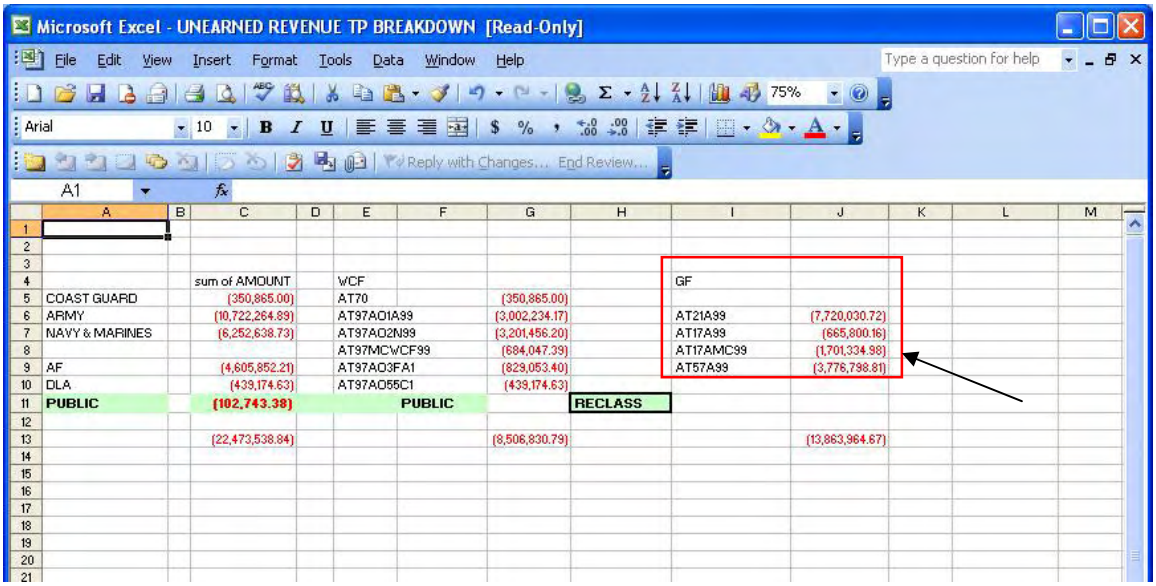
This datacall is to record advances paid by USMC to Defense Reutilization and Marketing Service (DRMS). These advances are originally recorded in SABRS as a disbursement. A JV is needed to reclassify the disbursement to an advance.

DRMS's mission includes the disposal of hazardous property (HP) for DoD and other Federal Agencies. HP is defined in DOD 4160.21M, Chapter 10, Section A, to include the terms Hazardous Material (HM) and Hazardous Waste (HW) used throughout this document. The HW disposal process impacts both accounts receivable and accounts payable because DRMS is reimbursed for the disposal contract costs by the generator of the HW. When HM is turned in, DRMS first tries to give that property to another DoD activity, a federal entity or a state organization (see Inventory Cycle Memorandum in Attachment 1). If that fails, they may sell HM (see Sales to Public Cycle Memorandum in Attachment 1). If the HM cannot be given away or sold, it is reclassified as HW and disposed of through the HW contract process. HP may be identified as HW by the generator at the time of turn in. Based on the type of property and marketing history, hazardous property (HP) may bypass the inventory cycle for direct disposal as waste.

Procedures

Each quarter, DFAS-Columbus will send a Data Call by email with an excel attachment titled "Unearned Revenue TP Breakdown" and a word document titled "DRMS HW Disposal". The amount used in the journal voucher will be taken directly from the excel spreadsheet GF column.

1) Open the excel attachment "Unearned Revenue TP Breakdown". Find the column named GF. In that column find Marine Corps Component Level **AT17AMC99**. The amount on the same row in the column to the right will be the JV amount.



4) Below is additional information on the JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

DRMS Hazardous Waste
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AMC99 Marine Corps Component Level
Program: AT17AMC99 MC Component Level

Category: B-Data Call

Reason:
To reclassify Prepayments of Hazardous Waste which were originally classified as disbursements.

Supporting Documentation: 1) Unearned Revenue TP Breakdown spreadsheet
2) DRMS HW Disposal attachment

Journal Voucher Entry: Accounts and Attributes
4902(D) Delivered Orders
4802 (D) Undelivered Orders

5700 Expended Appropriations
3107 Unexpended Appropriations

1410 (F) (E) Advances and Prepayments
6100 (F) Operating Expenses

ATTACHMENT 1

Process Cycle: DRMS Hazardous Waste (HW) Disposal

Organization Responsible for Process Cycle:	**Process Cycle Points of Contact (POC):**
• Defense Reutilization and Marketing Service (DRMS) 74 Washington Avenue North Battle Creek, MI 49017 • Defense Finance and Accounting Service – Columbus Center (DFAS-CO) 3990 East Broad Street, Building 21 Attn: DFAS-ADFLHJ/CA Columbus, Ohio 43213-1152	• XXXXXXXX • XXXXXXXX • XXXXXXXX • XXXXXXXX

Purpose: DRMS's mission includes the disposal of hazardous property (HP) for DoD and other Federal Agencies. HP is defined in DOD 4160.21M, Chapter 10, Section A, to include the terms Hazardous Material (HM) and Hazardous Waste (HW) used throughout this document. The HW disposal process impacts both accounts receivable and accounts payable because DRMS is reimbursed for the disposal contract costs by the generator of the HW. When HM is turned in, DRMS first tries to give that property to another DoD activity, a federal entity or a state organization (see Inventory Cycle Memorandum). If that fails, they may sell HM (see Sales to Public Cycle Memorandum). If the HM cannot be given away or sold, it is reclassified as HW and disposed of through the HW contract process outlined below. HP may be identified as HW by the generator at the time of turn in. Based on the type of property and marketing history, hazardous property (HP) may bypass the inventory cycle for direct disposal as waste.

Process Cycle Memorandum Prepared By:	**Primary POC:**
DRMS-R **Date Prepared:** February 14, 2006	• XXXXXXXXX

DEPARTMENTS:

DLA: Defense Logistics Agency

DRMS: Defense Reutilization & Marketing Service
- Defense Reutilization & Marketing Office (DRMO)
- DRMS-RF: Financial Service Office (FSO)
- DRMS-PH: Hazardous Waste Contracting
- DRMS-BCE: Disposition Management; HW trackers

DAASC: Defense Automatic Addressing System Center

DFAS-CO: Defense Finance & Accounting Services – Columbus
- Accounting Operations
- Systems

US Bank: PowerTrack®

SYSTEMS USED BY DRMS:

- Base Operations Support System (BOSS)
- Single Hazardous Input Program (SHIP)
- US Bank PowerTrack payment system
- Oracle Discoverer
- Defense Business Management System (DBMS)
    - Appropriated Accounting Subsystem (AAS)
    - Automated Billing System (ABS)

SYSTEMS USED BY DFAS-CO:

- Base Operations Support System (BOSS)
- Computerized Accounts Payable System Web (CAPS-W)
- CAPS-CLIPPER
- Standard Rehost Design-1 (SRD-1)
- Intra-Governmental Payment and Collection System (IPAC)
- Military Standard Billing System (MILSBILLS)/INTERFUND
- Defense Business Management System (DBMS)
    - Appropriated Accounting Subsystem (AAS)
    - Automated Billing System (ABS)

PROCESS DESCRIPTION:

Hazardous Waste (HW) Turn-in

1.0 DRMS has negotiated various disposal contracts with hazardous waste disposal companies. So, the cost per unit for disposal of specified types of HW is known prior to turn-in of the waste.

1.1 The turn-in customer (aka Generator) is legally responsible for properly describing ("characterizing") hazardous property turned in to DRMS. Characterization includes description on the turn in document as well as reference to Material Safety Data Sheets (MSDS) for HM and Hazardous Waste Profile Sheets (HWPS) for HW. DOD policy requires the Generator to fund disposal costs.

1.2 The Generator may check the DRMS web site (https://www.drms.dla.mil/hazmat/servlet/Main) for disposal price per unit and contract designation of the waste characterization (Hazardous Identification Number, HIN) in order to complete the Disposal Turn-in Document (DD Form 1348-1a, (DTID)), or they may refer to hard-copy contracts provided by the DRMS Contracting Office. An electronic version of the DTID is available (i.e., ETID) using one of several Generator systems to send an electronic turn in file to DRMS, received in the Generator Communications (GENCOMM) interface, or using a DRMS web application, Electronic Turn In Document (ETID), to write electronic turn in files for DRMS interface.

1.3 The generator prepares the DTID/ETID for each type of hazardous property and provides DRMS with the original signed form, if submitted by paper. The DRMO receipts for all turn-ins. Most property is receipted for accountability only. DRMS refers to this process as "Receipt in Place." Physical custody for Receipt in Place property is retained by the Generator.

1.4 The DRMO records all receipts of HP into DAISY (see Cycle Memorandum DRMS Inventory). HP that cannot be reused or sold is "referred" to disposal, either following the inventory cycle or upon receipt when the cycle is bypassed. Upon decision to discard, property is reclassified as HW.

1.5 The DRMO uses the Single Hazardous Input Program (SHIP) function in DAISY to copy pertinent data for each record referred for disposal into BOSS. BOSS maintains records of contracting, financial detail, and disposal audit

trail. SHIP passes updates in the BOSS disposal status back to the DAISY record.

1.6 The BOSS HLI record is initiated in the HXH screen from the SHIP interface or manual entry. The SHIP interface automatically copies much of the required data from DAISY and adds unique hazardous information stored in SHIP (HWPS). The HXH associates a unique BOSS document number to the DTID unique number from DAISY. The HXH entry includes requirements to reference a contract number and HIN which are edited to BOSS contract records and the HIN unit price. Future disposal actions reference the BOSS number. Once the HXH passes edits and is saved as an HLI record, it creates a commitment in the BOSS general ledger.

1.7 At the end of each business day, BOSS passes summary-level commitment data into DBMS-AAS as a B201-commitment.

1.8 DBMS-AAS automatically updates the general ledger (see Accounting Transaction B201).

Task Order/Obligation

2.0 Task Orders are issued against the pre-existing contracts (see step 1.0) by the Contracting Officer (KO).

2.1 After HLI records has been created for a specified quantity or time period, the DRMO notifies the KO by email or telephone which records are to be consolidated on a Task Order (TO).

2.2 The KO consolidates the records in BOSS in the HLP screen.

2.3 The TO consolidation is reviewed by the KO and does not become official until "released" in BOSS by the KO. Release of the TO assigns the TO number to each HLI record. Once the TO is released, an obligation is posted in the BOSS general ledger.

2.3.1 A copy of the TO is either e-mailed or hard-copy mailed to the Contractor to let them know that there is HW to be disposed of. Most copies are sent electronically; hard-copy is the exception.

2.3.2 A copy of the TO is pulled from BOSS by DFAS-CO Vendor Pay area

2.4 At the end of each business day, BOSS passes summary-level obligation data into DBMS-AAS as a B202-obligation.

2.5 DBMS-AAS automatically updates the general ledger (see Accounting Transaction B202).

Performance/Expense

3.0 Receipt of the TO by the Contractor is the notification that there is HW to be picked up and disposed of. The contract terms outlines how many days the contractor has to pickup the HW, usually 30 days, and deliver it to a DRMS approved Treatment, Storage and Disposal Facility (TSDF). For regulated property this process is prescribed by regulation.

3.1 A pickup manifest is prepared by the Contractor and submitted to the DRMO Contracting Officer Representative (COR) or authorized ordering officer for review. The manifest shows exactly what HW will be removed, including quantity, and the designated TSDF. The COR verifies the manifest(s) for accuracy and completeness. When the manifests are satisfactory, the COR schedules a pick up date with the Generator and Contractor.

3.2 The COR monitors the pick up. A copy of the pick up manifest(s), with any corrections annotated, is provided to the Generator and to the DRMO. The original manifest accompanies the shipment with the transporter. The COR reports to the KO on contractor performance and requests modification to the TO based on noted corrections. The DRMO records the pick up in BOSS with a Pick up Manifest Record (PMF). The Generator and DRMO both hold their manifest copies to suspense receipt of a signed copy from the TSDF. The Generator has regulatory responsibility to report a missing receipt. The DRMO provides contractual oversight and cooperates with the Generator. SHIP is used to monitor the DRMO suspense and, when the manifest receipt copy is received, to record the TSDF Receipt Date and the manifest copy return date in BOSS. Recording of the TSDF Receipt Date in the PMF record writes a payment authorization.

3.3 The Contractor submits copies of the receipted manifests with a DRMS Form 1683 as a certification of performance up to TSDF Receipt. This submission is identified by contract number, TO number, line item number,

and BOSS document number. The Contractor sends this submission to DRMS-BCE (HW Trackers) for processing.

3.3 The HW Tracker logs the submission and reviews the manifests and DRMS Form 1683 for accuracy and completeness. Review includes any exceptions noted by the TSDF on the manifests. The HW Tracker reviews the contractor submission with the tracking information entered in BOSS (3.2) to verify quantities, manifest numbers, and payment amount compared to obligated amount. When the HW Tracker has verified the pickup manifest data in BOSS, an approval button in the MPA screen releases the payment authorizations. A certified 626 (PowerTrack®) or 591 (non-PowerTrack®) payment authorization is generated by BOSS. These reports serve as the receipt document and the 626 serves as the invoice as well.

3.4 At the end of each business day, BOSS passes summary-level receipt data into DBMS-AAS as a B204-expense/receipt.

3.5 DBMS-AAS automatically updates the general ledger (see Accounting Transaction B204).

Payment/Disbursement

4.0 Contractor payments are made either through US Bank PowerTrack® system or by DFAS-CO through CAPS-W (CONUS) or CAPS-CLIPPER (OCONUS) entitlement systems.

4.1 PowerTrack® is used for almost all CONUS contracts and is being deployed to OCONUS. US Bank charges the Contractor a processing fee (about 1% of payment total) and is reimbursed the amount authorized to be paid to the Contractor by DRMS and confirmed as paid monthly; similar to the government purchase card program.

4.1.1 After the HW Tracker certifies pickup manifest and a 626 report is created, BOSS automatically passes an EDI 850 transaction to PowerTrack® through DAASC for the total amount of the 626. PowerTrack® returns an EDI 997 receipt acknowledgment to DAASC.

4.1.2 PowerTrack® pays the Contractor the amount in the EDI 850 minus a processing fee (about 1% of payment amount).

4.1.3 PowerTrack® passes an EDI 810 back to BOSS, after payment has been made to the contractor, for the exact amount of the 626. This payment amount is also shown as a separate line item on the monthly PowerTrack® billing to DRMS.

4.1.4 BOSS updates the Monthly Reconciliation screen to show the PowerTrack® payment amount, as well as the 626 amount (includes line-item detail). The FSO technician uses this screen to reconcile the PowerTrack® billing.

4.1.4.1 Once the FSO technician has reconciled the billing, BOSS generates a Monthly Statement Document Number (MSDN) that will be used later to record the disbursement to US Bank at the CLIN level.

4.1.4.2 The FSO technician records the MSDN to the billing and certifies the bill for payment. The bill is then forwarded to DFAS-CO Commercial Pay area for payment to US Bank.

4.1.5 DFAS-CO pays US Bank the certified amount on the billing, using CAPS-W entitlements system. The disbursement is done through the SRD-1 system. (go to step 4.4)

4.2 Fewer and fewer HW contracts are paid outside of PowerTrack® by DFAS-CO.

4.2.1 After the HW Tracker certifies the pickup manifest and a 591 report is created, a copy is provided to DFAS-CO Commercial Pay area and to the Contractor. This report serves as the receiving report for DFAS-CO.

4.2.2 The Contractor uses the 591 report for invoicing purposes. Most attach a cover “invoice” to the 591 and submits the whole package to DFAS-CO for payment.

4.2.3 Once DFAS-CO Commercial Pay receives the 591 from DRMS and the invoice from the contractor, they perform a 3-way match with the task order provided in step 2.2 using either CAPS-W or CAPS-CLIPPER entitlement systems.

4.2.4 DFAS-CO pays the Contractor using the SRD-1 disbursement system.

4.3 Regardless of whether the payment is to US Bank or directly to the contractor, funds are disbursed through SRD-1 by DFAS-CO.

4.3.1 SRD-1 passes the disbursement information to BOSS during the nightly processing. BOSS then posts an HXG disbursement to the individual CLINs.

4.3.1.1 For PowerTrack® payments, BOSS uses the information contained in the Monthly Reconciliation Screen to determine which CLINS to post and how much to post.

4.3.1.2 For non-PowerTrack® payment, the disbursements must be posted by individual CLINs in SRD-1.

4.3.2 BOSS general ledger is updated and a summary-level disbursement total is passed to DBMS-AAS as a B207.

4.3.3 DBMS-AAS automatically updates the general ledger (see Accounting Transaction B207).

Order

5.0 HW disposal is a direct-bill process so the generators do not have to turn in a funded order to DRMS prior to turning in HW. However, DBMS-ABS requires an order to be posted in order for Earnings to be posted so DFAS-CO posts an estimated order.

5.1 DFAS-CO inputs an Order transaction into DBMS-ABS for each reimbursable Job Order Number (JON) used in BOSS. They periodically review the amounts in these documents to ensure there is sufficient for Earnings to pass from DBMS-AAS to DBMS-ABS.

5.2 DBMS-ABS passes a F301 transaction into DBMS-AAS during the nightly processing.

5.3 DBMS-AAS updates the general ledger (see Accounting Transaction F301).

Earning

6.0 Earnings are not posted manually to DBMS-ABS, but are created when an obligation with a reimbursable JON is passed from BOSS into DBMS-AAS. The Earning amount interfaced into DBMS-ABS equals the amount of obligation posted at that time.

6.1 DBMS-AAS passes obligation information to DBMS-ABS during end of day processing, where it is recorded as an Earning.

6.2 DBMS-ABS interfaces a F302 Earning transaction back into DBMS-AAS at end of day processing the day after the obligation data passed from DBMS-AAS to DBMS-ABS.

6.3 DBMS-AAS updates the general ledger (see Accounting Transaction F302).

Billing

7.0 Billing of the military services is automatic through the MILSBILLS INTERFUND process, while non-service entities (such as Nonappropriated funds, Federal Civil Agencies (FCA), or Army, Air Force Exchange Service (AAFES)) are billed manually on a SF 1080.

7.1 BOSS generates INTERFUND billings twice a month. At month end, the INTERFUND bills pull the funds from the generator's account and immediately transfer them to the DRMS account. Questions regarding billing amounts are answered by either DRMS-RF or DFAS-CO/ADFLHJ.

7.2 BOSS generates a manual SF1080 bill for any activity with XP in the MILSBILLS Fund Code. These billings are sent out from BOSS to the generator's servicing DFAS Office by DFAS-CO/ADFLHJ.

7.3 For SF1080 billings, at the end of the month DFAS-CO/ADFLHJ records an order, earning and billing into ABS and reverses the roll-up number from the previously created documents. For INTERFUND, at the end of the month DFAS-CO/ADFLHJ creates a JV to record the billings and collections in ABS to the previously created documents by service (JON).

7.4 DBMS-ABS passes an F306 Billing transaction to DBMS-AAS during the end of day processing.

7.5 DBMS-AAS updates the general ledger (see Accounting Transaction F306).

Collection

8.0 DFAS-CO processes collections from other DFAS Offices through SRD-1. INTERFUND collections are pulled from the generator's account so the collection is immediate.

8.1 For SF1080 billings sent to the generator's servicing DFAS Office, the generator's DFAS office will sent payment to DFAS-CO either through IPAC, EFT or check.

8.2 DFAS-CO processes collections (SF1080) through SRD-1. During end of day processing, these collections are passed to DBMS-ABS.

8.3 INTERFUND collections are posted manually to DBMS-ABS at the end of each month by DFAS-CO/ADFLHJ via a JV.

8.4 DBMS-ABS passes an F303 Collection transaction into DBMS-AAS during the end of day processing.

8.5 DBMS-AAS updates the general ledger (see Accounting Transaction F303).

***ACCOUNTING TRANSACTIONS*:**

F201/B201 - COMMITMENT:

Debit 4040.00 Uncommitted Allotments
Credit 4050.00 Unobligated Commitments

Debit 4070.00 Committed/Obligated Allotments
Credit 4060.00 Commitments Incurred

F202/B202 – OBLIGATION:

Debit 4050.00 Unobligated Commitments
Credit 4080.00 Undelivered Orders

Debit 4070.00 Committed/Obligated Allotments
Credit 42XX.XX Obligations Incurred
(XXXX = Object Class Code)

F204/B204 – EXPENSE/RECEIPT:

Debit 4080.00 Undelivered Orders
Credit 4100.00 Accrued Expenditures-Unpaid

Debit 61XX.XX Operating Expenses (XXXX = Object Class Code)
Credit 2100.00 Accounts Payable

Debit 4130.00 Accrued Expenditures Reported
Credit 4120.00 Cumulative Accrued Expenditures

F207/B207 – DISBURSEMENT BY-SELF:

Debit 4100.00 Accrued Expenditures-Unpaid
Credit 4110.00 Accrued Expenditures-Paid

Debit 2100.00 Accounts Payable
Credit 1110.00 Undistributed Disbursements

Debit 4741.00 Funds to be Transferred-Disbursements
Credit 4712.10 Undistributed Disbursements – By-Self

F301 – ORDER:

Debit 4530.00 Unfilled Customer Orders
Credit 4520.00 Customer Orders Accepted

F302 – EARNINGS:

Debit 121X.10 Accounts Receivable-Unbilled
Credit 5100.00 Sales

Debit 4550.00 Reimbursements Earned-Uncollected
Credit 4530.00 Unfilled Customer Orders

Debit 4570.00 Cumulative Reimbursements Earned
Credit 4580.00 Operational Reimbursements Reported

F306 – BILLING:

Debit 121X.20 Accounts Receivable-Billed
Credit 121X.10 Accounts Receivable-Unbilled

F303 – COLLECTIONS BY-SELF

Debit 1120.00 Undistributed Collections
Credit 121X.20 Accounts Receivable-Billed

Debit 4560.00 Reimbursements Earned-Collected
Credit 4550.00 Reimbursements Earned-Uncollected

Debit 4721.10 Undistributed Collections – By-self
Credit 4742.00 Funds to be Transferred - Collections

Control Objectives, Risks, and Control Activities

ACTIVITY	**CONTROL**
Authorization	DoD 4160.21-M, Chapter 10, paragraph A4 specifies DRMS Service as the preferred method of disposal for hazardous waste.
Approval	Only the contracting officer or task ordering officers can release a task order in BOSS. Monthly Statement of Account from US Bank is reconciled by the FSO technician and is not certified for payment until all discrepancies between BOSS and PowerTrack billing are resolved.

Separation of duties	The contracting officer/task ordering officer issues the task orders, but does not authorize payment. Task ordering officers have a limit of $100,000 for issuing task orders. Only contracting officers can issue task orders greater than $100,000 in value. The Tracker validates audit package data prior to release of payment authorization. The FSO technician reconciles the US Bank monthly statement against BOSS reconciliation screen, then certifies the invoice for payment, but they cannot issue task orders or certify receipt of services. DFAS-CO does not pay US Bank without certification of the invoice by the FSO.	
Design and Use of Documents and Records	BOSS creates a unique PowerTrack Authorization (PTA) Number for each certified 626 report. This number is used by BOSS and PowerTrack to track the transactions passed between the two systems. The BOSS document number for each CLIN helps track individual CLINS through the process. The unique DTID number is linked to the BOSS document number so the generator can track their waste turn-in through BOSS and their systems.	
Adequate Safeguards Over Access to and Use of Assets and Records	Access to programs and data files is restricted to authorized personnel in BOSS and PowerTrack. DoD 4160.21-M, Chapter 10 outlines strict guidelines for handling and transport of hazardous waste. Procedures have been established to provide reasonable assurance that current files can be recovered in the event of a computer failure.	
Independent Checks	Metrics are reported at the quarterly Review & Analysis. DRMS Compliance Office performance audits of the waste process at the DRMO once every two years. Findings are tracked and reported until cleared. DRMS-PH Contracting staff continually review and close out line items that have been disposed of. Standardized close-out procedures are followed. The steps taken in this process identify any discrepancies requiring correction.	
Valuation of Recorded Amounts	BOSS system edits preclude erroneous data input. 100% of pick up manifests are tracked to ensure compliance and accuracy. Quarterly inventories are performed of hazardous waste, with 100% accuracy requirement. DRMOs not meeting the 100% goal are tracked by management.	

Summarization of Accounting Data	PowerTrack monthly statement is compared to the BOSS Reconciliation screen, which shows all transactions processed during that billing period. DRMS Tracking reviews audit documents for accuracy, completeness and compares to BOSS. Any identified discrepancies are investigated and corrected (if necessary) prior to release of payment. Detailed transactions are contained in BOSS, not DBMS-AAS. Summary data passes nightly from BOSS to DBMS-AAS for that day. Details of the data pass are contained in the UVSF517 and UVSF566 reports out of BOSS and the UPFA431 report out of DBMS. Data that does not pass properly between the two systems shows up in the DBMS UPFA150A, Violation Report.
Rights and Obligations	DoD 4160.21-M, Chapter 10, outlines requirements for ensuring hazardous waste are properly identified.

Financial Reporting Control Objective:

REGULATORY GUIDANCE:

- Federal Acquisition Regulation (FAR)
- DoD 4000.25-7M, Military Standard Billing System (MILSBILLS)
- Financial Management Regulation (FMR) DoD 7000.14-R, Volume 4, Chapter 9
- Financial Management Regulation (FMR) DoD 7000.14-R, Volume 5, Chapters 11 and 33
- Financial Management Regulation (FMR) DoD 7000.14-R, Volume 10
- Financial Management Regulation (FMR) DoD 7000.14-R, Volume 11b, Chapter 4
- Financial Management Regulation (FMR) DoD 7000.14-R, Volume 15, Chapter 8
- DoD 4160.21-M, Chapter 10

Risk of potential misstatement:

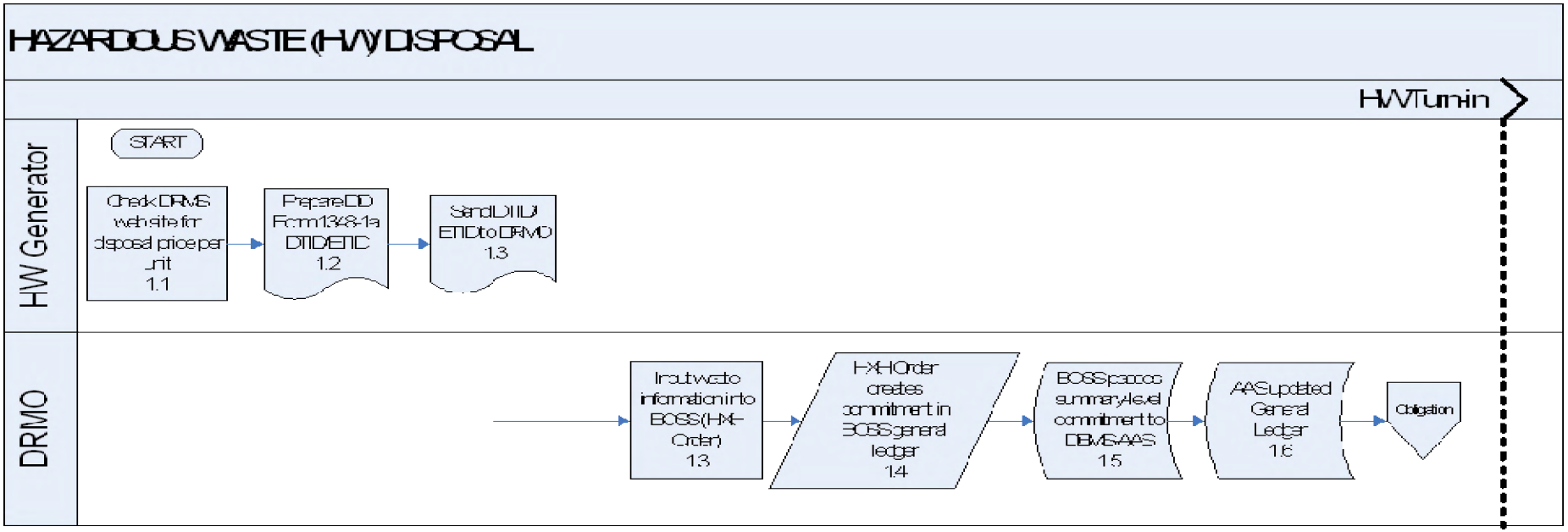
The Federal Manager Financial Integrity Act (FMFIA) Enacted in 1982

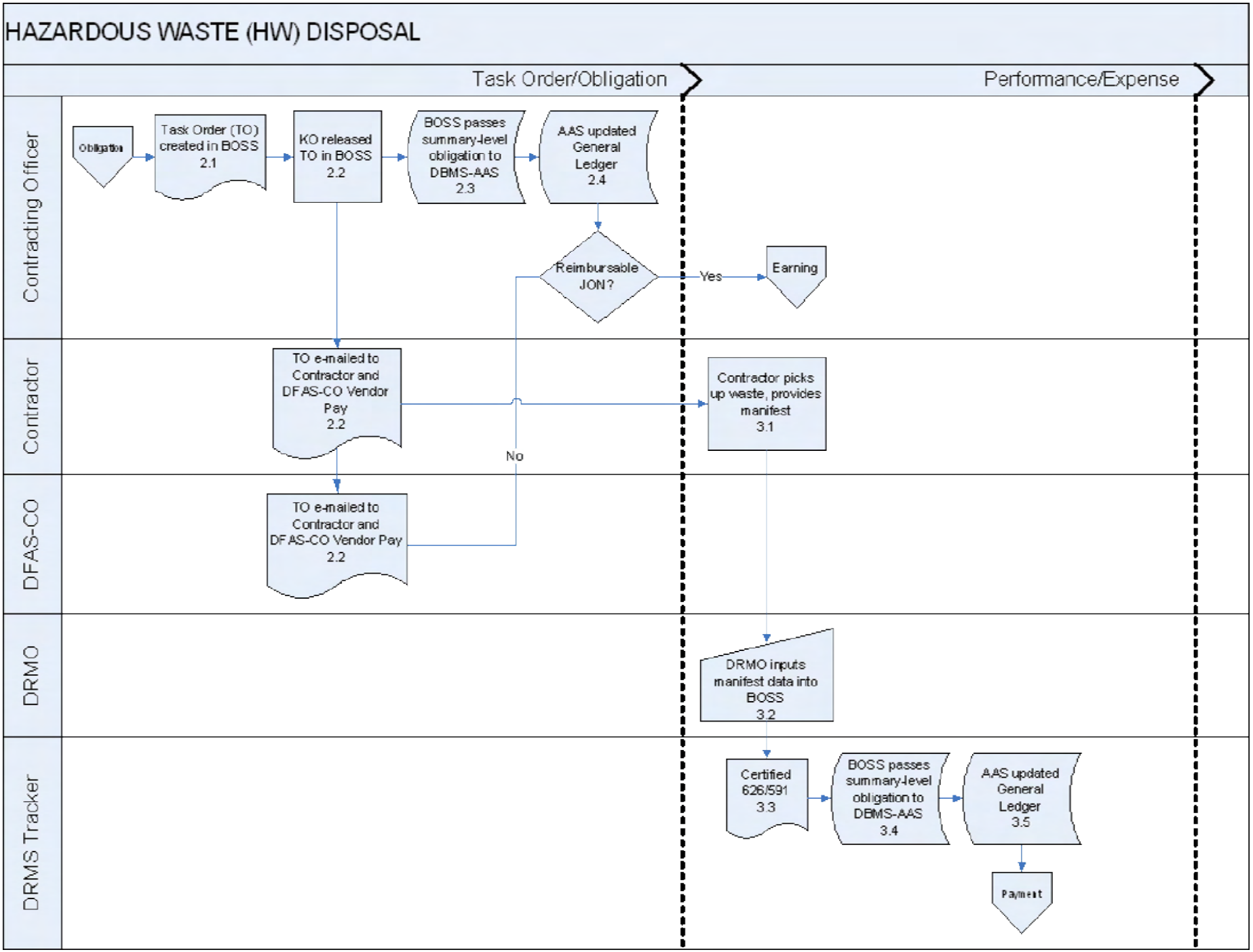
- Requires the establishment of "internal accounting and administrative controls" **and**

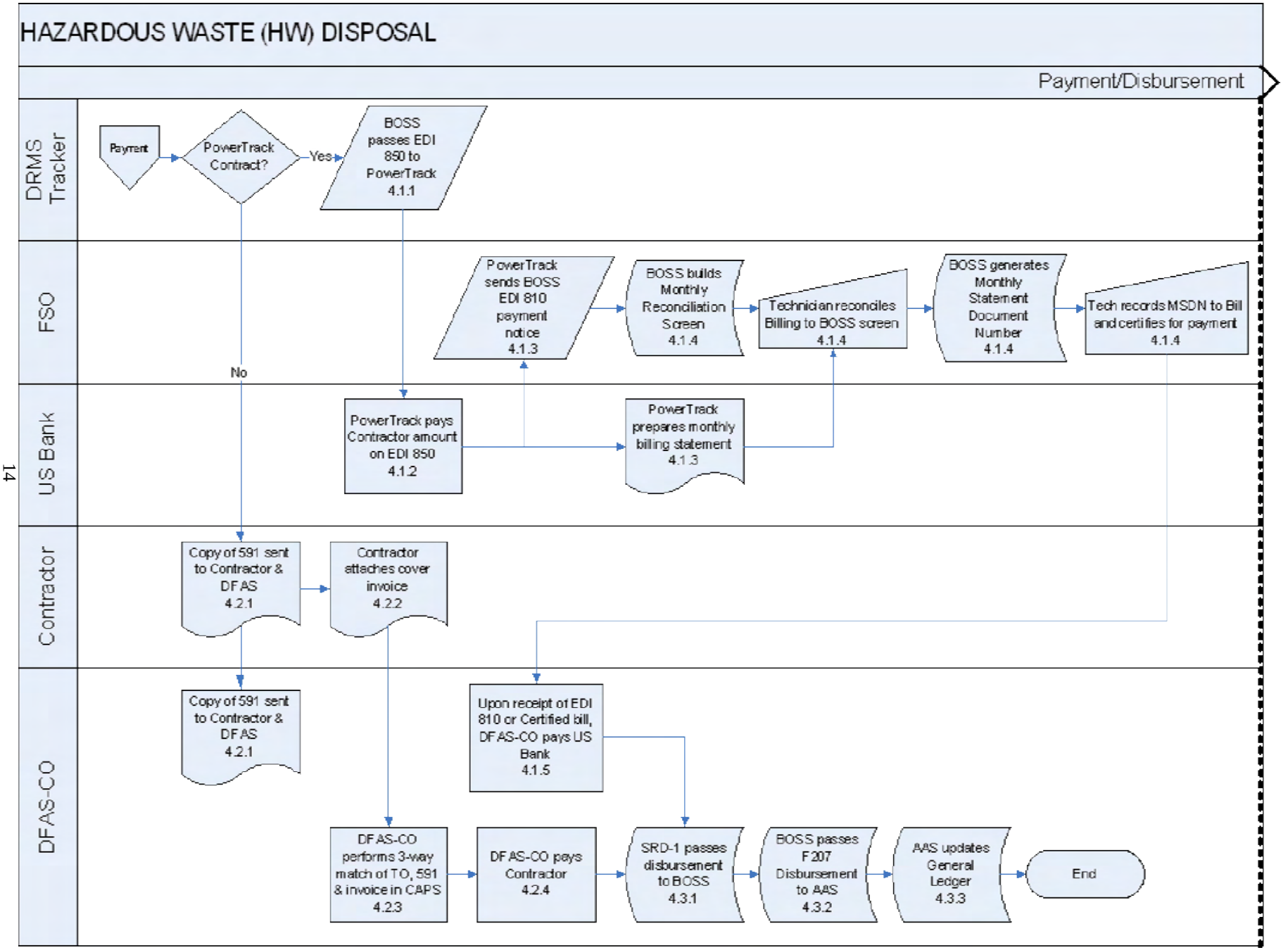
The Revision to OMB Circular A-123, December 21, 2004

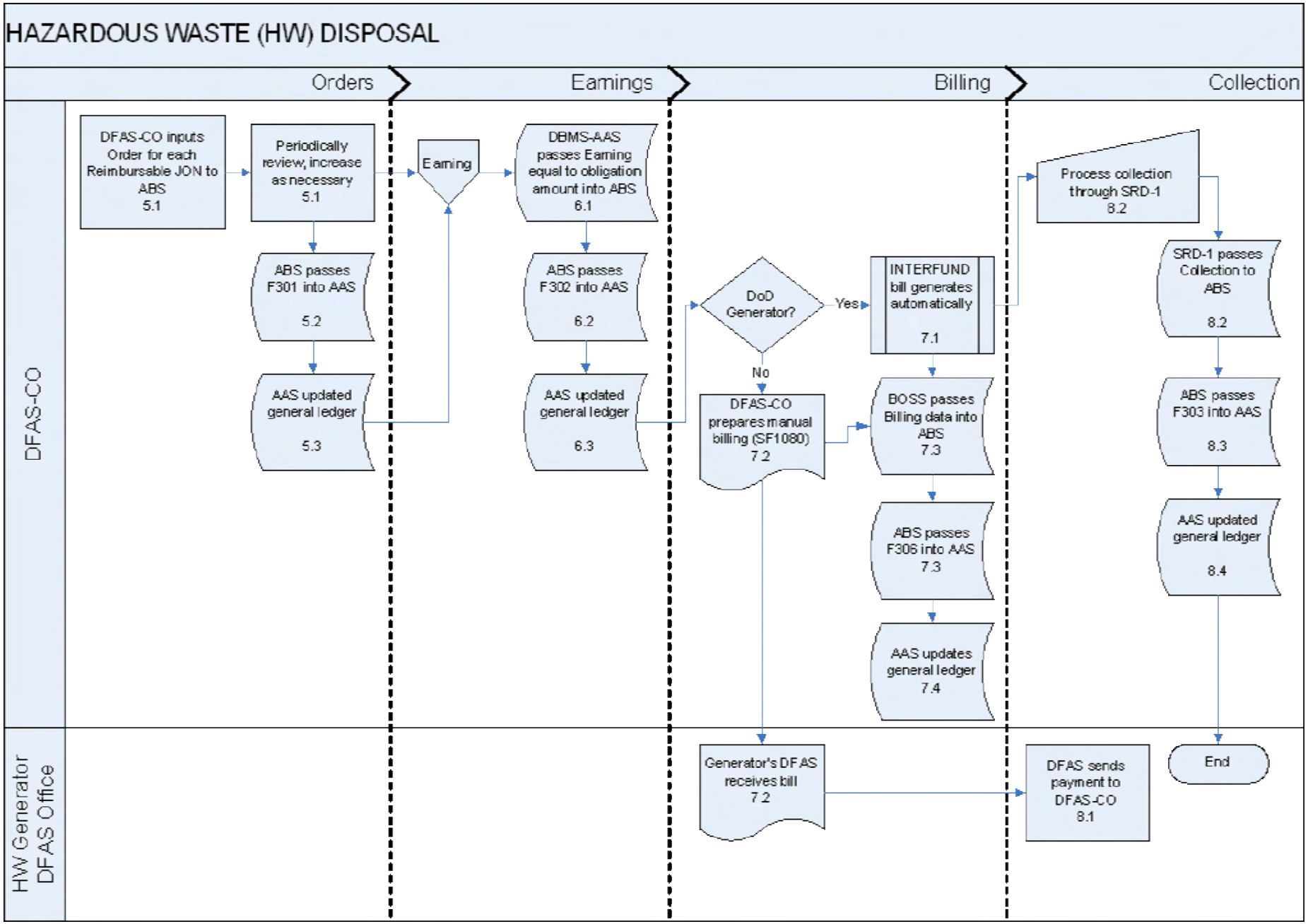
- Requires federal managers to separately assess and document internal control over financial reporting

These items will be identified and documented as part of the Assess Internal Control section of the overall Assertion Package Process which will be presented in a future guide.


HAZARDOUS WASTE (HW) DISPOSAL
HW Turn-in
HW Generator
START
Check DRMS website for disposal price per unit
1.1
Prepare DD Form 1348-1a DTID/ETID
1.2
Send DTID/ ETID to DRMO
1.3
DRMO
Input waste information into BOSS (HW-Order)
1.3
HW Order creates commitment in BOSS general ledger
1.4
BOSS passes summary level commitment to DBMS/AAS
1.5
AAS updated General Ledger
1.6
Obligation


HAZARDOUS WASTE (HW) DISPOSAL
Task Order/Obligation
Performance/Expense
Contracting Officer
Contractor
DFAS-CO
DRMO
DRMS Tracker
Obligation
Task Order (TO) created in BOSS 2.1
KO released TO in BOSS 2.2
BOSS passes summary-level obligation to DBMS-AAS 2.3
AAS updated General Ledger 2.4
Reimbursable JON?
Yes
Earning
No
TO e-mailed to Contractor and DFAS-CO Vendor Pay 2.2
Contractor picks up waste, provides manifest 3.1
TO e-mailed to Contractor and DFAS-CO Vendor Pay 2.2
DRMO inputs manifest data into BOSS 3.2
Certified 626/591 3.3
BOSS passes summary-level obligation to DBMS-AAS 3.4
AAS updated General Ledger 3.5
Payment


HAZARDOUS WASTE (HW) DISPOSAL
Payment/Disbursement
DRMS Tracker
FSO
US Bank
Contractor
DFAS-CO
Payment
PowerTrack Contract?
Yes
No
BOSS passes EDI 850 to PowerTrack 4.1.1
PowerTrack sends BOSS EDI 810 payment notice 4.1.3
BOSS builds Monthly Reconciliation Screen 4.1.4
Technician reconciles Billing to BOSS screen 4.1.4
BOSS generates Monthly Statement Document Number 4.1.4
Tech records MSDN to Bill and certifies for payment 4.1.4
PowerTrack pays Contractor amount on EDI 850 4.1.2
PowerTrack prepares monthly billing statement 4.1.3
Copy of 591 sent to Contractor & DFAS 4.2.1
Contractor attaches cover invoice 4.2.2
Copy of 591 sent to Contractor & DFAS 4.2.1
Upon receipt of EDI 810 or Certified bill, DFAS-CO pays US Bank 4.1.5
DFAS-CO performs 3-way match of TO, 591 & invoice in CAPS 4.2.3
DFAS-CO pays Contractor 4.2.4
SRD-1 passes disbursement to BOSS 4.3.1
BOSS passes F207 Disbursement to AAS 4.3.2
AAS updates General Ledger 4.3.3
End


HAZARDOUS WASTE (HW) DISPOSAL
Orders
Earnings
Billing
Collection
DFAS-CO
HW Generator
DFAS Office
DFAS-CO inputs Order for each Reimbursable JON to ABS 5.1
Periodically review, increase as necessary 5.1
ABS passes F301 into AAS 5.2
AAS updated general ledger 5.3
Earning
DBMS-AAS passes Earning equal to obligation amount into ABS 6.1
ABS passes F302 into AAS 6.2
AAS updated general ledger 6.3
DoD Generator?
Yes
No
INTERFUND bill generates automatically 7.1
DFAS-CO prepares manual billing (SF1080) 7.2
BOSS passes Billing data into ABS 7.3
ABS passes F306 into AAS 7.3
AAS updates general ledger 7.4
Generator's DFAS receives bill 7.2
Process collection through SRD-1 8.2
SRD-1 passes Collection to ABS 8.2
ABS passes F303 into AAS 8.3
AAS updated general ledger 8.4
DFAS sends payment to DFAS-CO 8.1
End

DATACALL-Education Benefits
Expense & Liability
For the Marine Corps Audited Financial Statements

Discussion

Educational benefits are provided for certain involuntary separatees under 38 USC 3018A and certain voluntary separatees under 38 USC 3018B. Per the Board of Actuaries, payments will be equal to the benefits paid out plus accumulated interest. The liability and expense is recorded in SABRS; however they need to be reclassified to the correct general ledgers. The purpose of this JV to record the liability and expense to the appropriate general ledger so they are reflected correctly in the financial statements.

A Buyer Allocation will also need to be made for this entry. The buyer (USMC/DFAS-KC) needs to reallocate the seller adjustment data (amounted pushed it us by Trading Partner AT97AU) to the appropriate US SGL account and Attribute. Due to a system limitation, when the Trading Partner pushes the payable to the wrong US SGL (2110). This Buyer Allocation will take the assign the Trading Partner to the correct US SGL (2190). The data must exist (already be entered) for us to allocate the funds to the correct US SGL and Attributes. The buyer allocation screen only allows the user to allocate existing dollars between US SGL and Attributes of the particular Program.

Procedures

1) Each quarter, DFAS-Indianapolis / Agency Wide will send a Data Call by email with an Education Benefit spreadsheet. This spreadsheet contains the balances brought forward from the previous fiscal year, the current year payments, and the current year accruals. This information is then used to calculate the ending balance for the quarter. The principle and interest are recorded separately for each entity. Interest is only calculated during the 4th quarter each fiscal year and will only be included in the journal voucher as such.

2) **Liability:** The liability to be reclassified is the Ending Liability in the Marine Corps row at the bottom of the spreadsheet as seen below. This is automatically calculated from the beginning balance, expense, and accrual on the spreadsheet. In the 4th quarter, there will be an Interest amount that will be recorded separately on the journal voucher.

Expense: The expense to be reclassified is the Recorded New Accrual in the Marine Corps row on the Education Benefits spreadsheet. There are entries for both budgetary (4801, 4901) and proprietary (6400, 2190) accounts, but only the proprietary accounts will be used in the journal voucher. In the 4th quarter, there will be an Interest amount that will be recorded separately on the journal voucher.

3) The "Education_Retirement – FYXXQtrX.xls" spreadsheet, located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets, also has a place to insert the expense and liability entries. This is used to keep track of each benefit expense on one spreadsheet. Insert each expense in the appropriate cell on the Education tab in this spreadsheet. See spreadsheet below. Update these amounts each quarter.

Education Benefits Datacall Spreadsheet

10													
11	Record Payment of Actual Expense					Principal			Interest			Totals	
12	2190	xxx			Army:	AT21AA	$	1,218,397.15	Army:	$	26,884.57	Army:	$ 1,245,281.72
13	1010		xxx		Navy:	AT17AA1_1453	$	1,686,613.09	Navy:	$	41,232.91	Navy:	$ 1,727,846.00
14					Air Force:	AT57AC	$	-	Air Force:	$	-	Air Force:	$ -
15					Marine Corps:	AT17AA2_1105	$	252,729.16	Marine Corps:	$	5,784.84	Marine Corps:	$ 258,514.00
16							$	3,157,739.40		$	73,902.32		$ 3,231,641.72
17													
18						Principal			Interest			Totals	
19	Record New Accruals as of 6/30/07				Army:	AT21AA	$	881,462.28	Army:	$	-	Army:	$ 881,462.28
20	4801	xxx			Navy:	AT17AA1_1453	$	1,433,016.62	Navy:	$	-	Navy:	$ 1,433,016.62
21	4901		xxx		Air Force:	AT57AC	$	343,122.87	Air Force:	$	-	Air Force:	$ 343,122.87
22					Marine Corps:	AT17AA2_1105	$	102,137.43	Marine Corps:	$	-	Marine Corps:	$ 102,137.43
23							$	2,759,739.20		$	-		$ 2,759,739.20
24													
25						Principal			Interest			Totals	
26	6400	xxx			Army:	AT21AA	$	881,462.28	Army:	$	-	Army:	$ 881,462.28
27	2190		xxx		Navy:	AT17AA1_1453	$	1,433,016.62	Navy:	$	-	Navy:	$ 1,433,016.62
28					Air Force:	AT57AC	$	343,122.87	Air Force:	$	-	Air Force:	$ 343,122.87
29					Marine Corps:	AT17AA2_1105	$	102,137.43	Marine Corps:	$	-	Marine Corps:	$ 102,137.43
30							$	2,759,739.20		$	-		$ 2,759,739.20
31												Coast Guard	$ 19,373.38
32													$ 2,779,112.58
33													
34	Ending Liability as of 6/30/07					Principal			Interest			Totals	
35					Army:	AT21AA	$	907,656.52		$	-	Army:	$ 907,656.52
36					Navy:	AT17AA1_1453	$	1,491,192.06		$	-	Navy:	$ 1,491,192.06
37					Air Force:	AT57AC	$	505,002.71		$	-	Air Force:	$ 505,002.71
38					Marine Corps:	AT17AA2_1105	$	102,068.07		$	-	Marine Corps:	$ 102,068.07
39							$	3,005,919.36		$	-		$ 3,005,919.36

Amount for Expense Reclassification

Amount used for interest payable in 4th Quarter

Amount for Liability Reclassification

Education_Retirement Spreadsheet

	A	B	C	D	E	F	G	H	I	J
1	FY 2007									
2	Education Benefit Trust Fund Contributions									
3	Marine Corps College Fund									
4		Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
5										
6	1105	1,206,264.00	269,664.00	513,888.00	915,840.00	1,124,448.00	885,312.00	1,109,184.00	1,333,056.00	2,610,144.00
7										
8	1108	886,095.00	927,574.00	2,595,037.00	1,116,395.00	1,013,068.00	2,115,585.00	3,657,238.00	2,067,914.00	5,256,565.00
9										
10										
11	FY 2007									
12	Amortization - Education Benefit & VSI									
13										
14	*Reserve Amortization paid Nov 6, 2006 =				8,712,480.00					
15	**Active Amortization paid Nov 6, 2006 =				543,373.00					
16	VSI Amortization paid Jan 22, 2007=				1,100,000.00					
17										
18										
19	FY 2007									
20	Education Benefits									
21										
22	Education Benefit Liability Reclassification					Education Benefit Expense Reclassification				
23	Amount of the entry is the found on emailed spreadsheet.					Amount of the expense is found on emailed spreadsheet.				
24	JV:					JV:				
25	2110 N		102,068.07			6400 F		102,137.43		
26		2190 F		102,068.07			6100 N		102,137.43	

Each JV entry also recorded here in the spreadsheet, under the Education tab

4) Education Benefit Liability
Entity: AT17- Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AA2 – Military Personnel
Program: AT17AA2_1105 – Military Personnel

Category: B-Data Call

Reason Code

To reclassify accrued liability for education benefits for Voluntary and Involuntary Separatees. Educational benefits provided for certain involuntary separatees under 38 USC 3018A and certain voluntary separatees under 38 USC 3018B that are to be paid from the DoD Education Benefits Fund. Per the Board of Actuaries, payments will be equal to the benefits paid out plus accumulated interest. This date call is necessary because SABRS does not correctly report these transactions in the appropriate U.S. Standard General Ledger accounts (USSGL) liability and expense accounts. The data call ensures that Education Benefits Trust Fund revenues agree with component expenses.
Supporting Documentation: 1) Education Benefits spreadsheet from DFAS-IN Agency Wide Trading Partner - AT97AU

Journal Voucher Entry: Accounts and Attributes
2110 (F) (C) Accounts Payable
2190 (F) (C) (C) Other Accrued Liabilities
2140 (F) (C) (04.01) Accrued Interest Payable **(For 4th Quarter Only)**

Education Benefit Expense
Entity: AT17- Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AA2 – Military Personnel
Program: AT17AA2_1105 – Military Personnel

Category: B-Data Call

Reason Code

To reclassify operating expense to benefit expense for education expenses provided for voluntary and involuntary Separatees. Educational benefits provided for certain involuntary separatees under 38 USC 3018A and certain voluntary separatees under 38 USC 3018B. Amount is determined by the Board of Actuaries. This date call is necessary because SABRS does not correctly report these transactions in the appropriate U.S. Standard General Ledger accounts (USSGL) liability and expense accounts. The data call ensures that Education Benefits Trust Fund revenues agree with component expenses.
Supporting Documentation: 1) Education Benefits spreadsheet from DFAS-IN Agency Wide Trading Partner - AT97AU

Journal Voucher Entry: Accounts and Attributes
6400 (F) Benefit Expense
6100 (N) Operating Expenses/Program Costs

5) **Buyer Allocation**

The data must exist (already be entered by the Trading Partner) for us to allocate the funds to the correct US SGL and Attributes. This does not usually happen until the 12th calendar day of the month.

To check if the amount has been allocated log into DDRS-AFS, reports, management. Then run a trial balance vs trading partner for AT17-navy General fund, Marine Corps. Run as level 2. Drill down on 2110 account and look for JV amount.

The procedures for the Buyer Allocation are listed below:

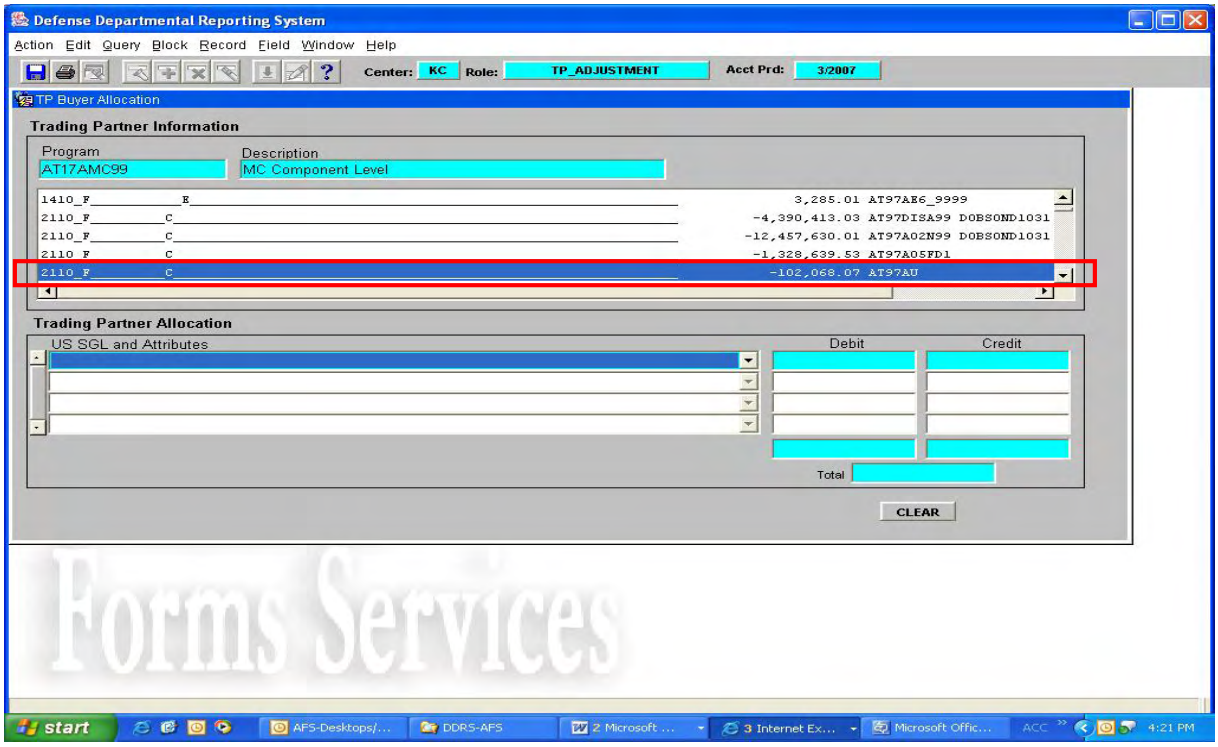
1. Log into DDRS-AFS under the current quarter and the "DDRS_CFO_TP_ADJUSTMENT".

2. Click on the JVs and Adjustments drop down menu, then click the Seller/Buyer Adjustment.

3. Select the following:
Entity: AT17 – Navy General Fund
Sub-Entity: Marine Corps
Program: AT17AMC99 – Marine Corps Component Level
Program Group: AT17AMC99 – MC Component Level
*Select Level 3
**The Component Level is selected because when the Trading Partner pushes the payable to the USMC, it does it at component level (AT17AMC99).

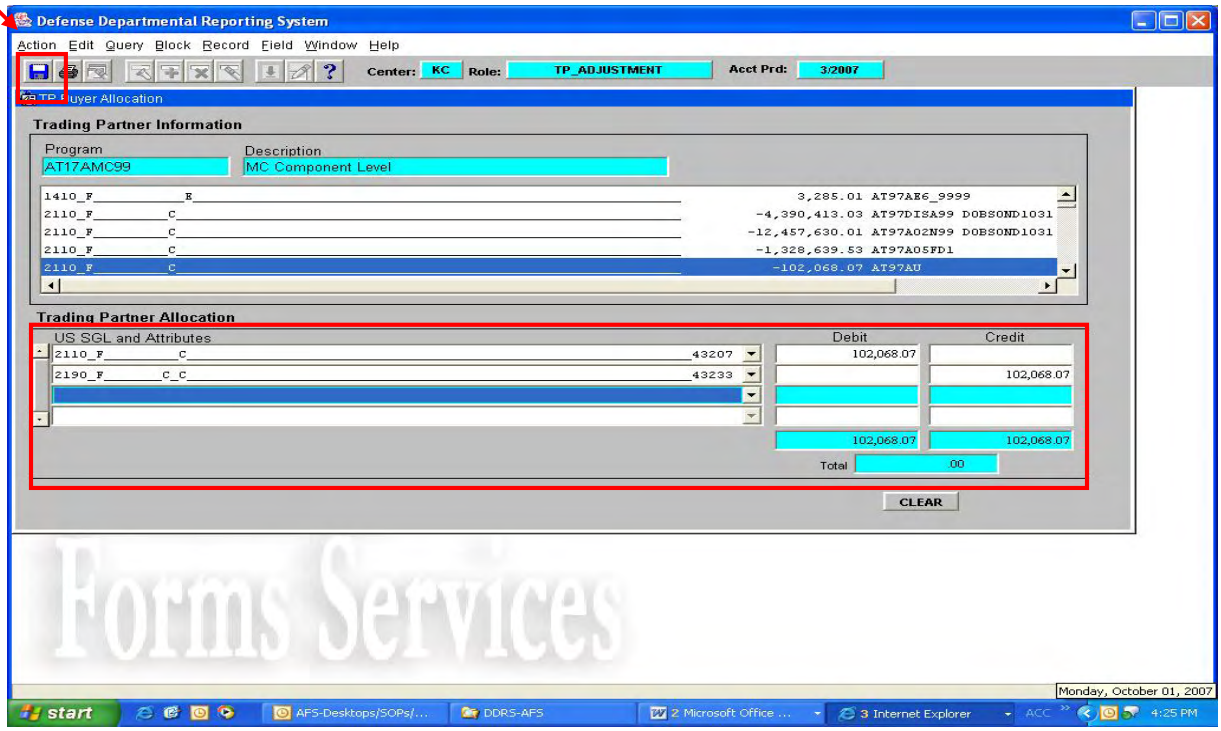
4. Select the TP Buyer Allocation button

5. Locate and select the 2110 (F)(C) general ledger account that has the datacall liability amount listed with the Trading Partner of AT97AU. See below

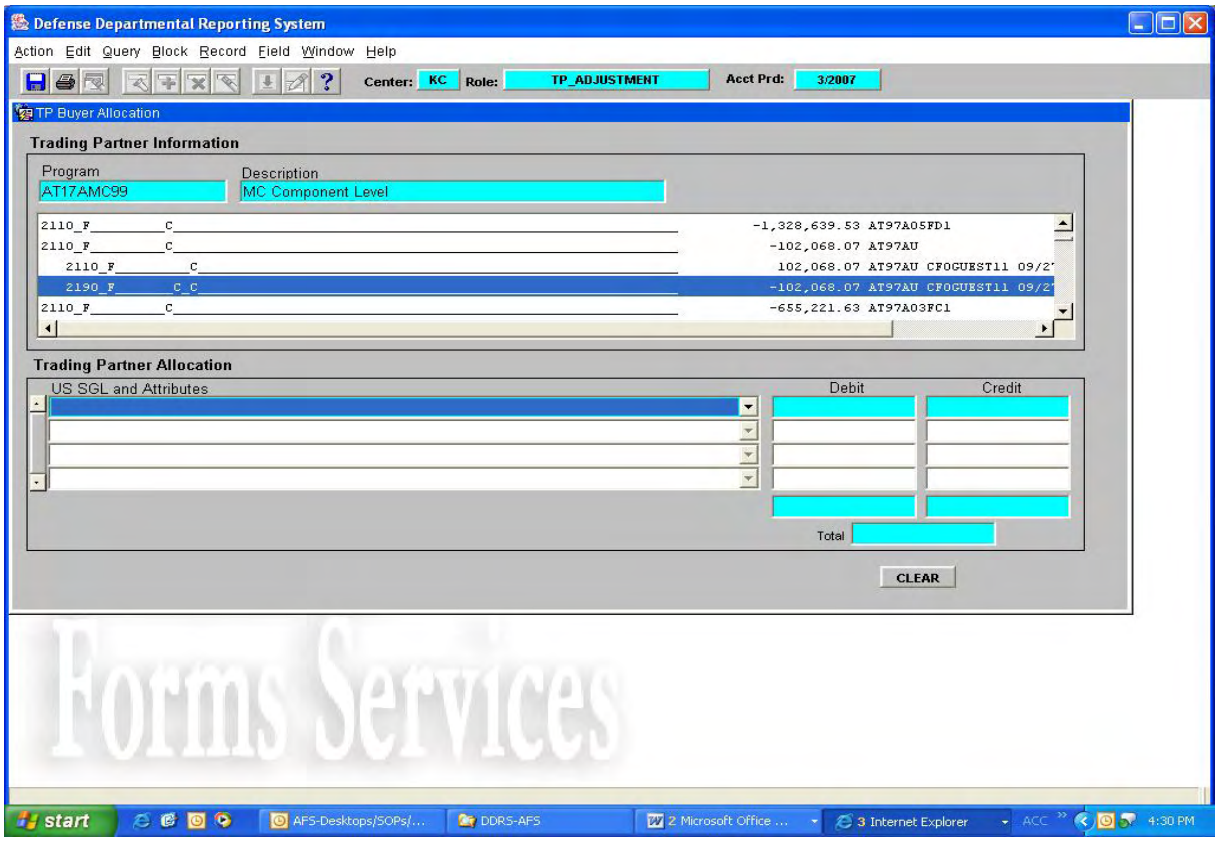


6. Then debit general ledger 2110 (F)(C) for the datacall liability amount and credit general ledger 2190 (F)(C)(C) for the datacall liability amount. Then click the save button (blue disk at the top right hand side of screen). See below.

Save button



7. This moves the datacall liability amount assigned to trading partner AT97AU from general ledger 2110 (F)(C) to general ledger 2190 (F)(C)(C).


Defense Departmental Reporting System
Action Edit Query Block Record Field Window Help
Center: KC
Role: TP_ADJUSTMENT
Acct Prd: 3/2007
TP Buyer Allocation
Trading Partner Information
Program
AT17AMC99
Description
MC Component Level
2110_F C -1,328,639.53 AT97A05FD1
2110_F C -102,068.07 AT97AU
2110_F C 102,068.07 AT97AU CF0GUEST11 09/2
2190_F C_C -102,068.07 AT97AU CF0GUEST11 09/2
2110_F C -655,221.63 AT97A03FC1
Trading Partner Allocation
US SGL and Attributes
Debit
Credit
Total
CLEAR
Forms Services
start
AF5-Desktops/SOPs/...
DDRS-AFS
2 Microsoft Office ...
3 Internet Explorer
4:30 PM

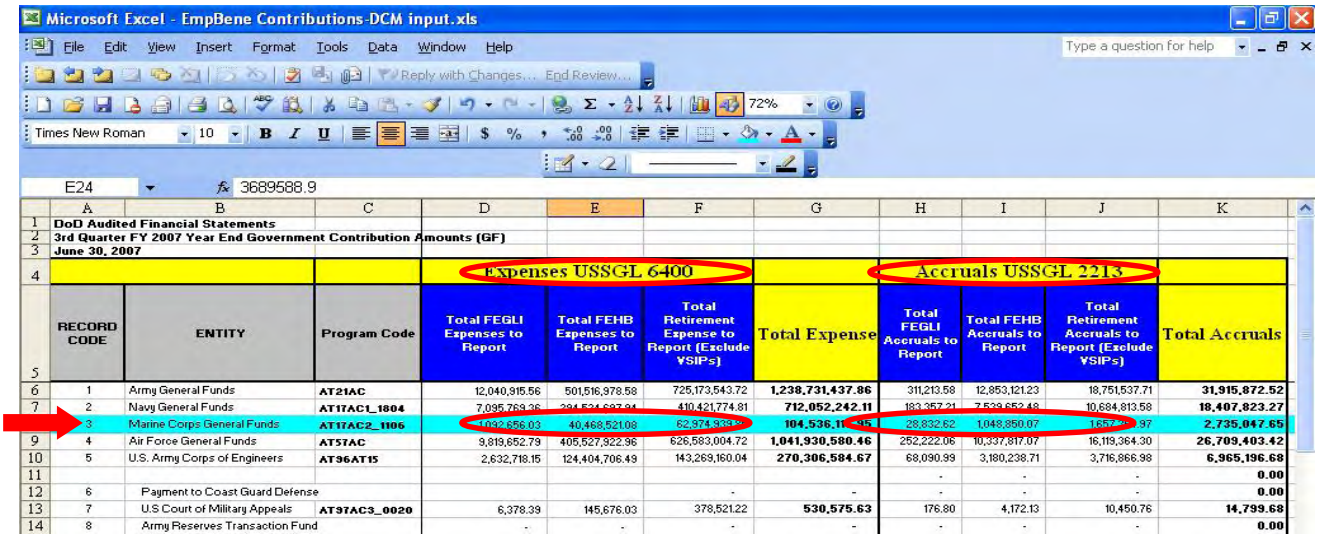
DATACALL-Employee Benefit Contributions
Expenses & Liabilities
For the Marine Corps Audited Financial Statements

Discussion

DoD agencies are required to report the actual government contributions for employee benefits to ensure that revenue per OPM agrees with expenses per DoD agencies. They should be recorded and reported using the United States Standard General Ledger (USSGL) account 6400, Benefit Expense. The liability accrual should be recorded and reported using the USSGL account 2213, Employee Contributions and Payroll Taxes Payable. These expenses and accruals are recorded in SABRS but are not classified correctly, therefore they have not fed correctly in to DDRS-B and DDRS-AFS. The purpose of these journal vouchers is to reclassify the expense and accruals for employee benefits - Federal Employees Life Insurance (FEGLI), Federal Employees Health Benefits (FEHB), and Retirement in the appropriate general ledgers.

Procedures

1) Each quarter, DFAS-Indianapolis / Agency Wide will send a Data Call by email with an Employee Benefit Contributions spreadsheet attached. Open this spreadsheet and go to the GF Contributions tab. This tab will have both Expenses and Liability Accruals for the Employee Benefit Contributions. Marine Corps General Fund should be the third record down. Under both expenses and accruals, there will be columns for FEGLI (Life Insurance), FEHB (Health Care), and Retirement. These will be the amounts that will be used in the JV.


Microsoft Excel - EmpBene Contributions-DCM input.xls

E24 3689588.9

	A	B	C	D	E	F	G	H	I	J	K
1	DoD Audited Financial Statements										
2	3rd Quarter FY 2007 Year End Government Contribution Amounts (GF)										
3	June 30, 2007										
4				Expenses USSGL 6400				Accruals USSGL 2213			
5	RECORD CODE	ENTITY	Program Code	Total FEGLI Expenses to Report	Total FEHB Expenses to Report	Total Retirement Expense to Report (Exclude YSIPs)	Total Expense	Total FEGLI Accruals to Report	Total FEHB Accruals to Report	Total Retirement Accruals to Report (Exclude YSIPs)	Total Accruals
6	1	Army General Funds	AT21AC	12,040,915.56	501,516,378.58	725,173,543.72	1,238,731,437.86	311,213.58	12,853,121.23	18,751,537.71	31,915,872.52
7	2	Navy General Funds	AT17AC1_1804	7,095,769.36	284,524,687.94	410,421,774.81	712,052,242.11	183,357.21	7,539,852.48	10,684,813.58	18,407,823.27
8	3	Marine Corps General Funds	AT17AC2_1106	1,092,656.03	40,468,521.08	62,374,333.[illegible]	104,536,11[illegible]45	28,832.62	1,048,850.07	1,657[illegible].97	2,735,047.65
9	4	Air Force General Funds	AT57AC	9,819,652.79	405,527,322.96	626,583,004.72	1,041,930,580.46	252,222.06	10,337,817.07	16,119,364.30	26,709,403.42
10	5	U.S. Army Corps of Engineers	AT96AT15	2,632,718.15	124,404,706.49	143,269,160.04	270,306,584.67	68,090.99	3,180,238.71	3,716,866.98	6,965,196.68
11								-	-	-	0.00
12	6	Payment to Coast Guard Defense				-	-	-	-	-	0.00
13	7	U.S Court of Military Appeals	AT97AC3_0020	6,378.39	145,676.03	378,521.22	530,575.63	176.80	4,172.13	10,450.76	14,799.68
14	8	Army Reserves Transaction Fund		-	-	-	-	-	-	-	0.00

2) Below is additional information on the JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

Employee Benefit Contributions - Liability
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operations and Maintenance

Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

Category: B-Data Call

Reason:
To reclassify liability for Government Contributions to employee benefits from Accounts Payable to Employer Contributions and Payroll Taxes Payable for: Federal Employees Life Insurance (FELGI), Federal Employees Health Benefits (FEHB), and Retirement. DoD agencies are required to report the actual government contributions for employee benefits to ensure that revenue per OPM agrees with expenses per DoD agencies, including employment benefits, entitlement benefits due and payable, or insurance and guarantee benefits that are incurred by the agency program.
Supporting Documentation: 1) Employee Costs Benefits worksheet
Trading Partner: AT24

Journal Voucher Entry: Accounts and Attributes

2110 (F) (C) Accounts Payable	
2213 (F) (C) (C) (13.03)	Empl Contr./Payroll Tax Pay - Retirement
2213 (F) (C) (C) (13.02)	Empl Contr/Payroll Tax Pay - Life
2213 (F) (C) (C) (13.01)	Empl Contr/Payroll Tax Pay – Health

Employee Benefit Contribution – Expense
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operations and Maintenance
Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

Category: B-Data Call

Reason:
To reclassify expense for employee benefits: Federal Employees Life Insurance (FELGI), Federal Employees Health Benefits (FEHB), and Retirement. DoD agencies are required to report the actual government contributions for employee benefits to ensure that revenue per OPM agrees with expenses per DoD agencies. They should be recorded and reported using the United States Standard General Ledger (USSGL) account 6400, Benefit Expense. This account is also used to record employment benefits, entitlement benefits due and payable, or insurance and guarantee benefits that are incurred by the agency program.
Supporting Documentation: 1) Employee Costs Benefits worksheet
Trading Partner: AT24

Journal Voucher Entry: Accounts and Attributes

6400 (F) (6400.0130)	Benefit Expense - Retirement
6400 (F) (6400.0110)	Benefit Expense - Life
6400 (F) (6400.0090)	Benefit Expense - Health
6400 (F)	Benefit Expense

4) Assigning the Trading Partner Adjustment

Once the JV has been approved, a trading partner adjustment needs to be assigned to the expenses (GLA 6400) and liabilities (GLA 2113) . This is because the transaction is between the Marine Corps and a federal entity outside DoD. The Trading Partner/Entity Code used for DOL is AT24. Refer to the "Trading Partner Adjustment.doc" desktop for more information on entering this trading partner adjustment.

DATACALL - Employee Benefit Contributions
Imputed Financing Costs
For Marine Corps Audited Financial Statements

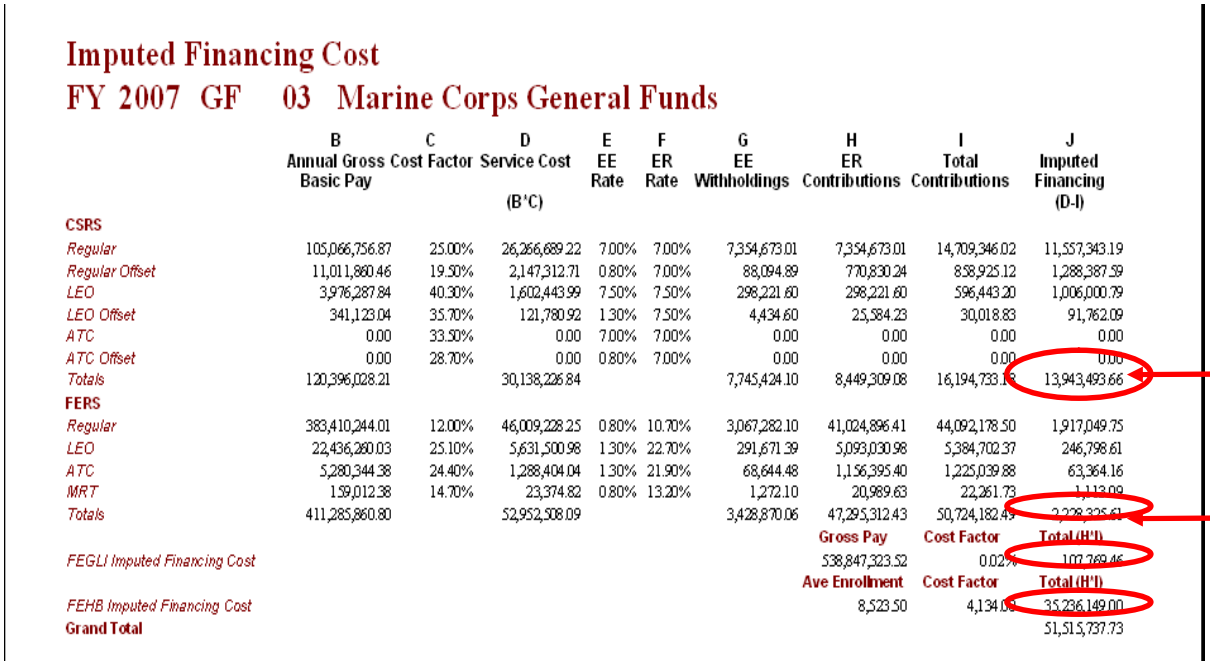
Discussion

The amounts remitted to the Office of Personnel Management (OPM) by and for covered employees for retirement benefits, Federal Employees Life Insurance (FEGLI), and Federal Employees Health Benefits (FEHB) do not generally cover the actual cost of the benefits those employees will receive after their careers are over. As a consequence, agencies must recognize an "imputed" cost equal to the difference between the true cost of providing future benefits to their employees and the employee and employer contributions they remit to OPM. These costs are not recorded in SABRS and therefore are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. The purpose of this JV is to record these imputed costs so they are included in the financial statements.

Procedures

1) Each quarter, DFAS-Indianapolis / Agency Wide will send a Data Call by email with an Imputed Financing Cost document. This document will contain a separate page for each DoD entity with imputed financing costs. Marine Corps is usually the third page. Column J contains the imputed financing amounts that will be used in the JV.

2) First are the retirement costs, CSRS and FERS. The totals for CSRS and FERS need to be added together to get the total imputed financing cost for retirement. Following these totals are the costs for FEGLI and FEHB. The locations of these amounts are also shown on the screen print below.



Imputed Financing Cost
FY 2007 GF 03 Marine Corps General Funds

	B Annual Gross Basic Pay	C Cost Factor	D Service Cost (B*C)	E EE Rate	F ER Rate	G EE Withholdings	H ER Contributions	I Total Contributions	J Imputed Financing (D-I)
CSRS									
Regular	105,066,756.87	25.00%	26,266,689.22	7.00%	7.00%	7,354,673.01	7,354,673.01	14,709,346.02	11,557,343.19
Regular Offset	11,011,860.46	19.50%	2,147,312.71	0.80%	7.00%	88,094.89	770,830.24	858,925.12	1,288,387.59
LEO	3,976,287.84	40.30%	1,602,443.99	7.50%	7.50%	298,221.60	298,221.60	596,443.20	1,006,000.79
LEO Offset	341,123.04	35.70%	121,780.92	1.30%	7.50%	4,434.60	25,584.23	30,018.83	91,762.09
ATC	0.00	33.50%	0.00	7.00%	7.00%	0.00	0.00	0.00	0.00
ATC Offset	0.00	28.70%	0.00	0.80%	7.00%	0.00	0.00	0.00	0.00
Totals	120,396,028.21		30,138,226.84			7,745,424.10	8,449,309.08	16,194,733.18	13,943,493.66
FERS									
Regular	383,410,244.01	12.00%	46,009,228.25	0.80%	10.70%	3,067,282.10	41,024,896.41	44,092,178.50	1,917,049.75
LEO	22,436,260.03	25.10%	5,631,500.98	1.30%	22.70%	291,671.39	5,093,030.98	5,384,702.37	246,798.61
ATC	5,280,344.38	24.40%	1,288,404.04	1.30%	21.90%	68,644.48	1,156,395.40	1,225,039.88	63,364.16
MRT	159,012.38	14.70%	23,374.82	0.80%	13.20%	1,272.10	20,989.63	22,261.73	1,113.09
Totals	411,285,860.80		52,952,508.09			3,428,870.06	47,295,312.43	50,724,182.49	2,228,325.61
							Gross Pay	**Cost Factor**	**Total (H'l)**
FEGLI Imputed Financing Cost							538,847,323.52	0.02%	107,769.46
							Ave Enrollment	**Cost Factor**	**Total (H'l)**
FEHB Imputed Financing Cost							8,523.50	4,134.00	35,236,149.00
Grand Total									51,515,737.73

Add together for total retirement

3) Below is additional information on the JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

Employee Benefit Contributions – Imputed Financing
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operations and Maintenance
Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

Category: B-Data Call

Reason:
To record imputed costs of employee benefits: retirement; Federal Employees Life Insurance (FEGLI); and Federal Employees Health Benefits (FEHB). The amounts remitted to the Office of Personnel Management (OPM) by and for covered employees for retirement benefits, Federal Employees Life Insurance (FEGLI), and Federal Employees Health Benefits (FEHB) do not generally cover the actual cost of the benefits those employees will receive after their careers are over. As a consequence, agencies must recognize an "imputed" cost equal to the difference between the true cost of providing future benefits to their employees and the employee and employer contributions they remit to OPM.
Supporting Documentation: 1) Imputed Financing Costs worksheet received from DFAS-IN
Trading Partner: AT24

Journal Voucher Entry: Accounts and Attributes

6730 (F) (6730.0060)	Imputed Costs - Retirement
6730 (F) (6730.0030)	Imputed Costs - Life
6730 (F) (6730.0010)	Imputed Costs - Health
5780 (F) (5780.0030)	Imputed Finance Sources - Retirement
5780 (F) (5780.0010)	Imputed Finance Sources - Life
5780 (F) (5780.0020)	Imputed Finance Sources - Health

4) Assigning the Trading Partner Adjustment

Once the JV has been approved, a trading partner adjustment needs to be assigned to both the Imputed Costs (GLA 6730) and the Imputed Financing Sources (GLA 5780). This is because the costs and finance sources are outside DoD. The Trading Partner/Entity Code used for OPM in this case is AT24. Refer to the "Trading Partner Adjustment.doc" desktop for more information on entering this trading partner adjustment.

DATACALL-Federal Employees Compensation Act (FECA)
Unfunded Liability, Funded Liability, Actuarial Liability, Expense
For the Marine Corps Audited Financial Statements
Desktop Procedures

BACKGROUND

The Federal Employees Compensation Act (FECA) is administered by the Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP). The OWCP district offices adjudicate the claims and pay benefits, and the costs of those benefits are charged back to the employing agency.

FECA Unfunded Liabilities
Workers' Compensation claims are submitted to, and approved by, the DOL. DOL pays the claim holders. DOL then prepares a chargeback billing to the responsible Agencies. Public Law (PL) 93-416, Section 8147 (the FECA law) essentially gives Agencies 2 years to pay the chargeback bill; thereby allowing time for the applicable amount to be included in budget submissions. Therefore, there should be an unfunded liability in the AFS for these 2 years (bills are for periods July 01 – June 30), plus an accrual for the 4th quarter of the current FY. This amount must be split into a current portion for the amount to be paid in the next FY and a non-current portion for the remaining amount. Since this is an unfunded liability, the offset is a future funded expense. The FECA Unfunded Liabilities are not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of the unfunded liabilities and the future funded expense into DDRS-AFS. Also, since the unfunded liabilities and future funded expense are to DOL, which is outside the DoD, these general ledger accounts must be assigned to DOL's entity code. The FECA Unfunded Liabilities' ending balances are Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

FECA Funded Liability
Pursuant to the FECA law, once funding is received the FECA bill should be paid within 30 days. The funding for the FECA bill is usually received at the beginning of the fiscal year and detail obligations should generally be established and liquidated within the same quarter; therefore there should never be a funded liability. However, if Marine Corps still has amounts outstanding after this 30-day period, these amounts are delinquent and should be reflected as a funded liability in the financial statements with a footnote disclosure. We should also notify HQMC that the FECA bill has not been paid. The FECA Funded Liability is recorded in SABRS as a regular accounts payable, a JV is needed to reclassify the FECA liability to the correct general ledger account. Also, since the funded liability is to DOL, which is outside the DoD, this general ledger account must be assigned to DOL's entity code.

FECA Actuarial Liability

The FECA actuarial liability includes the expected liability for death, disability, medical, and other approved costs. It is estimated using the paid-loss extrapolation method. This method uses historical benefit payment patterns related to a specific incurred period to predict the entire payments related to that period. The payments are discounted to present value. Actuarial liabilities are unfunded and as such the offset is a future funded expense. The actuarial liability is only updated during the last quarter of the fiscal year, therefore a JV is input for the year-to-date change of the actuarial liability ONLY during the 4th quarter. The FECA Actuarial Liability is not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of the Actuarial Liability into DDRS-AFS. The FECA Actuarial Liability's ending balance is a Carried Forward amount, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

FECA Expense

The FECA Expense is the amount of the beginning balance of the current portion of the unfunded liability. This is the amount that was paid or is to be paid in this fiscal year within 30 days of receiving funding. The FECA Expense is recorded in SABRS as an Operating Expense; a JV is needed to reclassify the FECA Expense to the correct Benefit Expense general ledger account. Also, since the expense is to DOL, which is outside the DoD, this general ledger account must be assigned to DOL's entity code.

<u>FECA Unfunded Liabilities, Funded Liability, and Expense JVs</u>

The supporting documentation (spreadsheet) for these JVs is received via email from the DFAS-IN Agency-wide Audited Financial Statements section by the 6th calendar day of the month.

1. Once the supporting documentation is received, open up the "DATACALL-FECA Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save this spreadsheet as "FECA - FY0XQtrX.xls" in the following location K:\SHARED\ACCT\ACC\FY2007AFS_Q3\Instruction Sheets.

2. The JVs tab on the "FECA - FY0XQtrX.xls" spreadsheet now needs to be populated with data contained in the FY200X FECA tab of the supporting documentation spreadsheet. When this data is inserted into the spreadsheet, formulas will automatically update the other balances. This data will then calculate only the FECA Unfunded Liabilities JV, FECA Funded Liabilities JV, and the FECA Expense JV. (See example on the next page)

A Balance in this column would represent a Funded Liability, which would mean that the FECA bill was not paid within the 30 days required by Law. This would be used to populate JV3 on the FECA - FY0XQtrX.xls spreadsheet

Updated 12/7/07

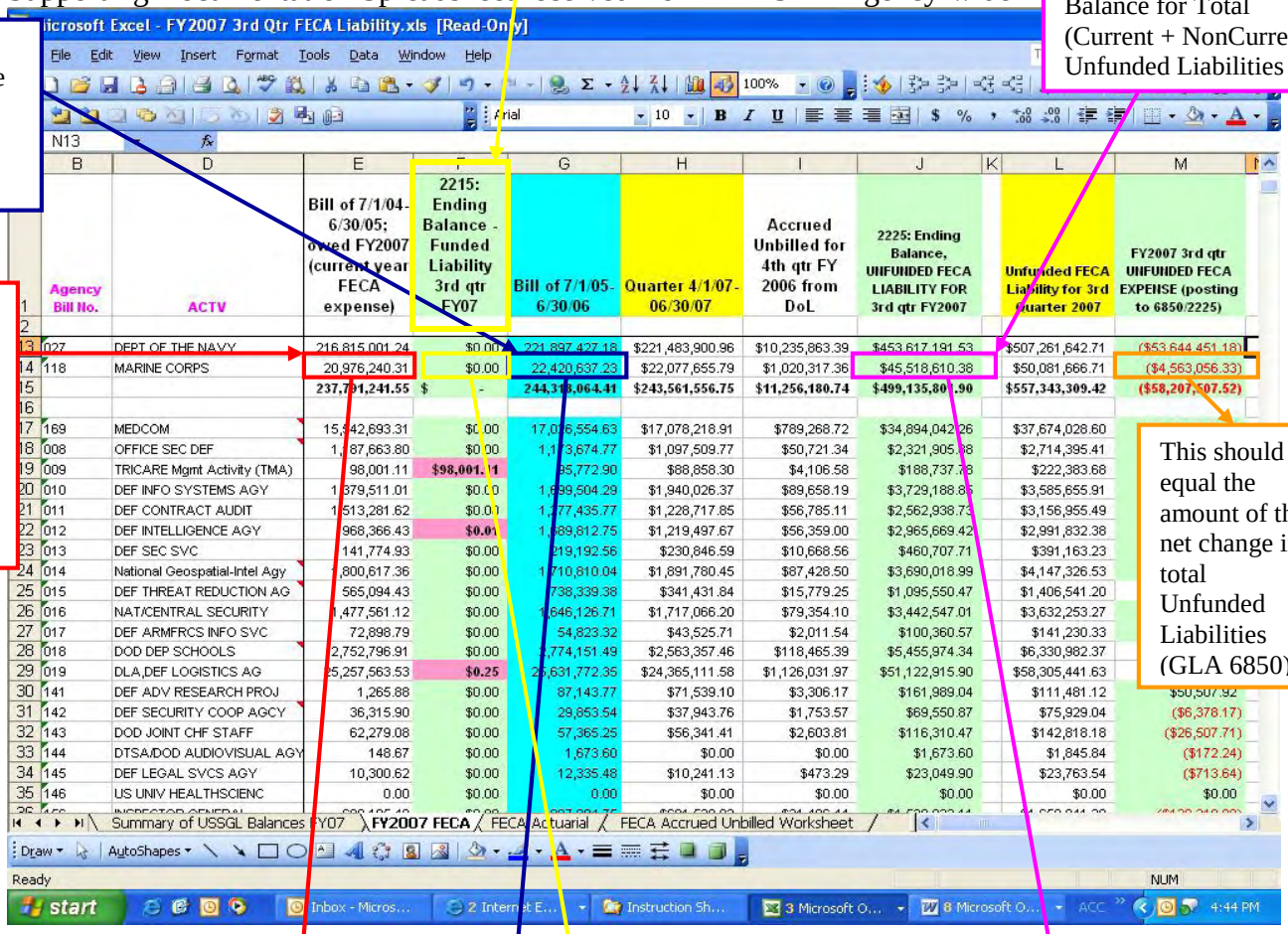
This quarter's Ending Balance for the Current Unfunded Liability

This quarter's Ending Balance for Total (Current + NonCurrent) Unfunded Liabilities

FY06 Current Unfunded Liability (Beg Bal for FY07) & Amt of Expense for this Quarter

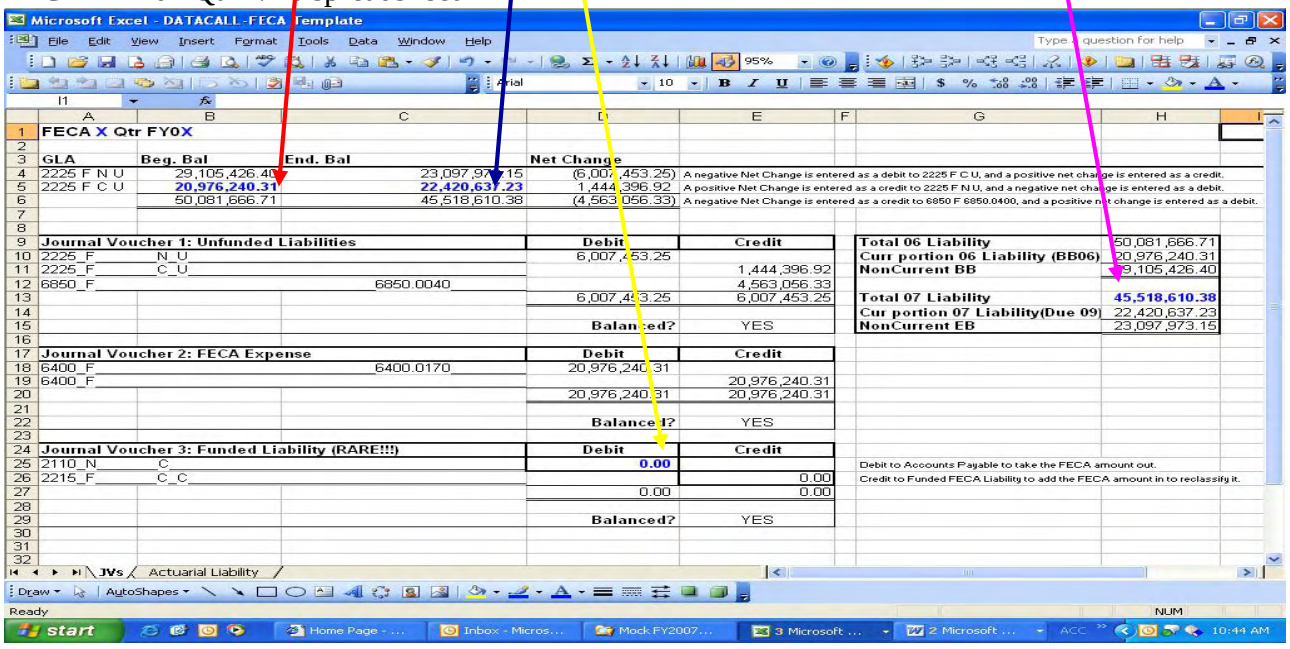
This should equal the amount of the net change in total Unfunded Liabilities (GLA 6850)

Supporting Documentation Spreadsheet received from DFAS-IN Agency-wide



Agency Bill No.	ACTV	Bill of 7/1/04-6/30/05; owed FY2007 (current year FECA expense)	2215: Ending Balance - Funded Liability 3rd qtr FY07	Bill of 7/1/05-6/30/06	Quarter 4/1/07-06/30/07	Accrued Unbilled for 4th qtr FY 2006 from DoL	2225: Ending Balance, UNFUNDED FECA LIABILITY FOR 3rd qtr FY2007	Unfunded FECA Liability for 3rd Quarter 2007	FY2007 3rd qtr UNFUNDED FECA EXPENSE (posting to 6850/2225)
027	DEPT OF THE NAVY	216,815,001.24	$0.00	221,897,427.18	$221,483,900.96	$10,235,863.39	$453,617,191.53	$507,261,642.71	($53,644,451.18)
118	MARINE CORPS	20,976,240.31	$0.00	22,420,637.23	$22,077,655.79	$1,020,317.36	$45,518,610.38	$50,081,666.71	($4,563,056.33)
		237,791,241.55	$ -	244,318,064.41	$243,561,556.75	$11,256,180.74	$499,135,801.90	$557,343,309.42	($58,207,507.52)
169	MEDCOM	15,842,693.31	$0.00	17,016,554.63	$17,078,218.91	$789,268.72	$34,894,042.26	$37,674,028.60	
008	OFFICE SEC DEF	1,787,663.80	$0.00	1,173,674.77	$1,097,509.77	$50,721.34	$2,321,905.88	$2,714,395.41	
009	TRICARE Mgmt Activity (TMA)	98,001.11	$98,001.11	95,772.90	$88,858.30	$4,106.58	$188,737.78	$222,383.68	
010	DEF INFO SYSTEMS AGY	1,879,511.01	$0.00	1,899,504.29	$1,940,026.37	$89,658.19	$3,729,188.85	$3,585,655.91	
011	DEF CONTRACT AUDIT	1,513,281.62	$0.01	1,277,435.77	$1,228,717.85	$56,785.11	$2,562,938.73	$3,156,955.49	
012	DEF INTELLIGENCE AGY	968,366.43	$0.01	1,389,812.75	$1,219,497.67	$56,359.00	$2,965,669.42	$2,991,832.38	
013	DEF SEC SVC	141,774.93	$0.00	219,192.56	$230,846.59	$10,668.56	$460,707.71	$391,163.23	
014	National Geospatial-Intel Agy	1,800,617.36	$0.00	1,710,810.04	$1,891,780.45	$87,428.50	$3,690,018.99	$4,147,326.53	
015	DEF THREAT REDUCTION AG	565,094.43	$0.00	738,339.38	$341,431.84	$15,779.25	$1,095,550.47	$1,406,541.20	
016	NAT/CENTRAL SECURITY	1,477,561.12	$0.00	1,646,126.71	$1,717,066.20	$79,354.10	$3,442,547.01	$3,632,253.27	
017	DEF ARMFRCS INFO SVC	72,898.79	$0.00	54,823.32	$43,525.71	$2,011.54	$100,360.57	$141,230.33	
018	DOD DEP SCHOOLS	2,752,796.91	$0.00	2,774,151.49	$2,563,357.46	$118,465.39	$5,455,974.34	$6,330,982.37	
019	DLA,DEF LOGISTICS AG	25,257,563.53	$0.25	26,631,772.35	$24,365,111.58	$1,126,031.97	$51,122,915.90	$58,305,441.63	
141	DEF ADV RESEARCH PROJ	1,265.88	$0.00	87,143.77	$71,539.10	$3,306.17	$161,989.04	$111,481.12	$50,507.92
142	DEF SECURITY COOP AGCY	36,315.90	$0.00	29,853.54	$37,943.76	$1,753.57	$69,550.87	$75,929.04	($6,378.17)
143	DOD JOINT CHF STAFF	62,279.08	$0.00	57,365.25	$56,341.41	$2,603.81	$116,310.47	$142,818.18	($26,507.71)
144	DTSA/DOD AUDIOVISUAL AGY	148.67	$0.00	1,673.60	$0.00	$0.00	$1,673.60	$1,845.84	($172.24)
145	DEF LEGAL SVCS AGY	10,300.62	$0.00	12,335.48	$10,241.13	$473.29	$23,049.90	$23,763.54	($713.64)
146	US UNIV HEALTHSCIENC	0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00

FECA - FY0XQtrX.xls spreadsheet



FECA X Qtr FY0X

GLA	Beg. Bal	End. Bal	Net Change	
2225 F N U	29,105,426.40	23,097,973.15	(6,007,453.25)	A negative Net Change is entered as a debit to 2225 F C U, and a positive net change is entered as a credit.
2225 F C U	20,976,240.31	22,420,637.23	1,444,396.92	A positive Net Change is entered as a credit to 2225 F N U, and a negative net change is entered as a debit.
	50,081,666.71	45,518,610.38	(4,563,056.33)	A negative Net Change is entered as a credit to 6850 F 6850.0400, and a positive net change is entered as a debit.

Journal Voucher 1: Unfunded Liabilities		Debit	Credit
2225_F	N_U	6,007,453.25	
2225_F	C_U		1,444,396.92
6850_F	6850.0040		4,563,056.33
		6,007,453.25	6,007,453.25
		Balanced?	YES

Journal Voucher 2: FECA Expense		Debit	Credit
6400_F	6400.0170	20,976,240.31	
6400_F			20,976,240.31
		20,976,240.31	20,976,240.31
		Balanced?	YES

Journal Voucher 3: Funded Liability (RARE!!!)		Debit	Credit	
2110_N	C	0.00		Debit to Accounts Payable to take the FECA amount out.
2215_F	C_C		0.00	Credit to Funded FECA Liability to add the FECA amount in to reclassify it.
		0.00	0.00	
		Balanced?	YES	

Total 06 Liability	50,081,666.71
Curr portion 06 Liability (BB06)	20,976,240.31
NonCurrent BB	29,105,426.40
Total 07 Liability	45,518,610.38
Cur portion 07 Liability(Due 09)	22,420,637.23
NonCurrent EB	23,097,973.15

3. Below is additional information on each JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

   FECA Unfunded Liabilities JV (JV#1 in "FECA - FY0XQtrX.xls")
   Entity: AT17-Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AC2 – Operations and Maintenance
   Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

   Category: B-Data Call

   Reason: To record the year-to-date change in Accrued FECA Liability. Worker Compensation claims are submitted to and approved by the Department of Labor (DOL). DOL pays the claim holders and then prepares a chargeback billing to the responsible Agencies. P.L. 93-416, Section 8147 (the FECA law) essentially gives Agencies 2 years to pay the chargeback bill; thereby allowing time for the applicable amount to be included in budget submissions. Therefore, there should be an unfunded liability for these 2 years (bills are for periods July 01 – June 30), plus an accrual for the 4th quarter of the current fiscal year. This amount may be split into a current portion for the amount to be paid in the next fiscal year and a non-current portion for the remaining amount. This data call ensures that USMC accurately reflects trading partner transactions with DOL.
   Supporting Documentation: 1) FECA liability/expense worksheet received from DFAS-IN 2) Spreadsheet documenting the net change in FECA unfunded liabilities and the future funded expense
   Trading Partner: AT16

   Journal Voucher Entry: Accounts and Attributes

2225(F)(C)(U)	Unfunded FECA Liability
2225(F)(N)(U)	Unfunded FECA Liability
6850(F)(6850.0040)	Empl. Cont. to Employee Benefit Programs Not Requiring Current-Year Budget Authority (Unobligated)

   FECA Funded Liabilities JV (JV#3 in "FECA - FY0XQtrX.xls")
   Entity: AT17-Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AC2 – Operations and Maintenance
   Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

   Category: B-Data Call

Reason: To reclassify funded accounts payable for FECA liability. Pursuant to the FECA law, once funding is received, it should be paid within 30 days. If DoD still has amounts outstanding after this 30-day period, these amounts are delinquent and should be reflected as a funded liability with an explanation. This data call ensures that USMC accurately reflects trading partner transactions with DOL.
Supporting Documentation: 1) FECA liability/expense worksheet from DFAS-IN
Trading Partner: AT16

Journal Voucher Entry: Accounts and Attributes
2110(N)(C) Accounts Payable
2215(F)(C)(C) Other Post-Employment Benefits

FECA Expense JV (JV#2 in "FECA - FY0XQtrX.xls")
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operations and Maintenance
Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

Category: B-Data Call

Reason: To reclassify FECA expense. Worker Compensation claims are submitted to and approved by the Department of Labor (DOL). DOL pays the claim holders and then prepares a chargeback billing to the responsible Agencies. P.L. 93-416, Section 8147 (the FECA law) essentially gives Agencies 2 years to pay the chargeback bill; thereby allowing time for the applicable amount to be included in budget submissions. Therefore, there should be an unfunded liability for these 2 years (bills are for periods July 01 – June 30), plus an accrual for the 4th quarter of the current fiscal year. This amount may be split into a current portion for the amount to be paid in the next fiscal year and a non-current portion for the remaining amount. Pursuant to the FECA law, once funding is received, it should be paid within 30 days. This data call ensures that USMC accurately reflects trading partner transactions with DOL.
Supporting Documentation: 1) FECA liability/expense worksheet from DFAS-IN 2) Spreadsheet documenting the net change in FECA and the expense amount
Trading Partner**:** AT16

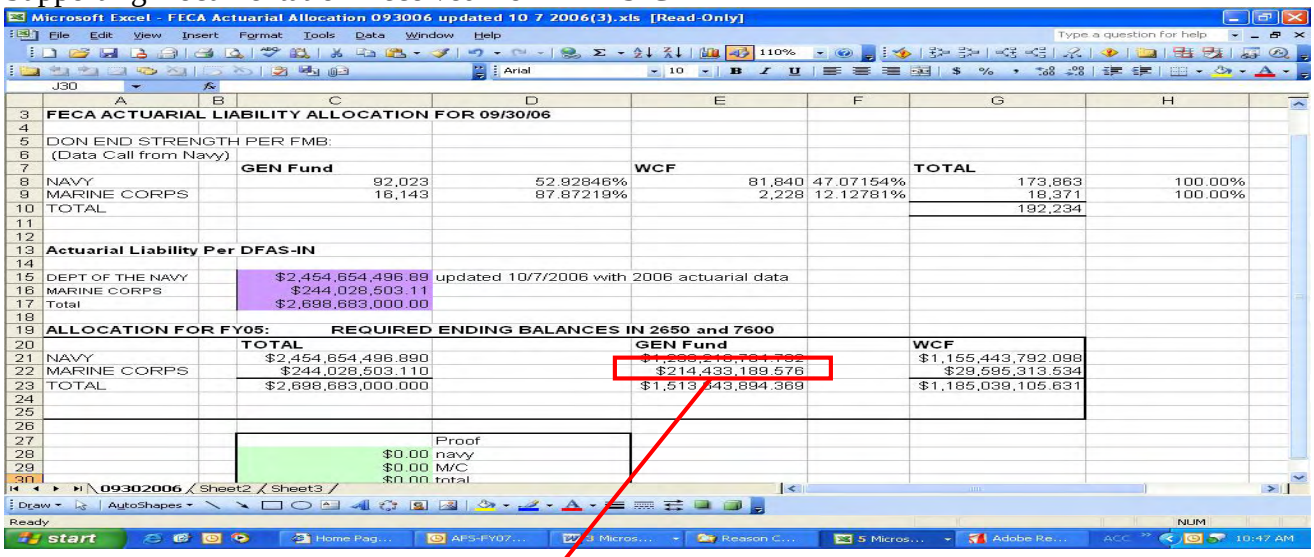
Journal Voucher Entry: Accounts and Attributes
6400(F)(6400.0170) Benefit Expense
6400(F) Benefit Expense

FECA Actuarial Liability JV

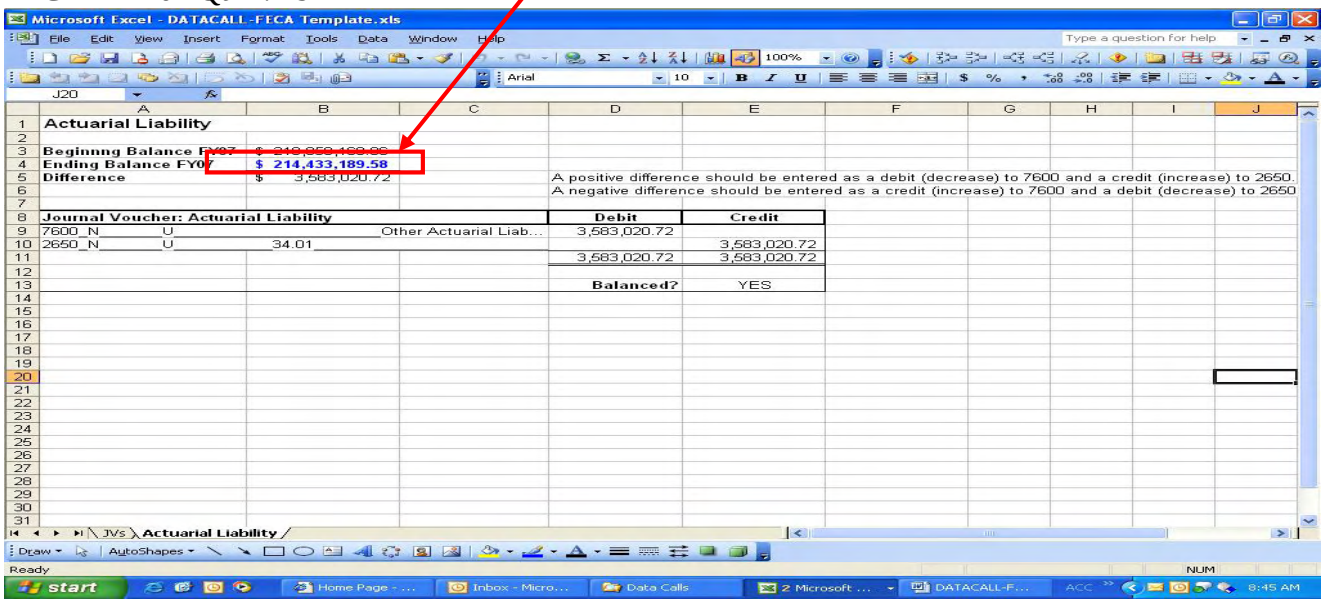
The actuarial liability is only updated during the last quarter of the fiscal year, therefore a JV is input for the year-to-date change of the actuarial liability **ONLY during the 4th quarter**. The supporting documentation for the total (GF + WCF) amount of the FECA Actuarial Liability is received from DFAS-IN Agency-wide. However, this documentation does not split the amount between GF and WCF. We receive the supporting documentation for the amount for GF from the DFAS-CL AFS section by the 8th calendar day of the month. It is received via email.

1. Once the supporting documentation is received from DFAS-CL, you will need to populate the Actuarial Liability tab on the "FECA - FY0XQtrX.xls". This will calculate the JV that will need to be made for the Actuarial Liability. (See below)

Supporting Documentation Received from DFAS-CL



FECA – FY0XQtrX.xls



2. Below is additional information on the JV that will be entered. Refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV. Also Note: The example JV shown below shows an increase in the Actuarial Liability, however if there is a decrease the debit and credit will be reversed.

   FECA Actuarial Liability
   Entity: AT17-Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AC2 – Operations and Maintenance
   Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

   Category: B-Data Call

   Reason: To record year-to-date change in the FECA Actuarial Liability for USMC General Funds. The FECA Actuarial Liability includes the expected liability for death, disability, medical, and other approved costs. It is estimated using the paid-loss extrapolation method. This method uses historical benefit payment patterns related to a specific incurred period to predict the entire payments related to that period. The payments are discounted to present value.
   Supporting Documentation: DFAS-CL Actuarial Liability Allocation Spreadsheet

   Journal Voucher Entry: Accounts and Attributes

7600(N)(U)(Other Actuarial Liab)	Changes in Actuarial Liability
2650(N)(U)(34.01)	Actuarial FECA Liability

Assigning the Trading Partner Adjustment

A Trading Partner is only assigned to the Unfunded Liabilities, Funded Liability, and Expense. Once these JVs have been approved, a trading partner adjustment needs to be assigned to the liabilities, future funded expenses, and expenses. This is because they are transactions with an entity code outside DoD. The Trading Partner/Entity Code used for DOL in this case is AT16. Refer to the "Trading Partner Adjustment.doc" desktop for more information on entering this trading partner adjustment.

Preparing Template for 1st Quarter of Fiscal Year

When preparing for the 1st Quarter of the new Fiscal Year, the "DATACALL-FECA Template.xls" will need to be updated. This can be done anytime between the end of 4th Quarter reporting and the start of 1st Quarter reporting.

1. The user will log into DDRS-AFS and select the first quarter accounting period and the DDRS-CFO-Reports role.

2. Then select Input, and Data Reports.

3. Pull appropriation 1106 trial balance. Refer to the "Location of System Reports & Logs in DDRS-AFS Desktop.doc" for more information on retrieving the trial balance report.

4. On the JVs tab, update the fiscal years in Column G.
   Column G, Row 9 should be updated with the prior fiscal year
   Column G, Row 10 should be updated with the prior fiscal year
   Column G, Row 13 should be updated with the current fiscal year
   Column G, Row 14 should be updated with the current fiscal year & due 2 years ahead

5. Now update the amount for Total Prior Year Liability (Column H, Row 9). The amount should be updated with sum of the amounts in general ledger accounts 2225 (F) (C) (U), Unfunded FECA Liability, and 2225 (F) (N) (U), Unfunded FECA Liability. This is the total amount of Unfunded Liabilities.

6. On the Actuarial Liabilities tab, update the fiscal years in Column A to the current fiscal year.

7. Now update the amount for the Beginning Balance Current Fiscal Year (Column B, Row 3). The amount should be updated with the amount in general ledger account 2650 (N)(U)(34.01), Actuarial FECA Liability.

8. Resave the spreadsheet in the Template folder and it is ready for use during 1st quarter.

DATACALL – Judgment Fund
Imputed Costs
For Marine Corps Audited Financial Statements

Discussion

The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government. The Treasury FMS Judgment Fund website contains information about the Judgment Fund, including its history and the reimbursement responsibilities under the Contract Disputes Act (CDA) and the Notification of Federal Employee Antidiscrimination and Retaliation Act (No FEAR). It may be accessed at http://www.fms.treas.gov/judgefund/index.html. The imputed costs are paid by the Judgment Fund but not reimbursed. This expense is not recorded in SABRS, therefore it is not included in the DDRS-B Trial Balance Exports, thus not imported into DDRS-AFS. The purpose of this JV is to record this expense so it is included in the financial statements.

Procedures

1) Each quarter, DFAS-Indianapolis / Agency Wide will send a Data Call by email with a Judgment Fund Imputed Cost worksheet. CDA and No FEAR worksheets will also be attached for Judgment Fund Imputed Cost; see "DATACALL-Judgment Fund – No Fear & CDA.doc" for procedures for these JVs. The amounts used in the journal voucher will be taken directly from this spreadsheet.

2) The first tab labeled Imputed – JF will have the totals for each entity. Go to the Marine Corps tab on the Imputed Cost spreadsheet; this will have the total split into the individual amounts. The JV amount will be the total in Column G on this spreadsheet which can be seen below.

3) To verify these amounts, we pull up these same costs on the Treasury website at http://fms.treas.gov/judgefund/reports.asp. Under Agency, select the Single radio button and select Marine Corps from the drop down menu button. Select the **Paid** date range of the beginning of the fiscal year to the end of the current quarter. The example below shows the range for 3rd Quarter reporting. This will bring up the transactions for the Marine Corps for the fiscal year that should match the data call spreadsheet. An example of the results can also be seen below.

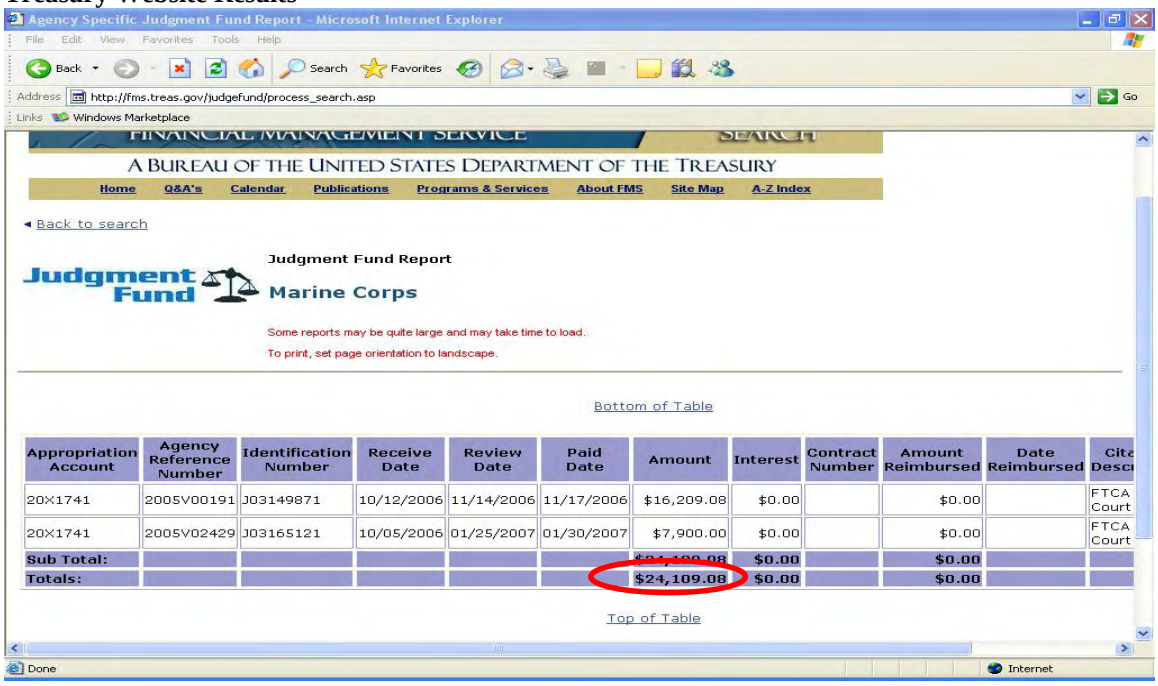
Marine Corps Tab

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Source:	http://fms.treas.gov/judgefund/reports.asp											
2													
3													
4	Appropriation Account	Agency Reference Number	Identification Number	Receive Date	Review Date	Paid Date	Amount	Interest	Contract Number	Amount Reimbursed	Date Reimbursed	Citation Description	Judgment Type Description
7	20X1741	2005V00191	J03149871	10/12/2006	11/14/2006	11/17/2006	$16,209.08	$0.00		$0.00		FTCA - Court cases	Traffic - Court FTCA
8	20X1741	2005V02429	J03165121	10/5/2006	1/25/2007	1/30/2007	$7,900.00	$0.00		$0.00		FTCA - Court cases	Miscellany-CourtFTCA
9	Sub Total:						$24,109.08	$0.00		$0.00			
10													
11	Totals:						$24,109.08	$0.00		$0.00			
12	Difference						$0.00	-					

Total Imputed Cost

Treasury Website Selections

Treasury Website Results



Appropriation Account	Agency Reference Number	Identification Number	Receive Date	Review Date	Paid Date	Amount	Interest	Contract Number	Amount Reimbursed	Date Reimbursed	Cite Desc
20X1741	2005V00191	J03149871	10/12/2006	11/14/2006	11/17/2006	$16,209.08	$0.00		$0.00		FTCA Court
20X1741	2005V02429	J03165121	10/05/2006	01/25/2007	01/30/2007	$7,900.00	$0.00		$0.00		FTCA Court
Sub Total:						[illegible]	$0.00		$0.00		
Totals:						$24,109.08	$0.00		$0.00		

3) Below is information for the JV that will be entered. One JV will be done to record the expense. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

Judgment Fund – Imputed Costs
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AF5 – Procurement
Program: AT17AF5_1109 – Procurement

Category: B-Data Call Entry

Reason/Supporting Documentation/Trading Partner:

To record expense for Judgment Fund Imputed Costs for the period of Mnth/day/year thru Mnth/day/year. This amount is paid by the fund, but not reimbursed. The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government. The Treasury FMS Judgment Fund website contains information about the Judgment Fund, including its history and the reimbursement responsibilities under the Contract Disputes Act (CDA) and the Notification of Federal Employee Antidiscrimination and Retaliation Act (No FEAR). It may be accessed at http://www.fms.treas.gov/judgefund/index.html.
Supporting Documentation:
1) Information and amounts obtained from Treasury Judgment Fund Website
2) DFAS-IN Judgment Fund cost/rev spreadsheet for * Qtr mnth/day/year
Trading Partner: AT20

Journal Voucher Entries: Accounts/Attributes:

6730 (F) (6730.0080) Imputed Costs

5780 (F) (5780.0040) Imputed Financing Sources

Assigning Trading Partner

Once this JV has been approved, a trading partner adjustment needs to be assigned to both the Imputed Costs (GLA 6730) and the Imputed Financing Sources (GLA 5780). This is because they are transactions with an entity code outside DoD. The Trading Partner/Entity Code used for DOL in this case is AT20. Refer to the "Trading Partner Adjustment.doc" desktop for more information on entering this trading partner adjustment.

DATACALL – Judgment Fund
CDA & No FEAR
For Marine Corps Audited Financial Statements

Discussion

The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government. These liabilities are recognized for both the Notification of Federal Employee Anti-discriminatory & Retaliatory Act (No FEAR) and Contract Disputes Act (CDA). The liabilities and expense are recorded in the financial statements but do not have the correct identifying attributes. The purpose of these journal vouchers is to reclassify the judgment fund liabilities and expenses to the appropriate general ledgers.

Procedures

1) Each quarter, DFAS-Indianapolis / Agency Wide will send a Data Call by email with CDA and No FEAR worksheets. A worksheet will also be attached for Judgment Fund Imputed Cost; see "DATACALL-Judgment Fund – Imputed Cost .doc" for procedures for this JV. The amounts used in the journal voucher will be taken directly from these spreadsheets.

2) Go to the Marine Corps tab on the No FEAR spreadsheet. For the liability, look at the Ending Balance of the current quarter (Column H). This will be the amount used for reclassification of the No FEAR liability. For the expense, look at the Payments (Column F). This will be the amount used for reclassification of the No FEAR expense. These amounts can also be found on the DoD Consolidated tab, on the Marine Corps row, under Ending Balance USSGL 2110 F C (Column L, Row 3) for the liability and under Ending Balance USSGL 6100 F (Column K, Row 3) for the expense. **Follow these same steps on the CDA spreadsheet.**

Marine Corps Tab

	A	B	C	D	E	F	G	H
1	**Transactions**	**Month**	**Balance As of 9/30/2006 (2190F)**	**Balance As of 9/30/2006 (2110F)**	**Reimbursements**	**Payments**	**Other Activity**	**Balance As of 6/30/07**
2	Beg. Balance			**$0.00**				
3	Z6826575	February				$65,000.00		
5	**TOTAL**		**$0.00**	**$0.00**	**$0.00**	**$65,000.00**	**$0.00**	**$65,000.00**
7							Register	$65,000.00
8							Difference	$0.00

Expense **Liability**

DoD Consolidated Tab

	A	B	C	D	E	F	G	H	I	J	K	L
1		**Program Codes**	**USSGL 2990F C U 43.04 Ending Balance As of 9/30/06 This is a normal credit balance**	**USSGL 2110F C 01.04 Ending Balance As of 9/30/2006 This is normal credit balance**	-	**Reimbursements (our payments to pay JF liability)**	+	**Payments by JF: NEW liability to record**		**Other Activity (adjustments within DoD entities, etc)**	**Total USSGL 6100 F 6100.0480 Expense Amt for 6/30/07. This is normal debit balance**	**USSGL 2110F C 01.04 Ending Balance As of 6/30/07. This is normal credit balance**
2	Navy	AT17AC_1804		$167,000.00		($717,860.00)		$550,860.00		0.00	$550,860.00	$0.00
3	Marine Corp	AT17AC2_1109		$0.00		$0.00		$65,000.00		0.00	$65,000.00	$65,000.00
4	Army	AT21AC		$49,500.00		($122,000.00)		$102,500.00		0.00	$102,500.00	$30,000.00
5	Air Force	AT57AC		$27,000.00		($74,975.51)		$484,975.51		0.00	$484,975.51	$437,000.00
6	USACE*	AT96AT12	$217,500.00	$0.00		($307,500.00)		$90,000.00		0.00	$90,000.00	$0.00
7	DeCA	AT97AO54J		$40,000.00		($52,000.00)		$32,000.00		0.00	$32,000.00	$20,000.00
8	DoDEA	AT97AC3_6000		$0.00		($10,000.00)		$10,000.00		0.00	$10,000.00	$0.00
9	DFAS	AT97AO55L		$0.00		($105,000.00)		$105,000.00		0.00	$105,000.00	$0.00
10	DLA	AT97A055C3		$0.00		($16,000.00)		$16,000.00		0.00	$16,000.00	$0.00
11	DCMA**			$0.00		($30,000.00)		$30,000.00		0.00	$30,000.00	$0.00
13		**Total**	**$217,500.00**	**$283,500.00**	-	**($1,435,335.51)**	+	**$1,486,335.51**		0.00	**$1,486,335.51**	**$552,000.00**
15	Check Figures		$217,500.00	$283,500.00		($1,435,335.51)		$1,486,335.51		$0.00		$552,000.00
16	Difference		-	-		-		-		-		-

3) Below is additional information on the JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

Judgment Fund Liability
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AF5 – Procurement
Program: AT17AF5_1109 – Procurement

Category: B-Data Call

Reason:
To reclassify the Judgment Fund Liability for the period of Month/Day/Year thru Month/Day/Year. This amount is the reimbursable amount to be paid. The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government
Supporting Documentation: 1) Spreadsheet received from DFAS-IN (Agency Wide) documenting amount of payable.
Trading Partner: AT20

Journal Voucher Entry: Accounts and Attributes

2110 (F) (C)	Accounts Payable
2110 (F) (C) (01.03)	Accounts Payable – CDA
2110 (F) (C) (01.04)	Accounts Payable – NO FEAR

The **Accounts Payable – CDA** general ledger will use the amount from the CDA spreadsheet and the **Accounts Payable – No FEAR** general ledger will use the amount from the No FEAR spreadsheet. The **Accounts Payable** general ledger amount will be the sum of the CDA and No FEAR liabilities.

Judgment Fund Expense
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AF5 – Procurement
Program: AT17AF5_1109 – Procurement

Category: B-Data Call

Reason:
To reclassify the Judgment Fund Expense for the period of Month/Day/Year thru Month/Day/Year. This amount is the reimbursable amount expensed year to date. The Judgment Fund is available for most court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the government
Supporting Documentation: 1) Spreadsheet received from DFAS-IN (Agency Wide) documenting amount of payable.
Trading Partner: AT20

Journal Voucher Entry: Accounts and Attributes

6100 (F) (6100.0450)	Operating Expenses/Program Costs – CDA
6100 (F) (6100.0480)	Operating Expenses/Program Costs – No FEAR
6100 (F)	Operating Expenses/Program Costs

The **Operating Expenses/Program Costs – CDA** general ledger will use the amount from the CDA spreadsheet and the **Operating Expenses/Program Costs – No FEAR** general ledger will use the amount from the No FEAR spreadsheet. The **Operating Expenses/Program Costs** general ledger amount will be the sum of the CDA and No FEAR expenses.

4) Assigning the Trading Partner Adjustment

Once the JV has been approved, a trading partner adjustment needs to be assigned to both the liabilities (GLA 2110 with judgment fund attributes) and the expenses (GLA 6100 with judgment fund attributes). This is because the payables and expenses are with a trading partner outside DoD. The Trading Partner/Entity Code used for OPM in this case is AT20. Refer to the "Trading Partner Adjustment.doc" desktop for more information on entering this trading partner adjustment.

DATACALL-Marine Corps College Fund
For Marine Corps Audited Financial Statements

Discussion

Under 10 U.S.C. 2006(g)(1), the DoD is required to pay each month into the DoD Marine Corps College Fund (MCCF) the amount that, based upon the most recent actuarial valuation of the educational programs described in this section, is equal to the actual total normal cost for the preceding month. The total monthly contribution required for the program equals the total number of eligible individuals multiplied by the appropriate per capita amount determined by the Board of Actuaries. This calculated expense is recorded to the Operating Expenses/Program Costs SGL in SABRS when the Marine Corps makes their monthly contributions. The purpose of this journal voucher is to reclassify the expense in the appropriate Benefit Expense general ledger for both Active and Reserve appropriations.

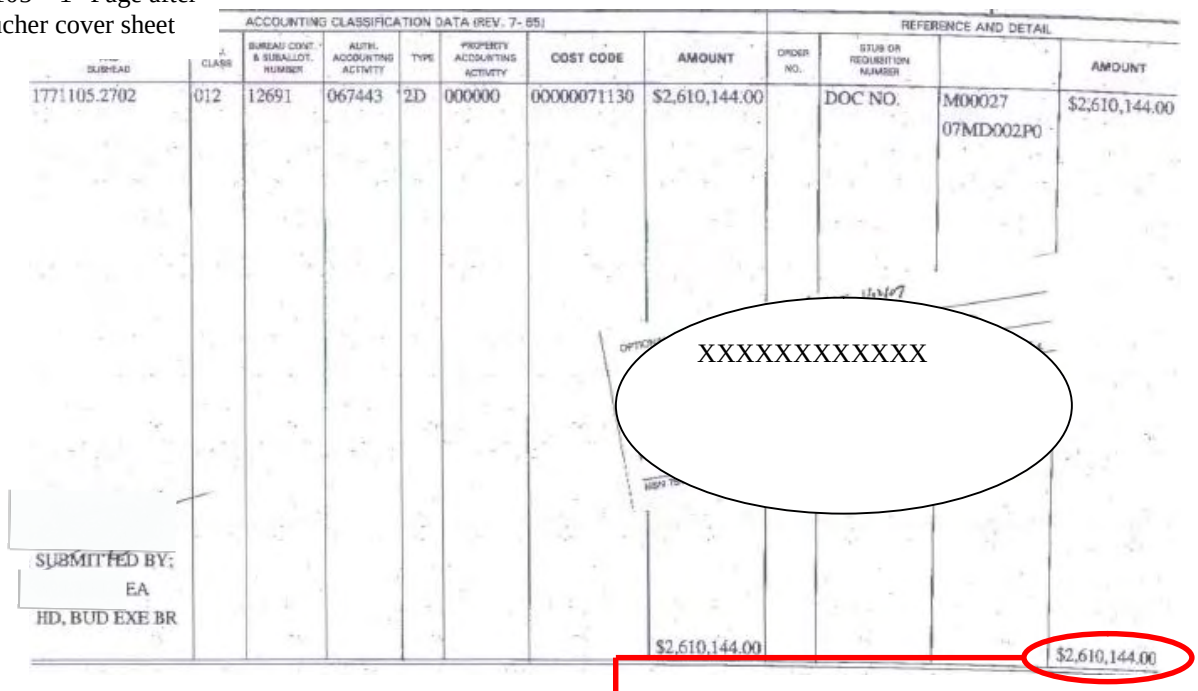
Procedures

1) Each month, payment vouchers should be delivered to the AFS section by DFAS-KC Military Pay Operations, either by hand or email. Currently, B. Lee Taylor is the representative delivering these vouchers each month. The MCCF will be two separate voucher packets that should each contain a cover sheet and backup documentation; one for Active (1105) and one for Reserve (1108). Mr. Taylor should also deliver payment vouchers for the Military Retirement Fund (MRF) at the same time. See "DATACALL-Military Retirement Fund Desktop" for further explanation of this data call.

2) In the reporting month, once the last payment voucher is received, the journal voucher may be done in DDRS-AFS. Open the **previous** quarter's "Education_Retirement_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets. This spreadsheet keeps a track of the payments made to the MCCF and MRF each month. Insert amounts from the backup documentation of the payment vouchers for both 1105 and 1108 for the last three months on the Education tab. This backup documentatioin can be seen below and should be the first sheet behind the voucher cover sheet. At the bottom right corner is the total that should be entered into the spreadsheet. After all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the **current** quarter.

3) The "Education_Retirement – FYXXQtrX.xls" spreadsheet will automatically keep the yearly cumulative total in Column N for both 1105 and 1108. These amounts will be entered for the JV. Below is additional information on each JV that will be entered. Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: All Supporting Documentation listed for each JV below needs to be attached to the JV

Backup documentation for 1105 – 1st Page after voucher cover sheet



ACCOUNTING CLASSIFICATION DATA (REV. 7- 65)								REFERENCE AND DETAIL			
SUBHEAD	CLASS	BUREAU CONT. & SUBALLOT. NUMBER	AUTH. ACCOUNTING ACTIVITY	TYPE	PROPERTY ACCOUNTING ACTIVITY	COST CODE	AMOUNT	ORDER NO.	STUB OR REQUISITION NUMBER		AMOUNT
1771105.2702	012	12691	067443	2D	000000	00000071130	$2,610,144.00		DOC NO.	M00027 07MD002P0	$2,610,144.00

XXXXXXXXXXXX

SUBMITTED BY:
EA
HD, BUD EXE BR

$2,610,144.00 $2,610,144.00

Education_Retirement Spreadsheet

FY 2007 Education Be (College Fun	Feb	Mar	April	May	Jun	Jul	Aug	Sep	FY07 Total
Active 1105	1,124,448.00	885,312.00	1,109,184.00	1,333,056.00	2,610,144.00				9,967,800.00
Reserve 1108	1,013,068.00	2,115,585.00	3,657,238.00	2,067,914.00	5,256,565.00				19,635,471.00
								Grand Total 07 Active & Reserve	29,603,271.00

Amounts to be JVed

3) Marine Corps College Fund
Entity: AT17- Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AMC99
Program: MC Component Level

Category: B-Data Call

Reason Code:

This is an eliminating entry to reclassify expense for Montgomery GI Bill education benefit fund. Expense is recorded to Operating Expenses/Program Costs SGL in SABRS when the Marine Corps makes monthly contributions to the DoD Education Benefits Fund. Under 10 U.S.C. 2006(g)(1), the DoD is required to pay each month into the DoD Education Benefits Fund the amount that, based upon the most recent actuarial valuation of the educational programs described in this section, is equal to the actual total normal cost for the preceding month. The total monthly contribution required for the program equals the total number of eligible individuals multiplied by the appropriate per capita amount determined by the Board of Actuaries.
Supporting Documentation: 1) Payment vouchers for current year 2) Spreadsheet with record of payments.
Trading Partner - AT97AK

Journal Voucher Entry: Accounts and Attributes

6400 (F) Benefit Expense

6100 (N) Operating Expenses / Program

DATACALL-Military Equipment
For the Marine Corps Audited Financial Statements
Desktop Procedures

BACKGROUND

Military Equipment Valuation (MEV) is a DoD-wide effort to implement Federal accounting standards requiring all military equipment, including modifications and upgrades, to be treated as capitalized assets on DoD financial statements. In the past, military equipment had been classified as National Defense Property, Plant and Equipment (PP&E). This meant that the acquisition cost of military equipment could simply be expensed in the year it was acquired. However, in May 2003, the Federal Accounting Standards Advisory Board (FASAB) issued a new standard, Statement of Federal Financial Accounting Standards (SFFAS) No. 23. This new standard eliminated the category of National Defense PP&E and reclassified military equipment as General PP&E, which means that beginning in FY 2003, military equipment must be valued and depreciated like all other PP&E. Military Equipment valuation data is maintained and updated in the Capital Asset Management System-Military Equipment (CAMS-ME). Military Equipment is not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of Military Equipment and the associated accumulated depreciation into DDRS-AFS.

Military Equipment JV

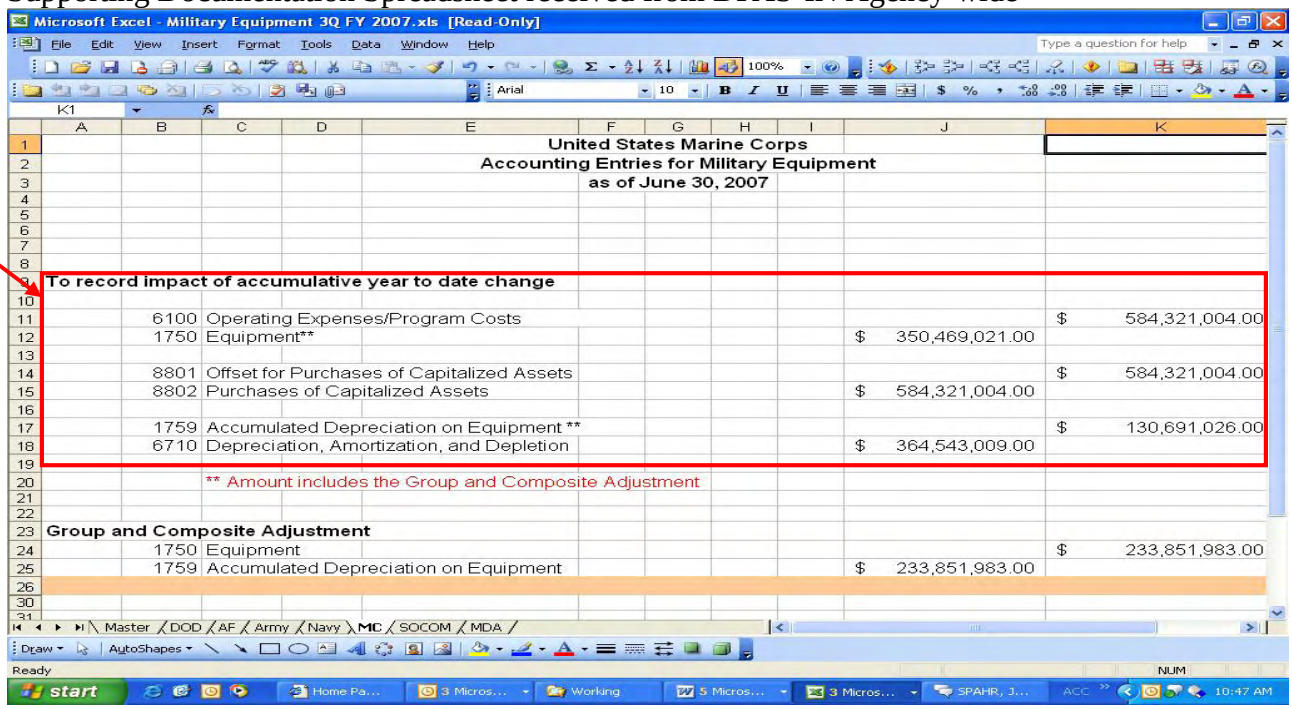
The supporting documentation for these JVs is provided by the DFAS-IN Agency-wide Audited Financial Statements section. The assets ending balances for this datacall are Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1. The supporting documentation spreadsheet is received via email by the 10th calendar day of the month.

2. Select the MC tab of the supporting documentation and record the JVs as listed. Only the JVs under “To record impact of accumulative year to date change” will be entered.

Supporting Documentation Spreadsheet received from DFAS-IN Agency-wide

These JVs will be entered to record the year-to-date change in Military Equipment



Microsoft Excel - Military Equipment 3Q FY 2007.xls [Read-Only]

		United States Marine Corps		
		Accounting Entries for Military Equipment		
		as of June 30, 2007		
To record impact of accumulative year to date change				
	6100	Operating Expenses/Program Costs		$ 584,321,004.00
	1750	Equipment**	$ 350,469,021.00	
	8801	Offset for Purchases of Capitalized Assets		$ 584,321,004.00
	8802	Purchases of Capitalized Assets	$ 584,321,004.00	
	1759	Accumulated Depreciation on Equipment **		$ 130,691,026.00
	6710	Depreciation, Amortization, and Depletion	$ 364,543,009.00	
		** Amount includes the Group and Composite Adjustment		
Group and Composite Adjustment				
	1750	Equipment		$ 233,851,983.00
	1759	Accumulated Depreciation on Equipment	$ 233,851,983.00	

3. Below is additional information for the JVs that will be entered. Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: All Supporting Documentation listed for each JV below needs to be attached to the JV.

   Entity: AT17- Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AF5 – Procurement
   Program: AT17AF5_1109 – Procurement

   Category: B-Data Call

   Reason: To record year-to-change in Military Equipment. The Capital Asset Management System–Military Equipment (CAMS-ME) is the system developed to maintain and update military equipment valuation data. OSD Acquisition, Technology & Logistics provides a spreadsheet of the CAMS-ME military equipment that contains information about acquisition cost, accumulated depreciation, and group and composite adjustments for Marine Corps
   Supporting Documentation: 1. Spreadsheet received from DFAS-IN Agency-wide documenting the year-to-date change.

Journal Voucher Entry: Accounts and Attributes

1750 (N)(E)(1750.10)	Equipment
6100 (N)	Operating Expense/Program Cost
8802 (N)	Purchases of Property, Plant and Equipment
8801 (N)	Offset for Purchase of Capitalized Asset
6710 (N)	Depreciation, Amortization, and Depletion
1759 (N)(E)(1759.10)	Accumulated Depreciation on Equipment

4. Note that general ledger accounts 8801 and 8802 are used to record the year-to-date purchases of equipment. These accounts are used in the DDRS-AFS reconciliations and mapped to Note 21.

DATACALL-Military Retirement Fund
For the Marine Corps Audited Financial Statements

Discussion

Section 1465(b)(1) of Title 10, USC requires the Secretary of Defense to determine each year, the total DoD contribution to the Military Retirement Fund (MRF). The normal cost percentages (NCPs) required for this determination must be calculated using methods and assumptions that are approved by the DoD Retirement Board of Actuaries and that are in accordance with GAAP. Board of Actuaries provides guidance letter to the Under Secretary of Defense (Comptroller) yearly or as needed. This calculated expense is recorded to the Operating Expenses/Program Costs SGL in SABRS when the Marine Corps makes their monthly contributions. The purpose of this journal voucher is to reclassify the expense in the appropriate Benefit Expense general ledger for both Active and Reserve appropriations.

Procedures

1) Each month, payment vouchers should be delivered to the AFS section by Military Pay Operations, either by hand or email. Currently, [redacted] is the representative delivering these vouchers each month. The MRF will only be one voucher packet that should contain a cover sheet and backup documentation with both Active and Reserve. Mr. Taylor should also deliver payment vouchers for the Marine Corps College Fund (MCCF) at the same time. See Education Benefits – MCCF Desktop for further explanation of this data call.

2) In the reporting month, once the last payment voucher is received, the journal voucher may be done in DDRS-AFS.

a) Open the **previous** quarter's "MRF&MCCF_Expense – FYXXQtrX.xls" spreadsheet located at K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets. This spreadsheet keeps a track of the payments made to the MRF and MCCF each month. Insert amounts from the backup documentation of the payment vouchers 1105 and 1108 appropriations for the last three months. This document can be seen below and should be the first sheet behind the voucher cover sheet. At the bottom right corner are the totals for 1105 and 1108 that should be entered into the spreadsheet. After all amounts are inserted, save the spreadsheet to K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the **current** quarter.

b) The "MRF&MCCF_Expense – FYXXQtrX.xls" spreadsheet will automatically keep the yearly cumulative total in Column N for both 1105 and 1108. These amounts will be entered for the JV. Below is additional information on each JV that will be entered. Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: All Supporting Documentation listed for each JV below needs to be attached to the JV

Backup documentation for both 1105 and 1108 – 1st Page after voucher cover sheet

1771108.2732 012 16630/0 000027 2D 000000 106000071143	0002707MO602R8	AB 7 122D	6,294.85
1771108.2732 012 21630/0 000027 2D 000000 111000071143	0002707MO102S8	AB 7 122D	505,110.39
1771108.2732 012 38630/0 000027 2D 000000 126000071143	0002707MO38T10	AE 7 122D	144,769.71
1771108.2732 012 42630/0 000027 2D 000000 105000071143	0002707MO202E8	AB 7 122D	3,163.00
1771108.2731 012 11630/0 000027 2D 000000 231000071144	0002707MO11A11	AB 7 122D	1,477,067.29
1771108.2731 012 12630/0 000027 2D 000000 232000071144	0002707MO11B11	AB 7 122D	62,460.42
1771108.2731 012 14630/0 000027 2D 000000 234000071144	0002707MO101P8	AB 7 122D	84.27
1771108.2731 012 15630/0 000027 2D 000000 235000071144	0002707MO101F8	AB 7 122D	535,854.99
1771108.2732 012 32630/0 000027 2D 000000 262000071144	0002707MO202F5	AB 7 122D	0.00
1771108.2732 012 16630/0 000027 2D 000000 236000071144	0002707MO602R9	AB 7 122D	9,512.57
1771108.2732 012 21630/0 000027 2D 000000 241000071144	0002707MO102S9	AB 7 122D	858,683.44
1771108.2732 012 38630/0 000027 2D 000000 256000071144	0002707MO38T11	AB 7 122D	446,625.82
1771108.2732 012 42630/0 000027 2D 000000 265000071144	0002707MO202E9	AB 7 122D	5,723.07
		1105 TOTAL	$117,143,076.41
		1108 TOTAL	$4,559,676.57
		TOTAL	$121,702,752.98

MRF Spreadsheet

Microsoft Excel - FYXXQtrX - MRF&MCCF_Expense.xls

=SUM(B5:B6)

	A	G	H	I	J	K	L	M	N
1	FY 2007								
2	Department of D								
3	Entity	MAR	APR	MAY	JUN	JUL	AUG	SEP	Total FY07 (JV amt)
4	Marines								
5	Active 1105	115,449,212.93	115,692,541.41	117,143,076.41	116,004,658.20				1,033,352,260.58
6	Reserve 1108	-	3,777,373.70	4,559,676.57	4,347,516.03				16,785,915.30
7									
8	TOTAL	115,449,212.93	119,469,915.11	121,702,752.98	120,352,174.23	-	-	-	1,050,138,175.88

Amounts to be JVed

View trading partner elimination
Reports, management, trial balance to trading partner difference,
Drill down on 6400 (F) trading partner amount. Print off for JV.
You need the ones with an ending elimination code of "AK"-retirement or "AU"-education.
We prepare a JV or each amount.

3) Military Retirement Fund
Entity: AT17- Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AA2 – Military Personnel
Program: AT17AA2_1105 – Military Personnel

Category: B-Data Call

Reason Code

This is an eliminating entry to record retirement benefit expense in appropriate Benefit Expense general ledger for Active, Reserve and Amortization expenses. Expense is recorded to Operating Expenses/Program Costs SGL in SABRS when the Marine Corps makes monthly contributions to the Military Retirement Fund (MRF).

Section 1465(b)(1) of Title 10, USC requires the Secretary of Defense to determine each year, the total DoD contribution to the MRF. The normal cost percentages (NCPs) required for this determination must be calculated using methods and assumptions that are approved by the DoD Retirement Board of Actuaries and that are in accordance with GAAP. Board of Actuaries provides guidance letter to the Under Secretary of Defense (Comptroller) yearly or as needed.
Supporting Documentation: Records maintained by trust fund.
Trading Partner - AT97AK

Journal Voucher Entry: Accounts and Attributes

6400 (F)	Benefit Expense	
6100 (N)	Operating Expenses / Program	

DATACALL-Contingent Liabilities for MOCAS Contracts
For the Marine Corps Audited Financial Statements
Desktop Procedures

BACKGROUND

The DoD must recognize a contingent liability for the estimated future contract financing payments that will be paid to the contractor upon delivery and Government acceptance of a satisfactory product. The contingent liabilities are derived from data (percentages contained within the individual contracts) contained in MOCAS. The MOCAS contingent liability is not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of the liability and asset into DDRS-AFS.

Contingent Liabilities for MOCAS Contracts JVs

The MOCAS contingent liability supporting documentation spreadsheet is received from DFAS-IN Agency-wide via email by the 8th calendar day of the month. The liability and asset ending balance for this datacall is one of the Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1. Once the datacall is received, open "DATACALL-MOCAS Contingent Liabilities.xls" spreadsheet from the following location K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Update the date in Column B, Row 1 with the last day of the quarter and save this spreadsheet as "Contingent_Liab - FY0XQtrX.xls" in the following location K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets. Data received in the supporting documentation will be used to populate this spreadsheet and calculate the year-to-date change amount.

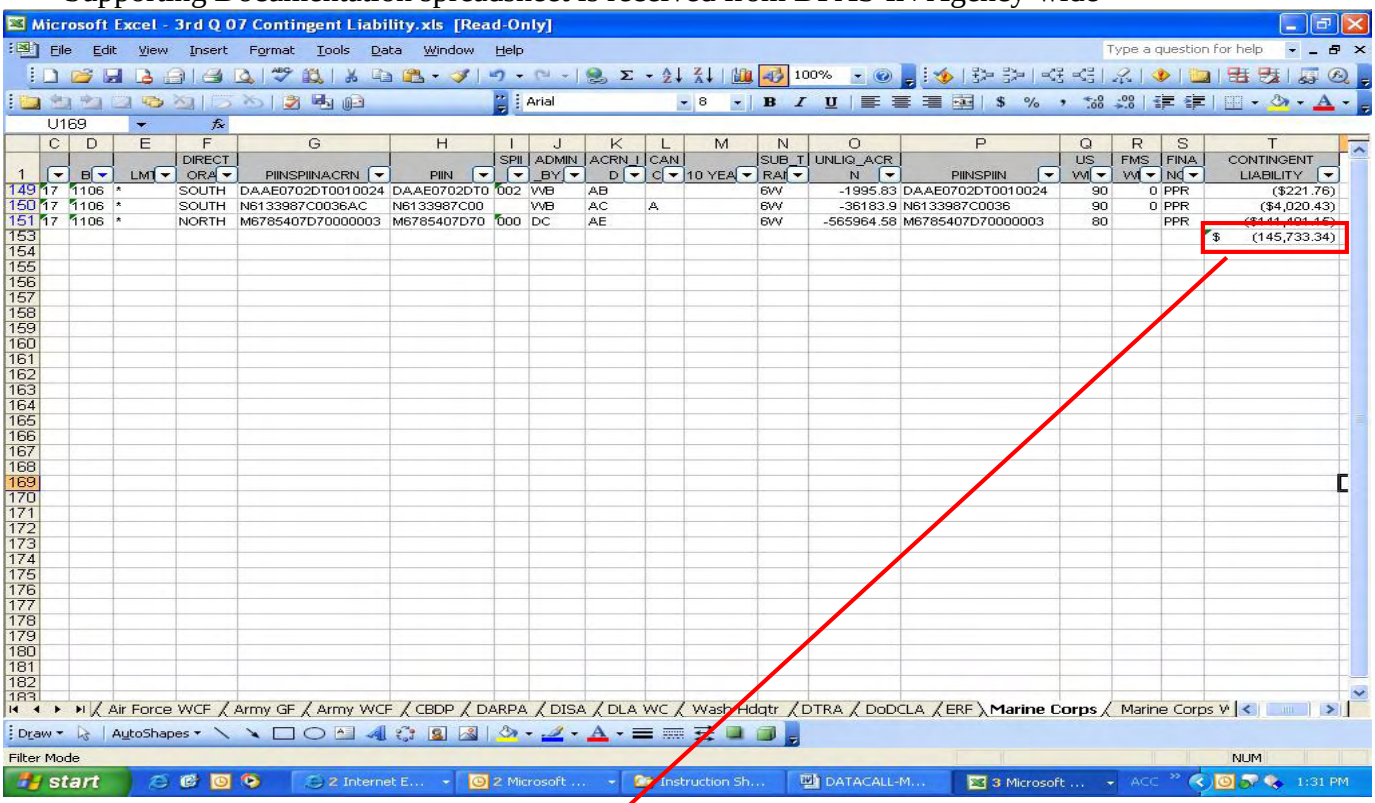
2. The amount listed for Marine Corps Total on the MOCAS Contingent Liability tab of the supporting documentation is not always accurate; this is because the shared appropriations are not always assigned correctly. In order to get the accurate amount, you must look at both the Marine Corps tab and the Navy GF tab.

3. First, start by looking at the Marine Corps tab. Apply a filter to the heading row and filter by each appropriation. Sum Contingent Liability (Column T) for each appropriation. When looking at the shared appropriations (0735, 1508, and 1319) ensure that the subhead (LMT, Column E) is truly a Marine Corps subhead. The table below should assist you in determining the Marine Corps subheads.

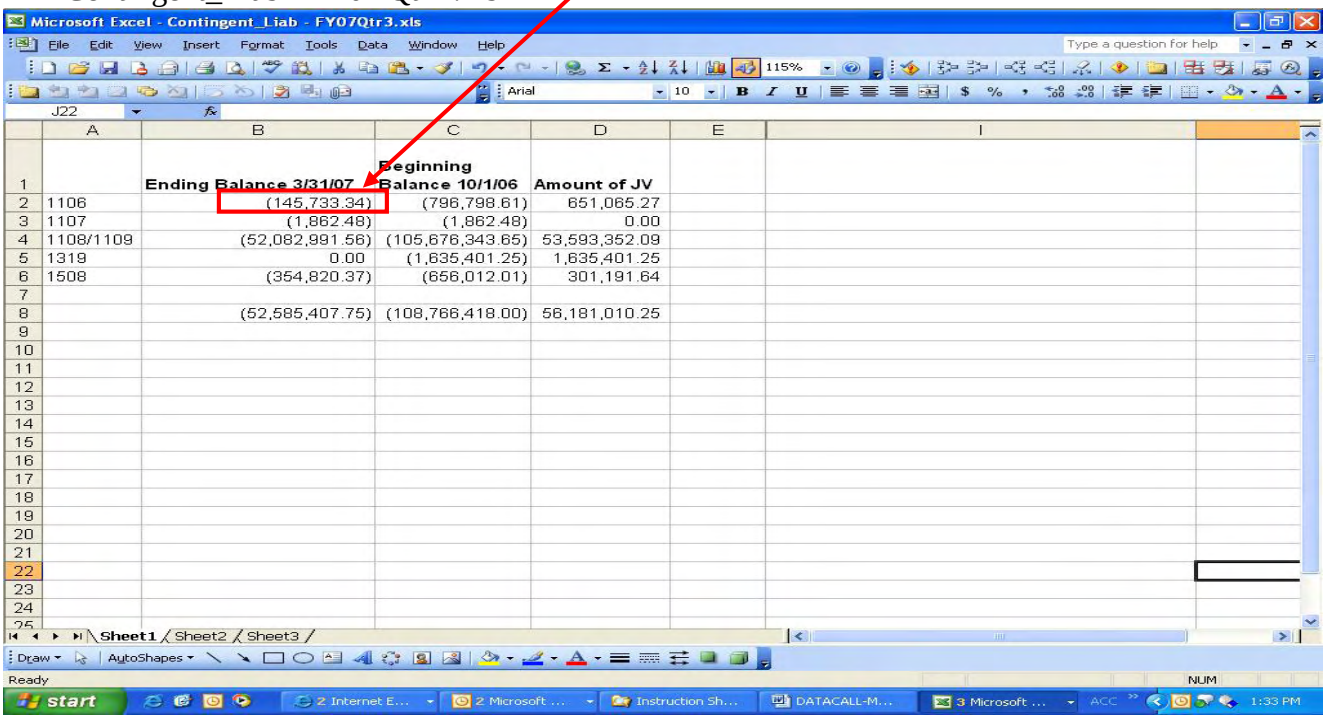
Appropriation	Marine Corps Subheads
0735	Starts with 27
1508	Starts with M
1319	Starts with M or T

4. Copy and paste the summed amount of Contingent Liability for each appropriation to the "Contingent_Liab - FY0XQtrX.xls" spreadsheet. The amount of the year-to-date change (JV amount) will be computed. See below.

Supporting Documentation spreadsheet is received from DFAS-IN Agency-wide

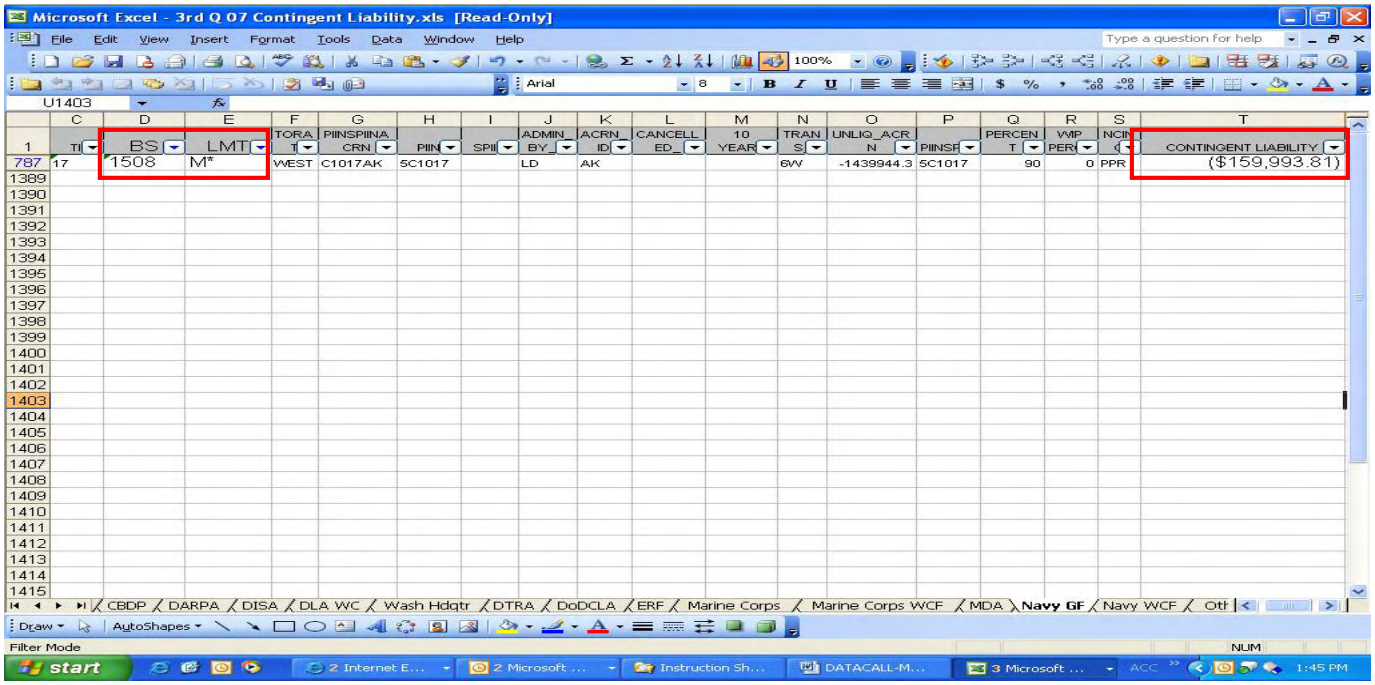


Contingent_Liab - FY0XQtrX.xls



5. Notice that the summed amount of the contingent liability for appropriation 1108 is combined with the amount for appropriation 1109 on the "Contingent_Liab - FY0XQtrX.xls". This is because MOCAS contingent liabilities are for contract financing payments, and appropriation 1108 (Military Personnel, Reserve) would not have these types of payments. However, we are required by OSD to report the amount that is received as support for this datacall, so we assume that the amount for 1108 should really be recorded in 1109 (this means that only 1 JV will be entered and it will be entered under 1109).

6. Once all data (Nonshared and Shared with Marine Corps Subheads) from the Marine Corps tab of the supporting documentation is summed and included on the "Contingent_Liab - FY0XQtrX.xls" spreadsheet, you will need to check the Navy GF tab to ensure that there are no Shared appropriations with Marine Corps Subheads listed there. If there are Marine Corps subheads on this sheet, they will also need to be included on the "Contingent_Liab - FY0XQtrX.xls" spreadsheet. Below is an example of an amount listed on the Navy GF that is really a Marine Corps amount.



Even though this amount is listed on the Navy GF tab, it will be included in the Marine Corps ending balance for this appropriation. This is because it is appropriation 1508 with a Subhead (LMT) that begins with M. This is why it is important to check this tab to make sure that the JV for MOCAS Contingent Liabilities includes all Marine Corps data.

7. Below is additional information on each JV that will be entered (assuming an increase in Contingent Liabilities, reverse the debits and credits if it is a decrease). A JV will be entered for each appropriation that has a year-to-date change in Contingent Liabilities. Also refer to "DDRS-AFS JV SOP" for assistance in

entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

MOCAS Contingent Liabilities JVs
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: Choose appropriate for each JV
Program: Choose appropriate appropriation for each JV

Category: B-Data Call
Reason: To record a contingent liability for estimated future contract financing payments. Contract financing payments calculated on cost, authorized under FAR 52.232-16. Amounts are based on the percentages contained within the individual contracts residing in MOCAS that will be paid upon delivery and acceptance of a satisfactory product.
Supporting Documentation: Contingent Liability spreadsheet

Journal Voucher Entry: Accounts and Attributes
1990 (N)(E) (1990.11) (MOCAS) Other Assets
2920 (N)(N)(O) (37.01) (MOCAS) Contingent Liabilities

Preparing Template for 1st Quarter of Fiscal Year

When preparing for the 1st Quarter of the new Fiscal Year, the "DATACALL-MOCAS Contingent Liabilities.xls" will need to be updated. This can be done anytime between the end of 4th Quarter reporting and the start of 1st Quarter reporting.

1. The user will log into DDRS-AFS and select the first quarter accounting period and the DDRS-CFO-Reports role.

2. Then select Input, and Data Reports.

3. Pull the trial balance for each appropriation that has a balance for MOCAS Contingent Liabilities. Refer to the "Location of System Reports & Logs in DDRS-AFS Desktop.doc" for more information on retrieving the trial balance report.

4. Update the Beginning Balance date (Column C, Row 1), with the first day of the new fiscal year.

5. Update the Beginning Balance amounts (Column C, Rows 2-6) for each appropriation with the ending balance of general ledger account 2920 (N)(N)(O) (37.01) (MOCAS) Contingent Liabilities. Make sure to enter this amount as a negative because this general ledger account is a normal credit balance.

6. Ensure that the total for the Beginning Balance equals the total of the Ending Balance from the 4th Quarter "Contingent_Liab - FY0XQtrX.xls" spreadsheet.

7. Resave the spreadsheet in the Template folder and it is ready for use during 1st quarter.

DATACALL-NonDefense Environmental Restoration Program (NonDERP) Liabilities For the Marine Corps Audited Financial Statements
Desktop Procedures

BACKGROUND

The USMC defines NonDERP environmental sites/units as those sites/units associated with on-going operations such as solid waste management unit cleanup, landfill closure, permitted facilities, removal, replacement, retro fill, and/or disposal of the Polychlorinated Biphenyls (PCB) transformers, underground storage tank remedial investigation and closure. NonDERP Liabilities are not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of each category of NonDERP Liabilities into DDRS-AFS.

NonDERP Environmental Liabilities JV

The supporting documentation for this JV is provided by the Department of Navy via spreadsheet. The liability ending balances for this datacall are Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1. The supporting documentation spreadsheet is received via email by the 10th calendar day of the month.

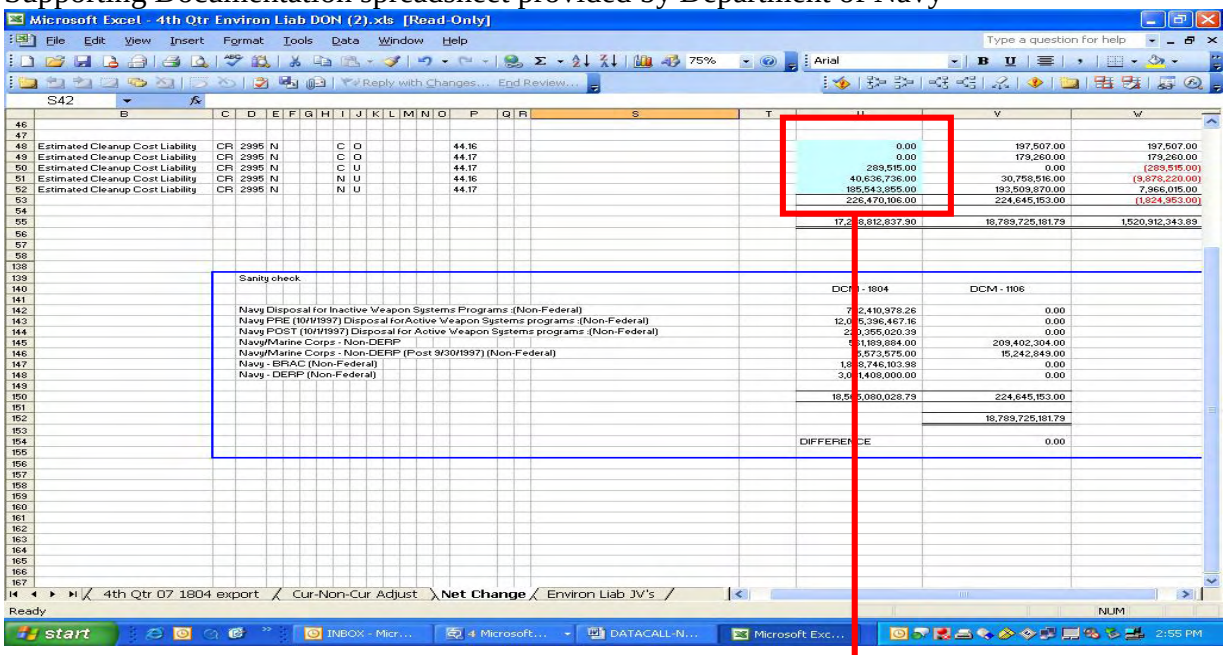
2. Select the "KC MC Non-DERP" tab of the supporting documentation spreadsheet. This tab has the Marine Corps' ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.

3. First, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year) for the Marine Corps needs to be verified. This is done to ensure that the amount of the fiscal year-to-date change is computed correctly. Since NonDERP Liabilities are Carried Forward amounts, you can use the Carried Forward spreadsheet to verify the ending balance from the end of prior fiscal year. Open the "CarryFw'd_200X.xls" spreadsheet from the current quarter's folder on the K drive (K:\SHARED\ACCT\ACC\FY200XAFS_QX\CarryFw'd 200X). Select the "1106" tab.

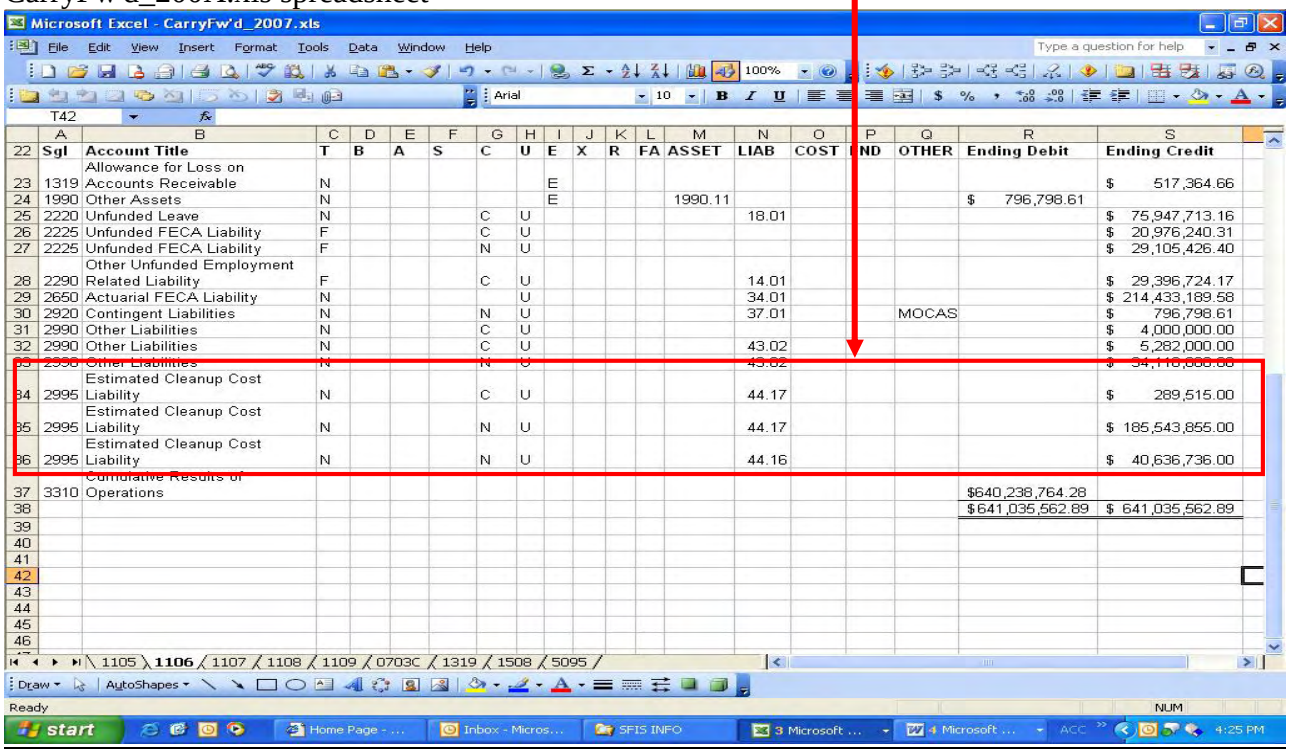
4. Verify that the amounts listed for the following general ledger accounts match the ending balances from the end of prior fiscal year on the datacall spreadsheet.

   2995 (N)(C)(O) (44.16)
   2995 (N)(C)(O) (44.17)
   2995 (N)(C)(U) (44.17)
   2995 (N)(N)(U) (44.16)
   2995 (N)(N)(U) (44.17)

Supporting Documentation spreadsheet provided by Department of Navy

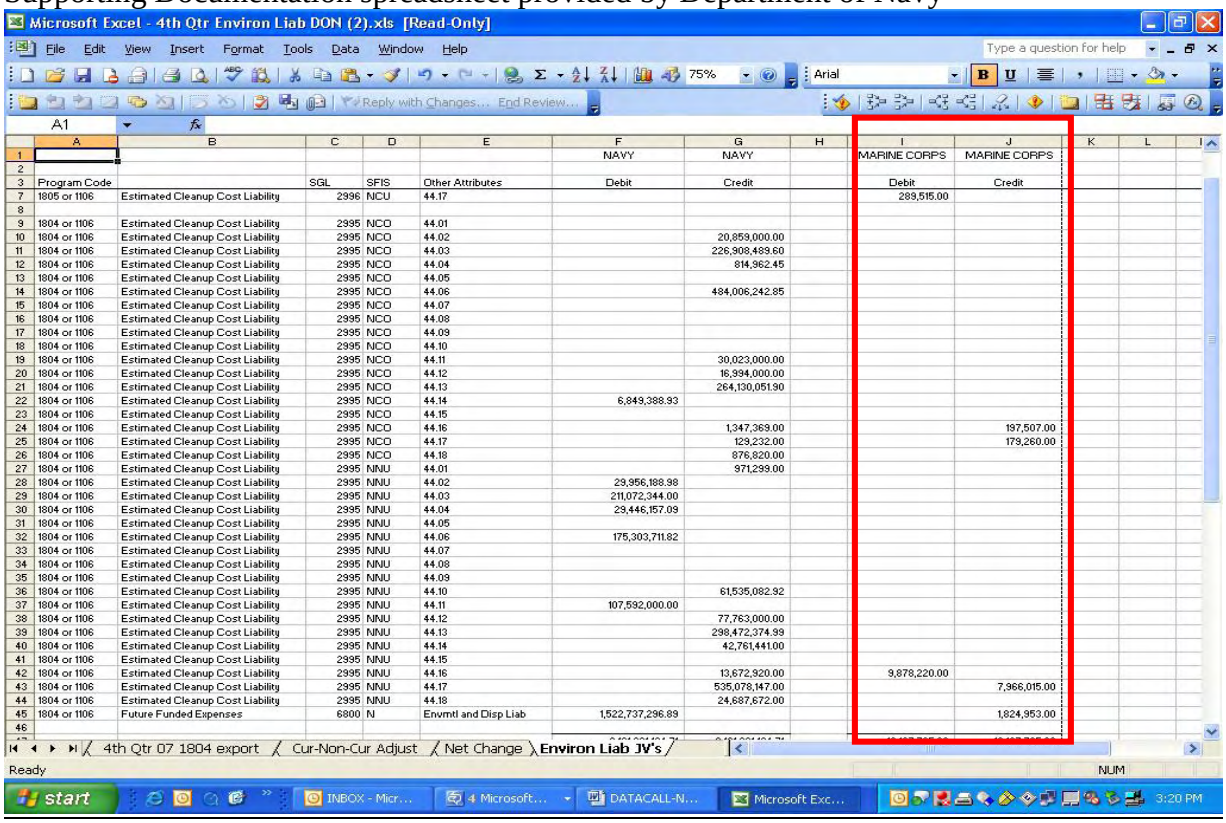


CarryFw'd_200X.xls spreadsheet



5. After the Ending Balance for the end of the prior fiscal year are verified, we know the year-to-date change amount is correct and the JV listed on the supporting documentation spreadsheet (see below) can be entered. The JV listed documents the general ledgers and the debit and credits that will be input into DDRS-AFS.

Supporting Documentation spreadsheet provided by Department of Navy



Microsoft Excel - 4th Qtr Environ Liab DON (2).xls [Read-Only]

	A	B	C	D	E	F	G	H	I	J	K	L
1						NAVY	NAVY		MARINE CORPS	MARINE CORPS		
2												
3	Program Code		SGL	SFIS	Other Attributes	Debit	Credit		Debit	Credit		
7	1805 or 1106	Estimated Cleanup Cost Liability	2996	NCU	44.17				289,515.00			
8												
9	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.01							
10	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.02		20,859,000.00					
11	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.03		226,908,489.60					
12	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.04		814,962.45					
13	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.05							
14	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.06		484,006,242.85					
15	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.07							
16	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.08							
17	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.09							
18	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.10							
19	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.11		30,023,000.00					
20	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.12		16,994,000.00					
21	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.13		264,130,051.90					
22	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.14	6,849,388.93						
23	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.15							
24	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.16		1,347,369.00			197,507.00		
25	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.17		129,232.00			179,260.00		
26	1804 or 1106	Estimated Cleanup Cost Liability	2995	NCO	44.18		876,820.00					
27	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.01		971,299.00					
28	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.02	29,956,188.98						
29	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.03	211,072,344.00						
30	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.04	29,446,157.09						
31	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.05							
32	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.06	175,303,711.82						
33	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.07							
34	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.08							
35	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.09							
36	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.10		61,535,082.92					
37	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.11	107,592,000.00						
38	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.12		77,763,000.00					
39	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.13		298,472,374.99					
40	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.14		42,761,441.00					
41	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.15							
42	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.16		13,672,920.00		9,878,220.00			
43	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.17		535,078,147.00			7,966,015.00		
44	1804 or 1106	Estimated Cleanup Cost Liability	2995	NNU	44.18		24,687,672.00					
45	1804 or 1106	Future Funded Expenses	6800	N	Envmtl and Disp Liab	1,522,737,296.89				1,824,953.00		
46												

Sheet tabs: 4th Qtr 07 1804 export | Cur-Non-Cur Adjust | Net Change | Environ Liab JV's

Ready NUM

start | INBOX - Micr... | 4 Microsoft... | DATACALL-N... | Microsoft Exc... | 3:20 PM

6. Below is additional information for the JVs that will be entered. Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: All Supporting Documentation listed for each JV below needs to be attached to the JV.

   Entity: AT17- Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AC2 – Operation & Maintenance
   Program: AT17AC2_1106, Operations & Maintenance, Marine Corps

   Category: B-Data Call

   Reason: To record year-to-date changes in the NonDERP Liabilities.
   Supporting Documentation: Spreadsheet received from the Department of Navy

   Journal Voucher Entries: Accounts/Attributes:

6800 (N) (Envrmntl and Disp Liab)	Future Funded Expenses
2995 (N) (C) (U) (44.17)	Estimated Cleanup Cost Liability
2995 (N) (N) (U) (44.16)	Estimated Cleanup Cost Liability
2995 (N) (N) (U) (44.17)	Estimated Cleanup Cost Liability
2995 (N) (C) (O) (44.16)	Estimated Cleanup Cost Liability
2995 (N) (C) (O) (44.17)	Estimated Cleanup Cost Liability

DATACALL-Nonenvironmental Disposal Liabilities
Desktop Procedures

BACKGROUND

A Nonvenvironmental Disposal Liability is recognized for an asset when a formal management decision has been made to remove or dispose of the asset. Nonenvironmental Disposal Liabilities may also be recognized for insignificant portions of environmental cleanup costs that are considered immaterial to the total cost of removing or disposing of an asset. Since this amount will be funded in future years it is a future funded expense and unfunded liability. Nonenvironmental Disposal Liabilities are not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of each category of Nonevironmental Disposal Liabilities into DDRS-AFS.

Nonenvironmental Disposal Liabilities JV

The supporting documentation for this JV is provided by the Department of Navy via spreadsheet. The liability ending balances for this datacall are Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1. The supporting documentation spreadsheet is received via email by the 10th calendar day of the month.

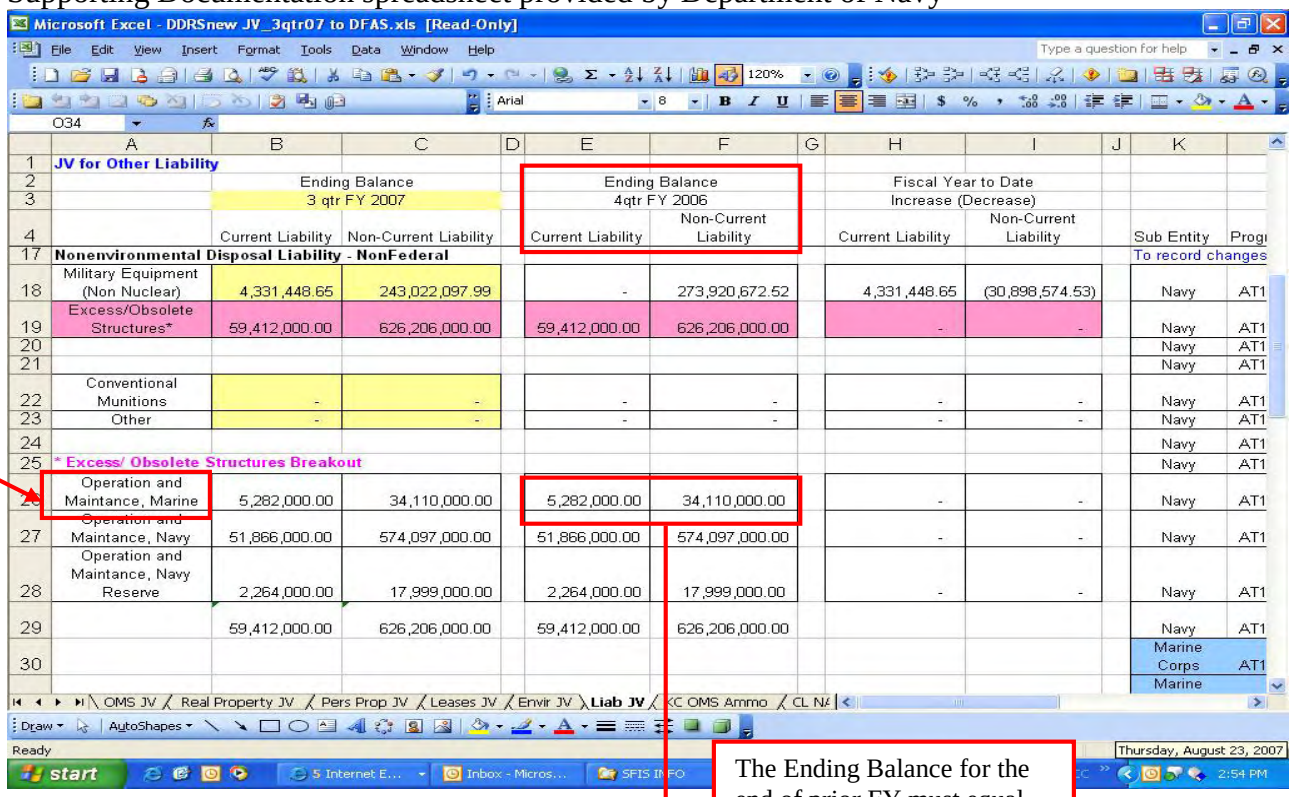
2. Select the "Liab JV" tab of the supporting documentation spreadsheet. This tab has the Marine Corps' ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.

3. First, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year) for the Marine Corps needs to be verified. This is done to ensure that the amount of the fiscal year-to-date change is computed correctly. Since Nonenvironmental Disposal Liabilities are Carried Forward amounts, you can use the Carried Forward spreadsheet to verify the ending balance from the end of prior fiscal year. Open the "CarryFw'd_200X.xls" spreadsheet from the current quarter's folder on the K drive. Select the "1106" tab.

4. Verify that the amounts listed for the following general ledger accounts match the ending balances from the end of prior fiscal year on the datacall spreadsheet.

General Ledger Account	Ending Balance from last FY from datacall
2990 (N)(C)(U)(43.02) Other Liabilities	Currently Liability (Column E, Row 26)
2990 (N)(N)(U)(43.02) Other Liabilities	NonCurrent Liability (Column F, Row 26)

Supporting Documentation spreadsheet provided by Department of Navy



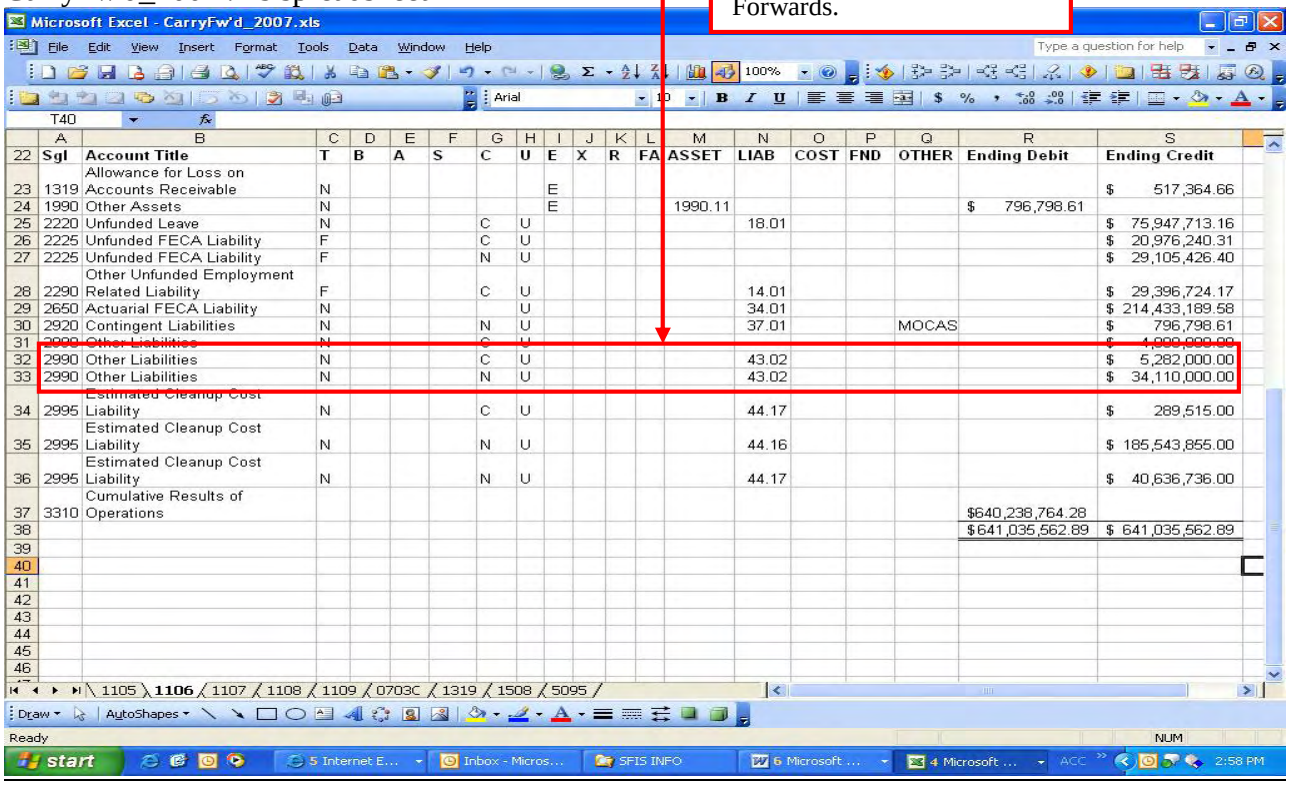
Microsoft Excel - DDRSnew JV_3qtr07 to DFAS.xls [Read-Only]

	A	B	C	D	E	F	G	H	I	J	K	
1	JV for Other Liability											
2		Ending Balance			Ending Balance			Fiscal Year to Date				
3		3 qtr FY 2007			4qtr FY 2006			Increase (Decrease)				
4		Current Liability	Non-Current Liability		Current Liability	Non-Current Liability		Current Liability	Non-Current Liability		Sub Entity	Progr
17	Nonenvironmental Disposal Liability - NonFederal										To record changes	
18	Military Equipment (Non Nuclear)	4,331,448.65	243,022,097.99		-	273,920,672.52		4,331,448.65	(30,898,574.53)		Navy	AT1
19	Excess/Obsolete Structures*	59,412,000.00	626,206,000.00		59,412,000.00	626,206,000.00		-	-		Navy	AT1
20											Navy	AT1
21											Navy	AT1
22	Conventional Munitions	-	-		-	-		-	-		Navy	AT1
23	Other	-	-		-	-		-	-		Navy	AT1
24											Navy	AT1
25	* Excess/ Obsolete Structures Breakout										Navy	AT1
26	Operation and Maintance, Marine	5,282,000.00	34,110,000.00		5,282,000.00	34,110,000.00		-	-		Navy	AT1
27	Operation and Maintance, Navy	51,866,000.00	574,097,000.00		51,866,000.00	574,097,000.00		-	-		Navy	AT1
28	Operation and Maintance, Navy Reserve	2,264,000.00	17,999,000.00		2,264,000.00	17,999,000.00		-	-		Navy	AT1
29		59,412,000.00	626,206,000.00		59,412,000.00	626,206,000.00					Navy	AT1
30											Marine Corps	AT1
											Marine	

This is the Marine Corps amounts

The Ending Balance for the end of prior FY must equal the amount of the Carried Forwards.

CarryFw'd_200X.xls spreadsheet

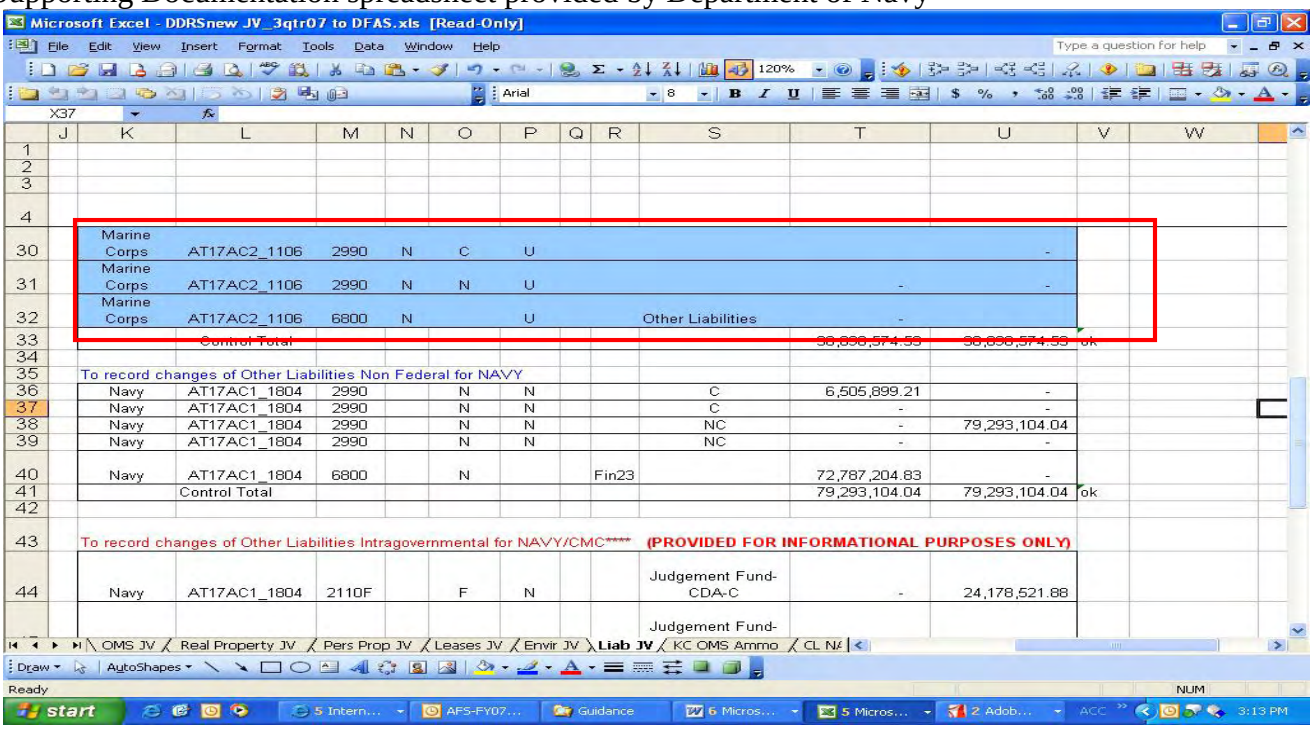


Microsoft Excel - CarryFw'd_2007.xls

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
22	Sgl	Account Title	T	B	A	S	C	U	E	X	R	FA	ASSET	LIAB	COST	FND	OTHER	Ending Debit	Ending Credit
23	1319	Allowance for Loss on Accounts Receivable	N						E										$ 517,364.66
24	1990	Other Assets	N						E				1990.11					$ 796,798.61	
25	2220	Unfunded Leave	N				C	U						18.01					$ 75,947,713.16
26	2225	Unfunded FECA Liability	F				C	U											$ 20,976,240.31
27	2225	Unfunded FECA Liability	F				N	U											$ 29,105,426.40
28	2290	Other Unfunded Employment Related Liability	F				C	U						14.01					$ 29,396,724.17
29	2650	Actuarial FECA Liability	N					U						34.01					$ 214,433,189.58
30	2920	Contingent Liabilities	N				N	U						37.01			MOCAS		$ 796,798.61
31	2990	Other Liabilities	N				C	U											$ 4,999,999.99
32	2990	Other Liabilities	N				C	U						43.02					$ 5,282,000.00
33	2990	Other Liabilities	N				N	U						43.02					$ 34,110,000.00
34	2995	Estimated Cleanup Cost Liability	N				C	U						44.17					$ 289,515.00
35	2995	Estimated Cleanup Cost Liability	N				N	U						44.16					$ 185,543,855.00
36	2995	Estimated Cleanup Cost Liability	N				N	U						44.17					$ 40,636,736.00
37	3310	Cumulative Results of Operations																$640,238,764.28	
38																		$641,035,562.89	$ 641,035,562.89

5. After the Ending Balance for the end of the prior fiscal year are verified, we know the year-to-date change amount is correct and the JV listed on the supporting documentation spreadsheet (see below) can be entered. The JV listed documents the general ledgers and the debit and credits that will be input into DDRS-AFS.

Supporting Documentation spreadsheet provided by Department of Navy



6. Below is additional information for the JVs that will be entered. Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: All Supporting Documentation listed for each JV below needs to be attached to the JV.

Entity: AT17- Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operation & Maintenance
Program: AT17AC2_1106, Operations & Maintenance, Marine Corps

Category: B-Data Call

Reason: To record year-to-date changes in the NonEnvironmental Disposal Liabilities.
Supporting Documentation: Spreadsheet received from the Department of Navy

Journal Voucher Entries: Accounts/Attributes:
2990 (N)(C)(U)(43.02) Other Liabilities Without Related Budgetary Obligations
2990 (N)(N)(U)(43.02) Other Liabilities Without Related Budgetary Obligations
6800 (N)(U)(Other Liabilities) Future Funded Expenses

DATACALL-Operating Materials & Supplies Ammunition
For the Marine Corps Audited Financial Statements
Desktop Procedures

BACKGROUND

Operating Materials & Supplies-Ammunition (OM&S-Ammo) consists of ammunition and munitions, spare and repair parts and conventional missiles. OM&S-Ammo is reported in three different categories: held for use, held for repair, and excess, obsolete, and unserviceable. Held for use includes all issuable ammunition and munitions. Held for repair includes all economically reparable material. OM&S-Ammo that has been identified as unserviceable, but not yet reviewed to determine its reparability, shall be reported as held for repair. Excess, obsolete, and unserviceable includes all OM&S-Ammo estimated to be potentially excess, obsolete, or beyond economic repair. OM&S-Ammo is not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of each category of OM&S-Ammo into DDRS-AFS.

OM&S-Ammo JV

The supporting documentation for this JV is provided by the Department of Navy via spreadsheet. The assets ending balances for this datacall are Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1. The supporting documentation spreadsheet is received via email by the 10th calendar day of the month.

2. Select the "KC OMS Ammo" tab of the supporting documentation spreadsheet. This tab has the ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.

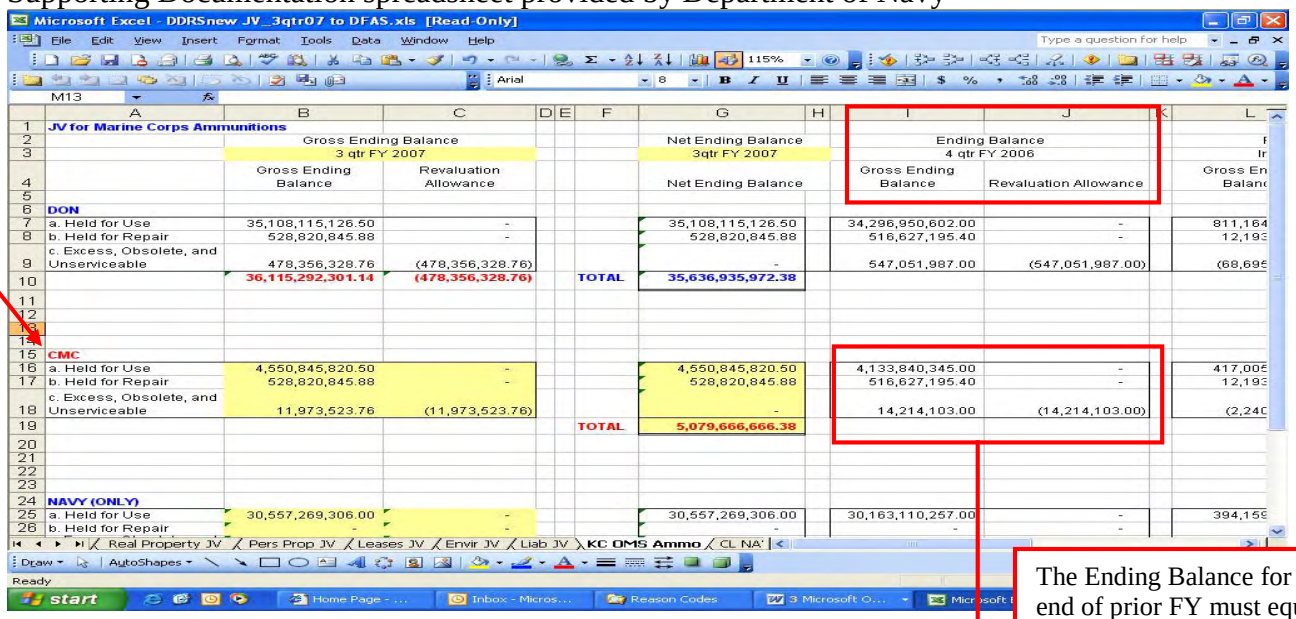
3. First, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year) for the Marine Corps (CMC) needs to be verified. This is done to ensure that the amount of the fiscal year-to-date change is computed correctly. Since OM&S-Ammo is a Carried Forward amount, you can use the Carried Forward spreadsheet to verify the ending balance from the end of prior fiscal year. Open the "CarryFw'd_200X.xls" spreadsheet from the current quarter's folder on the K drive. Select the "1508" tab.

4. Verify that the amounts listed for the following general ledger accounts match the ending balances from the end of prior fiscal year on the datacall spreadsheet.

General Ledger Account	Ending Balance from last FY from datacall
1511 (N) (E) Operating Materials and Supplies	Held for Use amount (Column I, Row 16)
1514 (N) (E) Operating Materials and Supplies	Held for Repair amount (Column I, Row 17)
1519 (N) (E) (1519.01) Operating Materials and Supplies	Excess, Obsolete, & Unserviceable (Column I, Row 18)

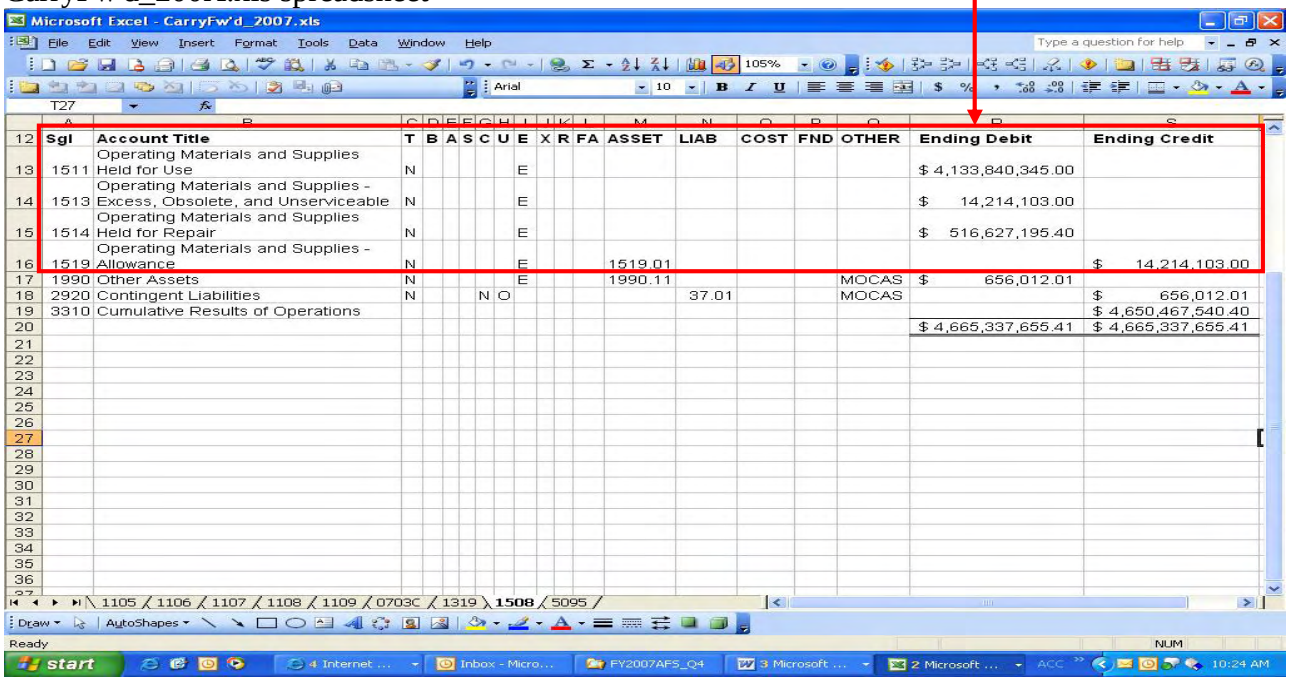
Supporting Documentation spreadsheet provided by Department of Navy

CMC is the Marine Corps



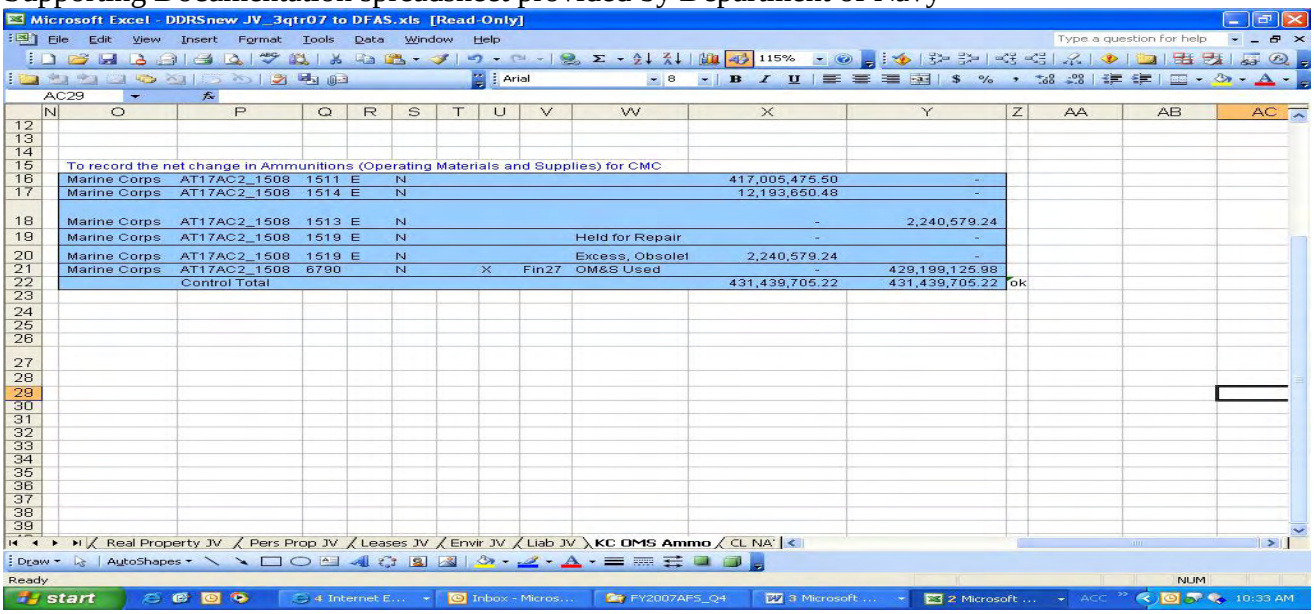
The Ending Balance for the end of prior FY must equal the amount of the Carried Forwards.

CarryFw'd_200X.xls spreadsheet



5. After the Ending Balance for the end of the prior fiscal year are verified, we know the year-to-date change amount is correct and the JV listed on the supporting documentation spreadsheet (see below) can be entered. The JV listed documents the general ledgers and the debit and credits that will be input into DDRS-AFS.

Supporting Documentation spreadsheet provided by Department of Navy



6. Below is additional information for the JVs that will be entered. Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: All Supporting Documentation listed for each JV below needs to be attached to the JV.

   Entity: AT17- Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: MCS_SA_IV - MCSAGFIV
   Program: AT17AF5_1508M – Procurement of Ammo

   Category: B-Data Call

   Reason: To record year-to-date changes in the asset and expense accounts for OM&S-Ammunition.
   Supporting Documentation: Spreadsheet received from the Department of Navy

   Journal Voucher Entries: Accounts/Attributes:

1511 (N) (E)	Operating Materials and Supplies
1514 (N) (E)	Operating Materials and Supplies
1519 (N) (E) (1519.01)	Operating Materials and Supplies
1513 (N) (E)	Operating Materials and Supplies
6790 (N) (6790.0020)	Other Expenses Not Requiring

DATACALL-Interest Expense
For the Marine Corps Audited Financial Statements

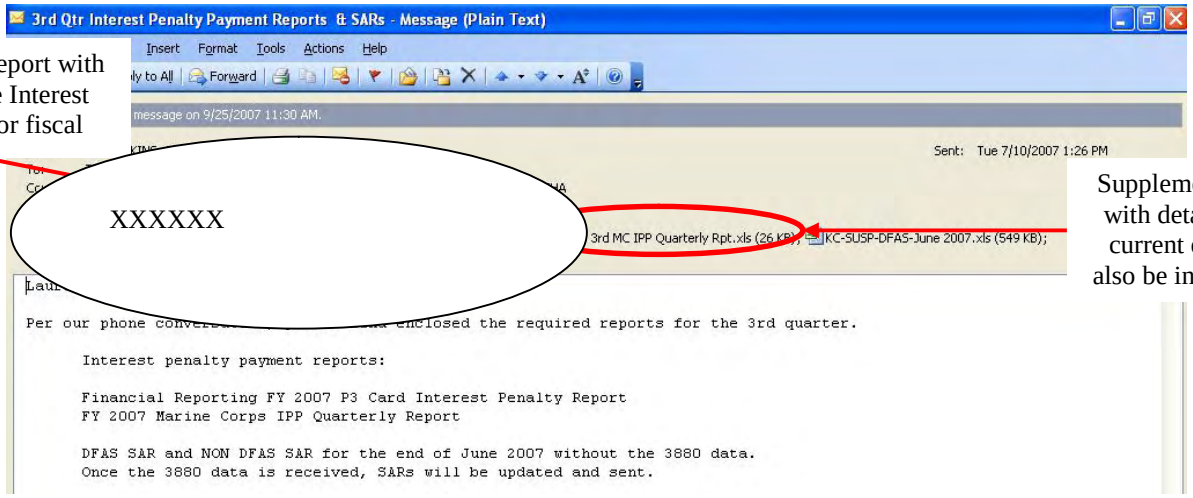
Discussion

When payments are made to vendors, interest expense is recorded in the accounting system as a regular operating expense. The interest payment is reflected in the budgetary accounts and counts against the budgetary funds available. The interest portion of the liquidation is included with the regular principle portion as a whole and recorded to 6100 Operating expenses. Marine Corps Interest includes (1) Vendor Pay payments computed at CO, and paid in KC by SRD1; 2) P3 (Credit Card Interest) paid in KC; (3) NIPS (Navy Interest Payment System). Interest from Vendor payments paid by Navy, but charged to MC LOA. (MC UIC is in PAA field so can be distinguished.)(4) MOCAS payments made with MC LOA. (POCs XXXX, CO; XXXX) (5) MOCAS payments paid by Navy and reported by Navy, MC portion cannot be distinguished and not part of the report. This expense is recorded in SABRS but is not classified correctly, therefore they have not fed correctly in to DDRS-B and DDRS-AFS. The purpose of this journal voucher is to reclassify the interest expense in the appropriate general ledgers.

Procedures

1) Each quarter, DFAS-KC Fiscal Reporting will send a Data Call by email (seen below) with a P3CARD Interest Penalty Report that keeps track of the cumulative Interest Expense for the fiscal year. This is the spreadsheet where the JV amount will come from. There should also be a supplementary Interest Penalty Payment (IPP) Quarterly Report attached that has details of the current quarter Interest Expense amounts; this should also be attached to the JV as backup. The DFAS and NONDFAS SARS Report for the Suspense Data Call may also be included in the same email but will not be used for this Data Call.

P3CARD Report with cumulative Interest Expense for fiscal



Supplementary IPP Report with detailed amounts for current quarter. (Should also be included as backup)

2) Open the P3CARD spreadsheet. Amounts should already be inserted in each cell up to the last month of the current quarter being reported. The first line will have the totals for each with the total interest expense for the fiscal year inserted under YTD Totals (Row 2, Column N), which can also be seen below. This will be the amount inserted into the JV.

Total Interest Expense for the current fiscal year. (JV Amount)

	E	F	G	H	I	J	K	L	M	N	O
1	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07	YTD TOTALS	FY07
2	$ 96,283.76	$ 74,676.94	$ 82,046.61	$101,149.79	$ 67,385.28	$ 58,372.01	$ -	$ -	$	$ 655,910.36	TOTAL INT
3	$ 49,568.07	$ 42,062.34	$ 34,602.80	$ 28,902.04	$ 31,607.70	$ 27,471.25				$ 315,909.43	USMC
4	$ 1,953.56	$ 1,848.82	$ 740.67	961.09	$ 1,544.55	$ 1,369.18				$ 13,479.71	USMC-P3
5	$ 28,936.00	$ 12,061.00	$ 14,448.00	$ 9,581.00	$ 9,340.00	$ 10,250.00				$ 107,595.00	NIPS
6	$ 9,128.18	$ 18,766.30	$ 31,797.82	$60,245.58	$24,888.63	$ 19,009.53				$ 207,982.80	MOCAS
7										$ -	
8	$ 6,697.95	$ 138.48	$ 457.32	$ 1,460.08	$ 4.40	$ 272.05				$ 10,943.42	DFAS-SRD1 P3

3) Below is additional information on the JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

Interest Expense
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operations and Maintenance
Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

Category: B-Data Call

Reason:
To record Interest Expense in the appropriate SGL. All expenses derived from the SF133 are recorded in the Operating Expense SGL. This reclassifies Interest Expense amount to Other Interest Expenses SGL using reported Marine Corps interest expense from sources listed on the attached documentation. When payments are made to vendors, interest expense is recorded in the accounting system as a regular operating expense. The interest payment is reflected in the budgetary accounts and counts against the budgetary funds available. The interest portion of the liquidation is included with the regular principle portion as a whole and recorded to 6100 Operating expenses. Marine Corps Interest includes (1) Vendor Pay payments computed at CO, and paid in KC by SRD1; 2) P3 (Credit Card Interest) paid in KC; (3) NIPS (Navy Interest Payment System). Interest from Vendor payments paid by Navy, but charged to MC LOA. (MC UIC is in PAA field so can be distinguished.)(4) MOCAS payments made with MC LOA. (POCs XXXX, CO; XXXXX) (5) MOCAS payments paid by Navy and reported by Navy, MC portion cannot be distinguished and not part of the report

Supporting Documentation: 1) P3CARD Interest Penalty Report
2) Interest Penalty Payment Quarterly Report

Journal Voucher Entry: Accounts and Attributes
6330 (N) (6330.0030) Other Interest Expenses
6100 (N) Operating Expenses/Program Costs

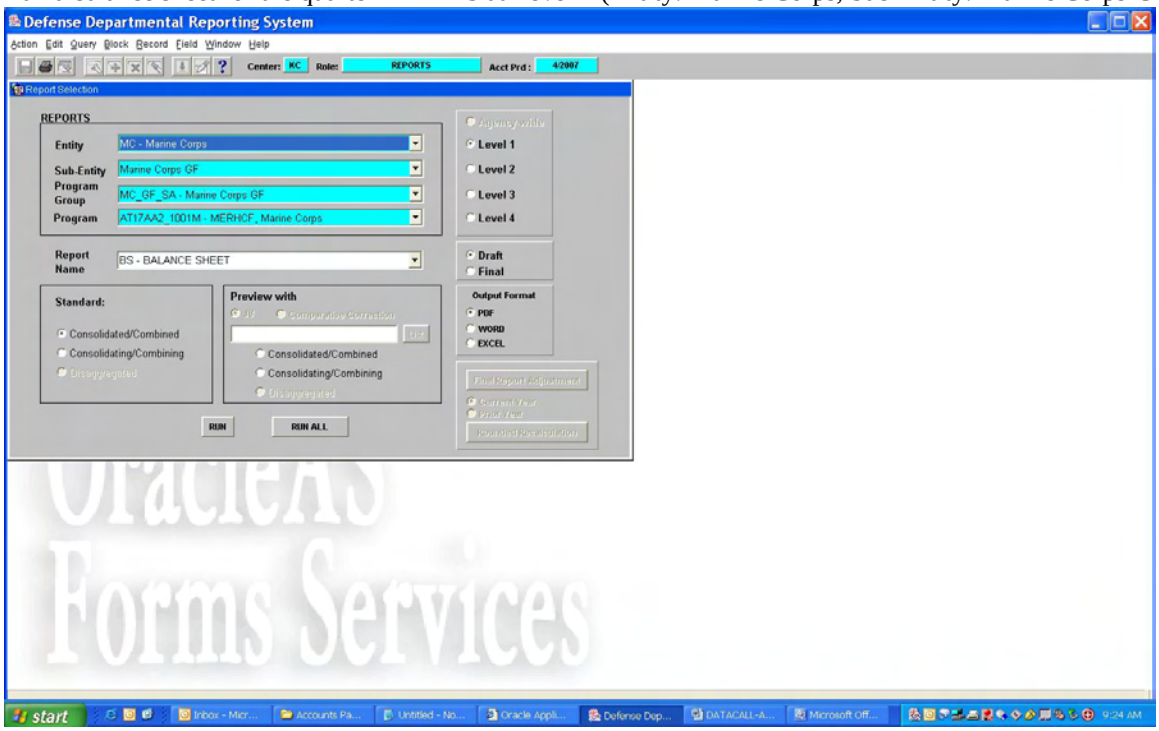
Accounts Payable Reconciliation
For Marine Corps Audited Financial Statements

Discussion

The accounts payable reconciliation ties the amount of the accounts payable presented on the balance sheet to the amount of public accounts payable imported into DDRS-AFS from DDRS-B plus or minus any JV's entered that hits public accounts receivable.

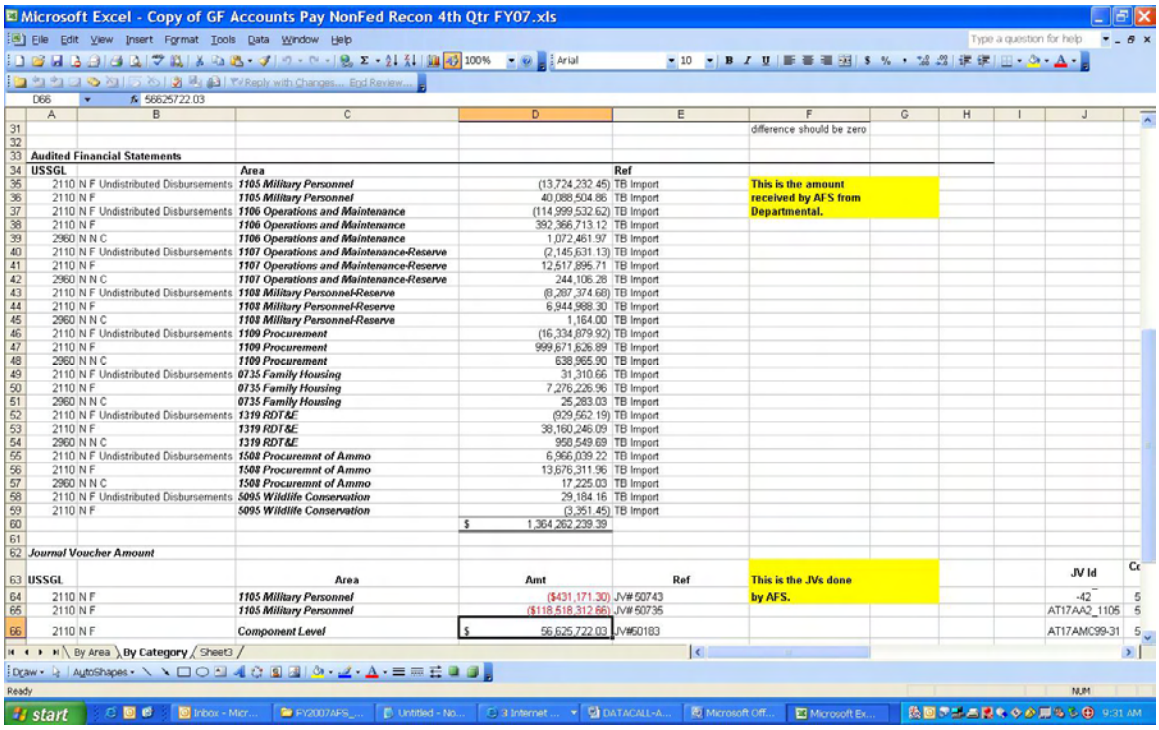
Procedures

Run a balance sheet for the quarter in DDRS at Level 2 (Entity: Marine Corps, Sub-Entity: Marine Corps-GF)



Drill down on the Accounts Payable NonFederal line under the liabilities section of the balance sheet and save the file to the shared drive K:\SHARED\ACCT\ACC\MISC\Accounts Payable\Accounts Payable-Public Recon Xth Qtr, FY XX

Open the workbook "GF Accounts Pay NonFed Recon Xth Qtr FYXX.xls" from the previous quarter and save to the current quarter. On the tab "by area" record each appropriations balance for 2110 N and 2960 N. Next go to the tab labeled "by category" and inset the amounts from each of the trial balances exported from DDRS-B.for 2110 N, and 2960 N. The files can be found at "K:\SHARED\ACCT\ACC\FY20XXAFS_QX" on the shared drive under a folder for each appropriation.



(Enter amounts in column D for each appropriation.)

Next run a JV log for the current quarter in excel. Filter for sub entity: Marine Corps with SGL accounts 2110 N or 2960 N. Enter the JV amounts on the "by category" tab of the workbook. The sum of the JV's and trial balance amount should equal the sum of the "by area" amounts entered on the previous step.

Finally prepare the AP JV Breakout-KC Xthh Qtr FYXX.xls by opening up last quarters worksheet, entering this moths JVs and filling out the root cause and plan of action column in the workbook.

DATACALL-Real Property
For the Marine Corps Audited Financial Statements
Desktop Procedures

BACKGROUND

Real Property are fixed assets that are comprised of land and the rights to land; buildings to include capitalized additions, alterations, improvements, and rehabilitations; other structures and facilities, and construction in process of such fixed assets.

Land rights are interests and privileges held by an entity in land owned by others, such as leaseholds, easements, water and power rights, diversion rights, submersion rights, rights-of-way, and other like interests in land.

Leasehold Improvements reflect the cost of improvements to leased land, buildings, structures, and utilities occupied by the DON. When leasehold Improvements meet or exceed the DoD capitalization criteria, such improvements shall be capitalized and amortized.

Construction In Process reflect the costs incurred for real property construction projects. Costs include direct labor, direct material, and overhead. They do not include Heritage Assets or Stewardship Land.

Real Property is not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of Real Property into DDRS-AFS.

Real Property JV

The supporting documentation for this JV is provided by the Department of Navy via spreadsheet. The liability ending balances for this datacall are Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1. The supporting documentation spreadsheet is received via email by the 11th calendar day of the month.

2. Select the “Real Prop-DCM-1205” tab of the supporting documentation spreadsheet. This tab has the Marine Corps’ ending balance for the current quarter, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year), the fiscal year-to-date change, and the JV that will be entered.

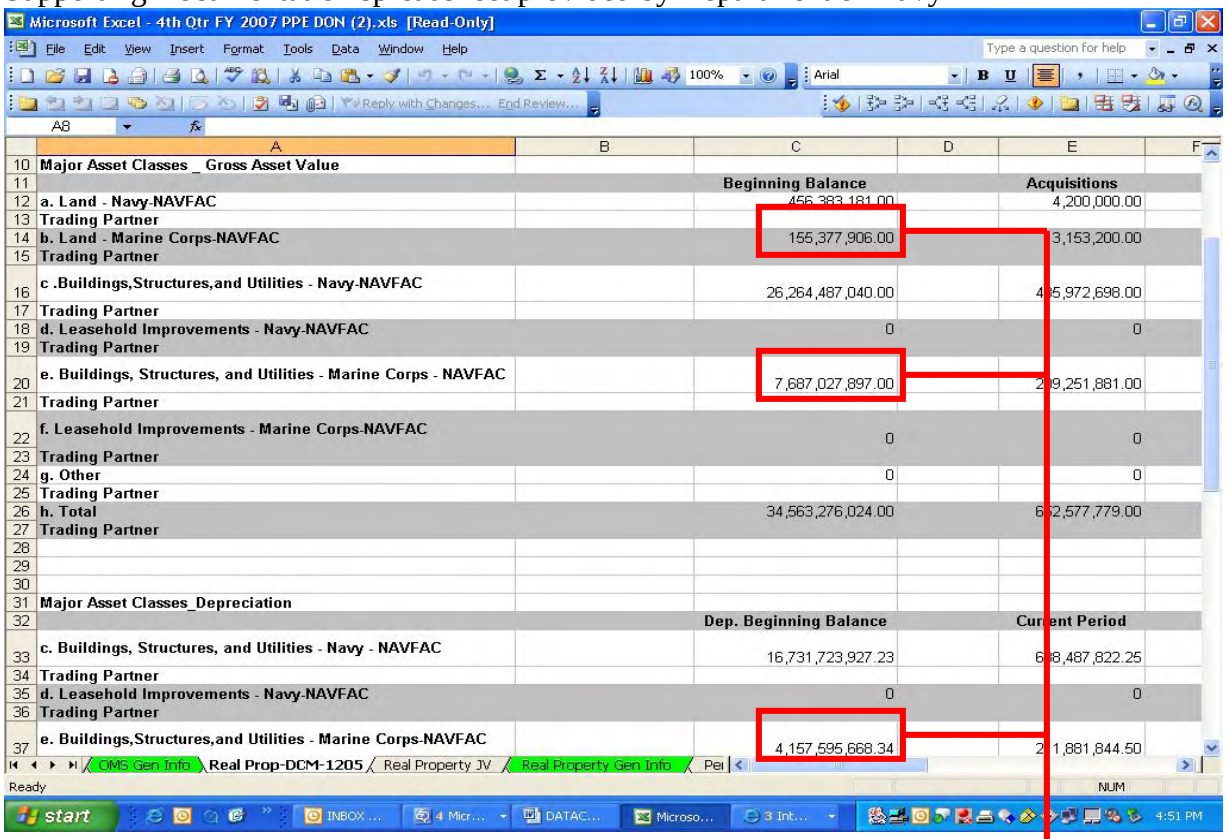
3. First, the ending balance from the end of prior fiscal year (beginning balance for this fiscal year) for the Marine Corps needs to be verified. This is done to ensure that the amount of the fiscal year-to-date change is computed correctly. Since Real Property is Carried Forward amounts, you can use the Carried Forward spreadsheet to verify the ending balance from the end of prior fiscal year. Open the “CarryFw'd_200X.xls” spreadsheet from the current quarter’s folder on the K drive

(K:\SHARED\ACCT\ACC\FY200XAFS_QX\CarryFw'd 200X). Select the "1109" tab.

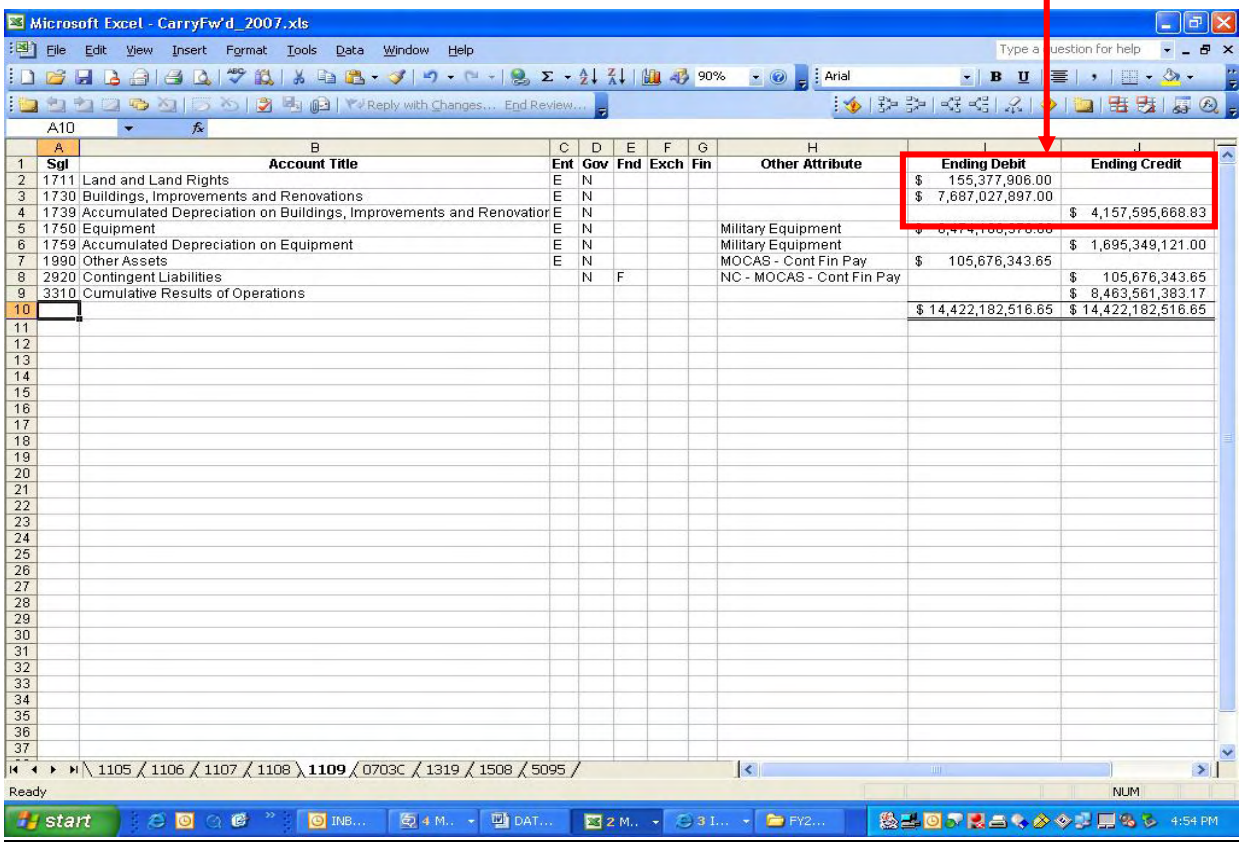
4. Verify that the amounts listed for the following general ledger accounts match the ending balances from the end of prior fiscal year on the datacall spreadsheet.

Accounts to Verify	***Location on DCM support in FY 2007, 4Qtr***
1711 (N)(E)	Row 14, Column C
1730 (N)(E)	Row 20, Column C
1739 (N)(E)	Row 37, Column C

Supporting Documentation spreadsheet provided by Department of Navy

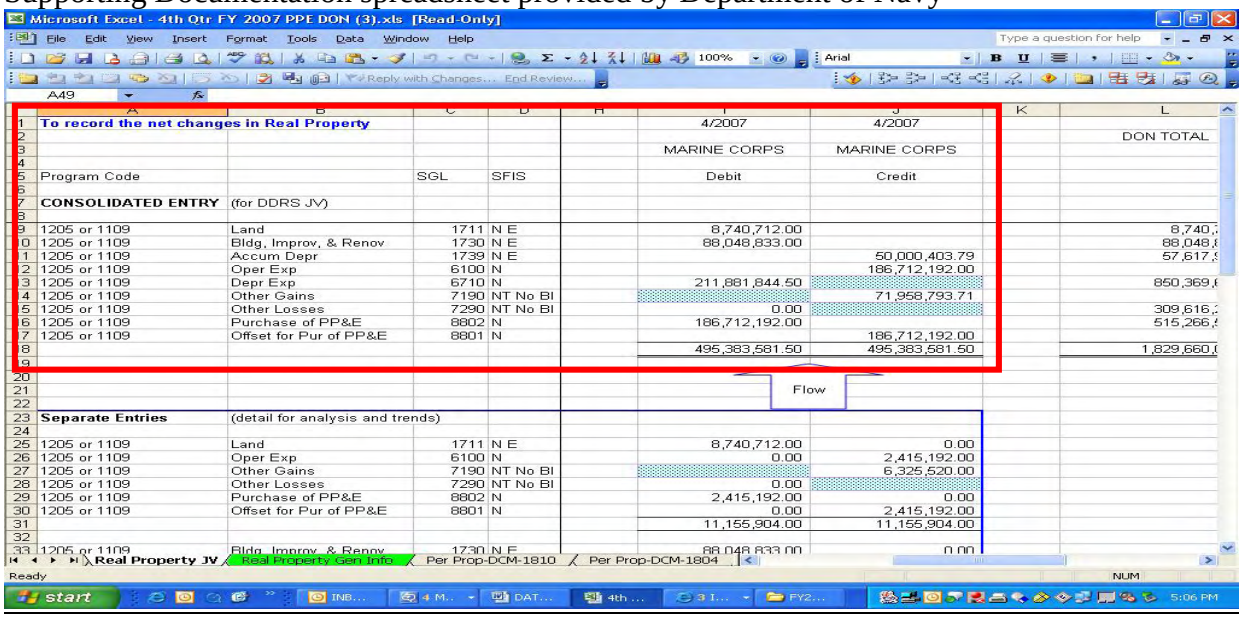


CarryFw'd_200X.xls spreadsheet



5. After the Ending Balance for the end of the prior fiscal year are verified, we know the year-to-date change amount is correct and the JV listed on the supporting documentation spreadsheet (see below) can be entered. The JV listed documents the general ledgers and the debit and credits that will be input into DDRS-AFS.

Supporting Documentation spreadsheet provided by Department of Navy



6. Below is additional information for the JVs that will be entered. Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: All Supporting Documentation listed for each JV below needs to be attached to the JV.

   Entity: AT17- Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AF5 – Procurement
   Program: AT17AF5_1109, Procurement, Marine Corps

   Category: B-Data Call

   Reason: To record the fiscal year to date change in Land, Buildings, and Accumulated Depreciation.
   Supporting Documentation: Spreadsheet received from DCM.

   Journal Voucher Entries: Accounts/Attributes:

1711 (N) (E)	Land
1730 (N) (E)	Building
6710 (N)	Depreciation
8802 (N)	Purchase of PP&E
7290 (N) (T) (No BI)	Other Losses
8801 (N)	Offset for Purchase of PP&E
1739 (N) (E)	Accumulated Depreciation
6100 (N)	Operating Expense
7190 (N) (T) (No BI)	Other Gains

DATACALL--Suspense & Deposit Account JVs and Footnote Corrections
For the Marine Corps Audited Financial Statements
Desktop Procedures

BACKGROUND

A Suspense account temporarily holds collections or disbursements awaiting research, correction, and reconciliation until they can be identified and posted to the proper appropriation. Each Suspense account represents a specific source of transactions; 3875-Disbursing Officers Suspense, 3880-Lost or Cancelled Treasury Checks, and 3885-Interfund/IPAC Suspense. Deposit accounts are used to temporarily record and hold monies that do not belong to the Federal Government. Deposit account 6026-Pay of the Marines, holds various withholdings from Marines' pay such as taxes, allotments, and garnishments held until the appropriate disbursement date. Deposit account 6501-Small Escrow Amounts, is used for small amounts that is held for less than 1 year.

Suspense and Deposit accounts are not accounted for in SABRS. This means that their balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of the Suspense and Deposit accounts into DDRS-AFS. Also, Footnote Corrections are used to record the Suspense account balances in Note 3.

Suspense & Deposit account JVs

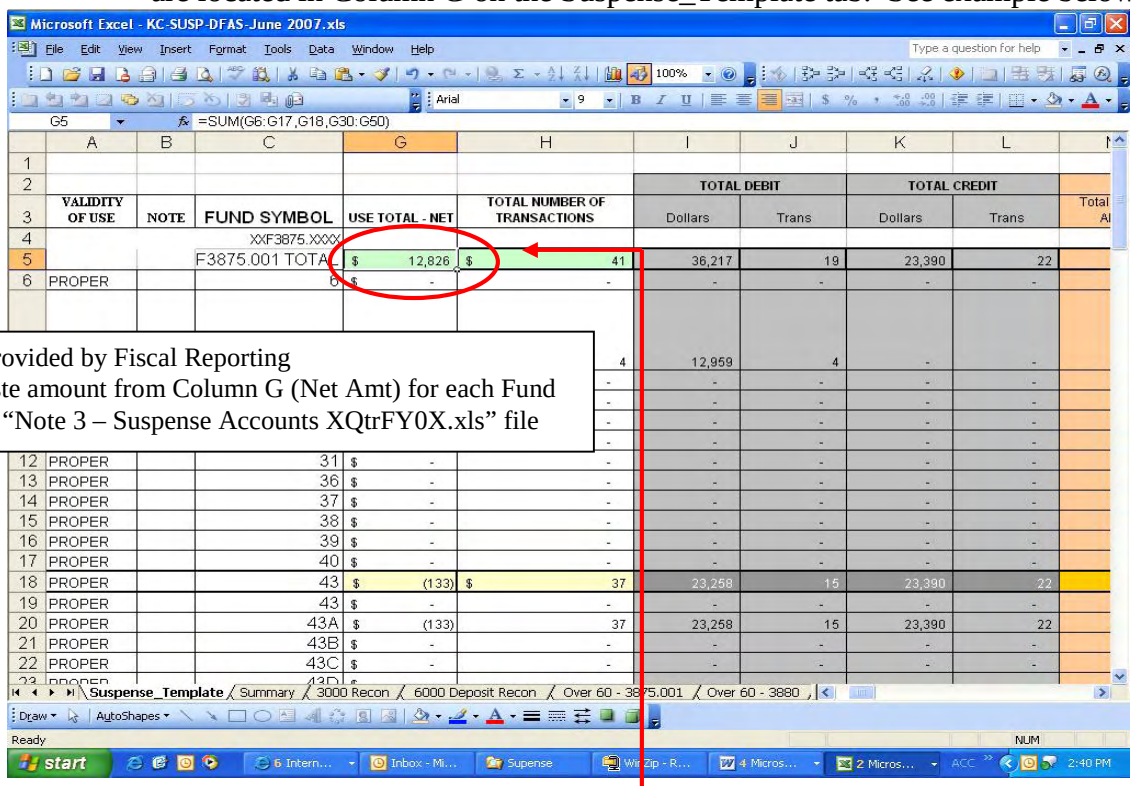
The supporting documentation for these JVs is provided by DFAS-KC Fiscal Reporting Branch. They are required to provide the Suspense Aging Reports (SAR) each quarter to us by the 12th calendar day of the month. We receive the SARs via email.

1. Open the "DATACALL-Suspense & Deposit Accounts Template.xls" file located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. This is the template you will use to compute the amount of the JVs and Footnote Corrections.

2. Update all information highlighted in red to current quarter and year. Once this information is updated, save as "NOTE 3 - Suspense Accounts XQtrFY0X.xls" to the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Note 3\Supense.

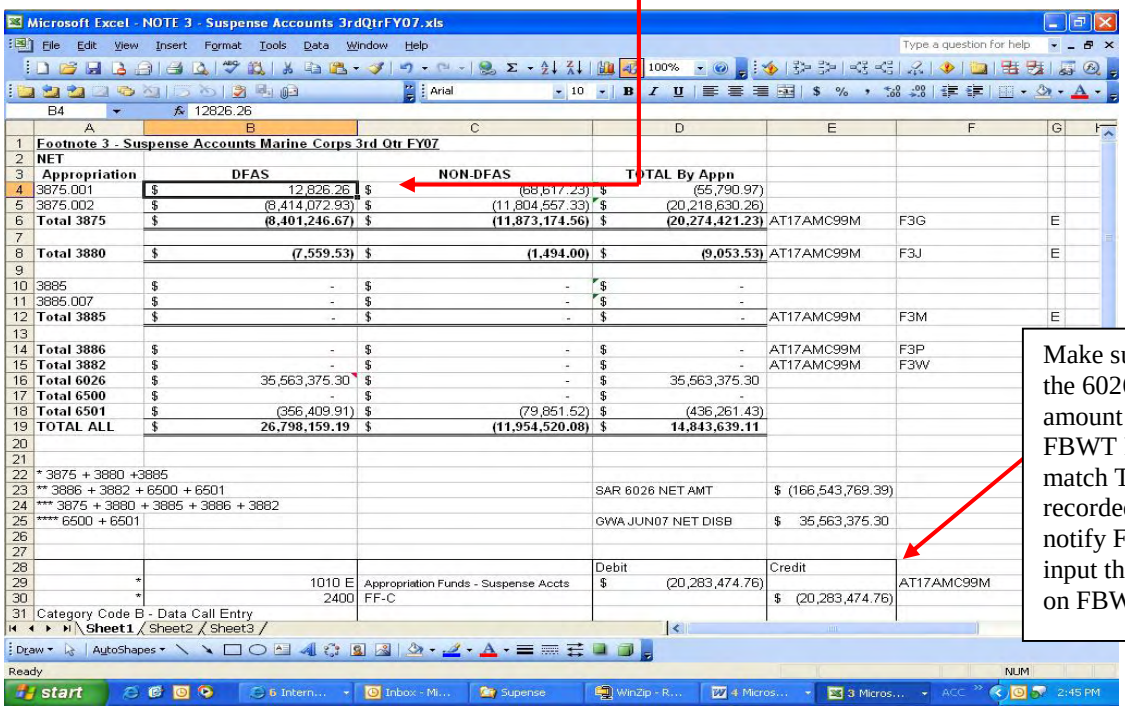
3. Open and save both the DFAS-SAR and NonDFAS-SAR received from Fiscal Reporting at the following location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Note 3\Supense.

4. Use the net amounts provided in the first tab (Suspense_Template) of each SAR to populate the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file. The amounts are located in Column G on the Suspense_Template tab. See example below.



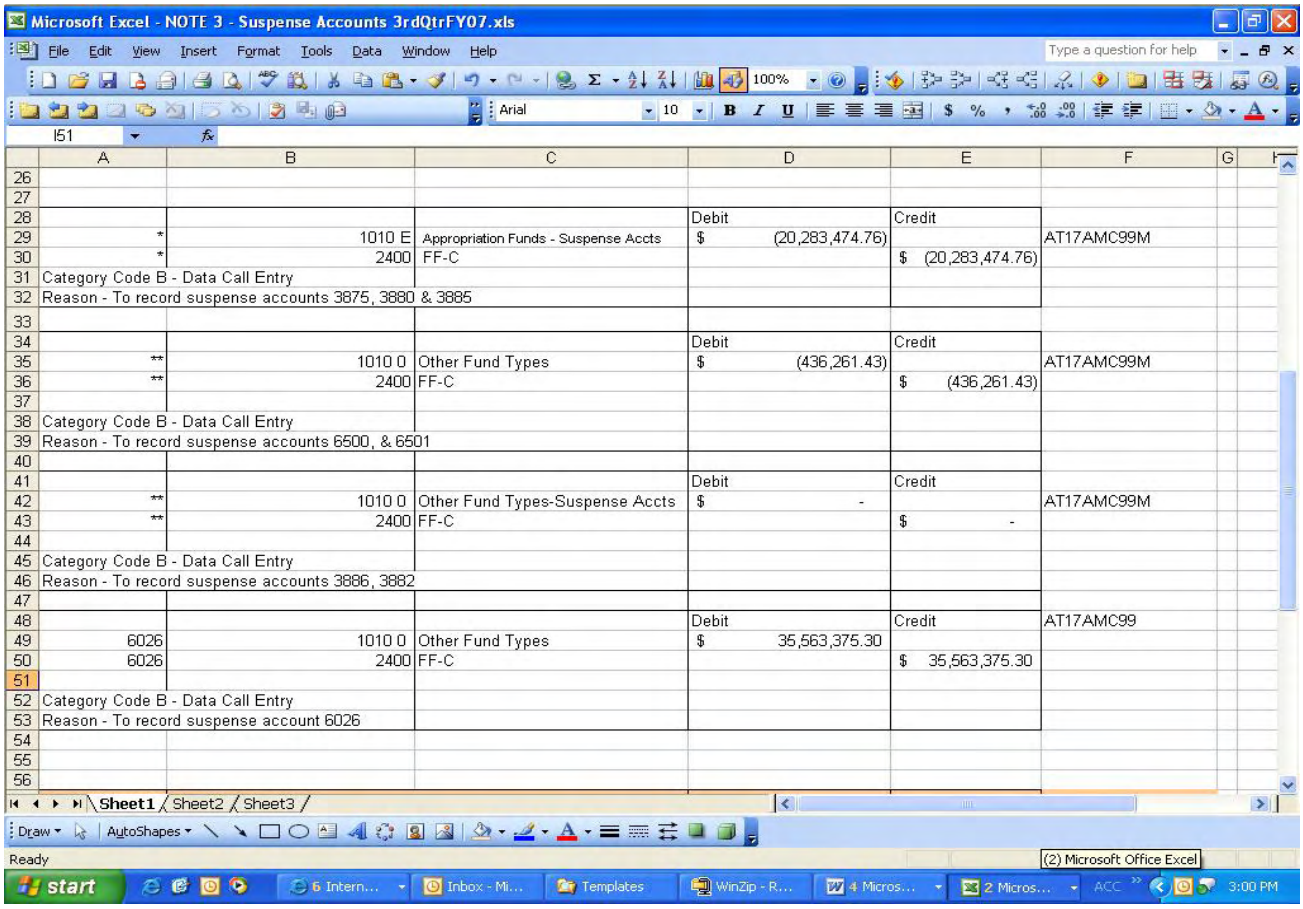
DFAS SAR provided by Fiscal Reporting
-Copy and Paste amount from Column G (Net Amt) for each Fund Symbol to the "Note 3 – Suspense Accounts XQtrFY0X.xls" file

"Note 3 – Suspense Accounts XQtrFY0X.xls" file
-Used to compute amount of JVs and Footnote Corrections



Make sure to double check the 6026 amount against the amount reported on the FBWT Recon. We MUST match Treasury, so if it is recorded wrong on the SAR notify Fiscal Reporting and input the amount recorded on FBWT Recon.

5. You must copy the amounts for each Suspense and Deposit account fund symbol from both the DFAS-SAR and the NonDFAS-SAR. Make sure that you copy, paste special-values so the amount is copied rather than the formula. The bottom of the template will automatically update and show the amounts to enter for the JV.



Microsoft Excel - NOTE 3 - Suspense Accounts 3rdQtrFY07.xls

	A	B	C	D	E	F
26						
27						
28				Debit	Credit	
29	*	1010 E	Appropriation Funds - Suspense Accts	$ (20,283,474.76)		AT17AMC99M
30	*	2400	FF-C		$ (20,283,474.76)	
31	Category Code B - Data Call Entry					
32	Reason - To record suspense accounts 3875, 3880 & 3885					
33						
34				Debit	Credit	
35	**	1010 0	Other Fund Types	$ (436,261.43)		AT17AMC99M
36	**	2400	FF-C		$ (436,261.43)	
37						
38	Category Code B - Data Call Entry					
39	Reason - To record suspense accounts 6500, & 6501					
40						
41				Debit	Credit	
42	**	1010 0	Other Fund Types-Suspense Accts	$ -		AT17AMC99M
43	**	2400	FF-C		$ -	
44						
45	Category Code B - Data Call Entry					
46	Reason - To record suspense accounts 3886, 3882					
47						
48				Debit	Credit	AT17AMC99
49	6026	1010 0	Other Fund Types	$ 35,563,375.30		
50	6026	2400	FF-C		$ 35,563,375.30	
51						
52	Category Code B - Data Call Entry					
53	Reason - To record suspense account 6026					
54						
55						
56						

6. Below is additional information on each JV that will be entered. Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: when inputting amounts into DDRS-AFS, if the amount is a negative debit it should be entered as a credit. Also Note: Deposit account 6026 is the only NonShared account, all other Suspense and Deposit accounts are Shared with the DON. Also Note: All Supporting Documentation listed for each JV below needs to be attached to the JV.

<u>Suspense Accounts 3875, 3880, and 3885</u>
JV entered at the Shared Component Level

Entity: AT17- Marine Corps Stand Alone Import View
Sub-Entity: MCS_SA_IV
Program Group: MCS_SA_IV-Marine Corps Stand Alone GF Import View

Program: AT17AMC99M – Marine Corps Component Level
Category: B-Data Call

Reason:
To record the net amount of Suspense Accounts 3875, 3880, & 3885. The 3875 suspense clearing represents the disbursing officer's suspense. Account 3885 represents the Interfund/IPAC suspense. These suspense accounts temporarily hold collections or disbursements until they can be assigned or identified to a valid appropriation. The 3880 suspense account represents the balance of U.S. Treasury checks that: (1) have either been lost by the payee and need to be reissued, (2) have never been cashed by the payee, or (3) have been cancelled by the U.S. Treasury and need to be transferred to the original appropriation.
Supporting Documentation: 1. DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2. NonDFAS-SAR provided by DFAS-KC Fiscal Reporting 3. Spreadsheet documenting amount of JV
Trading Partner: AT99

Journal Voucher Entry: Accounts and Attributes

1010 (E) (1010.16)(01)	Fund Balance with Treasury
2400 (F)(C)(C)	Liability for Deposit Funds, Clearing Accounts, and Undeposited Collections

<u>Suspense Accounts 3886 & 3382</u>
JV entered at the Shared Component Level

Entity: AT17- Marine Corps Stand Alone Import View
Sub-Entity: MCS_SA_IV
Program Group: MCS_SA_IV-Marine Corps Stand Alone GF Import View
Program: AT17AMC99M – Marine Corps Component Level

Category: B-Data Call

Reason: To record the net amount of Suspense Accounts 3886 & 3882. Account 3886 represents the (payroll) TSP suspense. It temporarily holds collections or disbursements until they can be assigned or identified to a valid appropriation. The 3882 suspense account was established for the Uniformed Services TSP in FY 2002. The amounts in this account represent a timing difference between the posting of the TSP deductions by the National Finance Center and the posting of these amounts in the military accounting systems in the following month.
Supporting Documentation: 1. DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2. NonDFAS-SAR provided by DFAS-KC Fiscal Reporting 3. Spreadsheet documenting amount of JV
Trading Partner: AT99

Journal Voucher Entry: Accounts and Attributes

1010(O)(1010.16)(Other Fund Types)	Fund Balance with Treasury
2400 (F)(C)(C)	Liability for Deposit Funds, Clearing Accounts, and Undeposited Collections

Deposit Accounts 6500 & 6501
JV entered at the Shared Component Level

Entity: AT17- Marine Corps Stand Alone Import View
Sub-Entity: MCS_SA_IV
Program Group: MCS_SA_IV-Marine Corps Stand Alone GF Import View
Program: AT17AMC99M – Marine Corps Component Level

Category: B-Data Call

Reason:
To record the net amount of Suspense Accounts 6500 & 6501. Suspense Account 6500 holds advances without orders from non-federal sources. Account 6501 holds small escrow amount deposits.
Supporting Documentation: 1. DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2. NonDFAS-SAR provided by DFAS-KC Fiscal Reporting 3. Spreadsheet documenting amount of JV
Trading Partner: AT99

Journal Voucher Entry: Accounts and Attributes

1010(O)(Other Fund Types)	Fund Balance with Treasury
2400 (F)(C)(C)	Liability for Deposit Funds, Clearing Accounts, and Undeposited Collections

Deposit Account 6026
JV entered at the NonShared Component Level

Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AMC99 – Marine Corp Component Level
Program: AT17AMC99 – MC Component Level

Category: B-Data Call

Reason:
To record the net amount of Suspense Accounts 6026. The 6026 deposit fund account contains various withholdings from Marines' pay such as taxes, allotments, and garnishments held until the appropriate disbursement date. The USMC GF maintains stewardship accountability and reporting responsibility for these assets, but the assets are not available for use in USMC GF operations.

Supporting Documentation: 1. DFAS-Suspense Aging Report (SAR) provided by DFAS-KC Fiscal Reporting 2. NonDFAS-SAR provided by DFAS-KC Fiscal Reporting 3. Spreadsheet documenting amount of JV
Trading Partner: AT99

Journal Voucher Entry: Accounts and Attributes

1010(O)(Other Fund Types)	Fund Balance with Treasury
2400 (F)(C)(C)	Liability for Deposit Funds, Clearing Accounts, and Undeposited Collections

Assigning the Trading Partner Adjustment

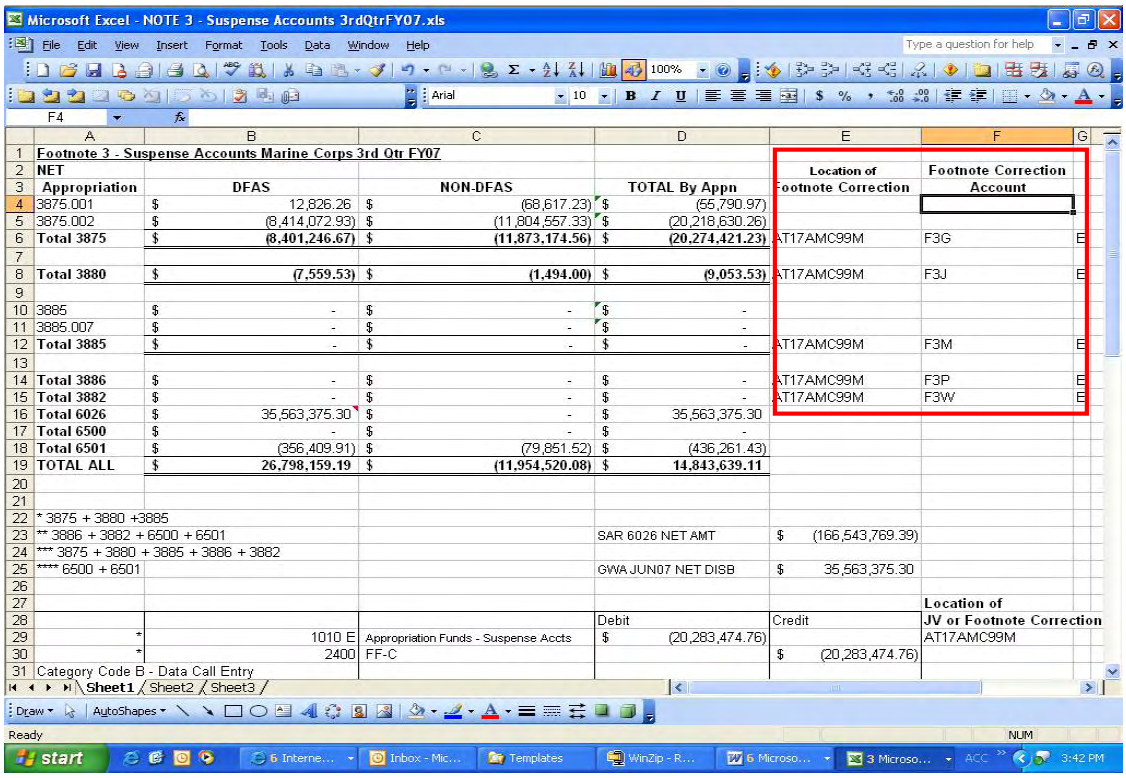
Once the JV has been approved for 6026, a trading partner adjustment needs to be assigned to the liability (GLA 2400). This is because the transaction is between the Marine Corps and a federal entity outside DoD. The Trading Partner/Entity Code used for DOL is AT99. Refer to the "Trading Partner Adjustment.doc" desktop for more information on entering this trading partner adjustment. **It is not necessary to do the trading partner adjustments for the other deposit accounts because they are shared at component level.**

Suspense & Deposit Account Footnote Corrections

Footnote Corrections are used to populate the Suspense amounts reported in Note 3 only; they do not populate anything else on the financial statements. Footnote Corrections will be entered for Current Year, Prior Year, and Prior Year – 1. Refer to the "Footnote Correction" desktop for more information on entering Footnote Corrections.

1. The amounts to enter for the Current Year Suspense accounts are populated on the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" file for the current quarter, under TOTAL By Appn in Column D.

2. The Footnote Correction Account and the location that the Footnote Correction for the Current Year is are given on the spreadsheet, under Columns E & F.

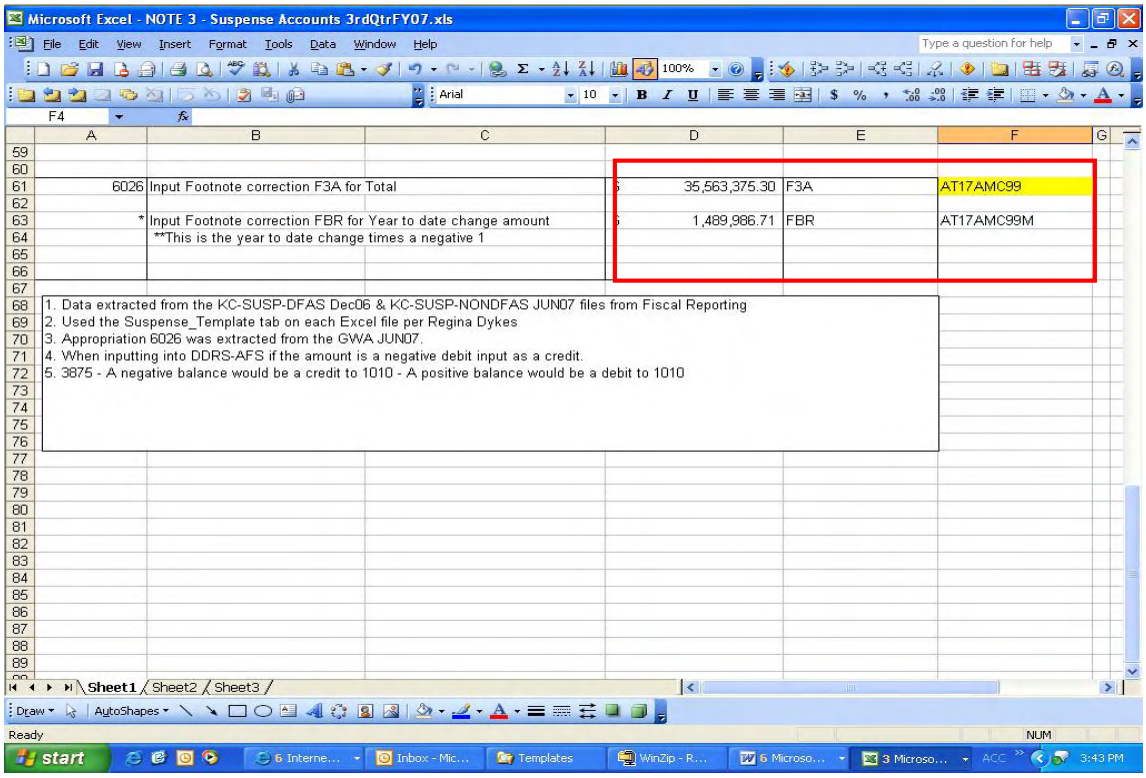


Microsoft Excel - NOTE 3 - Suspense Accounts 3rdQtrFY07.xls

	A	B	C	D	E	F	G
1	Footnote 3 - Suspense Accounts Marine Corps 3rd Qtr FY07						
2	NET				Location of	Footnote Correction	
3	Appropriation	DFAS	NON-DFAS	TOTAL By Appn	Footnote Correction	Account	
4	3875.001	$ 12,826.26	$ (68,617.23)	$ (55,790.97)			
5	3875.002	$ (8,414,072.93)	$ (11,804,557.33)	$ (20,218,630.26)			
6	**Total 3875**	**$ (8,401,246.67)**	**$ (11,873,174.56)**	**$ (20,274,421.23)**	AT17AMC99M	F3G	E
7							
8	**Total 3880**	**$ (7,559.53)**	**$ (1,494.00)**	**$ (9,053.53)**	AT17AMC99M	F3J	E
9							
10	3885	$ -	$ -	$ -			
11	3885.007	$ -	$ -	$ -			
12	**Total 3885**	$ -	$ -	$ -	AT17AMC99M	F3M	E
13							
14	**Total 3886**	$ -	$ -	$ -	AT17AMC99M	F3P	E
15	**Total 3882**	$ -	$ -	$ -	AT17AMC99M	F3W	E
16	**Total 6026**	$ 35,563,375.30	$ -	$ 35,563,375.30			
17	**Total 6500**	$ -	$ -	$ -			
18	**Total 6501**	$ (356,409.91)	$ (79,851.52)	$ (436,261.43)			
19	**TOTAL ALL**	**$ 26,798,159.19**	**$ (11,954,520.08)**	**$ 14,843,639.11**			
20							
21							
22	* 3875 + 3880 +3885						
23	** 3886 + 3882 + 6500 + 6501			SAR 6026 NET AMT	$ (166,543,769.39)		
24	*** 3875 + 3880 + 3885 + 3886 + 3882						
25	**** 6500 + 6501			GWA JUN07 NET DISB	$ 35,563,375.30		
26							
27						Location of	
28				Debit	Credit	JV or Footnote Correction	
29	*	1010 E	Appropriation Funds - Suspense Accts	$ (20,283,474.76)		AT17AMC99M	
30	*	2400	FF-C		$ (20,283,474.76)		
31	Category Code B - Data Call Entry						

Sheet1 / Sheet2 / Sheet3

Ready



Microsoft Excel - NOTE 3 - Suspense Accounts 3rdQtrFY07.xls

	A	B	C	D	E	F	G
59							
60							
61	6026	Input Footnote correction F3A for Total		$ 35,563,375.30	F3A	AT17AMC99	
62							
63	*	Input Footnote correction FBR for Year to date change amount		$ 1,489,986.71	FBR	AT17AMC99M	
64		**This is the year to date change times a negative 1					
65							
66							
67							
68	1. Data extracted from the KC-SUSP-DFAS Dec06 & KC-SUSP-NONDFAS JUN07 files from Fiscal Reporting						
69	2. Used the Suspense_Template tab on each Excel file per Regina Dykes						
70	3. Appropriation 6026 was extracted from the GWA JUN07.						
71	4. When inputting into DDRS-AFS if the amount is a negative debit input as a credit.						
72	5. 3875 - A negative balance would be a credit to 1010 - A positive balance would be a debit to 1010						
73							
74							
75							
76							

Sheet1 / Sheet2 / Sheet3

Ready

3. Below is the list of Current Year Footnote Correction Accounts that must be entered and the location used to enter them.

Fund Symbol	Location	Footnote Correction Acct
3875	AT17AMC99M Shared Component Level	**F3G**-Footnote 3B (CY) - F3875
3880	AT17AMC99M Shared Component Level	**F3J**-Footnote 3B (CY) - F3880
3885	AT17AMC99M Shared Component Level	**F3M**-Footnote 3B (CY) - F3885
3886	AT17AMC99M Shared Component Level	**F3P**-Footnote 3B (CY) - F3886
3882	AT17AMC99M Shared Component Level	**F3W**-Footnote 3B (CY) - F3882
YTD Change in Total Suspense	AT17AMC99M Shared Component Level	**FBR**-Stmt of Budgetary Resources & Stmt of Financing
6026*	AT17AMC99 Non-Shared Component Level	**F3A**- 2A Fund Balance Per Treasury

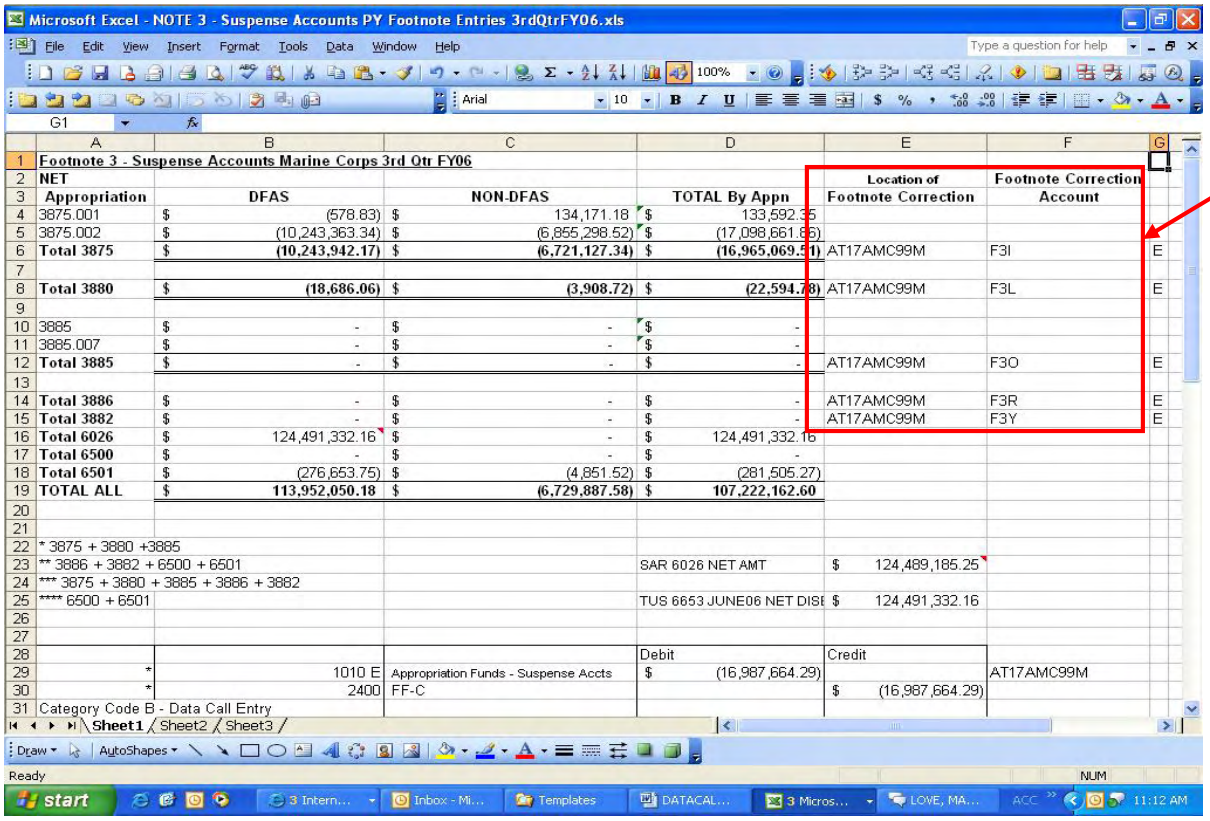
*This entry should have already been made. It is made after the FBWT Reconciliation. You just need to double check and make sure that it was entered correctly.

4. The amounts to enter for the Prior Year Suspense accounts are populated on the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" from the same quarter **prior year** file. This file contains the amounts for the Suspense and Deposit accounts from the same quarter prior year. Open this file from the same quarter prior year folder and save it down to the current quarter folder with the name "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls."

5. Once the file is saved down to the current folder, you must change the Footnote Correction Account to the prior year Footnote Correction Account. Below is the list of Prior Year Footnote Correction Accounts that must be entered and the location used to enter them. Only the Footnote Correction Accounts at the top of the spreadsheet are entered for prior year (see below).

Fund Symbol	Location	Footnote Correction Acct
3875	AT17AMC99M Shared Component Level	**F3I**-Footnote 3B (CY-1) - F3875
3880	AT17AMC99M Shared Component Level	**F3L**-Footnote 3B (CY-1) -F3880

Fund Symbol	Location	Footnote Correction Acct
3885	AT17AMC99M Shared Component Level	**F3O**-Footnote 3B (CY-1) -F3885
3886	AT17AMC99M Shared Component Level	**F3R**-Footnote 3B (CY-1) -F3886
3882	AT17AMC99M Shared Component Level	**F3Y**-Footnote 3B (CY-1) -F3882



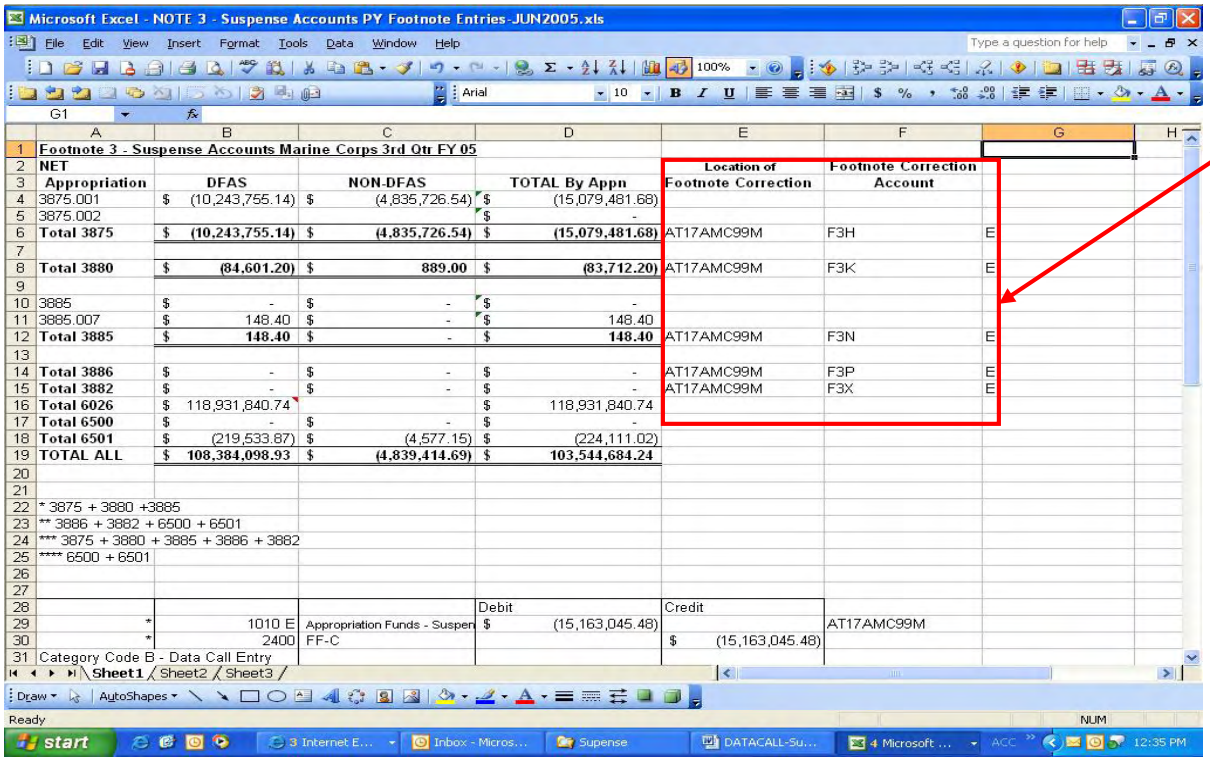
Only these Footnote Correction Accounts are used for the Prior Year

6. The amounts to enter for the Prior Year – 1 Suspense accounts are populated on the "NOTE 3 - Suspense Accounts XQtrFY0X.xls" from the same quarter **2 years** ago file. This file contains the amounts for the Suspense and Deposit accounts from the same quarter 2 years ago. Open this file from the same quarter 2 years ago folder and save it down to the current quarter folder with the name "NOTE 3 - Suspense Accounts PY Footnote Entries-MONTH YEAR.xls."

7. Once the file is saved down to the current folder, you must change the Footnote Correction Account to the Prior Year – 1 Footnote Correction Account. Below is the list of Prior Year – 1 Footnote Correction Accounts that must be entered and

the location used to enter them. Only the Footnote Correction Accounts at the top of the spreadsheet are entered for Prior Year – 1 (see below).

Fund Symbol	Location	Footnote Correction Acct
3875	AT17AMC99M Shared Component Level	**F3H**-Footnote 3B (CY-2) -F3875
3880	AT17AMC99M Shared Component Level	**F3K**-Footnote 3B (CY-2) -F3880
3885	AT17AMC99M Shared Component Level	**F3N**-Footnote 3B (CY-2) -F3885
3886	AT17AMC99M Shared Component Level	**F3Q**-Footnote 3B (CY-2) -F3886
3882	AT17AMC99M Shared Component Level	**F3X**-Footnote 3B (CY-2) -F3882



	A	B	C	D	E	F	G
1	Footnote 3 - Suspense Accounts Marine Corps 3rd Qtr FY 05						
2	NET				Location of	Footnote Correction	
3	Appropriation	DFAS	NON-DFAS	TOTAL By Appn	Footnote Correction	Account	
4	3875.001	$ (10,243,755.14)	$ (4,835,726.54)	$ (15,079,481.68)			
5	3875.002			$ -			
6	Total 3875	$ (10,243,755.14)	$ (4,835,726.54)	$ (15,079,481.68)	AT17AMC99M	F3H	E
7							
8	Total 3880	$ (84,601.20)	$ 889.00	$ (83,712.20)	AT17AMC99M	F3K	E
9							
10	3885	$ -	$ -	$ -			
11	3885.007	$ 148.40	$ -	$ 148.40			
12	Total 3885	$ 148.40	$ -	$ 148.40	AT17AMC99M	F3N	E
13							
14	Total 3886	$ -	$ -	$ -	AT17AMC99M	F3P	E
15	Total 3882	$ -	$ -	$ -	AT17AMC99M	F3X	E
16	Total 6026	$ 118,931,840.74		$ 118,931,840.74			
17	Total 6500	$ -	$ -	$ -			
18	Total 6501	$ (219,533.87)	$ (4,577.15)	$ (224,111.02)			
19	TOTAL ALL	$ 108,384,098.93	$ (4,839,414.69)	$ 103,544,684.24			
20							
21							
22	* 3875 + 3880 +3885						
23	** 3886 + 3882 + 6500 + 6501						
24	*** 3875 + 3880 + 3885 + 3886 + 3882						
25	**** 6500 + 6501						
26							
27							
28				Debit	Credit		
29	*	1010 E	Appropriation Funds - Suspen	$ (15,163,045.48)		AT17AMC99M	
30	*	2400	FF-C		$ (15,163,045.48)		
31	Category Code B - Data Call Entry						

8. Remember to refer to the "Footnote Correction" desktop for more assistance on entering Footnote Corrections. All Current Year, Prior Year, and Prior Year – 1 must be entered into DDRS-AFS. Be careful to select the correct Footnote Correction Account when entering them into DDRS-AFS (you will find the correct accounts listed in the steps above).

DATA CALL
Unfunded Civilian Leave Liability and Expense
Marine Corps Audited Financial Statements

Prepared: 18 September 2007
Revised: 14 October 2007

Discussion:

Civilian employees are entitled annual leave that will be funded from future year appropriations. It is a future funded expense and unfunded liability. The unfunded liability is not recorded in SABRS because it is future funded; therefore, it is not included in the DDRS-B Trial Balance Exports, thus not imported into DDRS-AFS. The purpose of this JV is to record the unfunded liability so it is included in the financial statements.

The supporting documentation for this journal voucher is provided by a Defense Civilian Pay System (DCPS) Unpaid Accrued Leave Liability Report. The liability ending balance for this DataCall is one of the Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for DataCall).

Systems Requirements:

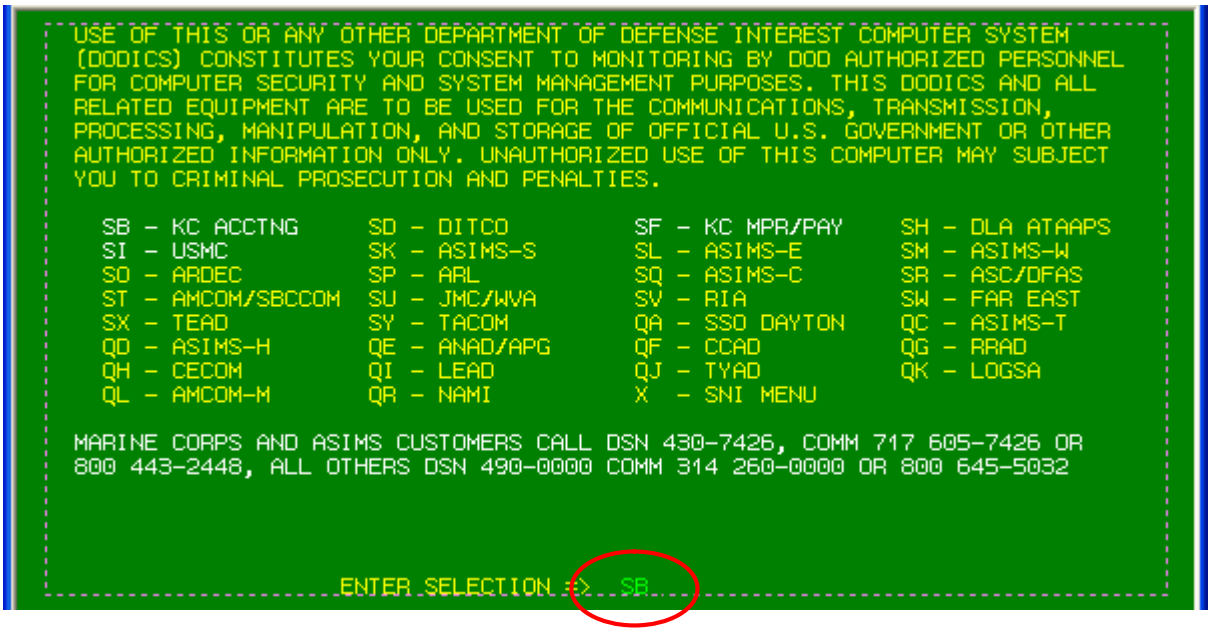
The preparer must have access to the TSO domain in SABRS, and access rights to the 'QUAN7' production datasets. Currently, you must request by email to XXXXXXXX requesting access to the TSO domain. Justification must be provided.

Procedure:

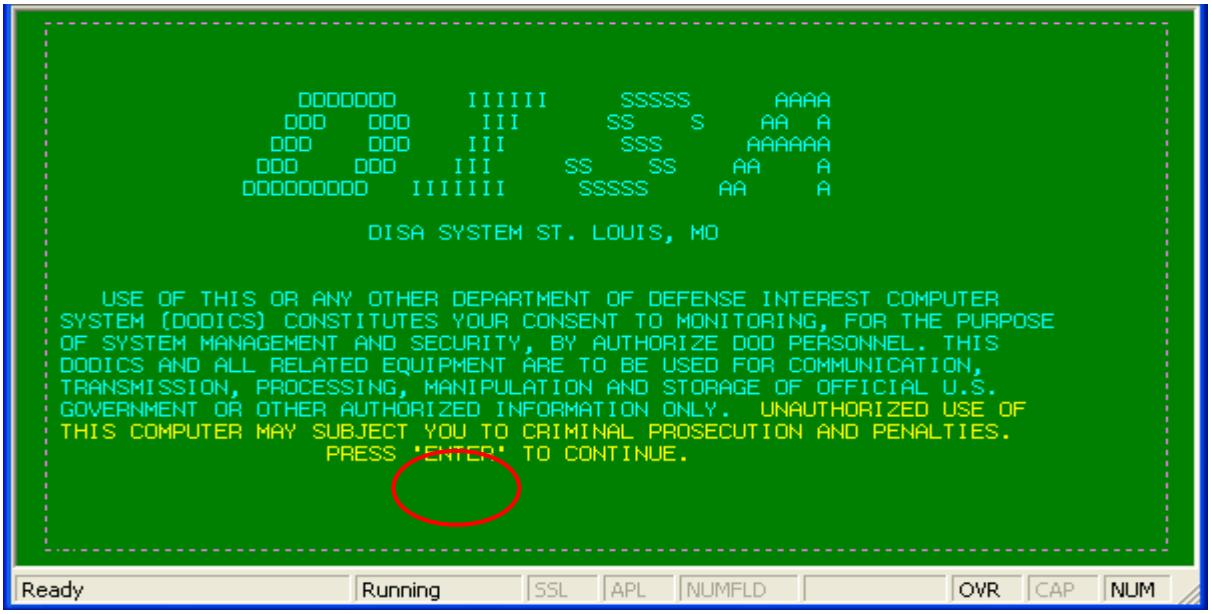
1. **Identify the DCPS reports in SABRS.**

   At the opening screen of the St. Louis (RUMBA) console, type "SB" and press the "Enter" key.

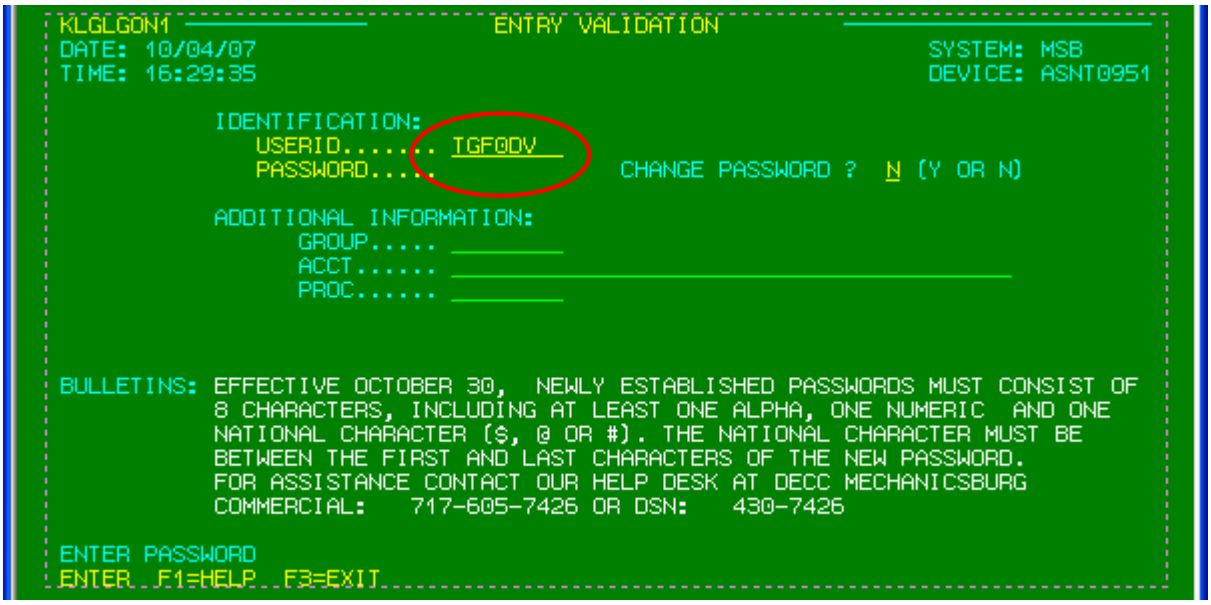
   (SCREENSHOT ON NEXT PAGE)



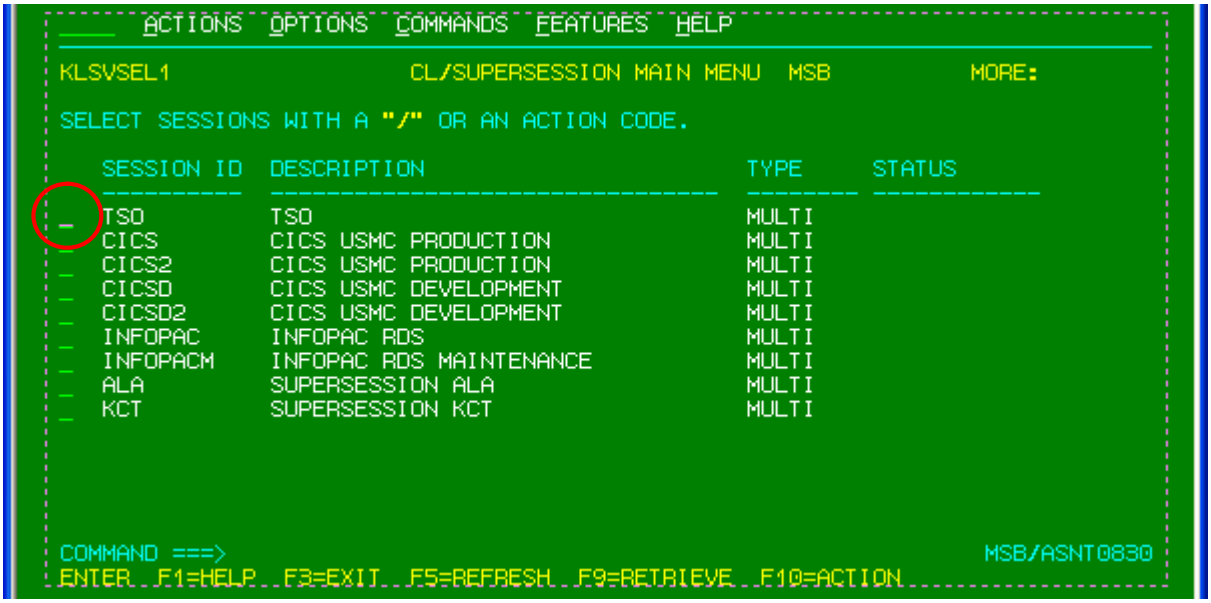
At the next screen, press the "Enter" key to continue.



Enter your USER ID and password in the required fields and press the "Enter" key to continue.



Place your cursor in the _ field next to "TSO" and press the "Enter" key to continue.

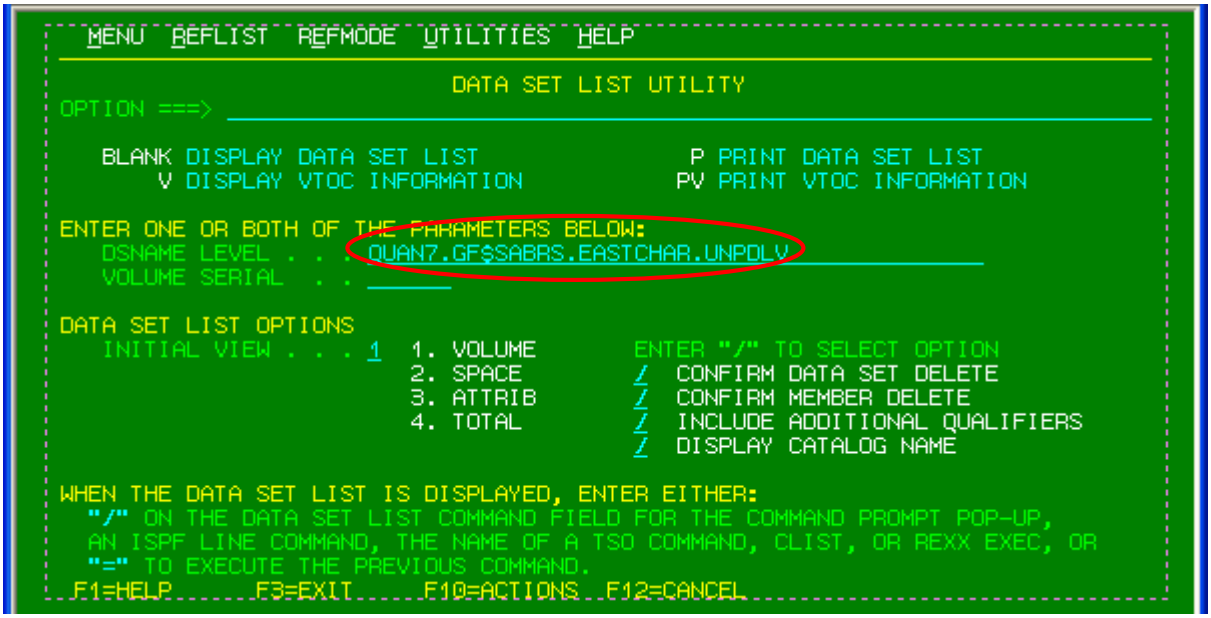


After a moment you will see the following screen:

(SCREENSHOT ON NEXT PAGE)

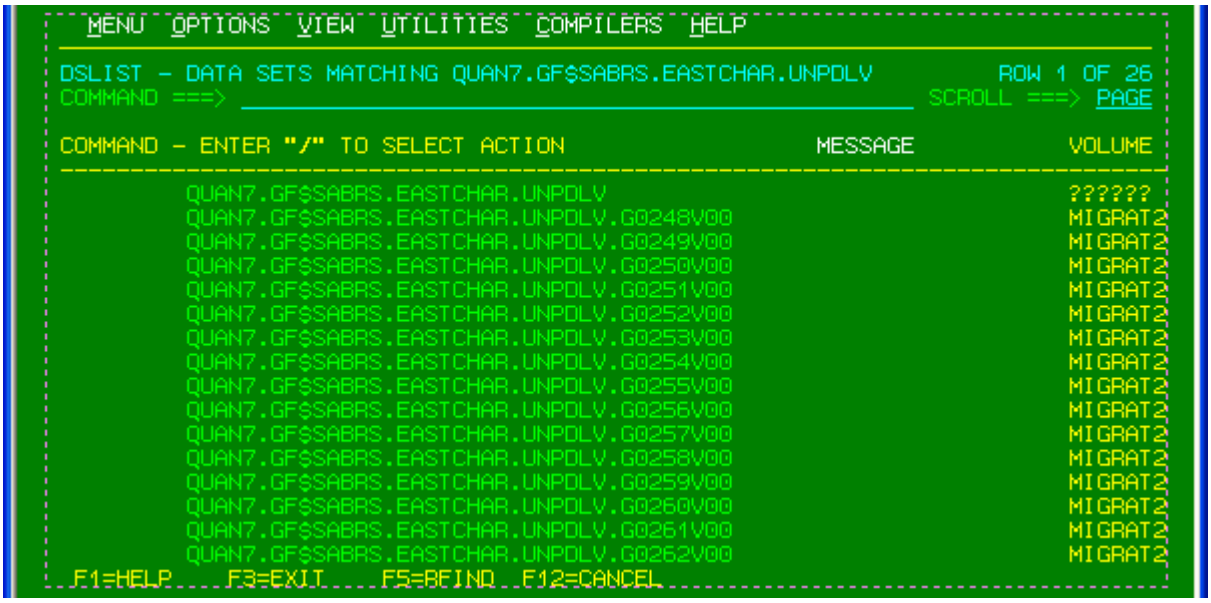
On the "OPTION →" line, enter "3.4" and press the "Enter" key to continue.

On the "DSNAME LEVEL. . ." line, enter "QUAN7.GF$SABRS.EASTCHAR.UNPDLV" and press the "Enter" key to continue.

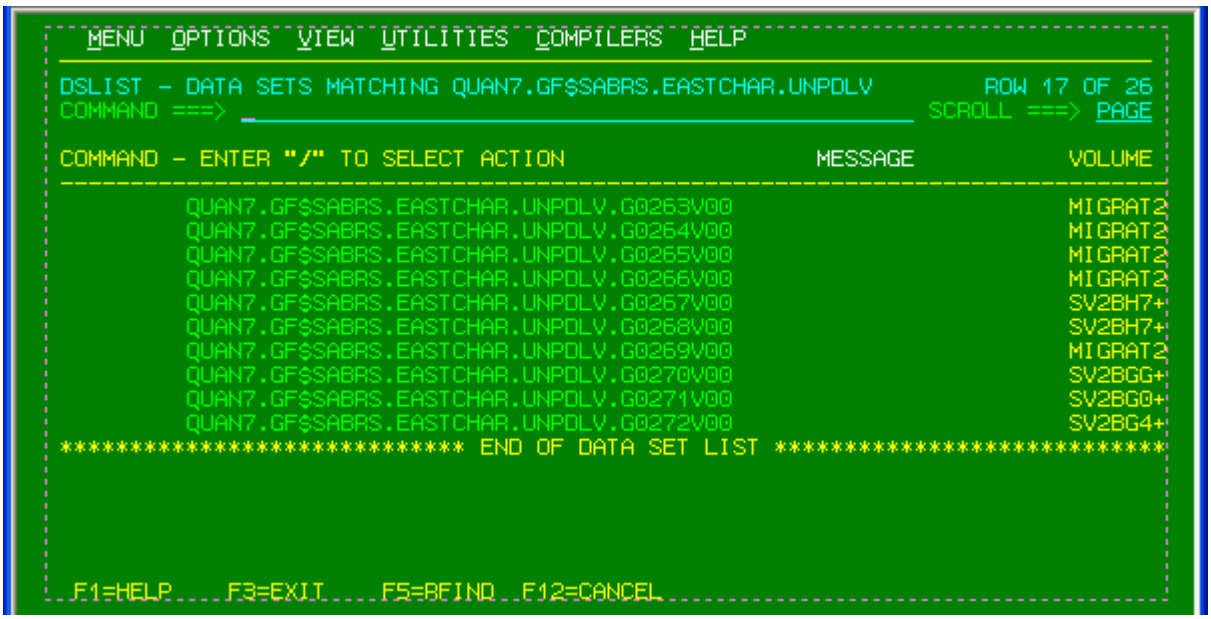


You will be taken to a listing of all the unpaid leave reports. The screen appears as follows:

(SCREENSHOT ON NEXT PAGE)

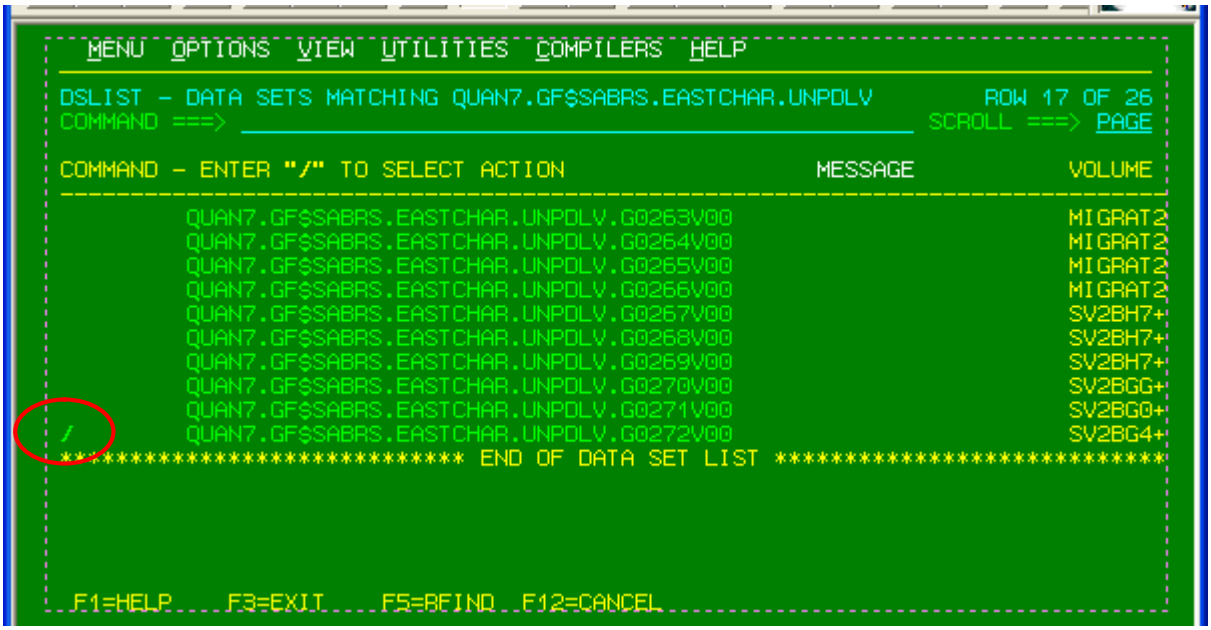


Press the "F8" key until the bottom of the list appears, as shown in the screenshot below.



Beginning with the last item in the list, place a "/" character on the line next to the report name and press the "Enter" key.

(SCREENSHOT ON THE NEXT PAGE)

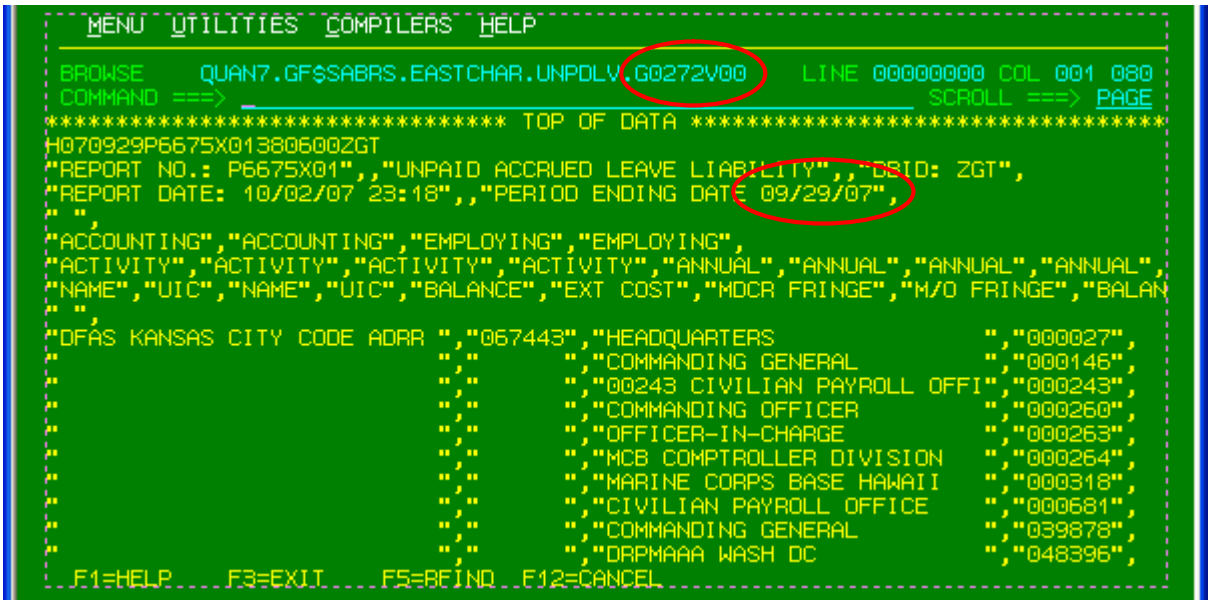


You will see the following screen appear as follows:

In the "__" space next to item 1, enter the number "3" and press the enter key to continue and browse report.

The report will appear as follows:

(SCREENSHOT ON NEXT PAGE)



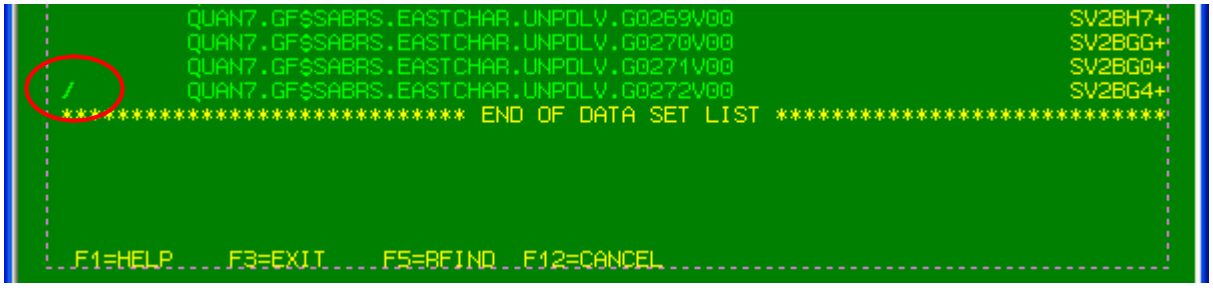
Check the date of the report, making sure it is the date that corresponds to the last day, of the last pay period, in the quarter for which you are reporting. In this case, the date was 09/29/2007, or the last day of the last pay period, 4th Quarter, Fiscal Year 2007.

Make a note of (write down) the report name at the end of the production data set name on the "BROWSE" line at the top of your screen. You will need these later.

Repeat the report browsing action, one report at a time, moving up the list of reports starting at the bottom, until all reports with the same date have been identified.

Once you have identified all the reports, you can begin to retrieve the text files for these reports.

If you desire to print the files, return to the report listing. Instead of entering a "/" character, enter "DSPRINT" and hit enter. When the screen changes and you see the three red stars "***", enter the name of the mainframe printer, like "VSNEP198" and press the "Enter" key.



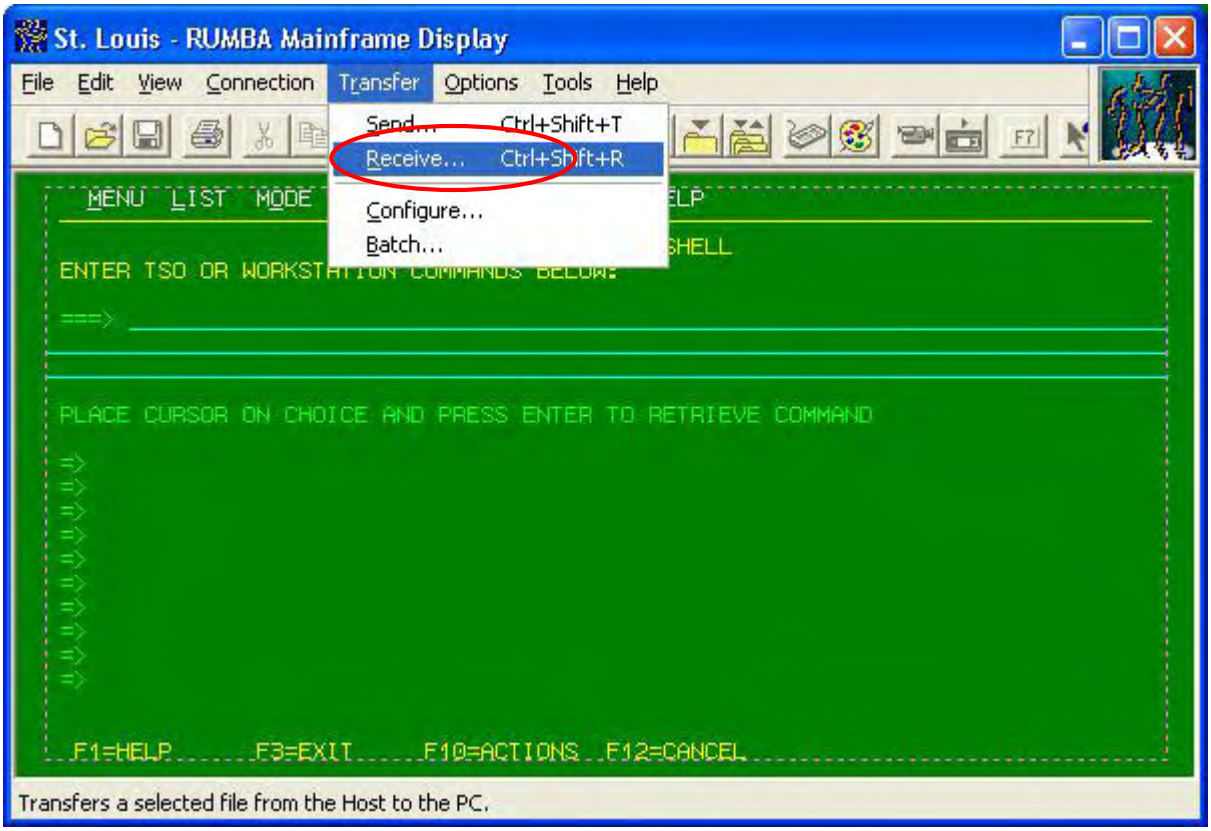
2. Retrieve DCPS Unpaid/Unfunded Civilian Leave Reports

From any screen in the TSO domain, specifically if you are viewing the selected report, press the "F8" until you return to the following screen:

(SCREENSHOT ON NEXT PAGE)

Enter the number "6" on the "OPTION →" line at the top, and press the "Enter" key to continue.

When the following screen appears, click "Transfer > Receive" to continue.

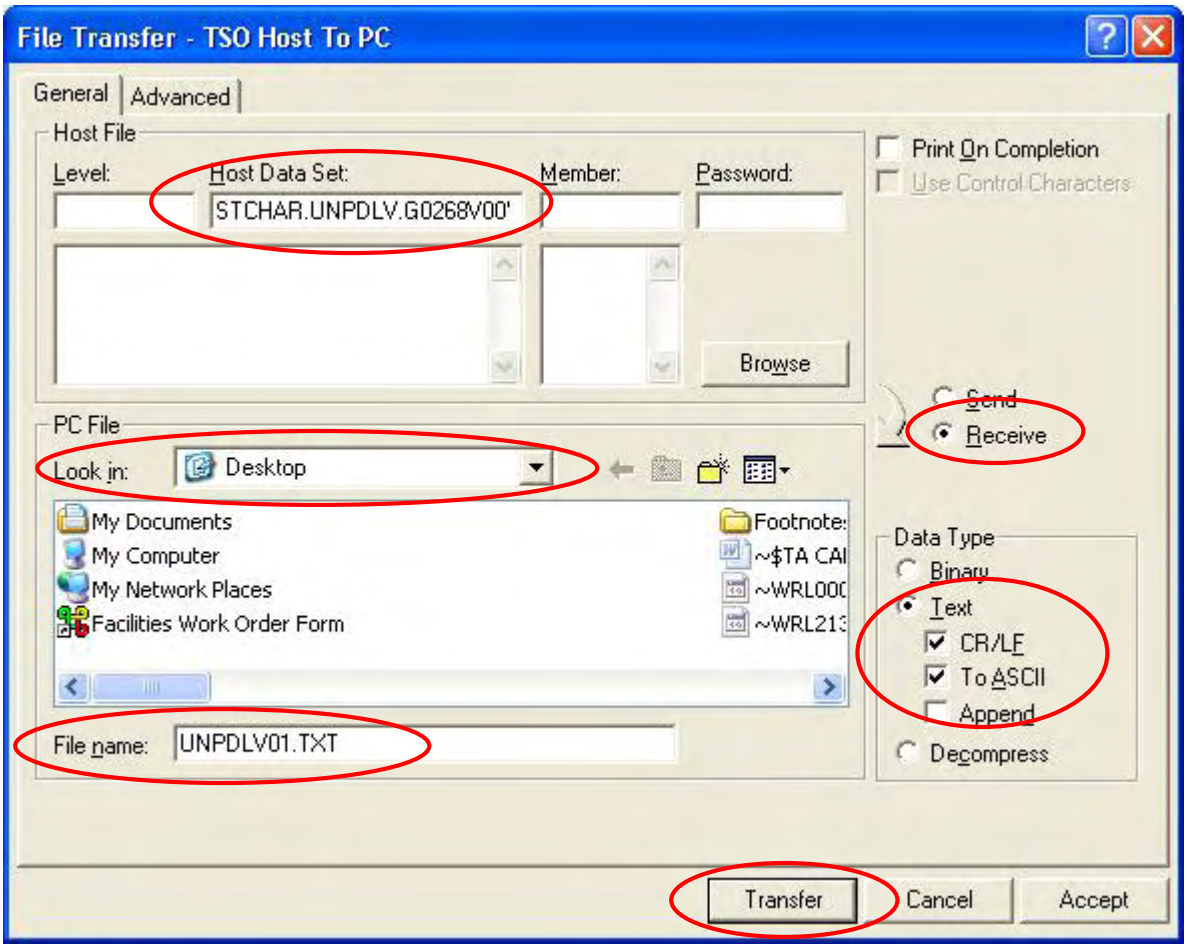


You will see the following screen appear:

(SCREENSHOT ON NEXT PAGE)

In the screen below, follow the following steps exactly.

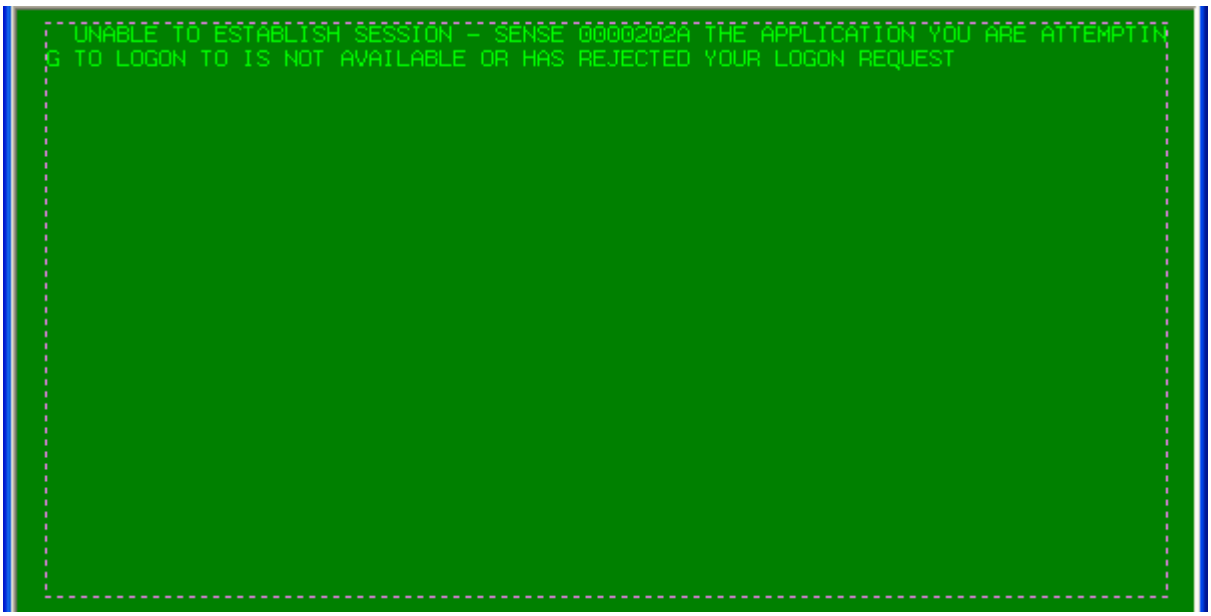
A. Click the "Receive" radio button on the right-middle of the screen.
B. In the "Host Data Set:" text box, enter the following:
    a. (single quotes included): 'QUAN7.GF$SABRS.EASTCHAR.UNPDLV.XXXXXXXX', where XXXXXXXX is the name of the first report to pull from the list, like 'G0268V00".
C. In the "Look in:" drop down box, select the location you wish to save the file in. In this case, I selected my Desktop.
D. Select the "Text" radio button below the "Receive" radio button, and ensure that the "CR/LE" and "To ASCII" checkboxes are selected as well.
E. In the "File name:" text box, enter 'UNPDLVXX.TXT" where XX is the file number, like "01" just to keep each file separate from each other.



When your screen looks like the one above, and you are ready, click the "Transfer" button. You will see the following dialog box appear, which displays your report's retrieval progress.

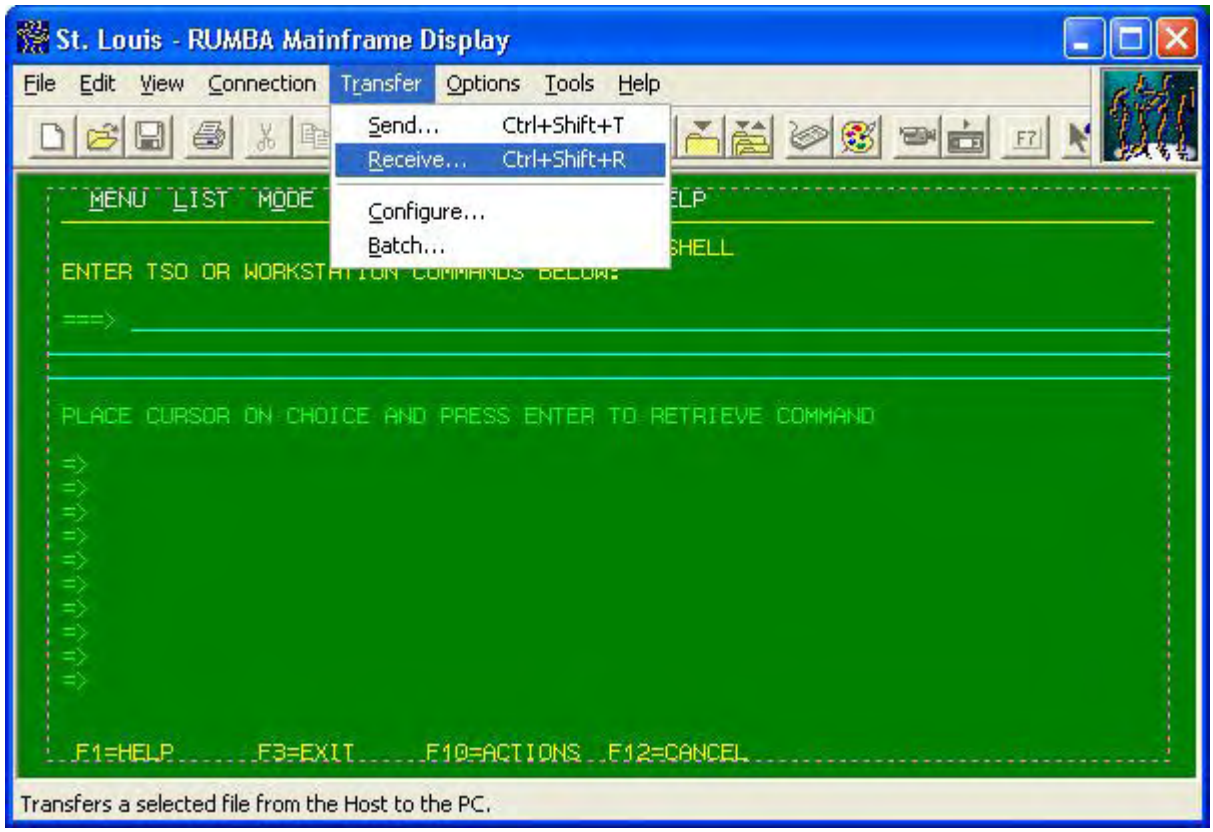
(SCREENSHOT ON NEXT PAGE)

If your file is retrieved successfully, you will see the following screen appear in your main window again:



If your file was not retrieved successfully, you will be returned to the following screen.

(SCREENSHOT ON NEXT PAGE)



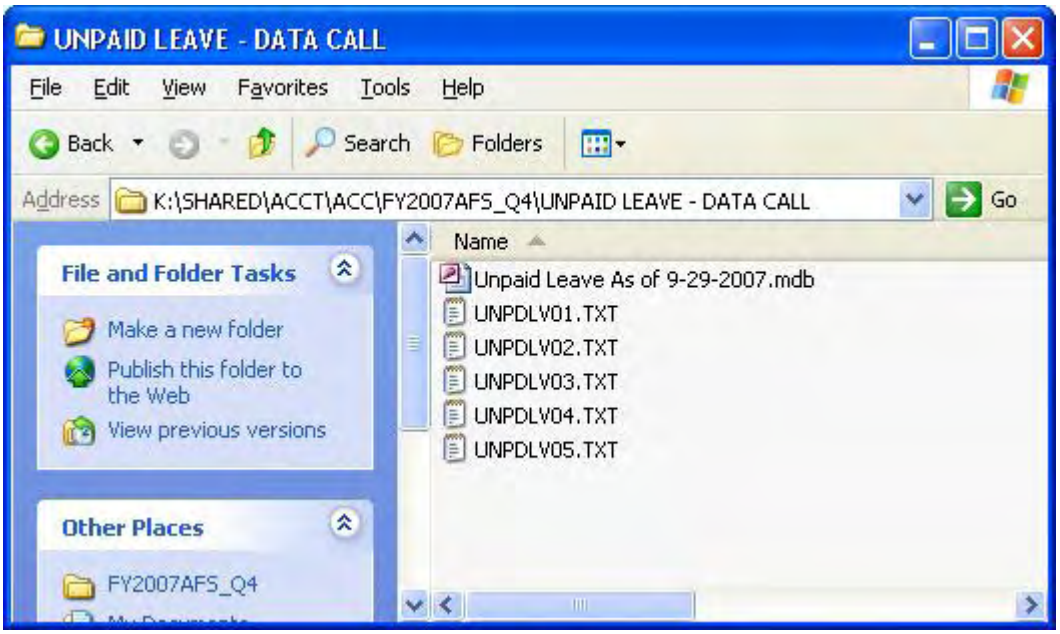
In either case, you will not be able to retrieve an additional file without first closing the RUMBA window entirely and starting over, including logging in again.

Repeat Step 2 for each report that had the correct date on it until you have retrieved them all.

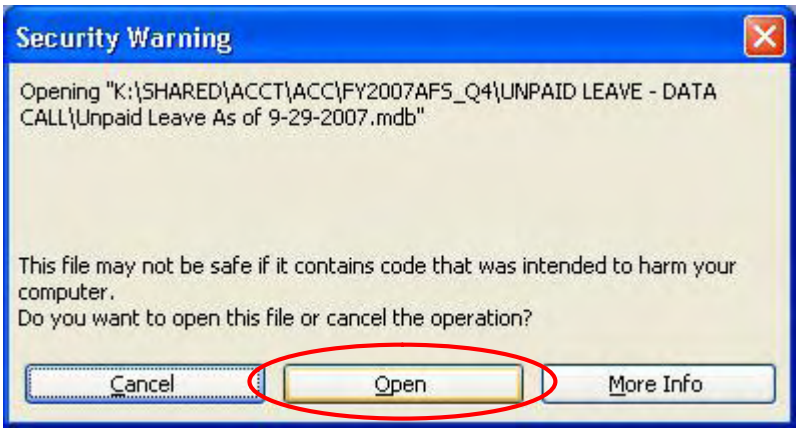
3. Import the reports and process the data via MS Access Database.

Copy last month's database into this month's folder, and rename it with this month's date. You should have a folder that looks like the following screenshot, if you have retrieved all of your reports and copied your database into the same folder.

(SCREENSHOT ON NEXT PAGE)

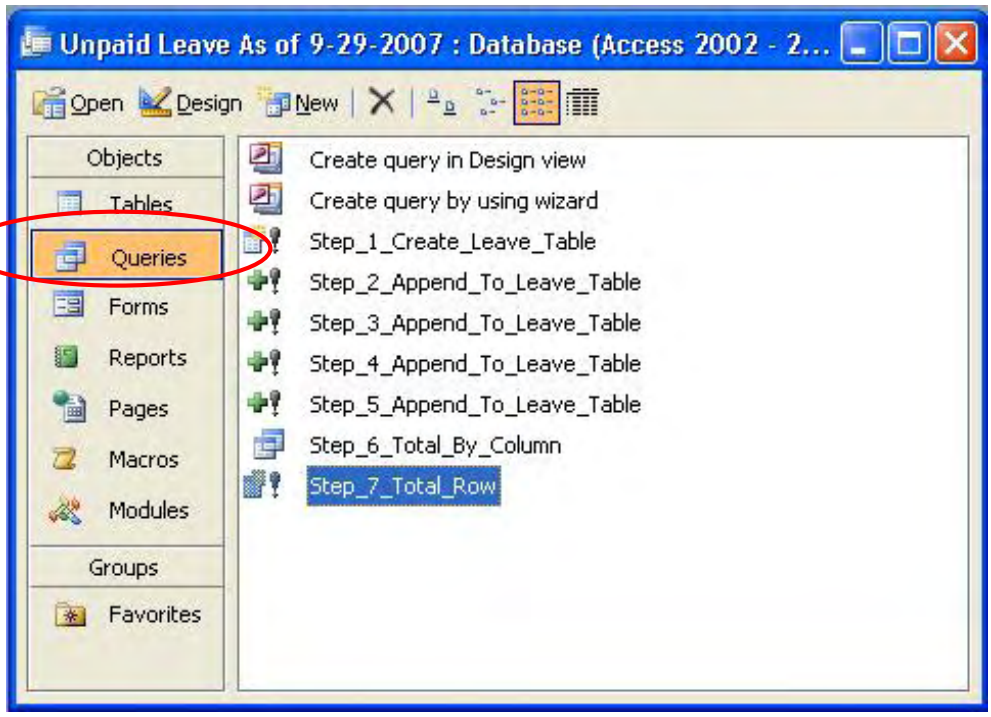


Open the "Unpaid Leave As of MM-DD-YYYY.mdb" database. You should see the following window appear when you open the database: Click the "Open" button to continue.



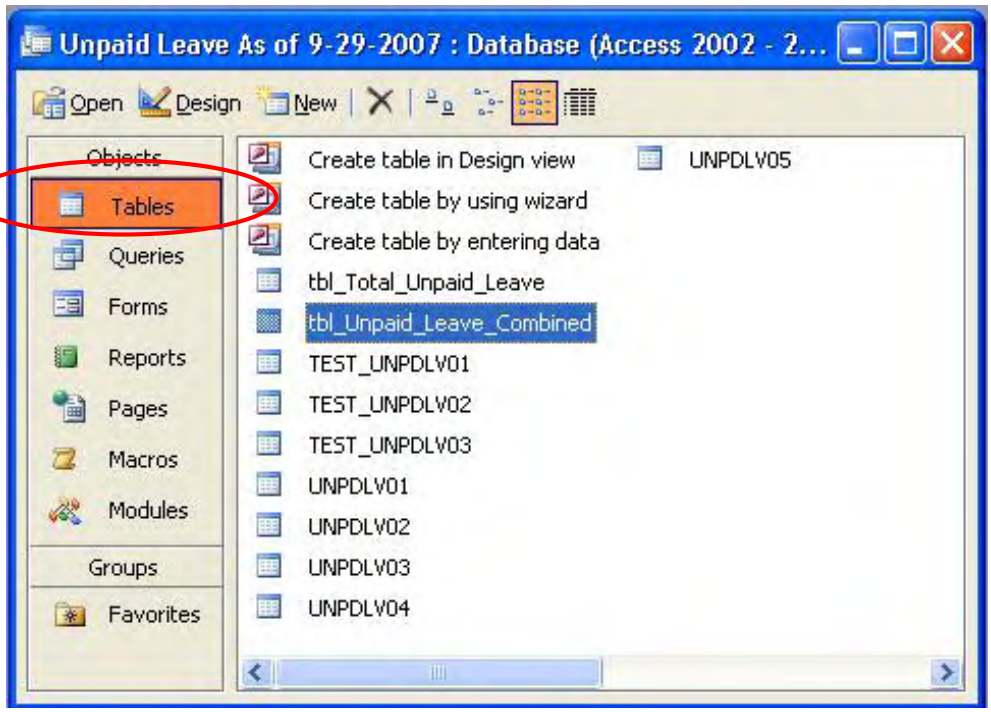
You will see the following database window appear (you may have to click on the "Queries" button on the left).

(SCREENSHOT ON NEXT PAGE)



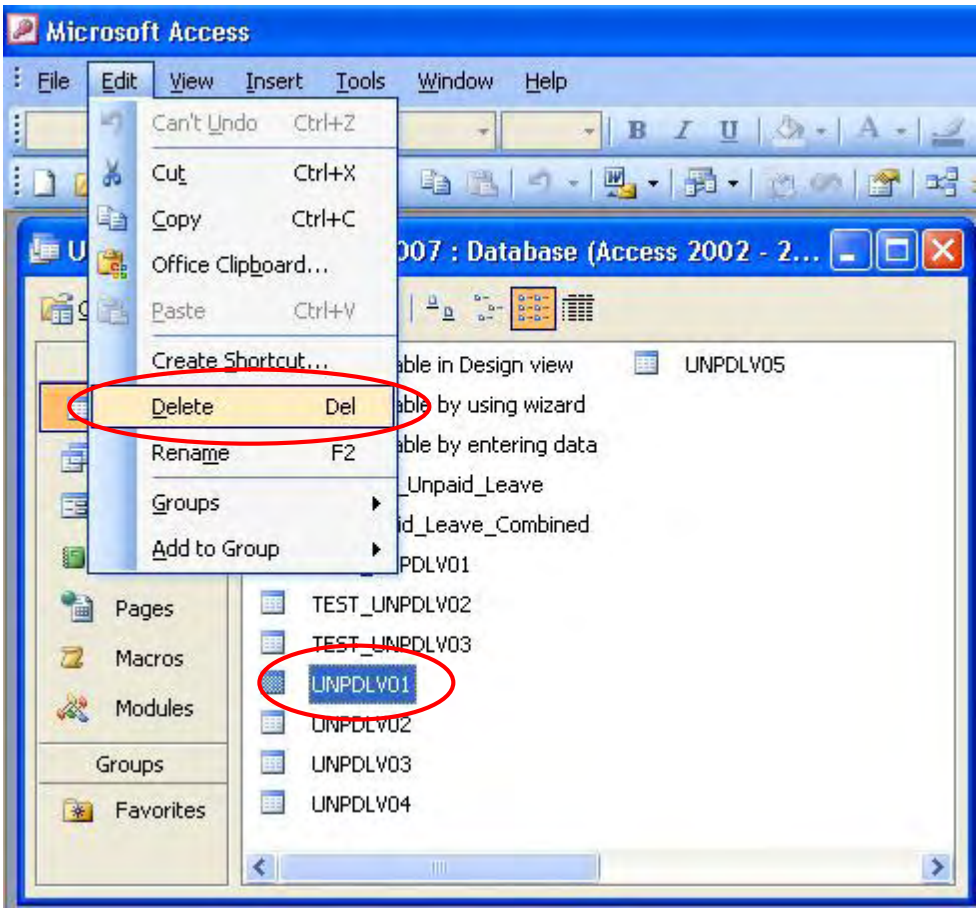
These are the queries that will be run after the data is imported. Run only the steps whose numbers equal the numbers on the imported files. For example, if you have UNPDLV01.txt through UNPDLV01.txt, you would run steps 1, 2, 3, 6 and 7. You can run steps 6 and 7 multiple times. Just be sure that you have imported and run the appropriate steps in order to assure that you have accurate data. If you accidentally run an incorrect step, just start over with step one, and the error is fixed.

Click the "Tables" button to continue.



If there are any UNPDLVXX or TEST_UNPDLVXX tables in the database, delete each of them before importing the reports for the current quarter.

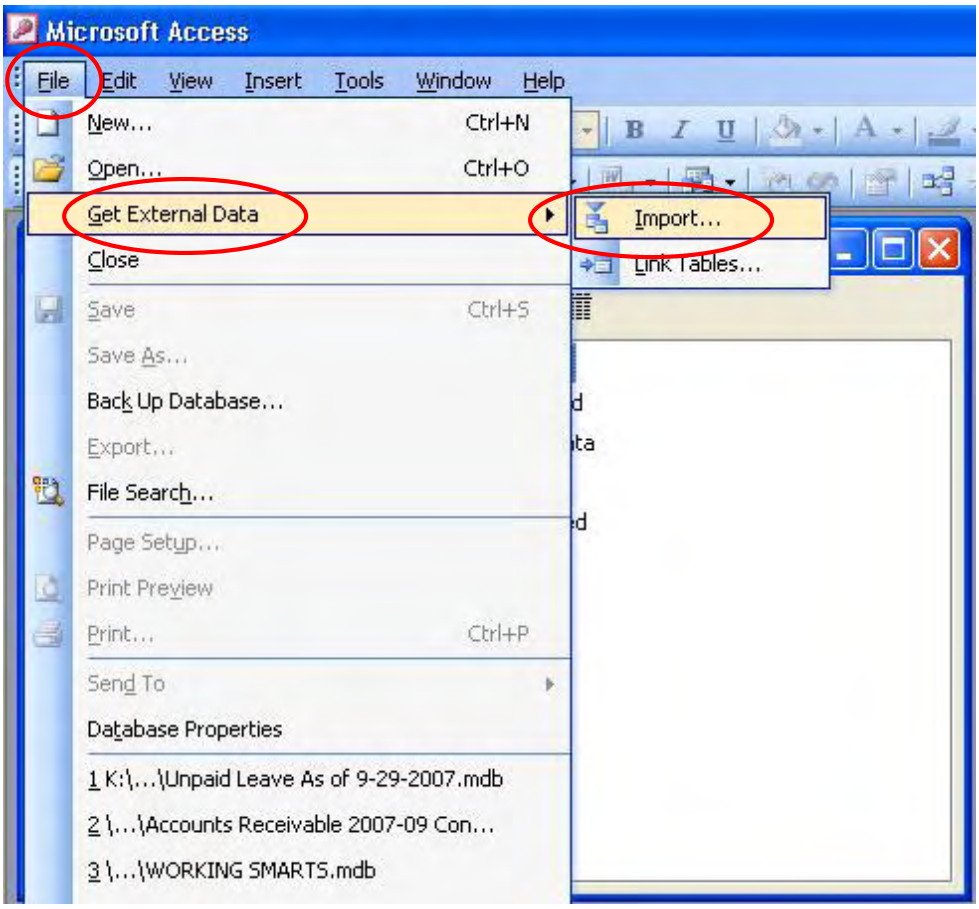
Click on the table you are going to delete, click "Edit > Delete" to delete the table.



You will be asked to confirm deletion. Click the "Yes" button to continue.

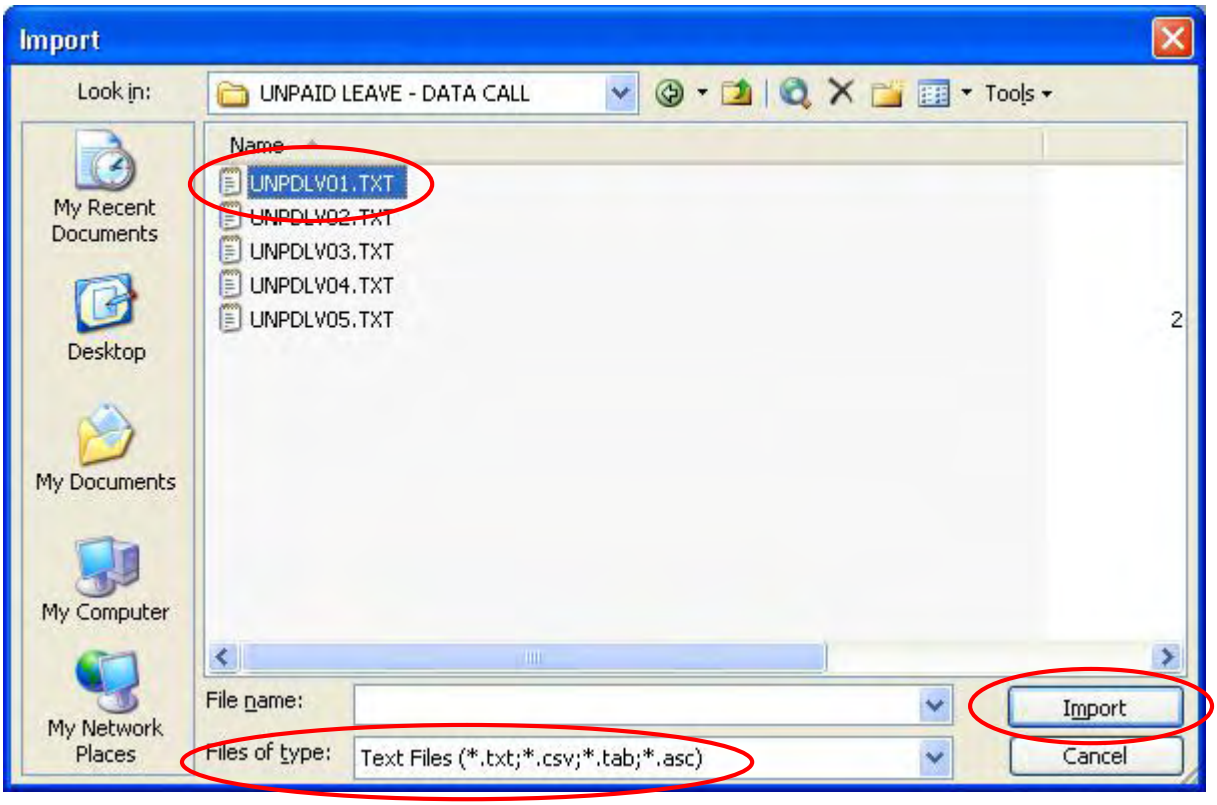
Now, click "File > Get External Data > Import…"

(SCREENSHOT ON NEXT PAGE)

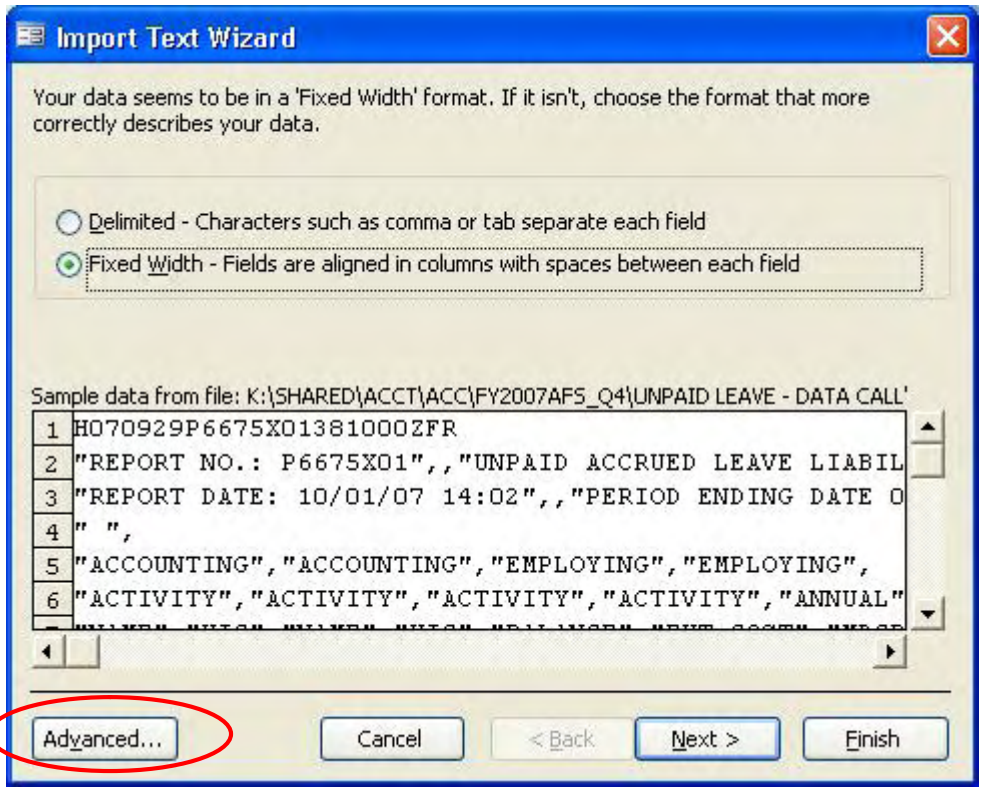


In the dialog box that appears, navigate to the folder where you stored all of the reports you retrieved. In the "Files of type:" drop down menu, select "Text Files" and then click on the file you wish to import. Then, click the "Import" button.

(SCREENSHOT ON NEXT PAGE)

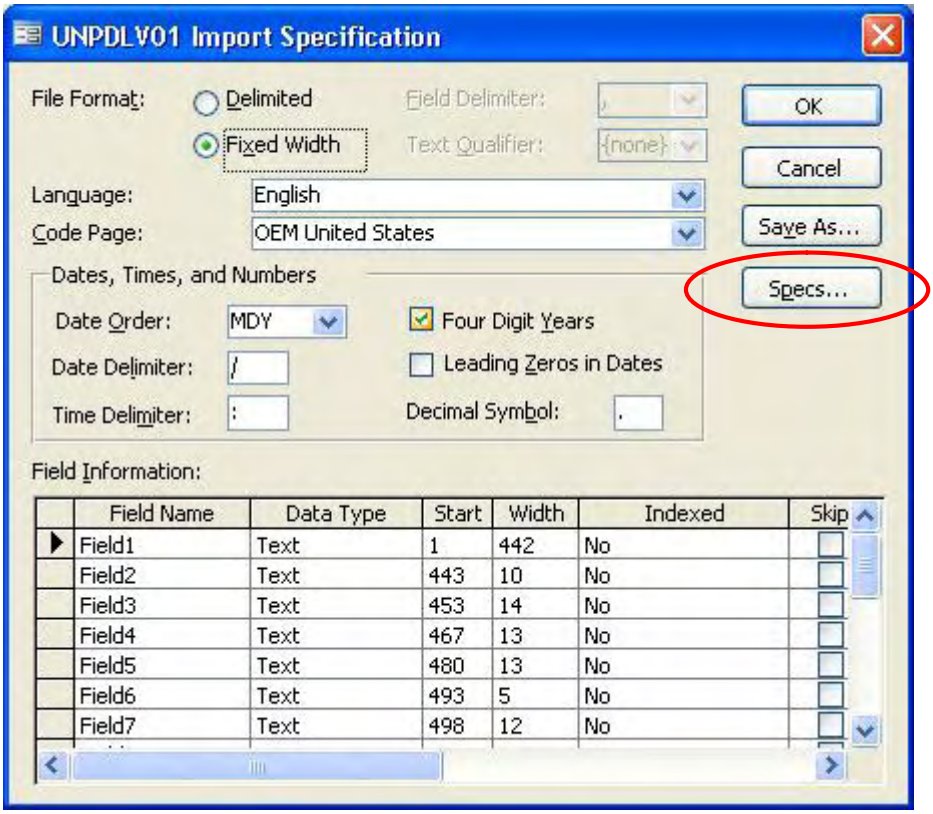


You will see the following dialog box appear. Click the "Advanced" button to continue.



Click the "Specs…" button to continue.

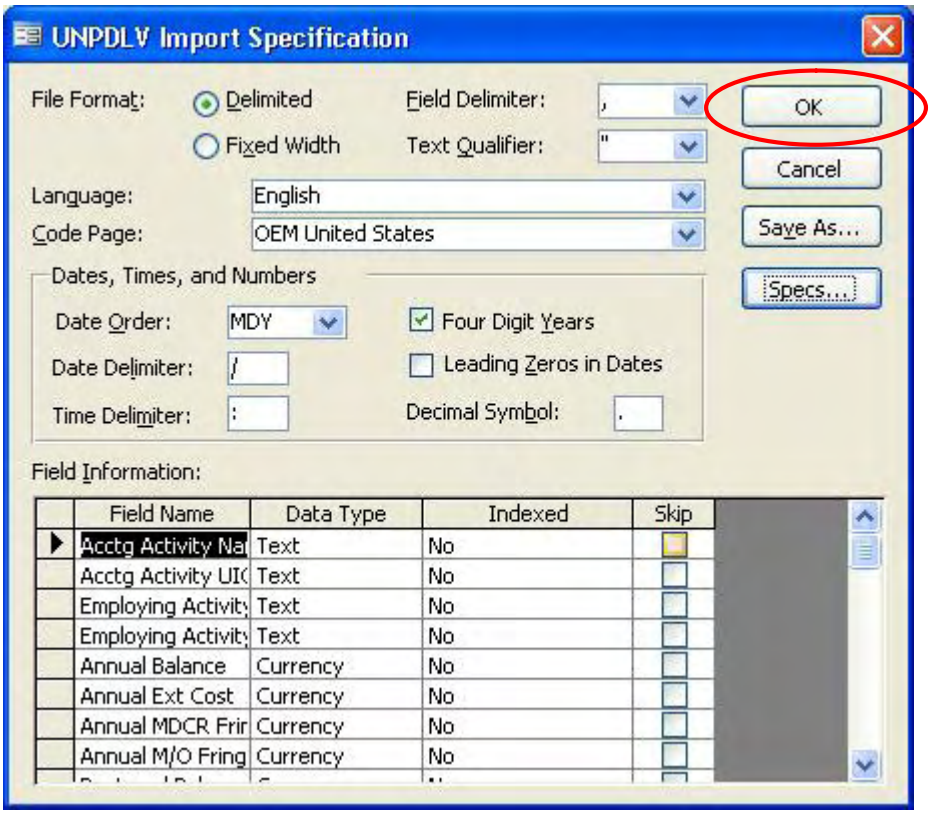
(SCREENSHOT ON NEXT PAGE)



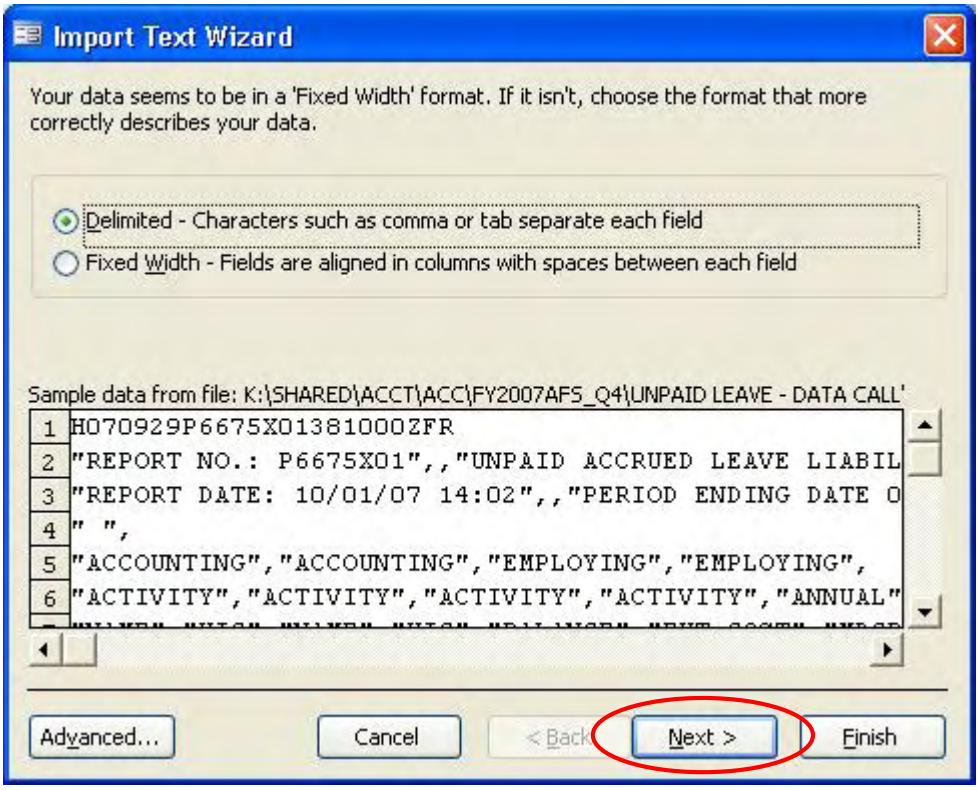
Select "UNPDLV Import Specification" and click the "Open" button to continue.

Click the "OK" button to continue.

(SCREENSHOT ON NEXT PAGE)



Click the "Next" button to continue.

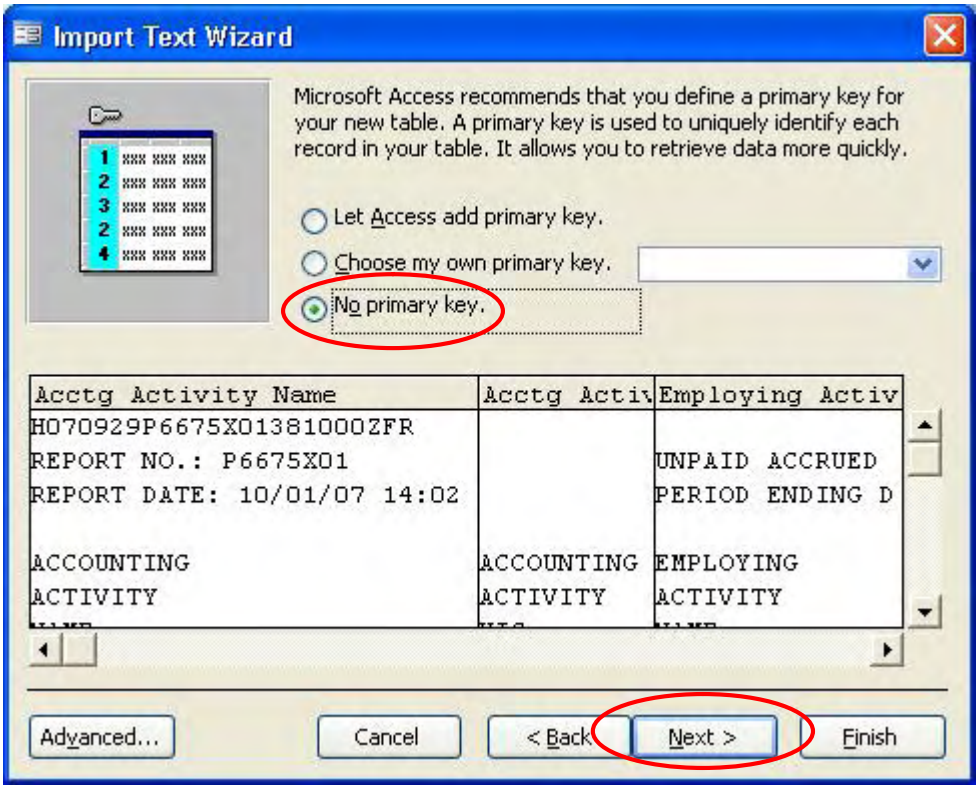


Click the "Next" button to continue.

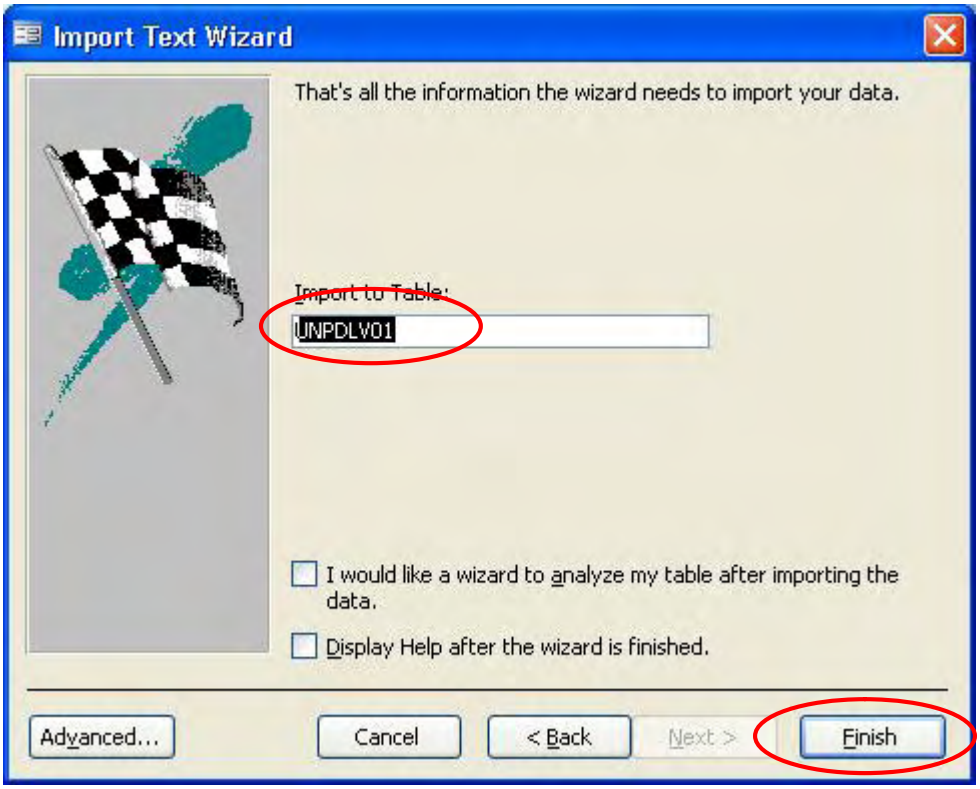
Click the "Next" button to continue.

Click the "Next" button to continue.

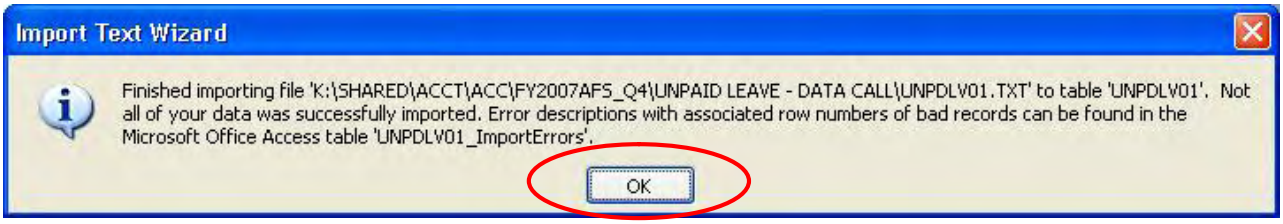
Check the radio button next to "No primary key." Click the "Next" button to continue.



In the "Import to Table:" text box, make sure the name is entered as "UNPDLVXX", where XX is the number of the report that the text file came from. It is imperative that the file be imported with these names, or the database will not work properly. Click the "Finish" button to continue.

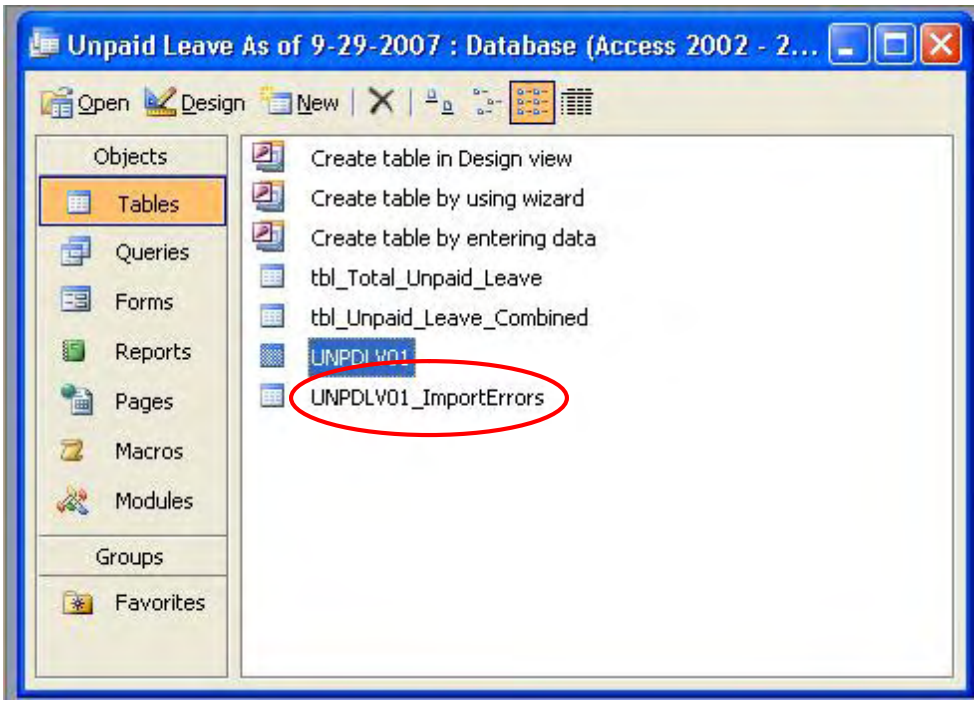


You will see the following message appear. It is perfectly normal. Click the "OK" button to continue.



You will see that an import error table has been created in the database. Delete it in the same manner you deleted the tables above.

(SCREENSHOT ON NEXT PAGE)

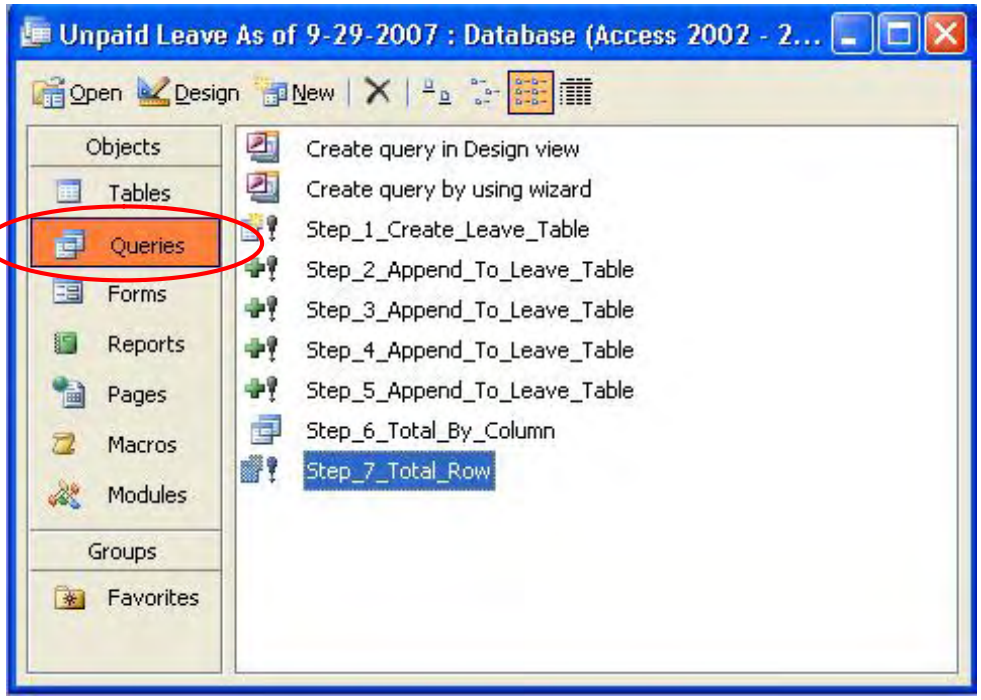


Open the new table. Delete the first 8 rows and the last 2 rows. These contain data that we do not need, and will actually skew the results.

Repeat the above steps for each report that you retrieved from the TSO domain earlier.

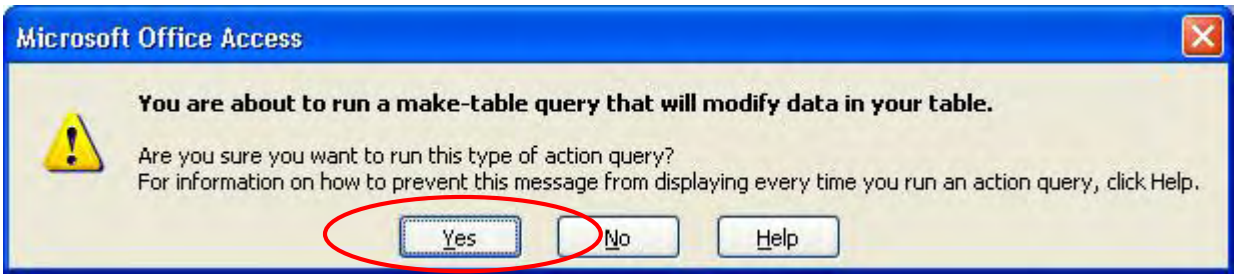
4. Run the queries and generate the supporting documentation and JV sheet.

Click the "Queries" button in the database window.

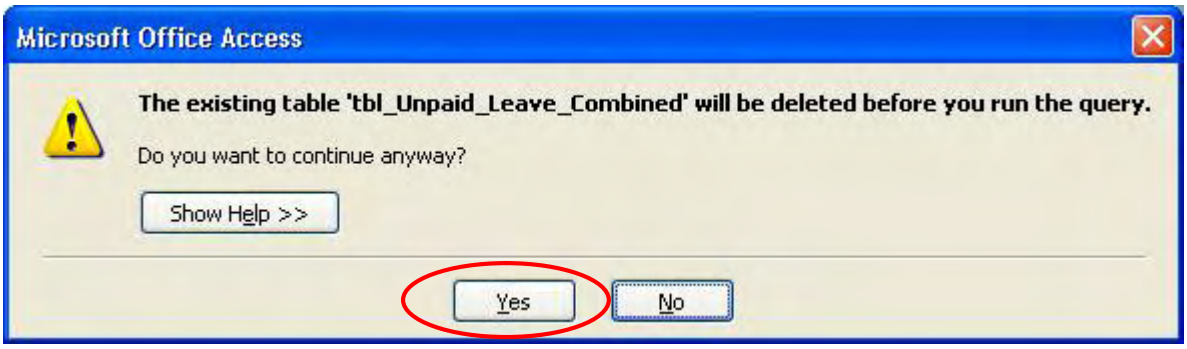


Double-click the query "Step_1_Create_Leave_Table". You will do this regardless of whether there is 1, 2 or 5 reports to use.

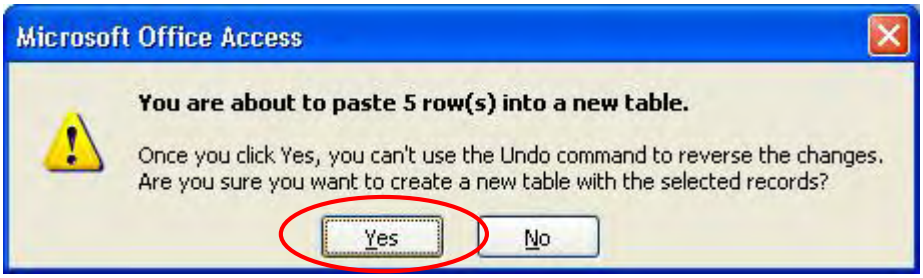
You will see the following message box appear. Click the "Yes" button to continue.



You will see the following message box appear. Click the "Yes" button to continue.

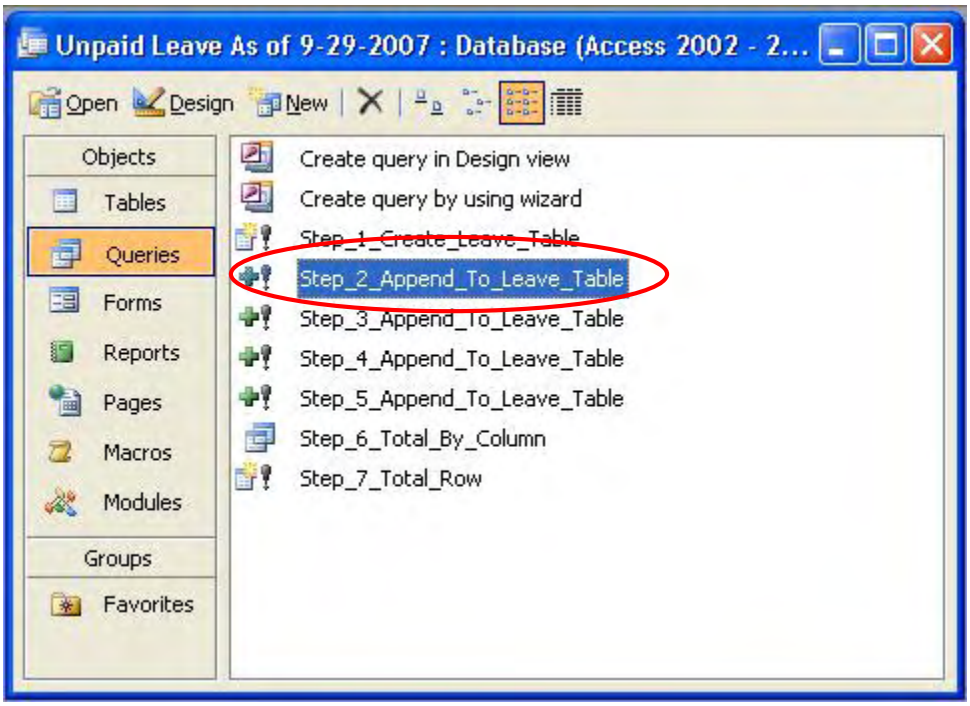


You will see the following dialog box appear. The number of pasted rows will not always be the same. Click the "Yes" button to continue.

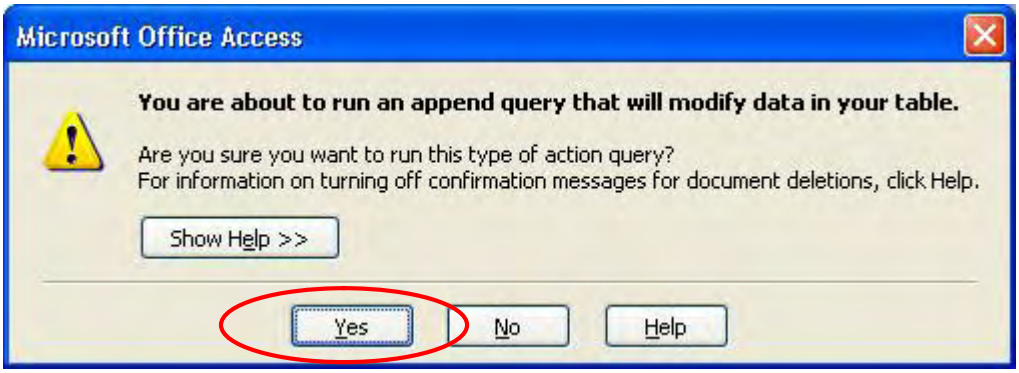


Double-click the "Step_2_Append _To_Leave_Table" only if you have retrieved 2 or more reports from TSO.

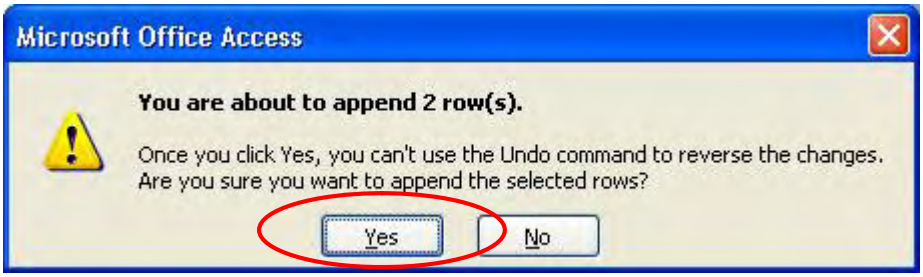
(SCREENSHOT ON NEXT PAGE)



You will see the following message box appear. Click the "Yes" button to continue.



You will see the following dialog box appear. The number of appended rows will not always be the same. Click the "Yes" button to continue.



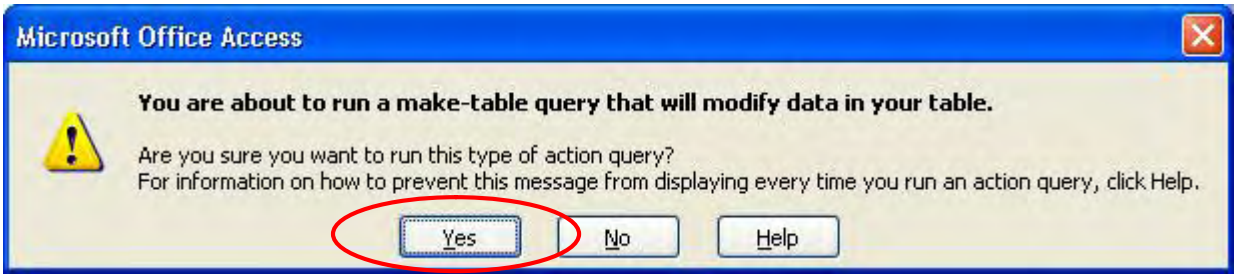
Double-click the "Step_3_Append _To_Leave_Table" only if you have retrieved 3 or more reports from TSO. Refer to the last three screenshots for reference on handling the message boxes.

Double-click the "Step_4_Append _To_Leave_Table" only if you have retrieved 4 or more reports from TSO. Refer to the last three screenshots for reference on handling the message boxes.

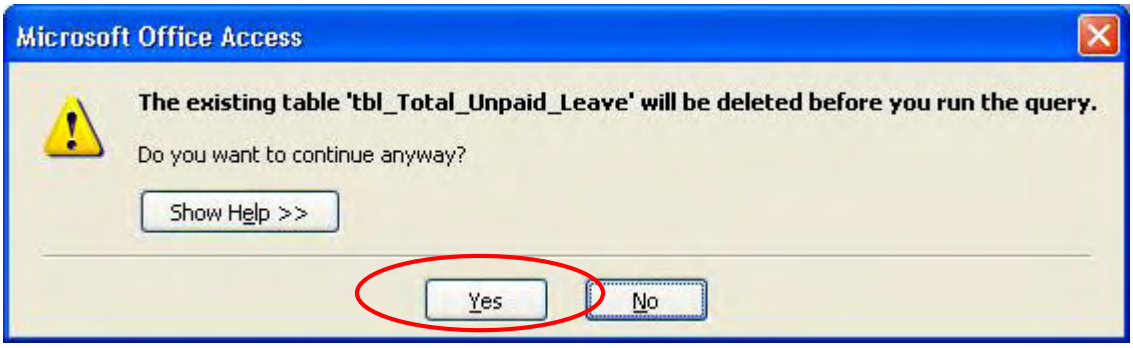
Double-click the "Step_5_Append _To_Leave_Table" only if you have retrieved 5 reports from TSO. Refer to the last three screenshots for reference on handling the message boxes.

You do not need to run the "Step_6_Total_by_Column" query. It is called by the reports used to support the journal voucher.

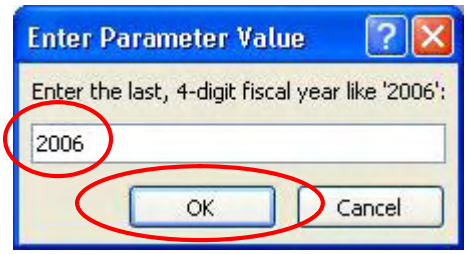
Double-click the "Step_7_Total_Row" query. You will see the following message box appear. Click the "Yes" button to continue.



You will see the following message box appear. Click the "Yes" button to continue.

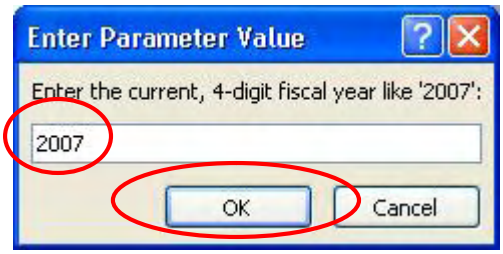


You will see the following dialog box appear. Enter the last, 4-digit fiscal year, like '2006'.Click the "OK" button to continue.

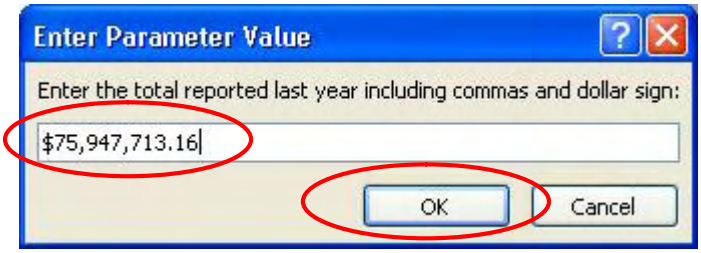


You will see the following dialog box appear. Enter the current 4-digit fiscal year, like '2007'. Click the "OK" button to continue.

(SCREENSHOT ON NEXT PAGE)



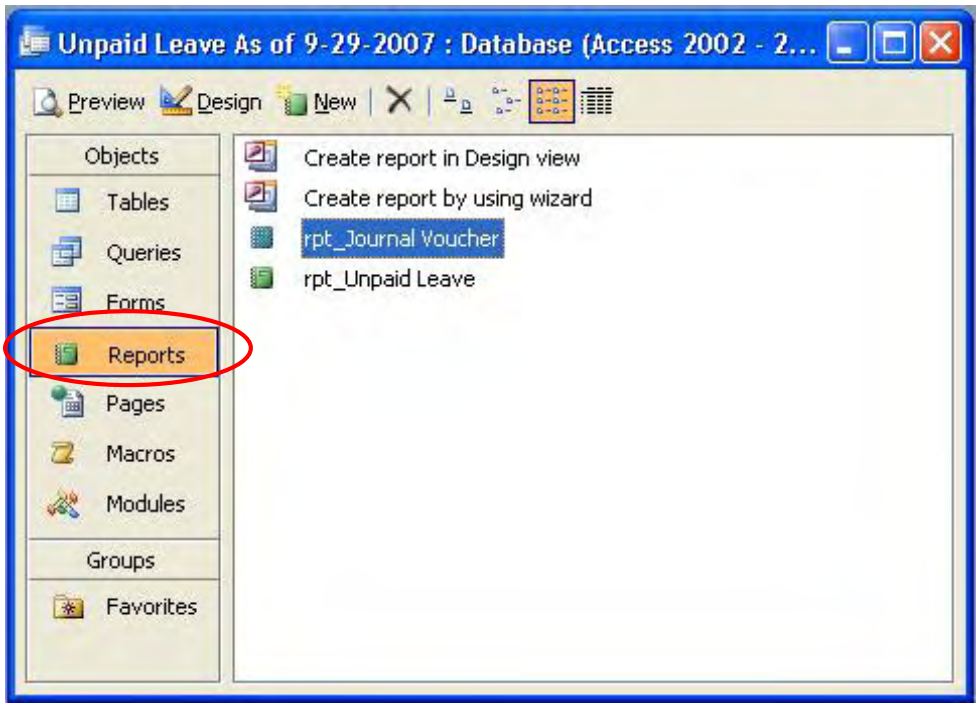
You will see the following dialog box appear. Enter last year's ending total as reported, <u>including the "$" sign, commas, and decimal point.</u> Click the "OK" button to continue.



You will see the following message box appear. You should always see only 1 row being pasted into a new table. Click the "Yes" button to continue.

Click the "Reports" button in the database window.

(SCREENSHOT ON NEXT PAGE)



Double-click the "rpt_Journal Voucher" report name. When it appears, print it out.

Do the same with the "rpt_Unpaid Leave" report.

These two items are your supporting documentation.

5. Enter the journal voucher into DDRS-AFS.

Enter the journal voucher at Level 4. The face of "rpt_Journal Voucher" has all remaining information needed to enter the JV into DDRS-AFS.

(SEE SCREENSHOT EXAMPLE ON NEXT PAGE)

Data Call - Unpaid Civilian Leave - Journal Voucher

Last Fiscal Year	2006	$75,947,713.16
This Fiscal Year	2007	$83,614,704.71
Net Change		$7,666,991.55

Journal Voucher Details

Entity **AT17 - Navy General Fund** **Category** **B - Data Call Entry**
Sub Entity **Marine Corps**
Program Group **AT17AC2 - Operation and Maintenance**
Program **AT17AC2_1106 - Operation and Maintenance, Marine Corps**

Reason To record unfunded liability for unpaid civilian annual leave. Civilian Employees are entitled annual leave that will be funded from future year appropriations. It is a future funded expense and unfunded liability.

Supporting Documentation
(1) The Defense Civilian Payroll System Unpaid Accrued Leave Liability Report for end of quarter.
(2) A database generated report calculating the net change in accrued annual leave.

SGL	Account Name	T	B	A	S	C	U	E	X	R	FA	ASSET	LIAB	COST	FND	OTHER	DEBIT	CREDIT
6800	Future Funded Expense	N														Annual Leave Liability	$7,666,991.55	
2200	Unfunded Leave	N				C	U						18.01					$7,666,991.55
																JV Total	$7,666,991.55	$7,666,991.55

DATACALL-Unfunded Civilian Leave Liability
For Marine Corps Audited Financial Statements

Discussion

Civilian employees are entitled annual leave that will be funded from future year appropriations. It is a future funded expense and unfunded liability. The unfunded liability is not recorded in SABRS because it is future funded, therefore it is not included in the DDRS-B Trial Balance Exports, thus not imported into DDRS-AFS. The purpose of this JV is to record the unfunded liability so it is included in the financial statements.

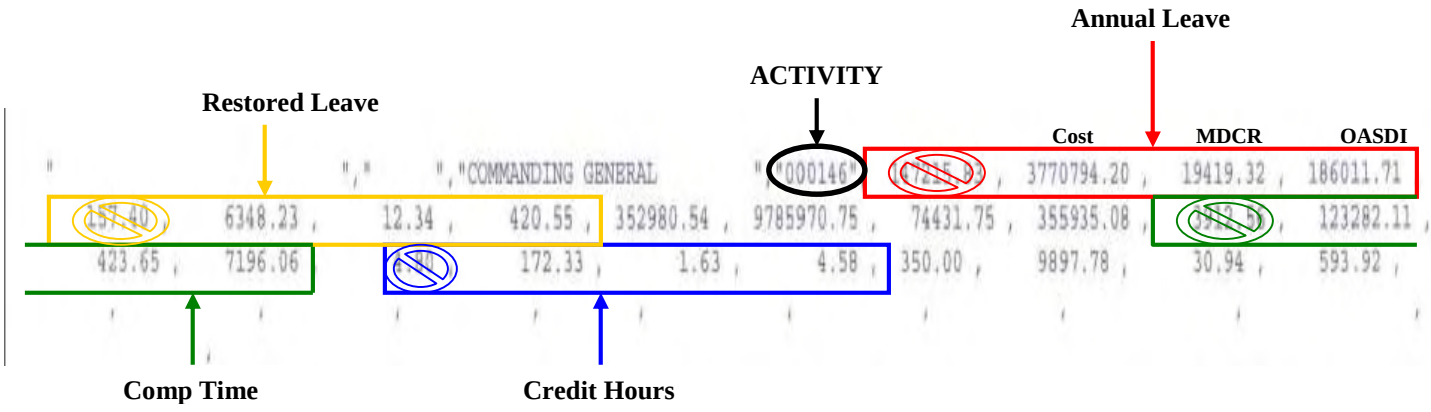
Procedures

The supporting documentation for these JVs is provided by a Defense Civilian Pay System (DCPS) Unpaid Accrued Leave Liability Report. The liability ending balance for this datacall is one of the Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1) At the beginning of each quarterly reporting month, send an email to XXXXXXX requesting the most recent DCPS Unpaid Accrued Liability Report. He will print out the report which is several pages long. The amounts on this report will be transferred to a spreadsheet and totaled to find the year-to-date change of the liability used to for the JV entry.

2) Open the "DATACALL-Civ_Leave_Accrual – Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Save this spreadsheet as "Civ_Leave_Accrual - FYXXQtrX.xls" to the location K:\SHARED\ACCT\ACC\FY20XXAFS_QX\Instruction Sheets for the current quarter.

3) The DCPS report is not user friendly, making it difficult to read and interpret correctly. Below is an example of the amounts from the report that will be recorded on the spreadsheet. Each activity's leave amounts within each leave category are listed as shown. There are four values for each leave category. The four leave categories used to produce this JV are those that are labeled and surrounded by the colored boxes shown below. These categories are annual leave, restored leave, comp time, and credit hours. The first value of each category is the leave balance in ***hours***; therefore it is not inserted into the spreadsheet. These amounts have been crossed out below. **Do not include these amounts in calculating the JV.** The other three amounts in each category are dollar values representing Cost, MDCR, and OASDI for each category. Insert each amount in the appropriate column of the "Civ_Leave_Accrual - FYXXQtrX.xls" spreadsheet for each activity. There won't be an amount for every type within a leave category or even for every category. If there is no amount, there will still be a spot for it in the report, but it will be left blank. Some activity accounts will be listed more then once throughout the document.



	A	B	C	D	E	F	G	H	I	J	K	L
1	**Unpaid Accrued Leave Liability as of 6/30/07**											
2												
3	Activity	AL COST	AL MDCR	AL OADSI	REST LV COST	REST LV MDCR	REST LV OADSI	COMP COST	COMP MDCR	COMP OADSI	CREDIT COST	CREDIT MDCR
4	000027	7,451,077.44	35,103.31	384,807.69	58,108.99	331.73	2,695.19	137,625.15	314.23	8,870.48	110,581.75	270.39
5	000146	3,770,794.20	19,419.32	186,011.71	6,348.23	12.34	420.55	123,282.11	423.65	7,196.06	172.33	1.63
6	000173											
7	000243	1,017,813.46	2,801.56	63,082.18	457.10		34.97	17,291.63		1,322.80		
8	000260	130,547.91	603.11	6,805.05								
9	000263	1,642,236.87	7,616.98	85,444.91				67,881.54	444.01	2,850.41		
10	000264	6,274,257.86	22,232.87	36,283.10	19,796.52	67.84	1,156.48	119,659.35	178.33	8,213.10	45,467.55	81.95
11	000318	1,906,777.85	8,194.80	102,633.68	765.78		58.58	72,688.05	542.57	2,698.10		
12	000681	5,768,711.12	19,509.26	338,378.40	948.00	13.75		240,141.98	641.47	14,986.60		

4) After all amounts are inserted, totals will be automatically calculated at the bottom of the spreadsheet. A net increase or decrease from the beginning balance of the fiscal year will also be calculated. This will be the amount used in the JV to reflect the year-to-date change to the ending balance of the current quarter. The JV entries are also shown for an increase or decrease in the YTD change.

	A	B	C	D	E	F	G	H	I	J	K	L
1	**Unpaid Accrued Leave Liability as of 6/30/07**											
2												
3	Activity	AL COST	AL MDCR	AL OADSI	REST LV COST	REST LV MDCR	REST LV OADSI	COMP COST	COMP MDCR	COMP OADSI	CREDIT COST	CREDIT MDCR
58	067895	16,113.23		1,232.67				240.98		18.43		
59	068522	284,353.58	1,435.27	14,180.79				8,947.09	16.07	599.66	10,415.97	31.40
60	068909	1,329,084.13	3,391.93	83,779.60	1,049.04		80.25	148,352.32	162.35	10,492.50		
61	091732											
62												
63	Totals	74,695,197.35	288,085.54	3,867,790.80	352,879.21	2,817.49	12,130.61	3,218,382.98	9,945.65	193,734.39	184,798.17	458.26
64												
65												
66	Grand Total	82,837,942.62										
67												
68	Total Reported FY 2006	75,947,713.16										
69												
70	Net Increase	6,890,229.46										
71												
72	**Accounting Journal Voucher to Adjust to FY 2006 Balance**											
73												
74	If Net Increase is Positive:											
75	**DB 6800**	**6,890,229.46**										
76	**CR 2220**		**6,890,229.46**									
77												
78	If Net Increase is Negative:											
79	**DB 2220**											
80	**CR 6800**											

5) Below is additional information on the JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

<u>Unpaid Civilian Leave Liability</u>
Entity: AT17- Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operations and Maintenance
Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

Category: B-Data Call

Reason:
To record unfunded liability for unpaid civilian annual leave. Civilian employees are entitled annual leave that will be funded from future year appropriations, it is a future funded expense and unfunded liability.
Supporting Documentation: 1) The Defense Civilian Pay System Unpaid Accrued Leave Liability Report for the end of the quarter
2) A spreadsheet computing the total net increase or decrease in accrued leave

Journal Voucher Entry: Accounts and Attributes
2220 (N) (C) (U) (18.01) Unfunded Leave
6800 (N) (Annual Leave Liability) Future Funded Expenses

Preparing Template for 1st Quarter of the Fiscal Year

When preparing for the 1st Quarter of the new Fiscal Year, the "DATACALL-Civ_Leave_Accrual – Template.xls" will need to be updated. This can be done anytime between the end of 4th Quarter reporting and the start of 1st Quarter reporting.

1. The user will log into DDRS-AFS and select the first quarter accounting period and the DDRS-CFO-Reports role.

2. Then select Input, and Data Reports.

3. Pull appropriation 1106 trial balance. Refer to the "Location of System Reports & Logs in DDRS-AFS Desktop.doc" for more information on retrieving the trial balance report.

4. Update the beginning balance (Total Reported FY 20XX) with the ending balance of general ledger 2220 (N) (C) (U) (18.01), Unfunded Leave, from 1106's trial balance.

5. Update the Fiscal Year to reflect the Fiscal Year that just ended.

6. Resave the spreadsheet in the Template folder and it is ready for use during 1st quarter.

DATACALL-Unfunded Military Leave Liability Active & Reserve
For Marine Corps Audited Financial Statements
Desktop Procedures

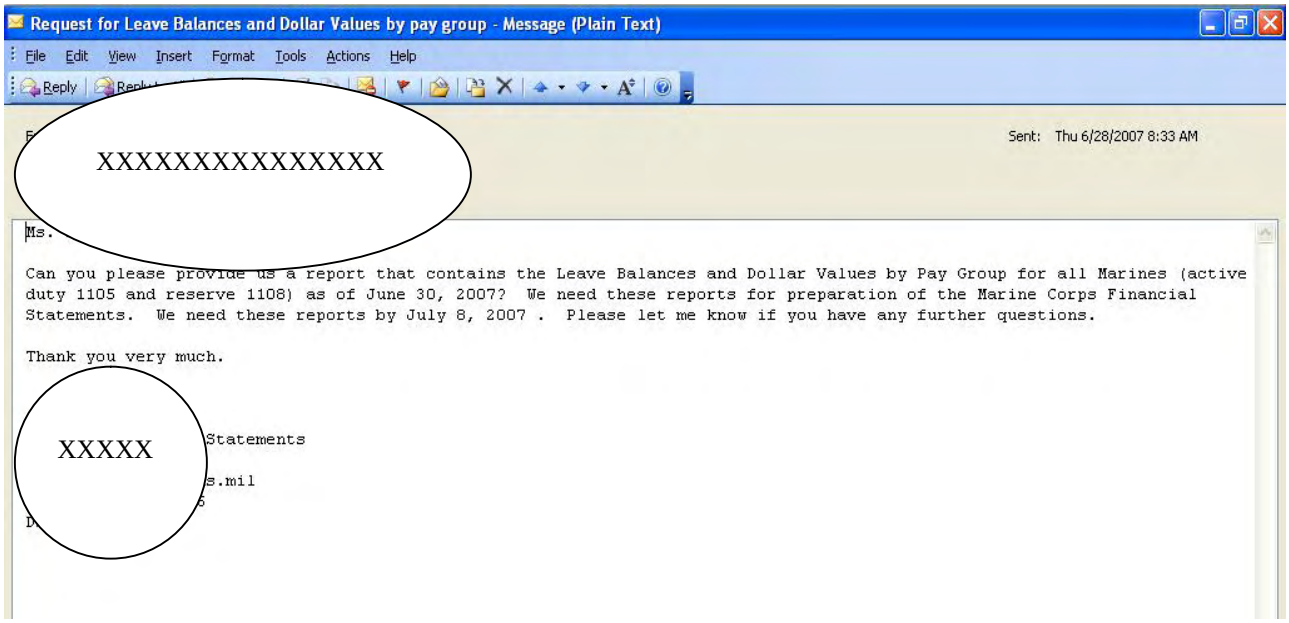
BACKGROUND

Many Active Duty and Reservist Marines have accrued unused leave that will be funded from future years' appropriations. Since this amount will be funded in future years it is a future funded expense and unfunded liability. The Unfunded Military Leave Liability is not accounted for in SABRS. This means that the balances are not included in the DDRS-B Trial Balance Exports, thus they are not imported into DDRS-AFS. A JV is used to record the amounts of the unfunded liability and future funded expense into DDRS-AFS.

Unfunded Military Leave Liability JV

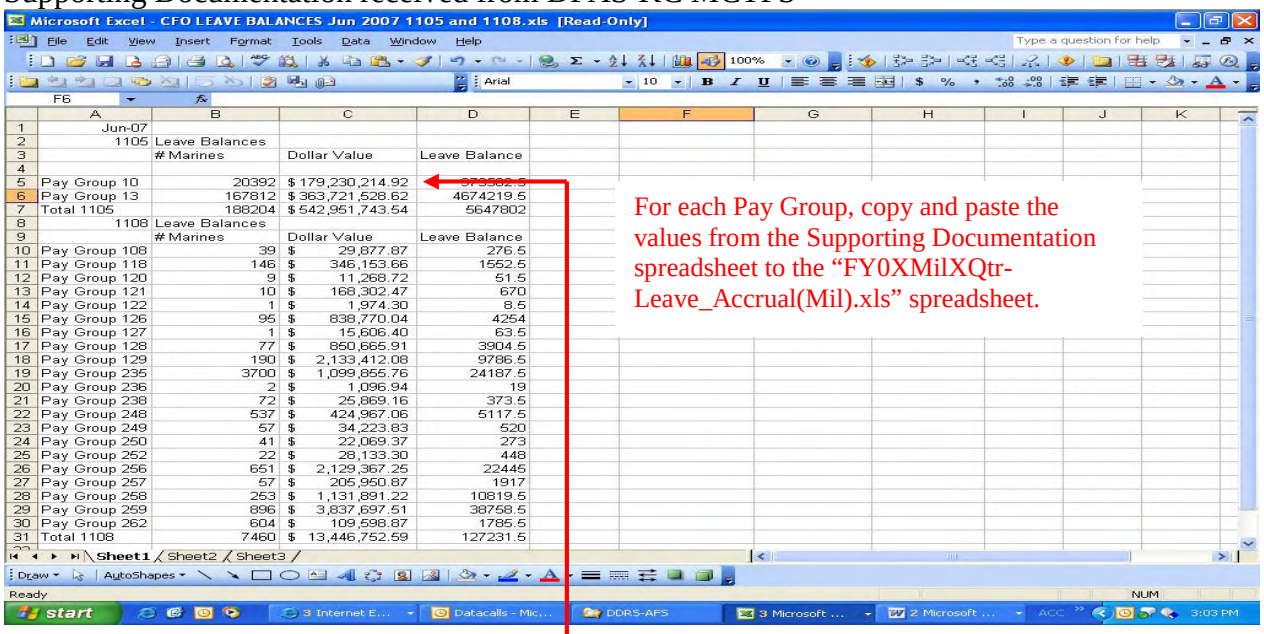
The supporting documentation for these JVs is provided by the DFAS-KC MCTFS section. The liability ending balance for this datacall is one of the Carried Forward amounts, thus only the year-to-date change amount is entered in this JV (Carry Forward amount + year-to-date change amount = ending balances for datacall).

1. A few days before the end of the quarter an email request for the supporting documentation must be sent to the DFAS-KC MCTFS section. The email should be addressed to XXXXXX and her supervisor XXXXX. Also, copy the AFS supervisor on this email. The request should ask for the Leave Balances and Dollar Values by Pay Group for all Marines (active duty and reserve) as of the end of the quarter. The request should also ask that these reports be delivered to the AFS section as of the 8th day of the month (see below email).



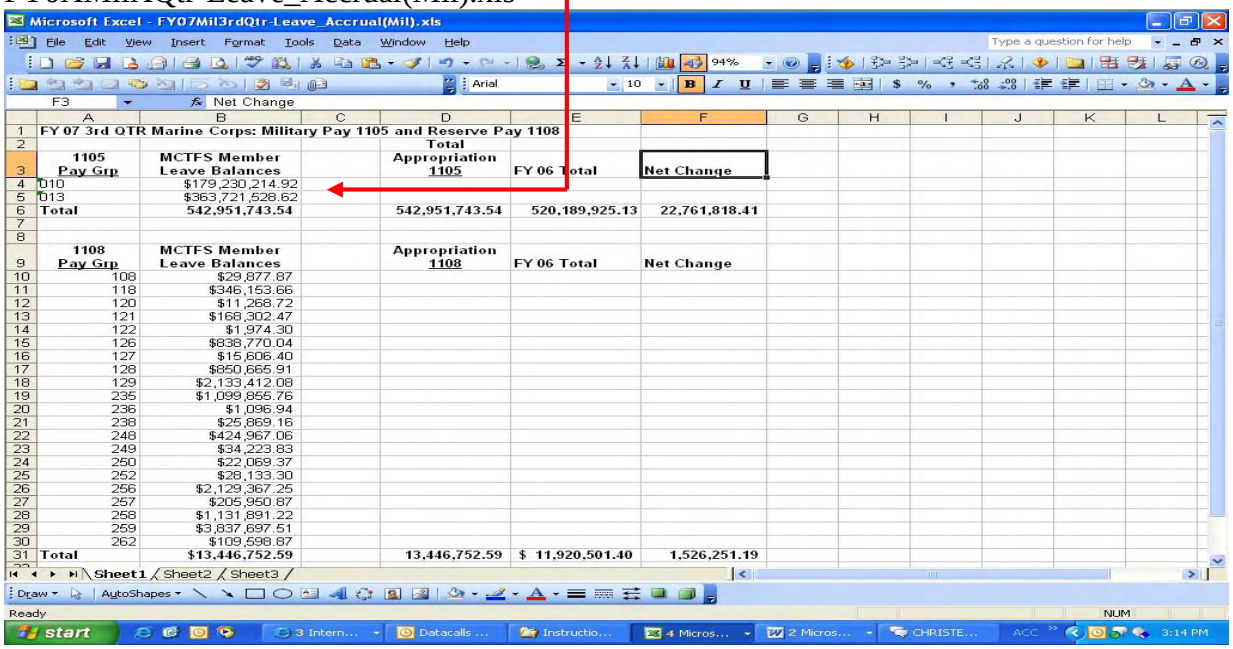
2. Once the supporting documentation (spreadsheet) is received, open the "DATACALL-Unfunded Military Leave Liability Template.xls" located at K:\SHARED\ACCT\ACC\MISC\DeskTops-AFS\FY2007\Templates. Update the dates highlighted in red and save this spreadsheet as "FY0XMilXQtr-Leave_Accrual(Mil).xls" in the following location K:\SHARED\ACCT\ACC\FY200XAFS_QX\Instruction Sheets. Use the amounts received in the supporting documentation to populate the "FY07Mil3rdQtr-Leave_Accrual(Mil).xls" spreadsheet. This will compute the year-to-date change amount, which is the amount of the JV.

Supporting Documentation received from DFAS-KC MCTFS



	A	B	C	D
1	Jun-07			
2	1105	Leave Balances		
3		# Marines	Dollar Value	Leave Balance
4				
5	Pay Group 10	20392	$ 179,230,214.92	[illegible]
6	Pay Group 13	167812	$ 363,721,528.62	4674219.5
7	Total 1105	188204	$ 542,951,743.54	5647802
8	1108	Leave Balances		
9		# Marines	Dollar Value	Leave Balance
10	Pay Group 108	39	$ 29,877.87	276.5
11	Pay Group 118	146	$ 346,153.66	1552.5
12	Pay Group 120	9	$ 11,268.72	51.5
13	Pay Group 121	10	$ 168,302.47	670
14	Pay Group 122	1	$ 1,974.30	8.5
15	Pay Group 126	95	$ 838,770.04	4254
16	Pay Group 127	1	$ 15,606.40	63.5
17	Pay Group 128	77	$ 850,665.91	3904.5
18	Pay Group 129	190	$ 2,133,412.08	9786.5
19	Pay Group 235	3700	$ 1,099,855.76	24187.5
20	Pay Group 236	2	$ 1,096.94	19
21	Pay Group 238	72	$ 25,869.16	373.5
22	Pay Group 248	537	$ 424,967.06	5117.5
23	Pay Group 249	57	$ 34,223.83	520
24	Pay Group 250	41	$ 22,069.37	273
25	Pay Group 252	22	$ 28,133.30	448
26	Pay Group 256	651	$ 2,129,367.25	22445
27	Pay Group 257	57	$ 205,950.87	1917
28	Pay Group 258	253	$ 1,131,891.22	10819.5
29	Pay Group 259	896	$ 3,837,697.51	38758.5
30	Pay Group 262	604	$ 109,598.87	1785.5
31	Total 1108	7460	$ 13,446,752.59	127231.5

FY0XMilXQtr-Leave_Accrual(Mil).xls



	A	B	C	D	E	F	G	H	I	J	K	L
1	FY 07 3rd QTR Marine Corps: Military Pay 1105 and Reserve Pay 1108											
2				Total								
3	1105 Pay Grp	MCTFS Member Leave Balances		Appropriation 1105	FY 06 Total	Net Change						
4	010	$179,230,214.92										
5	013	$363,721,528.62										
6	Total	542,951,743.54		542,951,743.54	520,189,925.13	22,761,818.41						
7												
8												
9	1108 Pay Grp	MCTFS Member Leave Balances		Appropriation 1108	FY 06 Total	Net Change						
10	108	$29,877.87										
11	118	$346,153.66										
12	120	$11,268.72										
13	121	$168,302.47										
14	122	$1,974.30										
15	126	$838,770.04										
16	127	$15,606.40										
17	128	$850,665.91										
18	129	$2,133,412.08										
19	235	$1,099,855.76										
20	236	$1,096.94										
21	238	$25,869.16										
22	248	$424,967.06										
23	249	$34,223.83										
24	250	$22,069.37										
25	252	$28,133.30										
26	256	$2,129,367.25										
27	257	$205,950.87										
28	258	$1,131,891.22										
29	259	$3,837,697.51										
30	262	$109,598.87										
31	Total	$13,446,752.59		13,446,752.59	$ 11,920,501.40	1,526,251.19						

3. Pay Groups 010 and 013 are Active Duty pay groups and are used to record the JV for appropriation 1105. All other Pay Groups are Reserve and are used to record the JV for appropriation 1108. If the Net Change amount is an increase (positive amount), the Unfunded Liability will also be increased (credited). If the Net Change amount is a decrease (negative amount), the Unfunded Liability will also be decreased (debited).

4. Below is additional information on each JV that will be entered (assuming an increase in the Unfunded Liability, reverse debits and credits if it is a decrease). Also refer to "DDRS-AFS JV Prep SOP" for assistance in entering the JV. Note: All Supporting Documentation listed for each JV below needs to be attached to the JV.

   Unfunded Leave Liability for 1105
   Entity: AT17- Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AA2 – Military Personnel
   Program: AT17AA2_1105 – Military Personnel

   Category: B-Data Call

   Reason: To record a liability for unpaid leave earned by military personnel that will be funded from future year appropriations. Since this amount will be funded in future years it is a future funded expense and unfunded liability.
   Supporting Documentation: 1.The MCTFS Leave Report for the end of the quarter 2.A spreadsheet computing the total net increase or decrease in accrued leave for both active duty (1105) and reserve (1108).

   Journal Voucher Entry: Accounts and Attributes

6800 (N) (Annual Leave Liability)	Future Funded Expenses
2220 (N) (C) (U) (18.01)	Unfunded Leave

   Unfunded Leave Liability for 1108
   Entity: AT17- Navy General Fund
   Sub-Entity: Marine Corps
   Program Group: AT17AA2 – Military Personnel
   Program: AT17AA2_1108 –Reserve Personnel

   Category: B-Data Call

   Reason: To record a liability for unpaid leave earned by military personnel that will be funded from future year appropriations. Since this amount will be funded in future years it is a future funded expense and unfunded liability.
   Supporting Documentation: 1.The MCTFS Leave Report for the end of the quarter 2.A spreadsheet computing the total net increase or decrease in accrued leave for both active duty (1105) and reserve (1108).

Journal Voucher Entry: Accounts and Attributes
6800 (N) (Annual Leave Liability) Future Funded Expenses
2220 (N) (C) (U) (18.01) Unfunded Leave

Preparing Template for 1st Quarter of the Fiscal Year

When preparing for the 1st Quarter of the new Fiscal Year, the "DATACALL-Unfunded Military Leave Liability Template.xls" will need to be updated. This can be done anytime between the end of 4th Quarter reporting and the start of 1st Quarter reporting.

1. The user will log into DDRS-AFS and select the first quarter accounting period and the DDRS-CFO-Reports role.

2. Then select Input, and Data Reports.

3. Pull appropriation 1105 and 1108 trial balance. Refer to the "Location of System Reports & Logs in DDRS-AFS Desktop.doc" for more information on retrieving the trial balance report.

4. Update the beginning balance (Column E, Row 6) for 1105 with the ending balance of general ledger 2220 (N) (C) (U) (18.01), Unfunded Leave, from 1105's trial balance. Update the beginning balance (Column E, Row 31) for 1108 with the ending balance of general ledger 2220 (N) (C) (U) (18.01), Unfunded Leave, from 1108's trial balance.

5. Update the Fiscal Year (Column E, Row 3) to reflect the Fiscal Year that just ended.

6. Resave the spreadsheet in the Template folder and it is ready for use during 1st quarter.

DATACALL-Unemployment
Unfunded Liability & Expense
For Marine Corps Audited Financial Statements

Discussion

The Department of Labor (DOL) administers the Unemployment Compensation Program. Unemployment Compensation has two active pieces. One piece is for federal civilians, the other is for military members, who when separated with honorable discharge, are automatically eligible for up to 26 weeks of unemployment (until they find employment). This is a significant portion of unemployment liabilities and expenses. The unfunded liability is not recorded in SABRS because it is future funded and an estimated amount, therefore it is not included in the DDRS-B Trial Balance Exports, thus not imported into DDRS-AFS. The expense is recorded in SABRS; however it needs to be reclassified to the correct general ledger. The purpose of this JV is to record the unemployment liability so it is included in the financial statements and to record the expense to the appropriate general ledger.

Procedures

The unfunded liability ending balance for this data call is one of the Carried Forward amounts, thus only the year-to-date change amount is entered in this JV for the liability (Carry Forward amount + year-to-date change amount = ending balances for data call). However, the expense is not a Carried Forward, thus the total amount of the ending balance is entered for the JV.

1) Each quarter, DFAS-Indianapolis / Agency Wide will send a Data Call by email with an Unemployment spreadsheet. Select the Marine Corps tab to view liability and expense amounts. There are journal entries at the top of the spreadsheet but these will not be used because they reflect the amounts for the current quarter and not the year-to-date change as mentioned above. Examples below show amounts used assuming 3rd Quarter is quarter being reported.

2) **Unfunded Liability:** There will be a T-Account showing the beginning and ending balance for each quarter. Subtract the ending balance of the current quarter of the **2290** account from the beginning balance for the first quarter of the **2290** account. This will equal the year-to-date change of the unfunded liability and the amount of the JV.

Expense: The expense to be reclassified is the 6400 account ending balance. This can be found in the 6400 T-Account for the current quarter.

Unfunded Liability

	A	B	C
19	**1st Quarter FY07**		
20			**2290**
21	Beginning Balance		$ 29,396,724.17
22	Reverse Estimate	$ 29,396,724.17	
23	Estimate of Next bill		$ 28,726,623.77
24	Ending Balance		$ 28,726,623.77
25			
26	**2nd Quarter FY07**		
27			**2290**
28	Beginning Balance		$ 28,726,623.77
29	Reverse Estimate	$ 28,726,623.77	
30	Estimate of Next bill		$ 31,889,899.16
31	Ending Balance		$ 31,889,899.16
32			
33	**3rd Quarter FY07**		
34			**2290**
35	Beginning Balance		$ 31,889,899.16
36	Reverse Estimate	$ 31,889,899.16	
37	Estimate of Next bill		$ 33,155,222.66
38	Ending Balance		$ 33,155,222.66

29,396,724.17 **Beg Bal**
(33,155,222.66) **Ending Bal**
($3,758,498.49) **JV Amt**

Expense

	A	B	C
61	**1st Quarter FY07**		
62		**6400**	
63	Beginning Balance	$ -	
64	Actual Previous bill	$ 15,655,516.00	
65	Ending Balance	$ 15,655,516.00	
66			
67	**2nd Quarter FY07**		
68		**6400**	
69	Beginning Balance	$ 15,655,516.00	
70	Actual Previous bill	$ 17,907,439.00	
71	Ending Balance	$ 33,562,955.00	
72			
73	**3rd Quarter FY07**		
74		**6400**	
75	Beginning Balance	$ 33,562,955.00	
76	Actual Previous bill	$ 19,013,340.00	
77	Ending Balance	$ 52,576,295.00	

Expense JV Amount

3) Below is additional information on the JV that will be entered. Also refer to "DDRS-AFS JV SOP" for assistance in entering the JV. Note: All Supporting Documentation listed below needs to be attached to the JV.

Unemployment - Liability
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operations and Maintenance
Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

Category: B-Data Call

Reason:
To record Unemployment Unfunded Liability. The Department of Labor (DOL) administers the Unemployment Compensation Program. Unemployment Compensation has two active pieces.

One piece is for federal civilians, the other for military members, who when separated with honorable discharge, are automatically eligible for up to 26 weeks of unemployment (until they find employment). This is a significant portion of unemployment liabilities.
Supporting Documentation: 1) Imputed Unemployment compensation worksheet from DFAS-IN
Trading Partner: AT16

Journal Voucher Entry: Accounts and Attributes
6850 (F) (6850.0060) Employer Contribution To Employee Benefit Programs Not Requiring Current-Year Budget Authority (Unobligated)
2290 (F) (C) (U) (14.01) Other Unfunded Employment Related Liabilities

Unemployment - Expense
Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program Group: AT17AC2 – Operations and Maintenance
Program: AT17AC2_1106 – Operations and Maintenance, Marine Corps

Category: B-Data Call

Reason:
To reclassify Unemployment Expense. The Department of Labor (DOL) administers the Unemployment Compensation Program. Unemployment Compensation has two active pieces. One piece is for federal civilians, the other for military members, who when separated with honorable discharge, are automatically eligible for up to 26 weeks of unemployment (until they find employment). This is a significant portion of unemployment liabilities.
Supporting Documentation: 1) Imputed Unemployment compensation worksheet from DFAS-IN
Trading Partner: AT16

Journal Voucher Entry: Accounts and Attributes
6400 (F) (6400.0190) Benefit Expense
6400 (F) Benefit Expense

4) Assigning the Trading Partner Adjustment

Once the JV has been approved, a trading partner adjustment needs to be assigned to the unfunded liability (GLA 2290), future funded expense (GLA 6850), and the expenses (GLA 6400). This is because the transaction is between the Marine Corps and a federal entity outside DoD. The Trading Partner/Entity Code used for DOL is AT16. Refer to the "Trading Partner Adjustment.doc" desktop for more information on entering this trading partner adjustment.

FOOTNOTE 3 FUND BALANCE WITH TREASURY
PROBLEM DISBURSEMENT SCHEDULE

Marine Corps will report Problem Disbursements using the three spreadsheets (Unmatched, NULOs & In-tranists) received from DFAS-Arlington via DFAS-Indianapolis, see example as shown below:

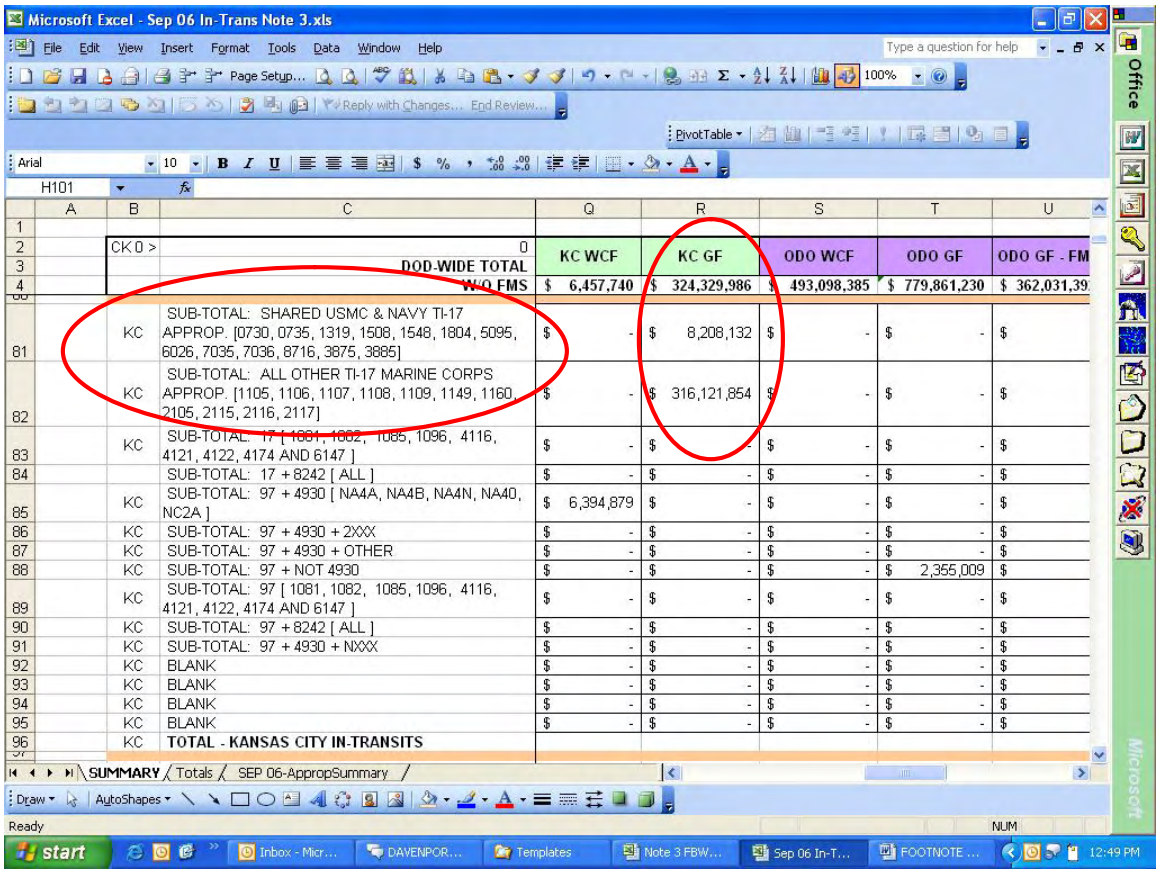
Jun 07 UMD Note 3.xls
Jun 07 NULO Note 3.xls
Jun 07 In-Trans Note 3.xls

These spreadsheets are received from DFAS-Indianapolis approximately the 14th of the month.
Save the file to K;/shared/acct/acc/fy20XXAFS_QX/Note3/problemdisbursements

General Funds
Report all department code TI 17 appropriations (Non-Shared & Shared) using the Summary tab and navigate down column B until you see KC and column R for KC GF. Use the absolute amounts for

1. SHARED USMC & NAVY TI 17 APPROP. – [0730, 0735, 1319, 1508, 1548, 1804, 5095, 6026, 7035, 7036, 8716, 3875, 3885]

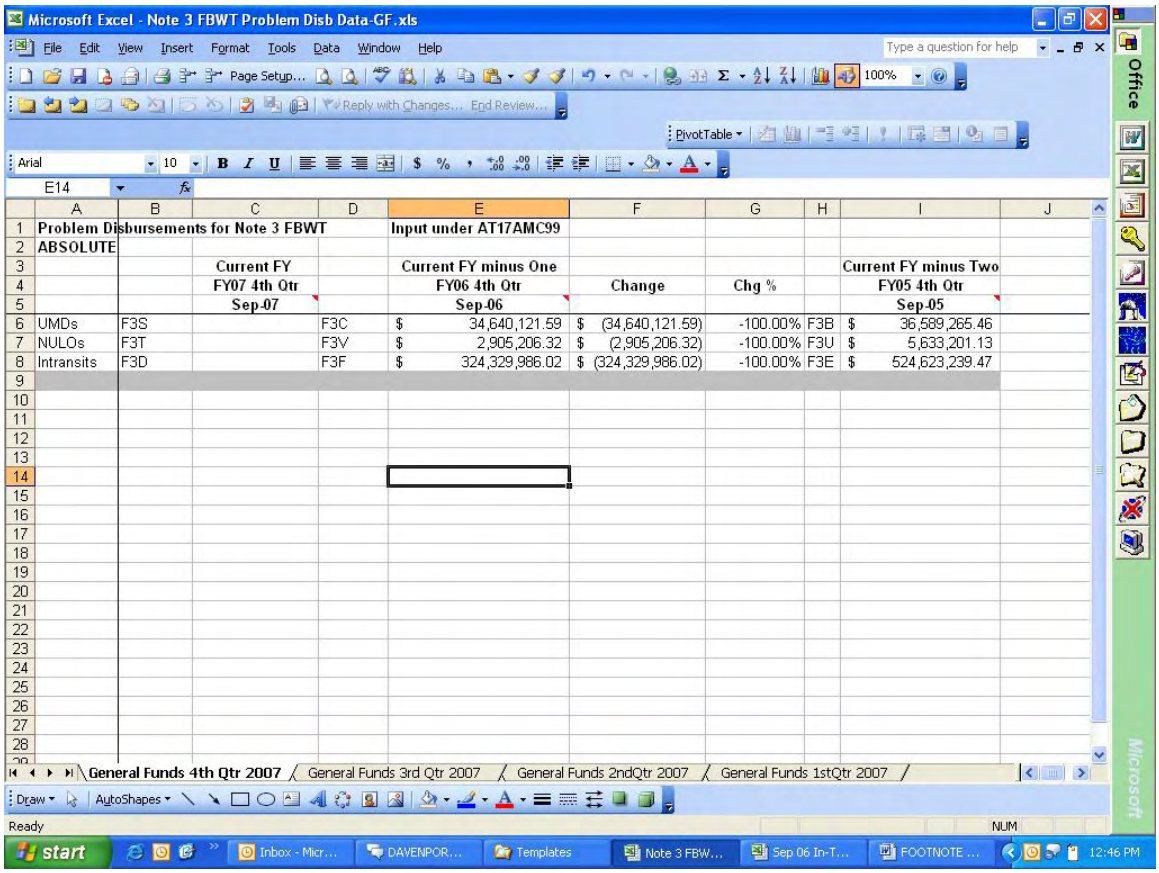
2. ALL OTHER TI 17 MARINE CORPS APPROP. - [1105, 1106, 1107, 1108, 1109, 1149, 1160, 2105, 2115, 2116, 2117]



	A	B	C	Q	R	S	T	U
1								
2		CK 0 >	0	KC WCF	KC GF	ODO WCF	ODO GF	ODO GF - FM
3			DOD-WIDE TOTAL					
4			W/O FMS	$ 6,457,740	$ 324,329,986	$ 493,098,385	$ 779,861,230	$ 362,031,39
81		KC	SUB-TOTAL: SHARED USMC & NAVY TI-17 APPROP. [0730, 0735, 1319, 1508, 1548, 1804, 5095, 6026, 7035, 7036, 8716, 3875, 3885]	$ -	$ 8,208,132	$ -	$ -	$
82		KC	SUB-TOTAL: ALL OTHER TI-17 MARINE CORPS APPROP. [1105, 1106, 1107, 1108, 1109, 1149, 1160, 2105, 2115, 2116, 2117]	$ -	$ 316,121,854	$ -	$ -	$
83		KC	SUB-TOTAL: 17 [1081, 1082, 1085, 1096, 4116, 4121, 4122, 4174 AND 6147]	$ -	$ -	$ -	$ -	$
84			SUB-TOTAL: 17 + 8242 [ALL]	$ -	$ -	$ -	$ -	$
85		KC	SUB-TOTAL: 97 + 4930 [NA4A, NA4B, NA4N, NA40, NC2A]	$ 6,394,879	$ -	$ -	$ -	$
86		KC	SUB-TOTAL: 97 + 4930 + 2XXX	$ -	$ -	$ -	$ -	$
87		KC	SUB-TOTAL: 97 + 4930 + OTHER	$ -	$ -	$ -	$ -	$
88		KC	SUB-TOTAL: 97 + NOT 4930	$ -	$ -	$ -	$ 2,355,009	$
89		KC	SUB-TOTAL: 97 [1081, 1082, 1085, 1096, 4116, 4121, 4122, 4174 AND 6147]	$ -	$ -	$ -	$ -	$
90		KC	SUB-TOTAL: 97 + 8242 [ALL]	$ -	$ -	$ -	$ -	$
91		KC	SUB-TOTAL: 97 + 4930 + NXXX	$ -	$ -	$ -	$ -	$
92		KC	BLANK	$ -	$ -	$ -	$ -	$
93		KC	BLANK	$ -	$ -	$ -	$ -	$
94		KC	BLANK	$ -	$ -	$ -	$ -	$
95		KC	BLANK	$ -	$ -	$ -	$ -	$
96		KC	TOTAL - KANSAS CITY IN-TRANSITS					

Next check the KC GF column for non-KC data that reports shared amounts for the Marine Corps. Add these totals into the subtotal for the amounts entered from KC entity column R.

Open prior month's worksheet "Note 3 FBWT Problem Disb Data-GF.xls" and input the amounts from above into the current quarter's tab for Unmatched, NULOs and Intransits for Current Quarter. Use the prior fiscal years worksheet to populate the "Current FY minus One" and "Current FY minus Two" columns. See example below:



INPUT FOOTNOTE CORRECTION INTO DDRS-AFS

BACKGROUND

Footnote Corrections are used to populate dollar amount fields in the Footnotes only. They are usually used for supplemental information, such as the Note 5 Aged Accounts Receivable Table and the Note 3 FBWT per Treasury amount, Suspense Accounts and Problem Disbursement data.

Inputting a Footnote Correction

1. The user must log into DDRS-AFS, select the current quarter accounting period, Center: KC–DFAS Kansas City and the **DDRS-CFO-Footnote Save role**.

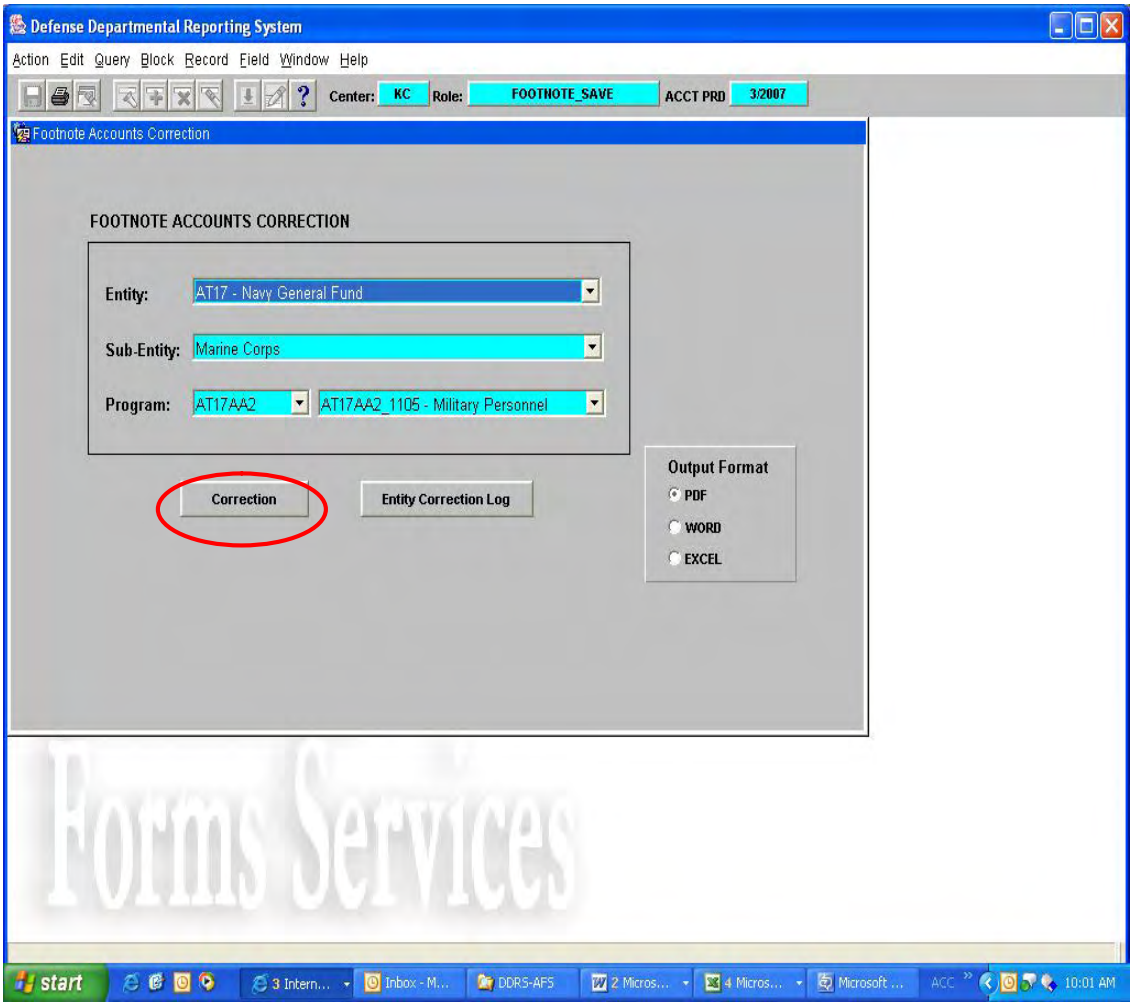
2. Click on the JVs and Adjustments drop down menu, then click Footnote Accounts Corrections.

3. Select the appropriate Entity, Sub-Entity, Program, and Program Group as shown below:

Entity: AT17-Navy General Fund
Sub-Entity: Marine Corps
Program: AT17AMC99
Program Group: AT17AMC99 – MC Component Level

NOTE: DFAS-CL will not report any TI 17 from the KC column.

4. Click the Correction button.



5. Use the Footnote Accounts drop down menu, to select the appropriate Footnote Correction. The specific desktops designate the proper Footnote Correction to select.

The below table is a listing of the Footnote Correction USSGL Codes to use for inputting the data.

Program Code	U.S. SGL	Periods	Account Title
AT17AMC99	F3S	Current Fiscal Year	1 (CY) Problem Disbursements/Absolute Unmatched Disbursed
AT17AMC99	F3T	Current Fiscal Year	1 (CY) Problem Disbursements/Negative Unliqudated Obligations
AT17AMC99	F3D	Current Fiscal Year	2 (CY) In-transit Disbursements
AT17AMC99	F3V	Current Fiscal Year minus one	1 (CY-1) Problem Disbursements/Negative Unliqudated Obligations
AT17AMC99	F3C	Current Fiscal Year minus one	1(CY-1) Problem Disbursements/Absolute Unmatched Disbursed
AT17AMC99	F3F	Current Fiscal Year minus one	2 (CY-1) In-transit Disbursements
AT17AMC99	F3B	Current Fiscal Year minus two	1 (CY-2) Problem Disbursements/Absolute Unmatched Disbursed
AT17AMC99	F3U	Current Fiscal Year minus two	1 (CY-2) Problem Disbursements/Negative Unliqudated Obligations
AT17AMC99	F3E	Current Fiscal Year minus two	2 (CY-2) In-transit Disbursements

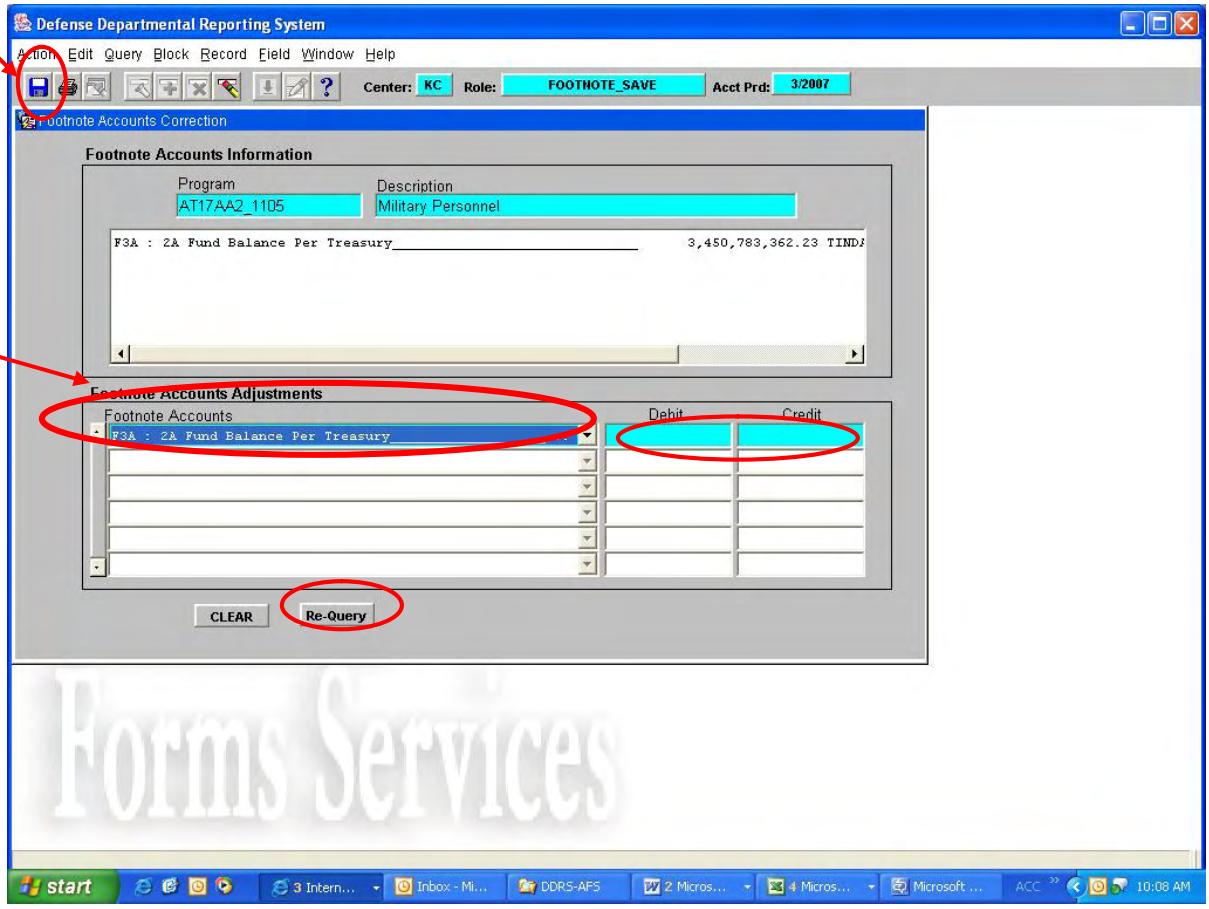
6. Enter the amount. If positive, enter as a debit. If negative, enter as a credit.

7. Click on the blue disk (save) button at the top of the screen. The following message appears on the status bar: "Transaction complete: 1 records applied and saved."

8. Click on the Re-Query button to confirm that the adjustment was updated. The white box should be populated with the id of the user who entered the Correction and with the data and time it was entered.

Blue Disk-Save button

Footnote Accounts drop down menu



Running the Entity Correction Log

The Entity Correction Log keeps track of all Footnote Corrections that have been entered. Refer to the "Location of System Reports & Logs in DDRS-AFS" desktop for additional information on running this log.

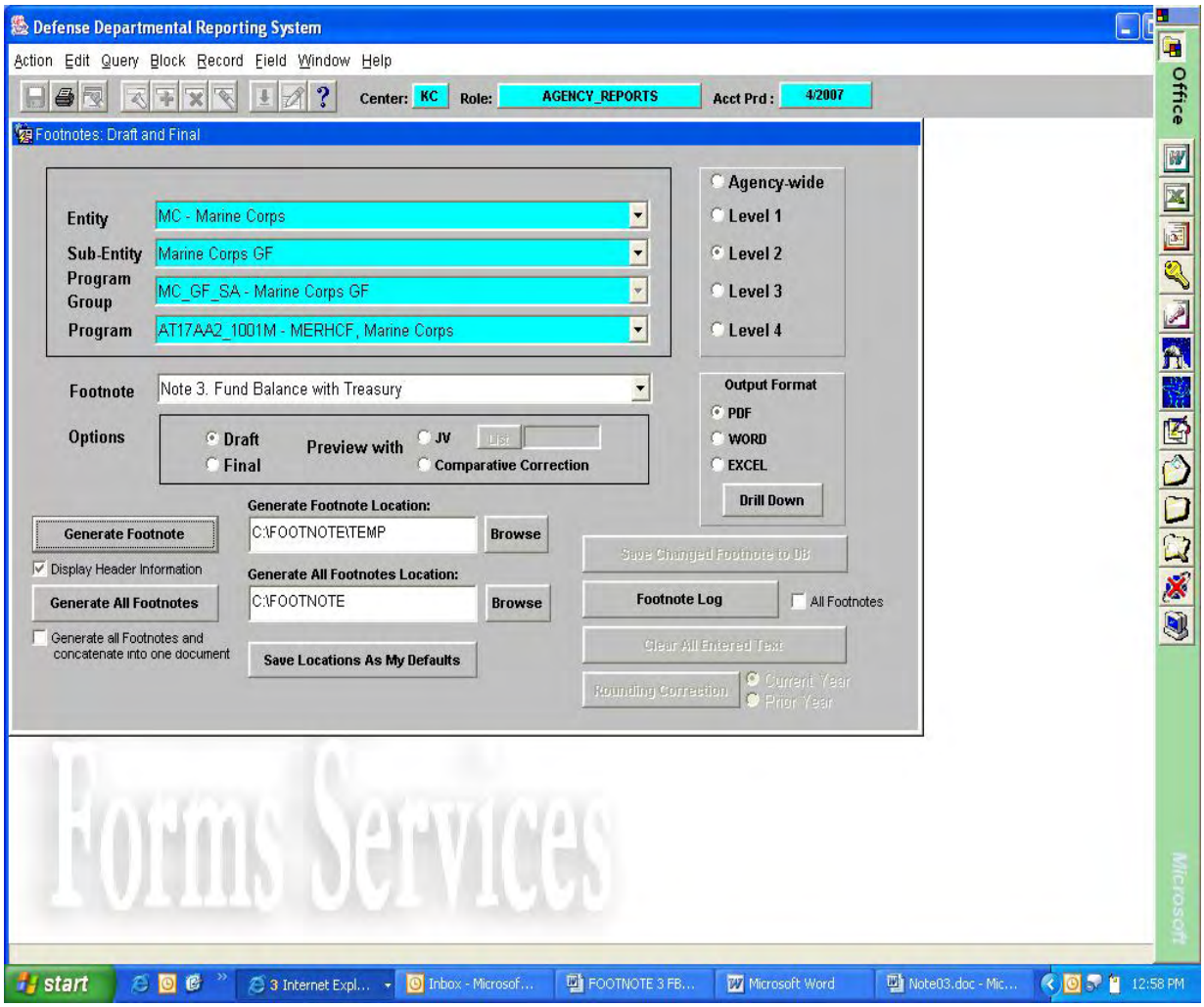
After inputting all the Problem Disbursement Footnote Corrections, file exit. Select Footnotes, Footnotes: Final and Draft

Select the following

Entity: MC - Marine Corps
Sub-Entity: Marine Corps GF
Level: 2
Program:
Program Group:

On the Footnote drop down box select Note 3 Fund Balance with Treasury

Click on Generate Footnote



Verify amounts on Disclosures Related to Problem Disbursements are correct.

ACCOUNTING AND FINANCIAL SYSTEMS BRANCH (RFA)

MARINE CORPS CONTROL ENVIRONMENT STANDARD OPERATING PROCEDURES (SOP)

MAY 15, 2008

Environmental Controls Over Financial Reporting
Executive Summary

"The Marine Corps is a combat force-not a business. To be successful, however, we need to support warfighting excellence with well-managed business processes that are both effective and efficient."

M.W. Hagee
33rd Commandant, United States Marine Corps

The Accounting and Financial Systems Branch (RFA) employ management activities to help support the integrity of the financial information processed into the Standard Accounting, Budgeting, and Reporting System (SABRS). Environmental controls have been designed by management to govern the processes of identification and mitigation of abnormalities in SABRS by utilizing programmed controls in SABRS and a series of performance reports. Environmental controls are defined as the application controls over SABRS and those activities performed through the periodic monitoring of SABRS by RFA and field activities.

Application controls have been designed in SABRS to increase the accuracy, completeness, and the validity of the entries made in SABRS resulting from both manual and programmed processing. The SABRS application controls were designed to reduce the risk of:

- Unauthorized user access;
- User input errors;
- Invalid data entries;
- Incomplete data transactions; and
- Incomplete processing of data received from external interfaces

Application controls designed within the processing of transactions in SABRS begins with data and processing table information. SABRS is a table driven system for process, validation, and transaction control. SABRS operates from three levels of tables:

- System Tables – Contain specific edits and information required to properly process transactions and update SABRS files. These tables are maintained, updated, and validated by the Defense Finance and Accounting Service (DFAS).

- Central Tables – Contain specific data and financial codes required to properly validate source transactions in SABRS for enterprise wide edits. These tables are maintained, updated, and validated by RFA.

- Local Tables – Contain data elements unique to the individual command for access and management information. These tables are maintained, updated, and validated by each command.

Management has also developed procedures to monitor the performance of the SABRS application controls and the performance of financial management personnel. SABRS generated reports have been designed to identify transactions that have posted in SABRS with abnormal balances or conditions. RFA personnel work with the financial community to help ensure that the

identified abnormal transactions are researched and corrected. Performance reviews are also conducted on a tri-annual basis to help ensure that financial management personnel are applying the required financial procedures, identify areas for improvement, and develop remediation plans at the Command level. These management controls have been designed in an effort to reduce the risk of:

- Abnormal account payables;
- Abnormal accounts receivables;
- Abnormal undelivered orders;
- Negative un-liquidated obligations;
- Outstanding travel advances;
- Unmatched disbursements;
- Spending errors;
- Invalid transactions recording sources;
- Line of accounting and fund code mismatches;
- Pre-validation failures;
- Missing trading partner data;
- Instant overaged invoices;
- Outstanding military interdepartmental purchase requests; and
- Outstanding work requests.
- Invalid Commitments and Obligations

Additionally, RFA has developed standard operating procedures, training programs, and a communication plan to help ensure that financial management personnel are aware of financial requirements and have the knowledge necessary to perform their required duties.

Purpose and Scope

The purpose of this report is to document the "As Is" state of RFA environmental controls, specifically, business management activities and operations oversight functions for financial data impacting SABRS and internal controls over the SABRS application.

The scope of this report was limited to the SABRS application and select performance reports used by RFA, as of Fiscal Year 2008, and how those reports are utilized in the management oversight function for the Marine Corps. Reports detailing various abnormal account metrics within SABRS, as well as other performance reports detailing indicators used by RFA to assess the financial reporting environment, are included.

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1.0 INTRODUCTION

1.1 Background

The purpose of this report is to document the RFA environmental controls as of Fiscal Year 2008, specifically, business management activities and operations oversight functions for financial data impacting SABRS and internal controls over the SABRS application.

RFA employs management activities to help support that the integrity of the financial information processed into SABRS is accurate and reliable. Environmental controls have been designed by management to govern the processes of identification and mitigation of abnormalities in SABRS by utilizing programmed controls in SABRS and a series of performance reports. Environmental controls are defined as the application controls over SABRS and those activities performed through the periodic monitoring of SABRS and other reports by RFA and field activities.

The remaining sections of this document describe the USMC organizational structure and the environmental controls designed over financial management and financial reporting. *Section 2.0 SABRS Application Controls* describes some of the SABRS application controls which are intended to increase the accuracy and completeness of the SABRS data used for financial reporting. *Section 3.0 Management Oversight and Monitoring* describes some of the business management activities and operations oversight functions performed for financial data impacting SABRS. Finally, *Section 4.0 Other Management Controls* describes some of the additional controls that management has developed to help support that financial management personnel have the adequate knowledge and training required to perform their duties.

1.2 Organizational Structure

This section provides an overview of the organizational structure and responsibilities for implementing and monitoring the environmental controls over financial management and financial reporting.

Headquarters, Marine Corps (HQMC): The Marine Corps as a Tier-3 reporting entity, meets the criteria for a separate financial reporting entity as defined in the Statement of Federal Financial Accounting Concepts (SFFAC) No. 2, *"Entity and Display."* They maintain separate and distinct fiduciary responsibilities for both direct and shared appropriations issued by Congress. The Marine Corps is responsible for producing financial statements and responding to the Department of Defense, Inspector General (DoD, IG) findings concerning audits of their prepared financial statements. HQMC is responsible for releasing policy regarding environmental controls, overseeing the implementation of controls, and monitoring the performance of the Marine Corps financial community.

Accounting and Financial Systems Branch (RFA): RFA is a supporting organization within the Marine Corps Programs and Resources Department (P&R). RFA advises and assists program sponsors, HQMC staff agencies, and the Comptroller function in matters relating to accounting, relevant information systems, and program execution. The RFA works with various DoD entities, collectively, to provide the Marine Corps standards of accounting, reporting, and systems support. Furthermore, RFA provides internal oversight for all Marine Corps financial reporting processes. RFA responsibilities over environmental controls include:

- Monitoring SABRS error reports;

- Providing error correction support to the Commands;
- Assisting in the Tri-Annual Review process;
- Establishing and reviewing user access to SABRS; and
- Writing accounting standards, standard operating procedures, user manuals, and training materials;
- Update and management of SABRS Central Tables.

Defense Finance Accounting Service (DFAS): The Defense Finance Accounting Service is responsible for standardizing financial and accounting information for all DoD components. The DFAS-Kansas City site directs and enforces DoD finance and accounting requirements, principles, standards, systems, procedures, and practices associated with finance and accounting to the Marine Corps. DFAS-Kansas City responsibilities over environmental controls include establishing and reviewing user access to SABRS, providing error correction support, monitoring data received from external interfaces, and update and maintenance of SABRS System Tables. These responsibilities will be transferred from DFAS-Kansas City to DFAS-Cleveland during Fiscal Year 2008.

Marine Corps Financial Evaluation and Analysis Team (MCFEAT): MCFEAT evaluates financial management business practices and financial management processes to improve the accuracy and timeliness of recording and reporting of financial information. MCFEAT responsibilities over environmental controls are as follows:

- Developing financial management evaluation criteria;
- Conducting financial management inspections;
- Developing and recommending financial management improvement initiatives;
- Recommending and implementing financial management policies and procedures; and
- Supervising financial management business analyst in conducting process reviews and improvements.

2.0 SABRS APPLICATION CONTROLS

Application controls are defined as controls designed to help support complete and accurate processing of data, from input through output, and the privacy and security of the data transmitted. The objectives of application controls, which may be manual or programmed, are to increase the accuracy and completeness of the SABRS table records and the validity of the entries made in SABRS resulting from both manual and programmed processing. Examples of application controls include user access controls; data input validation and edit checks; and controls over processing of data from external interfaces.

The following section describes the controls designed to ensure that only valid and authorized users have the ability to access SABRS. The section also describes controls designed to limit a user's access to SABRS data and to validate inputs into SABRS made by manual data entry and external interfaces.

2.1 SABRS User Access Controls

Controls must be established to govern the processes of authorizing and providing access to SABRS to support the integrity of the financial information processed into SABRS is accurate and reliable. Access Controls have been established to ensure that only authorized users have access to SABRS data and that those authorized users are restricted in access to only the SABRS data necessary to perform their assigned duties. SABRS User Access Controls are summarized in the following table.

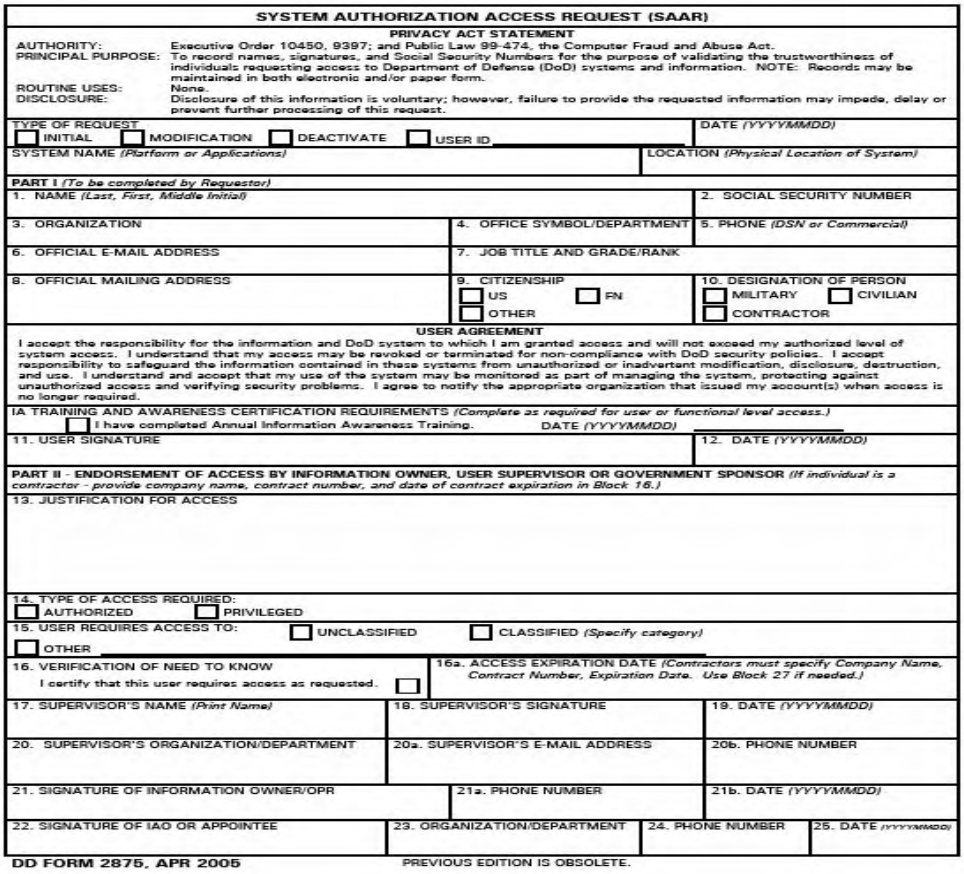
Control	Purpose
System Access Authorization Request Form	Formally documents a user's authorization to access SABRS.
Passwords	Identifies valid users attempting to access SABRS.
User Accounts	Limits a user's ability to access only the SABRS data necessary to perform his/her duties.
Segregation of Duties	Segregates a user from having access to both the authorization distribution process and the spending sub-systems.
Disabled/Locked Accounts	Protects against an unauthorized user gaining access to SABRS through an authorized user's account.
Monthly User Access Reviews	Confirms that all terminated employees access rights have been removed by RFA and DFAS.

Table 1. User Access Controls

2.1.1 System Access Authorization Request Form DD 2875 (SAAR)

A formalized access request and authorization process has been developed to help support that only authorized individuals gain the appropriate access required in SABRS to perform their duties. When the Comptroller Office determines there is a bona-fide need for a user to be granted access to SABRS, the user must complete the *SAAR*. The *SAAR* is required to record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to DoD systems and information. The individual must provide his/her personnel information (Name, Organization, Email, Department, Social Security Number,

Phone Number, Designation, Citizenship, and Job Title) and indicate if he/she has completed the Annual Information Awareness Training Course to complete the *SAAR*. See the *SAAR* located in Figure 1.



SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST: ☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID _____ | DATE (YYYYMMDD)

SYSTEM NAME (Platform or Applications) | LOCATION (Physical Location of System)

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial) | 2. SOCIAL SECURITY NUMBER
3. ORGANIZATION | 4. OFFICE SYMBOL/DEPARTMENT | 5. PHONE (DSN or Commercial)
6. OFFICIAL E-MAIL ADDRESS | 7. JOB TITLE AND GRADE/RANK
8. OFFICIAL MAILING ADDRESS | 9. CITIZENSHIP ☐ US ☐ FN ☐ OTHER | 10. DESIGNATION OF PERSON ☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR

USER AGREEMENT

I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)
☐ I have completed Annual Information Awareness Training. DATE (YYYYMMDD) _____

11. USER SIGNATURE | 12. DATE (YYYYMMDD)

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS

14. TYPE OF ACCESS REQUIRED: ☐ AUTHORIZED ☐ PRIVILEGED
15. USER REQUIRES ACCESS TO: ☐ UNCLASSIFIED ☐ CLASSIFIED (Specify category) ☐ OTHER _____
16. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested. ☐ | 16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)

17. SUPERVISOR'S NAME (Print Name) | 18. SUPERVISOR'S SIGNATURE | 19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT | 20a. SUPERVISOR'S E-MAIL ADDRESS | 20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR | 21a. PHONE NUMBER | 21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE | 23. ORGANIZATION/DEPARTMENT | 24. PHONE NUMBER | 25. DATE (YYYYMMDD)

DD FORM 2875, APR 2005 PREVIOUS EDITION IS OBSOLETE.

Figure 1. System Access Authorization Request Form DD 2875 (SAAR)

The *SAAR* must be reviewed and approved by the user's Terminal Security Officer (TASO), Comptroller, and RFA before access to SABRS is granted. If all approvals are obtained, the TASO assigns a User ID and initial password to the user. The *SAAR forms* are stored at RFA for current and future access accountability and audit purposes.

2.1.2 Passwords

Users are required to input a User ID and password to access SABRS. Top Secret Security (TSS) requires a password construction of:

- Password must be 8 characters;
- Password must contain at lease one alpha, one numeric, and one National Character ($, @, or #);
- The National Character must be between the first and last characters of the new password;
- Password cannot contain repeating letters;
- Password cannot be the same word as the User ID;

- Password cannot be the name of a month, day of the week, nor any other common words;
- Password cannot be similar to the last 10 passwords used; and
- Password cannot be changed more than once daily.

In addition, when the user enters the password, it is not displayed on the screen. This is a security measure, which prevents other individuals from knowing and using the User ID and password to access the system.

2.1.3 User Accounts

USMC follows the "Least Privilege" principle of assigning access to SABRS users. This means that a user is provided with the least amount of access needed in SABRS to accomplish their assigned duties. User accounts assign specific access privileges to each SABRS user. User accounts are created by RFA and the Comptroller Office that define the users access to:

- SABRS local table update access
- Authorization and fund distribution process
- Spending system process
- Labor correction process
- Allocation process

User access limitations help to support that a user does not edit any data in SABRS that is not required by the user to perform his/her daily tasks.

2.1.4 Segregation of Duties

SABRS is designed with an internal control that segregates a user from having access to both the authorization distribution process and the spending sub-systems. The Comptroller Office must specifically identify which type of transactions the user will process and remove all other access before a user is granted permission to input data into SABRS. For example, if a user is authorized to access the spending sub-systems, SABRS will not allow the user to access the authorization sub-systems. This control is purposely intended to help support that the same user could not authorize funds and also execute (obligate) those same funds.

2.1.5 Disabled/Locked Accounts

SABRS disables user accounts after 3 invalid login attempts to help protect against the risk of an unauthorized user gaining access through an authorized user's account. Access to SABRS is also removed for terminated employees. These controls help protect SABRS from unauthorized users who may desire to corrupt SABRS data.

If the Accessor Identification (ACID) and password entered in the SABRS login window does not match the ACID and password in the SABRS database, the user will be prompted with an error message. Users are allowed 3 unsuccessful logins in a 24 hour period before their account will be disabled. The count does not reset after a successful login. Once a user's account is disabled, the user must contact their TASO to reset their ACID before the user can login on SABRS.

2.1.6 Monthly User Access Review

If an employee is terminated, the TASO will remove all access rights associated with the User ID. The User ID can not be recycled once it has been removed. In addition, a monthly user access review is performed by RFA and DFAS to confirm that all terminated employees access rights have been removed from SABRS. The review is performed on the first Monday of each month and is a comparison of User IDs that exist in the SABRS database with access to SABRS, but do not reside in the TSS database. When this condition occurs, the User ID is removed (purged) from SABRS database by DFAS. DFAS also adjusts the SABRS tables that contain the User IDs purged from the SABRS database to help support that access to those tables has been terminated.
.
A further review is performed by DFAS on those User IDs that are resident in both TSS and the SABRS database. The purpose of this review is to help support that the name assigned to the User ID is the same in both. When a name mismatch occurs or when the user name equals "Vacant" in TSS, these User IDs are removed (purged) from the SABRS database and tables.

By performing reviews to check for invalid users with access rights to SABRS and effectively removing those access rights, DFAS reduces the risk of former employees having the ability to access and corrupt SABRS data.

2.2 SABRS Data Validation and Edit Checks

Users can intentionally or unintentionally attempt to enter incorrect data into SARBS. SABRS has built in controls that provide data validation and edit checks in order to reduce the risk of invalid, inaccurate, and incomplete data. These controls are intended to force users to only enter valid data into SABRS.

Through manual entries into SABRS, authorized users have the ability to update data contained in SABRS tables. Other users have the ability to enter data into SABRS to post funds authorization or spending transactions. *Section 2.2.2, SABRS Manual Inputs for Processing Authorization and Spending Transactions* describes the controls over user inputs to add, change, or delete data in SABRS tables and the controls over user inputs to process funds authorization and spending transactions. SABRS data validation and edit check controls over updates to the SABRS tables are summarized in the following table.

SABRS Table Updates	
Control	**Purpose**
Required Fields	Helps to support that the user inputs all data necessary to complete a valid record in a SABRS table.
Data Definitions	Users may only enter data into fields that satisfy all data requirements defined by management for that data element.
Record Deletion Warning	Protects against a user deleting a record in error.
Deletion General Ledger Check	Prohibits a user from deleting a record with a corresponding General Ledger entry.

Table 2. Data Validation and Edit Check Controls

2.2.1 SABRS Table Updates

Controls are designed to reduce the risk of invalid updates to the SABRS tables. The tables created in SABRS are used to define the valid entries that can be made in SABRS by a user. When SABRS tables are updated, controls exist to help support that the table updates are performed according to the defined data characteristics for each record and field in the table. In addition, before new table entries are created, the table will validate the entry to ensure the record or data element is not already included in the table.

Required Fields

Certain fields in SABRS have been designated as required fields to help support the completeness of user data entry. Required fields help support that the user inputs all data necessary to complete a valid record in a SABRS table. When adding a record or editing records in SABRS tables, these fields are required to be input in order for the record to be saved. For example, the Document Type Code (DOCTYPE) table is an on-line Central table that provides a listing of the Document Type Codes and their descriptions, which are processed in both on-line and batch processes in SABRS. When a user wishes to add a record or edit a record in the DOCTYPE table, the Document Type Code (DOC-TYPE-CODE) and Document Type Description (DOC-TYPE-DESCR) fields are required to be populated before the record can be added or edited. If the user does not input a Document Type Code or a Document Type Description, SABRS does not allow the record to be created and an error message is displayed to the user indicating that the fields are required fields.

Data Definitions

Data definitions are used to limit users to only being able to enter data values that satisfy requirements defined by management. The data elements that are populated in each field in the SABRS tables are defined in a data dictionary. The data dictionary defines information such as the length of each field, the type of characters that are accepted in each field (numbers, letters, special characters), the range of the field, if applicable (numbers between 01 and 09 or letters between A and F), or the specific values that are acceptable for the field (1 or 2). Controls are built in SABRS to only allow users to update the fields of a table with data that satisfies all data requirements defined in the data dictionary for that data element. For example, the DOC-TYPE-CODE in the DOCTYPE table is defined as a 2 digit alphanumeric field. If the user attempts to enter a value into the DOCTYPE field that is not 2-digit alphanumeric, such as "*", SABRS will not allow the edit and the user will receive an error message.

Record Deletion Warning

SABRS is designed to provide a warning message to the user when a record is selected for deletion in order to reduce the occurrence of records deleted in error. A confirmation message is displayed to the user which states "** PRESS F12 TO CONFIRM DELETION**." The confirmation message is intended to warn the user that a record is about to be deleted if the user proceeds.

After the user has confirmed intent to delete the record, the user must press the F12 key to complete deletion. Another message which states "**RECORD DELETED, PRESS ENTER TO CONTINUE**" will appear to let the user know that the record has been completely deleted. An example of the record deletion confirmation messages can be found in the *SABRS Table Management for Central Tables User Manual, September 2000, on page 17.*

Deletion General Ledger Check

A control is designed in SABRS to prohibit a user from deleting a record with a corresponding General Ledger entry. The *SABRS Symbol Subhead Funding Function table* controls the deletion of entries that affect the General Ledger. When a deletion is performed, SABRS will reference the table and will not allow the deletion to post if a matching General Ledger entry is found. The user will not be allowed to delete that entry until the corresponding General Ledger entry is deleted.

The previous sections detailed the controls designed to reduce user errors when updating SABRS tables. The following sections describe the controls designed to reduce user errors associated with manual inputs made in SABRS to process funds authorization and spending transactions.

2.2.2 SABRS Manual Inputs for Processing Authorization and Spending Transactions

Controls are built into SABRS to increase the accuracy and completeness of the individual funds authorization and spending transactions input by financial management personnel. SABRS checks user inputs in individual funds authorization and spending transactions against the SABRS tables to help support that the data inputs agree with valid entries contained in the tables. Edit checks are used to validate data entries for which there are no corresponding SABRS tables. In addition, SABRS automatically posts matching General Ledger entries when a user posts a transaction affecting the General Ledger.

The following sections describe the controls that are designed in SABRS to validate the completeness and accuracy of data entered by authorized users when posting individual funds authorization and spending transactions. SABRS data validation and edit check controls over manual inputs for processing authorization and spending transactions are summarized in the following table.

SABRS Manual Inputs for Processing Authorization and Spending Transactions	
Control	**Purpose**
Required Fields	Helps to support that the user inputs all data necessary to process a valid transaction in a SABRS table.
Predefined Fields	Allows a user to only input values that management has determined are valid values.
Data Definitions	Users may only enter data into fields that satisfy all data requirements defined by management for that data element.
Limit Checks	Users may only enter data into fields that fall within a specified range.
Automatically Populated/Restricted Fields & Default Values	Reduces the number of inputs made by a user.

Table 3. Data Validation and Edit Check Controls

Required Fields

Certain fields in SABRS have been designated as required fields to help support the completeness of user data entry. Required fields help support that the user inputs all data necessary to post a

complete authorization or spending transaction. This means that SABRS will not post an authorization or spending transaction unless each required field contains a valid value. For example, when an apportionment transaction is entered through the Authorization Recording module in SABRS, the DOCUMENT NUMBER, EFFECTIVE DATE, AMOUNT, and QTR AMOUNT fields are each required to be entered to complete the transaction. If the user does not input the required fields, SABRS does not allow the transaction to be posted and the user receives an error message "***UPDATE NOT PERFORMED***."

A further example is when a user wishes to input a commitment transaction through the Recording Commitment module in SABRS. The BUD EXEC ACTY, BUD EXEC SUBACTY, FUND CODE, SUBOBJ CLASS CODE, COST ACCT CODE, AMOUNT, and NEXT MONTH BUSINESS fields are required to be entered to complete a commitment transaction. If the user does not input the required fields, SABRS does not allow the transaction to be posted and an error message is displayed to the user indicating that the fields cannot be blank. If the FUND CODE was not entered, the user would receive a message stating "FUND CODE CANNOT BE BLANK."

Predefined Fields

One control built into SABRS to reduce user errors is the usage of predefined fields. Predefined fields allow a user to only input values that management has determined are valid values. Data tables in SABRS are used to define the valid entries for certain fields in authorization and spending transactions. When a user inputs data into a field in a SABRS authorization or spending window, SABRS checks the data entry against the acceptable values contained in the SABRS table corresponding to that specific field. If the value the user inputs does not match an entry in the corresponding table, SABRS does not allow the transaction to be posted and an error message is displayed to the user indicating that the value did not match a valid entry in the table. For example, when recording an obligation in SABRS, the COST ACCT CODE input must match a COST ACCT CODE contained in the Cost Acct Code Table. If the COST ACCT CODE does not match an entry in the Cost Acct Code Table, SABRS does not post the obligation transaction and the user will receive the error message "COST ACCT CODE NOT LOADED TO COST ACCT CODE TABLE."

Data Definitions and Limit Checks

In SABRS, definitions are defined for fields for which there are no SABRS data tables such as the AMOUNT field. Users may only enter data into these fields that satisfy all data requirements defined for that data element. For example, the AMOUNT field is defined in the data dictionary as a 15-digit numeric field that must be greater than zero. If a user attempted to enter a letter, such as "X," into the AMOUNT field, SABRS would not allow the transaction to be posted and the user would receive the error message "***UPDATE NOT PERFORMED***."

Limit checks are also included in data definitions when applicable to help support that users input values within a specified range or according to a specified condition defined by management in the data definition. For example, if a user attempted to enter a "-1" into the AMOUNT field and no matching record for the document number entered is found in the history file with a positive amount balance, SABRS would not allow the transaction to be posted and the user would receive the error message "AMOUNT CANNOT BE ZERO OR LESS THAN ZERO." This is because the data definition of the AMOUNT field specifies that values entered must be greater than zero.

Another example of limit checks occurs if a user attempts to adjust an amount in an obligation transaction that will create a new obligation amount balance below the expense amount. In this case, SABRS would not post the transaction and the user would receive the error message "OBLIGATION AMOUNT CANNOT BE LESS THAN THE EXP AMOUNT." This is because the data definition of the OBLIGATION AMOUNT field specifies that the values entered must be equal to or greater than the EXP AMOUNT (expense amount).

Automatically Populated/Restricted Fields

Fields have been designed in SABRS that can be automatically populated with valid data based on the User ID. Automatically populated fields are restricted and cannot be edited by the user. For example, when a user logs into SABRS with a User ID to record spending transactions, the appropriate Fund Function Code, Object Class Code, Sub Head, Budget Execution Activity Code, Budget Execution Sub-Activity Code and Bureau Control Number are automatically populated in subsequent SABRS windows, as needed, based on the information contained for that User ID in the *User Default Table*. Automatically populating these fields reduces the risk of typing errors that may have occurred if the user had to type in the data manually resulting in increased data accuracy.

Default Fields

Default fields are built into SABRS to reduce user inputs. When a user accesses an input screen in SABRS, certain fields are populated with valid values. The default values are populated from the information in the SABRS tables. The user has the ability to change the default value based on the type of authorization or spending transaction that is to be processed. For example, when a user logs into SABRS with a User ID to record spending transactions and enters a DIC code, the Special Interest Code and Cost Account Code fields are then filled with default values for that User ID and DIC that can either be accepted by the user or replaced with other valid values.

Although the user has the ability to change the default value, if the user agrees with the default value he/she does not have to type the value into the field because it already appears in the field. This reduces the risk of a typing error if the user was to enter that value into the field manually and therefore results in increased accuracy of the data posted.

2.3 Controls over Interfaces from External Systems

In addition to direct inputs from users, data is processed in SABRS through interfaces from external systems. Files are provided from external systems containing records of transactional information to be processed in SABRS. These records are validated to determine if they are in the correct format to post the transactions in SABRS. SABRS controls over interfaces from external systems are summarized in the following table.

Control	Purpose
Data Validation	Helps to support that the format of the data received matches the format expected by SABRS.

Control	Purpose
Error Handling	Helps to support that files containing errors are identified, corrected, and processed without error.
Reconciliations	Helps to support that all transactions received from external interfaces were posted to SABRS.

Table 4. Controls over Interfaces from External Systems

2.3.1 Data Validation

Once a file is received from a valid external interface, the records in the file are validated to determine if they are in the same format expected by SABRS. If a data file received from an external interface does not contain the same format expected by SABRS, the business processing cycle in SABRS will cease and error reports are created.

2.3.2 Error Handling

When transaction files from external interfaces contain errors, DFAS will inspect the original data file and error reports to identify processing errors. Errors may be associated to instances of incomplete records or invalid data elements. Once the cause of the error is determined, DFAS will:

1. Suspend only the erroneous records;
2. Process the valid records;
3. Correct the erroneous records (with assistance from the Commands); and
4. Rerun the erroneous records in the correct form.

If an entire file is erroneous, DFAS will contact the file owner and ask them to resend the entire file. The entire file will then be rerun. If errors remain after rerun, DFAS will repeat the entire error correction process.

Error reports run daily and include every error transaction and the respective error code until the errors are cleared and rerun by the Command with assistance from DFAS. It is the responsibility of the Command to check the error report daily and correct any errors.

2.3.3 Reconciliations

Reconciliations are performed at RFA to determine if the total dollar value of the transactions received from an external interface agrees with the total dollar value of the transactions posted in SABRS. These reconciliations help support that all transactions received were posted. The following table summarizes the reconciliations performed at RFA.

Control	Purpose
DPAS to SABRS Monthly Reconciliation	Confirms that SABRS data matches the DoD personal property data in DPAS for gross asset value and depreciation value.
OM&S Daily Reconciliation	Confirms that the total dollar amount of OM&S transactions posted for the current day was correctly recorded in SABRS.

Control	Purpose
DCPS to SABRS Reconciliation	Determines if the gross pay data received from DCPS agrees with the gross pay data in SABRS.

Table 5. Reconciliations performed at RFA

DPAS to SABRS Monthly Reconciliation

The *Defense Property Accountability System (DPAS) to SABRS Monthly Reconciliation* is performed by RFA to reconcile the DPAS general ledger accounts for gross asset value and depreciation to the SABRS general ledger accounts (1750, 1759, & 1899) for gross asset value and depreciation to confirm that the USMC accounting data matches the DoD personal property data.

At the end of the monthly cycle, RFA performs a reconciliation of the general ledger data in DPAS to the property general ledger data in SABRS. There is a *DPAS, Summary Rollforward Report*, which details the DPAS general ledger information. RFA compares the *DPAS, Summary Rollforward Report*, general ledger information to the SABRS general ledger data to help support that they report the same information for gross asset value and depreciation. SABRS general ledger account 1750 is summed up and then verified with the total for the "Gross Asset Value Account" on the *DPAS, Summary Rollforward Report*. The SABRS general ledger accounts 1899 and 1759 are then summed and compared with the "Depreciation Account" total on the *DPAS, Summary Rollforward Report*. If there is a difference between the two amounts, RFA performs the appropriate research to determine the cause of the difference and resolve the error. See Appendix B.18 to view the *DPAS to SABRS Monthly Reconciliation*.

Desktop procedures have been documented by RFA to describe the process for performing the *DPAS to SABRS Monthly Reconciliation*. The procedures include the detailed steps for performing the reconciliation including the reports to be used, general ledger account numbers, and points of contact.

OM&S Daily Transaction General Ledger Balance

RFA performs a daily balance of the *Operating Materials and Supplies (OM&S) (Non-Ammo) Reconciliation Report* to confirm that the total dollar amount of OM&S transactions posted for the current day was correctly recorded in SABRS. The balance confirms that the total ending balance from the previous day plus the total ending balance of the transactions posted for the current day equal the total ending balance for OM&S posted in SABRS.

On a daily basis, RFA generates the *OM&S (Non-Ammo) Reconciliation Report* and compares the Computed History Balance to the General Ledger balance. The Computed History Balance represents the total dollar amount of transactions posted from the previous day. The General Ledger Balance represents the previous day's balance plus the current day's transaction balance. The *OM&S (Non-Ammo) Recon Reports* are automatically uploaded daily from SABRS to the InfoPac reporting system. RFA is responsible for reviewing this report to confirm that the "Difference" field, which is the difference between the Computed History Balance plus the current day's transaction balance and the General Ledger Accounts Balance, results in zero. If the difference is not equal to zero, RFA performs the appropriate research to determine the cause of the difference and resolve the error. See Appendix B.19 to view the *OM&S Daily Reconciliation*.

Desktop procedures have been developed at RFA to describe the process for performing the OM&S Daily Transaction General Ledger Balance. The procedures include the process for accessing and printing the *OM&S (Non-Ammo) Recon Report*.

DCPS to SABRS – Gross Pay Report

The purpose of the *Defense Civilian Pay System (DCPS) to SABRS Gross Pay Report* is to determine if the gross pay data received from DCPS agrees with the gross pay data in SABRS. DCPS gross pay data is uploaded by RFA every other week (every pay period) directly from InfoPac. The *DCPS to SABRS Gross Pay Report* is then generated by RFA. The report has 4 columns, one for Employing Activity, one for DCPS data, one for SABRS data, and a difference column. RFA is responsible for analyzing the difference column for each Employing Activity to determine if a difference between the DCPS and SABRS data exists. Two types of errors are identified through analysis of the *DCPS to SABRS Gross Pay Report*.

1. Posting errors from the DCPS interface to SABRS; and
2. Employing Activities that have not entered pay data into DCPS.

The first error that could arise on this report is if there are values in the "Difference" column. This could occur if the business cycle in SABRS was not completed successfully or the DCPS data did not interface with SABRS correctly. In this case, RFA would rerun the DCPS data to process it in SABRS. RFA would then rerun the *DCPS to SABRS Gross Pay Report* to determine if the differences remain.

The second error possibility is if pay does not exist for an Employing Activity. If this occurs RFA would run the data for all other Employing Activities and check with the individual Employing Activity to see why their data was not included in the initial report/data file. After correction of the Employing Activity's data, RFA will re-run the report for that Employing Activity only to determine if the errors were corrected. See Appendix B.20 to view the *DCPS to SABRS Gross Pay Report.*

3.0 MANAGEMENT OVERSIGHT AND MONITORING

After data is processed in SABRS through user data inputs and interfaces from external systems, RFA and MCFEAT monitor the performance of the SABRS application controls and the performance of financial management personnel at the Commands. SABRS generated reports are reviewed at RFA to identify specific errors that may have occurred in processing for each Command. RFA then holds the Commands responsible for correcting the errors in a timely manner.

In addition, a *Tri-Annual Review* is performed to review commitment and obligation transactions for timeliness, accuracy, and completeness during each of the four month periods ending on January 31, May 31, and September 30 of each fiscal year. RFA and MCFEAT also perform a trend analysis to identify those Commands or transaction types that consistently cause high error rates and then attempt to implement corrective action plans. MCFEAT also performs an annual review to monitor how well each Command is complying with the required financial procedures.

The following section describes the purpose of each SABRS generated report, the standard operating procedures and training provided, and the organizations responsible for working and monitoring the report.

3.1 SABRS Generated Performance Reports

During the FY 2001 DoD Financial Statement Audits, the DoD Inspector General (IG) noted that, "DoD-wide systemic deficiencies in financial management systems and business processes result in the inability to collect and report financial and performance information that is accurate, reliable, and timely." In addition, the DoD IG noted that, "Disbursements are not properly matched to specific obligations in the accounting system." As a result of the FY 2001 Financial Statement Audits, the USMC has taken several steps in an attempt to mitigate the above mentioned deficiencies. One step taken by the USMC was the development and implementation of several SABRS generated performance reports.

At the end of the daily and monthly cycles, RFA personnel retrieve SABRS generated performance reports (collectively know as '*Deadly Sins*') and post them to the RFA portal website. These reports offer a cumulative, monthly or daily view of SABRS abnormalities, segmented by various Marine Corps Commands using Allotment Recipient (ARI) or Major Command Recipient (MRI). Additionally, there are select reports which are not generated through SABRS (*Instant Overaged Invoices*, *Pre-Validation Errors*), but rather collated through other systems with the assistance of DFAS-Columbus. Access to performance reports and supporting material on the RFA Portal is given to RFA personnel, as well as various financial management personnel at the various Command echelons throughout the Marine Corps. The following table summarizes the SABRS generated performance reports.

Deadly Sins Reports		
Report	**Description**	**Frequency**
1) Abnormal Accounts Payable	• Measures outstanding accounts payable within the Marine Corps. • Measures liquidations that exceed expenses.	Daily
2) Abnormal Accounts Receivable	• Measures outstanding receivables within the Marine Corps. • Measures collections that are greater than the total of billed and unbilled amounts.	Daily
3) Abnormal Undelivered Order	• Documents outstanding undelivered orders within the Marine Corps. • Searches for when the total amount of expenses recorded against a specific document exceeds the amount of the obligation recorded.	Daily
4) Negative Unliquidated Obligations (NULO)	• Documents the total amount of liquidations (payments) that are greater than the amount of obligation recorded in SABRS for that specific document number.	Daily
5) Outstanding Travel Advances	• Documents aged travel advances.	Daily
6) Unmatched Disbursements	• Documents conditions where a payment is processed against Marine Corps funds that fail to identify a matching obligation record to post against in SABRS.	Daily
7) Spending Errors	• Documents when an incoming transaction from a source feeder system does not pass data element checks performed by SABRS prior to posting.	Daily
8) Invalid Transaction Recording Source	• Documents manually recorded transactions that should have posted through an electronic interface. • Assists RFA in following up with Commands to prevent future mistakes.	Monthly
9) DCPS LOA/Fund Code Mismatch	• Documents when an appropriation and subhead in the employee accounting classification (level 3 record) of the DCPS obligation loaded for a specific employee is different from the appropriation and subhead associated with the obligation posting in SABRS.	Monthly
10) Pre-Validation Failures	• Documents when an available obligation check is performed against SABRS prior to the actual disbursement of a completed payment package.	Daily
11) Missing Trading Partner Data	• Identifies an issue when the proper information is not input into SABRS for obligation transactions.	Daily
12) Instant Overaged Invoices	• Identifies MRIs that incurred interest penalties for late payments and the amounts of those penalties.	By-Monthly or 3 Reports per month

Deadly Sins Reports		
Report	**Description**	**Frequency**
13) Outstanding Military Interdepartmental Purchase Requests (MIPRs)/Work Requests (WR) All Years	• Identifies MIPRs and WRs that are currently outstanding. • Cumulative report that includes commitment requests within the current fiscal year and the previous five fiscal years.	Monthly
14) Outstanding Commitments	• Identifies any transaction where the commitment is greater than the obligation. • This report will illustrate funds that are still available to allow budgetary personnel to keep tract of the Commands' commitments to ensure proper usage of allocated funding.	Monthly
15) Outstanding Travel Orders	• Identifies travel orders that have not been settled. • The report will be created when obligated funds for a particular traveler are more than the amount the traveler has billed.	Monthly
16) Unliquidated Obligations	• Identifies any transaction where the liquidation is less than the obligation. • This report will illustrate funds that are obligated in the system without an actual bill to allow budgetary personnel to keep tract of the Commands' obligations to ensure proper usage of allocated funding.	Monthly

Table 6. SABRS Generated Performance Reports

The Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) has developed metrics used to track and analyze USMC abnormal transactions. See Figure 2 to view how to access the OUSD (C) metrics. In addition, RFA has implemented Accounting Operations Dashboards to display certain metrics used by management to determine financial recording performance at the MRI level. These dashboards provide a view of the number of abnormal transactions identified for each type of abnormality and the total dollar amount of the transactions. The Commands are charged with the responsibility of reviewing the Accounting Operations Dashboard on a monthly basis and researching and correcting any abnormalities identified on the dashboard. The objectives of the Accounting Operations Dashboards are to reduce the number of abnormal transactions input at each Command and eliminate repetitive errors from occurring on a month to month basis.

Final Accounting Operations Dashboards have been created for each of the *"Deadly Sins" Reports* and are used by RFA to analyze the results monthly. Furthermore, these dashboards are used as a grading system so that Headquarters can evaluate each MRI Command based on weighted values assigned to certain metrics defined by RFA. The MRI Command that has the best "grade" is recognized and awarded a trophy at the annual FMRO Conference. The award is intended to provoke healthy competition between Commands so that they will take pride in completing their reports, solving errors as quickly as possible, and working proactively to reduce instances of error transactions. Figure 3 below displays the overall Accounting Operations Dashboard.

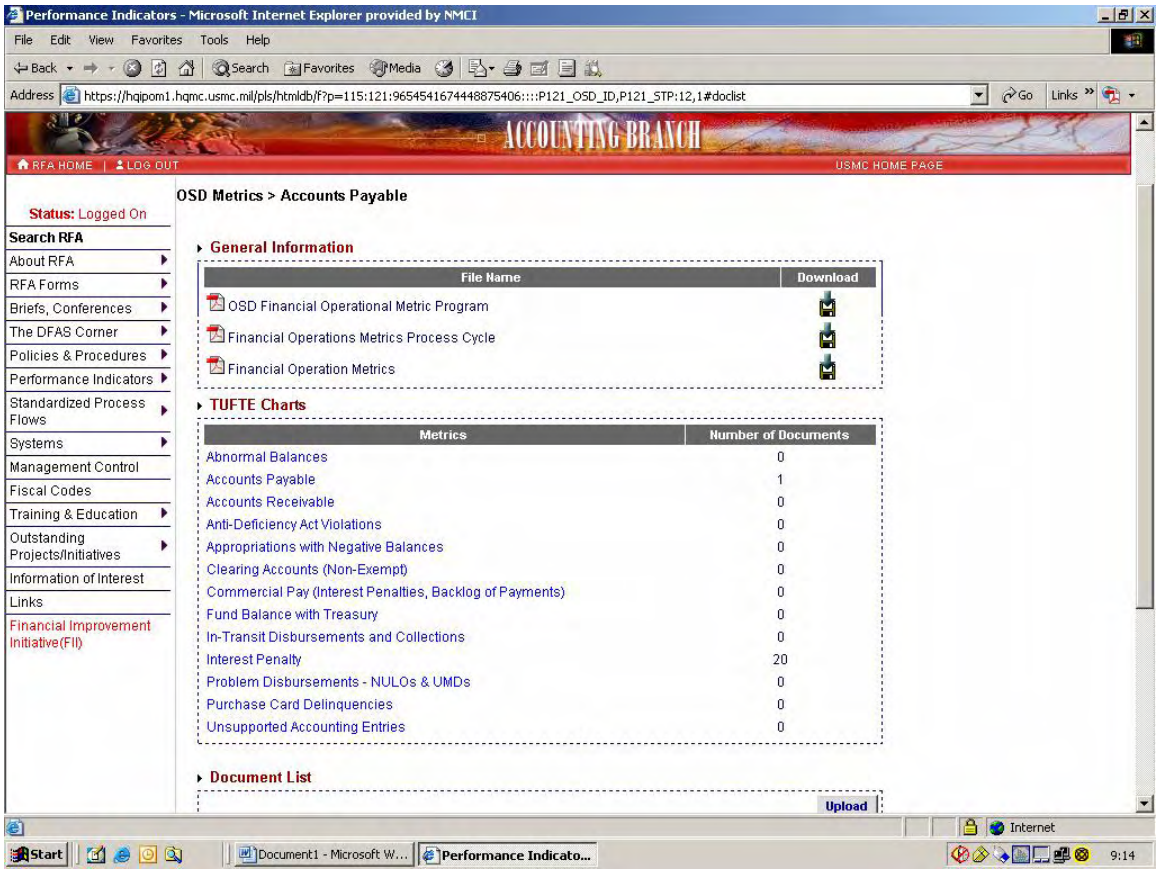


Figure 2. OUSD(C) Metrics

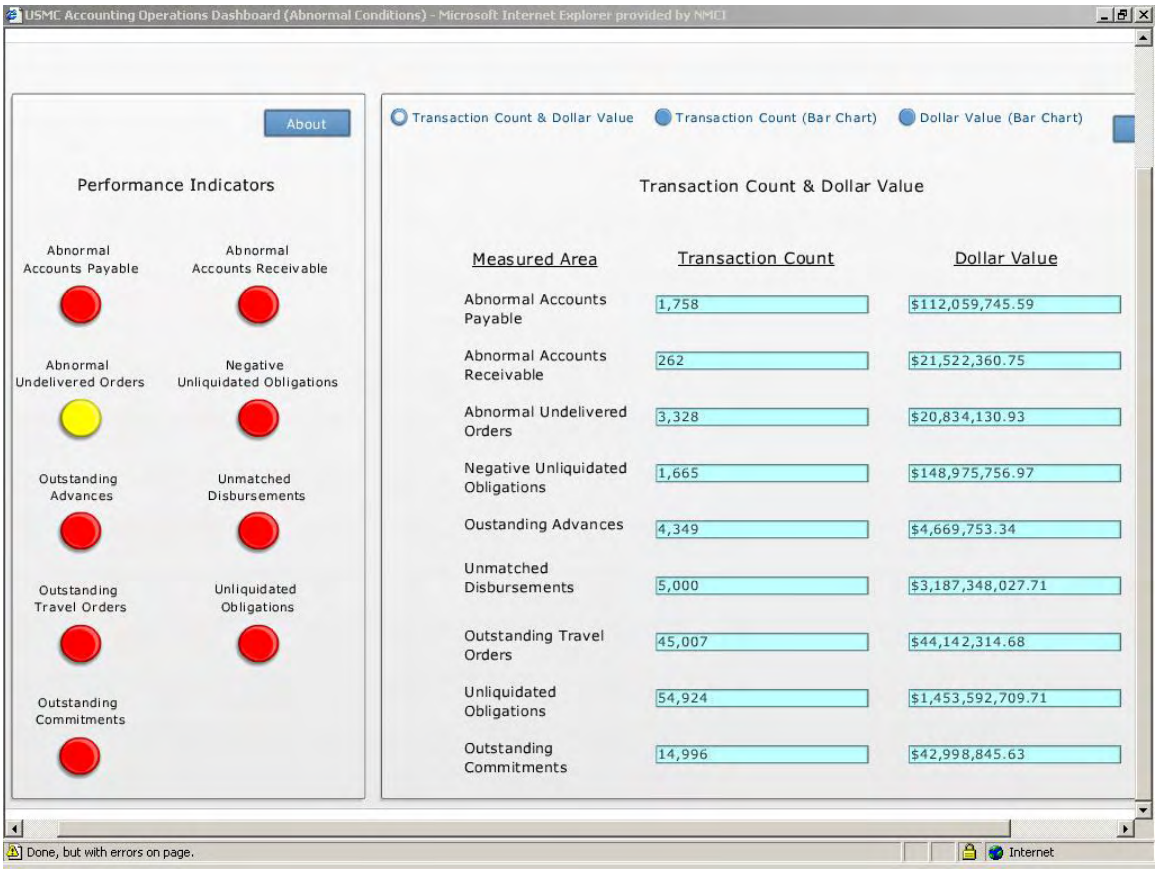


Figure 3. Accounting Operations Dashboard – Overall

Each section below contains an overview of each report, documents the applicable standard operating procedures and training for each report, and documents the responsibilities of the organizations that work and monitor each report.

3.1.1 Abnormal Accounts Payable

Purpose

The *Abnormal Accounts Payable Report* measures outstanding accounts payable within the Marine Corps. Specifically, it measures liquidations that exceed expenses. An abnormal account payable arises when the total amount of liquidation(s) posted against a specific document exceeds the amount of expenses recorded. This can occur if an expense is never posted manually in SABRS, if the expense is posted incorrectly in SABRS, or if the receiving report has not been entered via Wide Area Work Flow (WAWF). This can also occur if the liquidation is posted incorrectly. Typical transactions that show up on this report include Military Standard Requisitioning & Issue Procedures (MILSTRIP), Non-Standard Procurement System (SPS) Contracts, Reimbursable Work Requests, Training Requests, and Travel Documents.

The current process for the *Abnormal Accounts Payable Report* consists of research at RFA and the field. The *Abnormal Accounts Payable Report* can be viewed daily by each Command through Reportnet. The monthly report is posted to the RFA portal website and RFA follows up with the Commands to resolve each accounts payable abnormality. See Appendix B.1 to view an example of the *Abnormal Accounts Payable Report*.

Standard Operating Procedures & Training
Marine Corps Order (MCO) 7300.21, Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. The abnormal accounts payable section in MCO 7300 Draft Chapter 10, Paragraph 10003 includes the six most common causes of abnormal accounts payable and focuses on how to detect and correct these errors. In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Abnormal Accounts Payable Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10003.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of abnormal accounts payable transactions and the methods of error correction. To view the full training lesson for the *Abnormal Accounts Payable Report*, refer to *Lesson Plan 4, Page 9*.

Responsibilities
Major Commands and Subordinate Organizations: Funds holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Abnormal Accounts Payable Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The Financial Management Resource Officers (FMROs) are then responsible for comparing each error transaction noted on the *Abnormal Accounts Payable Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Abnormal Accounts Payable Report*. Guidance for error correction of the *Abnormal Accounts Payable Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10003 and *Lesson Plan 4, Page 9*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.1 to view an example of the *Abnormal Accounts Payable Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Abnormal Accounts Payable Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Abnormal Accounts Payable Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Abnormal Accounts Payable Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. This analysis is summarized in monthly accounting dashboards on the RFA portal website. See Appendix B.1 to view an example of the Accounting Operations Dashboard - Abnormal Accounts Payable. The RFA will then inquire with the MRIs about abnormal trends within their data to

identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Abnormal Accounts Payable Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.2 Abnormal Accounts Receivable

Purpose

The *Abnormal Accounts Receivable Report* measures outstanding receivables within the Marine Corps. Specifically, it measures collections that are greater than the total of billed and unbilled amounts. This condition arises when the collections applicable to the reimbursable account exceed the amount of previous submitted and processed billings or when collections exceed the total amount expensed for the reimbursable order. Reimbursable billings are created in SABRS based on the amount of expenses recorded against the Reimbursable Order Number (RON) and Reimbursable Billing Code(s) (RBC) assigned to the buyer's order. Expenses are recorded based on specific material or services order placed against the reimbursable being filled, by assigning civilian labor directly against the customer order (DCPS Job Order Number (JON) contains the assigned RON and RBC identifying the buyer's order), or through manual allocations of expenses being transferred within SABRS to the buyer's order. An abnormal accounts receivable can occur for the following reasons:

- The billing for a specific RON and RBC posts against another reimbursable accounts RON and RBC due to some change in the collection line of accounting (LOA).
- The expense amount previously billed is reduced in SABRS and no corresponding credit billing is processed or posts to the reimbursable account in SABRS. Credit bills will process automatically if the SABRS billing limit table is properly updated. If not, Credit Bills must be manually released in SABRS to process.
- More expense than authority is recorded against the reimbursable order and the SABRS generated billing is manually released and processed. SABRS will put billings on hold where the amount of the current bill plus amounts previously billed exceed the buyer's authority in the system. This billing condition can only be processed if manually released by a user authorizing the transaction.
- The amount collected for the month is not used or only partially used to offset direct appropriation charges for the program. Users should closely monitor the amount collected and deposited each month for these accounts and determine timely use of funds.

The current process for the *Abnormal Accounts Receivable Report* consists of research at RFA and the field level that is ad hoc in nature primarily because the processes and procedures used are not documented. The *Abnormal Accounts Receivable Report* can be viewed daily by each Command through Reportnet. The monthly report is posted to the RFA portal website and RFA financial mangers follow up with the Commands to resolve each abnormal account receivable. See Appendix B.2 to view an example of the *Abnormal Accounts Receivable Report*.

MCO 7300 Draft Chapter 10, *Reconciling Abnormal Financial Transactions,* provides general information and guidance at a high level as applicable to financial managers. The abnormal accounts receivable section in MCO 7300, Draft Chapter 10, paragraph 10010, provides the five most common causes of the abnormal conditions and focuses on how to detect and correct these errors. Field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Abnormal Accounts Receivable Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10010.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of abnormal accounts receivable transactions and the methods of error correction. To view the full training lesson for the *Abnormal Accounts Receivable Report*, refer to *Lesson Plan 4, Page 28*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Abnormal Accounts Receivable Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Abnormal Accounts Receivable Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Abnormal Accounts Receivable Report*. Guidance for error correction of the *Abnormal Accounts Receivable Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10010 and *Lesson Plan 4, Page 28*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.2 to view an example of the *Abnormal Accounts Receivable Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Abnormal Accounts Receivable Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Abnormal Accounts Receivable Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Abnormal Accounts Receivable Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. This analysis is summarized in monthly accounting dashboards on the RFA portal website. See Appendix B.2 to view an example of the Accounting Operations Dashboard - Abnormal Accounts Receivable. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Abnormal Accounts Receivable Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.3 Abnormal Undelivered Orders

Purpose

The *Abnormal Undelivered Orders Report* documents outstanding undelivered orders within the Marine Corps. Specifically, it searches for when the total amount of expenses recorded against a specific document exceeds the amount of the obligation recorded. Failure to bill for all valid expenses and undelivered orders at year end will result in the installation absorbing unfunded reimbursable expenses against their direct obligation authority. This condition should be very rare because SABRS includes edit procedures that will place source feeder system expense transactions in error if the expense is greater than the obligation requiring fund managers to take corrective actions. (See Section 2.2, Data Definitions & Limit Checks)

The current process for the *Abnormal Undelivered Orders Report* begins within SABRS. SABRS automatically places transactions in error if the expense is greater than the obligation so the problem should be caught at this point. However, in rare situations, transactions will appear on the *Abnormal Undelivered Orders Report*. At this point, the process consists of research at RFA conducted in an as-needed manner. The *Abnormal Undelivered Orders Report* can be viewed daily by each Command through Reportnet. The monthly report is posted to the RFA portal website and RFA follows up with the Commands to resolve each abnormal accounts receivable. See Appendix B.3 to view an example of the *Abnormal Undelivered Orders Report*.

Standard Operating Procedures & Training

MCO 7300, Draft Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. The abnormal undelivered orders section in MCO 7300 Draft Chapter 10, Paragraph 10004 includes a general description of the cause of this condition and the error correction procedures. According to the MCO 7300 Draft Chapter 10, an abnormal undelivered order should "very rarely occur due to the edit checks in SABRS". In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Abnormal Undelivered Orders Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10004.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of abnormal undelivered orders transactions and the methods of error correction. To view the full training lesson for the *Abnormal Undelivered Orders Report*, refer to *Lesson Plan 4, Page 16*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds

holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Abnormal Undelivered Orders Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Abnormal Undelivered Orders Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Abnormal Undelivered Orders Report*. Guidance for error correction of the *Abnormal Undelivered Orders Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10004 and *Lesson Plan 4, Page 16*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.3 to view an example of the *Abnormal Undelivered Orders Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Abnormal Undelivered Orders Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Abnormal Undelivered Orders Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Abnormal Undelivered Orders Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. This analysis is summarized in monthly accounting dashboards on the RFA portal website. See Appendix B.3 to view an example of the Accounting Operations Dashboard - Abnormal Undelivered Orders. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Abnormal Undelivered Orders Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.4 Negative Unliquidated Obligations

Purpose

The *Negative Unliquidated Obligations Report* documents the total amount of liquidations (payments) that are greater than the amount of obligation recorded in SABRS for that specific document number. This condition arises when the total amount of liquidations (payments) are greater than the amount of obligation recorded in SABRS for that specific document number or in the case of a payment for a contract the combination of the document number, procurement instrument number, sub-procurement instrument number, and/or contract line number.

The *Negative Unliquidated Obligations Report* can be viewed daily by each Command through Reportnet. The monthly report is posted to the RFA portal website and RFA follows up with the

Commands to resolve this abnormal financial condition. On the RFA portal, there is a training document that allows the user to understand why the abnormal condition occurred. There is guidance on how to correct the problem and request training if applicable. See Appendix B.4 to view an example of the *Negative Unliquidated Obligations Report*.

Standard Operating Procedures & Training

MCO 7300, Draft Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. *MCO* 7300 Draft Chapter 10, Paragraph 10005 includes five common causes of NULOs and the error correction methods. In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Negative Unliquidated Obligations Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10005.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of negative unliquidated obligation transactions and the methods of error correction. To view the full training lesson for the *Negative Unliquidated Obligations Report*, refer to *Lesson Plan 4, Page 17*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Negative Unliquidated Obligations Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Negative Unliquidated Obligations Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Negative Unliquidated Obligations Report*. Guidance for error correction of the *Negative Unliquidated Obligations Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10005 and *Lesson Plan 4, Page 17*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.4 to view an example of the *Negative Unliquidated Obligations Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Negative Unliquidated Obligations Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Negative Unliquidated Obligations Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Negative Unliquidated Obligations Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. This analysis is summarized in monthly accounting dashboards on the

RFA portal website. See Appendix B.4 to view an example of the Accounting Operations Dashboard - Negative Unliquidated Obligations. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Negative Unliquidated Obligations Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.5 Outstanding Travel Advances

Purpose

The *Outstanding Travel Advances Report* documents aged travel advances. This report will be created when the following conditions arise. The first condition is when a traveler has not been issued a government travel card and requires an advance on per diem entitlements to travel on authorized official business. The second condition is when a traveler has a change of official duty station and the advance is not reversed through disbursing action before 60 days after the estimated completion date of the travel. These can occur for the following reasons:

- Travel claim or settlement request has not been submitted by the traveler. The DoD FMR 7000.14-R, Volume 9, paragraph 080501, *DoD Government Travel*, requires that all travelers submit a claim for travel within 5 working days of their return from the travel.
- When a traveler submitted a claim, the traveler failed to annotate on the claim form previous advances (amount, date, voucher number, etc.) that were paid in support of the travel.
- Document number, LOA mismatch, or transaction type code error between the SABRS record and the payment/advance reversal record. When this condition occurs, an unmatched disbursement condition may exist. If an LOA change is required for the payment request a 1081 correction is processed by DFAS.

The *Outstanding Travel Advances Report* can be viewed daily by each Command through Reportnet. The monthly report is posted to the RFA portal website and RFA follows up with the Commands to resolve each outstanding travel advance. See Appendix B.5 to view an example of the *Outstanding Travel Advances Report*.

Standard Operating Procedures & Training

MCO 7300, Draft Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. MCO 7300 Draft Chapter 10, Paragraph 10008 includes three common causes of Outstanding Travel Advances and procedures on how to prevent and correct these conditions. In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Outstanding Travel Advances Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10008.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of outstanding travel advances transactions and the methods of error correction. To view the full training lesson for the *Outstanding Travel Advances Report*, refer to *Lesson Plan 4, Page 25*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Outstanding Travel Advances Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Outstanding Travel Advances Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Outstanding Travel Advances Report.* Guidance for error correction of the *Outstanding Travel Advances Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10008 and *Lesson Plan 4, Page 25*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.5 to view an example of the *Outstanding Travel Advances Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Outstanding Travel Advances Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Outstanding Travel Advances Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Outstanding Travel Advances Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. This analysis is summarized in monthly accounting dashboards on the RFA portal website. See Appendix B.5 to view an example of the Accounting Operations Dashboard - Outstanding Advances. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Outstanding Travel Advances Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.6 Unmatched Disbursements

Purpose

During the FY2001 DoD Financial Statement Audits, the DoD Inspector General (IG), noted that, "Disbursements are not properly matched to specific obligations in the accounting system." As a

result of the FY2001 Financial Statement Audits, the USMC has designed the *Unmatched Disbursement (UMD) Report* in an attempt to mitigate this deficiency.

The *Unmatched Disbursement Report* documents conditions where a payment is processed against Marine Corps funds that fail to identify a matching obligation record to post against in SABRS. Matching the disbursement to SABRS is based on one or more combinations of document number, Accounting Classification Reference Number (ACRN), contract number, subcontract number, contract line number, or LOA mismatch.

The DoD FMR Volume 3, Chapter 11, *Unmatched Disbursement, Negative Unliquidated Obligations, In-Transit Disbursements, and Suspense Accounts*, outlines specific policies regarding unmatched disbursements. For example, negative unliquidated obligations, and unmatched disbursements must be researched and corrected within 180 days of the date of disbursement. An additional 120 days is permitted for researching and resolving cross disbursement transactions and interfund billings. Finally, DoD FMR Volume 3, Chapter 11 also specifies the responsibilities of DFAS in servicing the Marine Corps when an unmatched disbursement has occurred.

Per the MCO P7300.21, Chapter 10, correction of UMDs is a shared responsibility between the Marine Corps and DFAS. In a HQMC and DFAS agreement, the responsibility for correcting many problem disbursements less than 31 days old lies with the USMC.

The current process for researching unmatched disbursements consists of research at RFA, DFAS, and the field level. The *Unmatched Disbursement Report* can be viewed daily by each Command through Reportnet. The monthly report is posted to the RFA portal website and RFA follows up with the Commands to resolve each unmatched disbursement. See Appendix B.6 to view an example of the *Unmatched Disbursements Report*.

Standard Operating Procedures & Training

MCO 7300, Draft Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. MCO 7300 Draft Chapter 10, Paragraph 10007 includes a description of the cause of Unmatched Disbursements. In addition, MCO 7300.21 Chapter 10, Paragraph 10001 provides error correction methods for the correction of unmatched disbursements. Also, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Unmatched Disbursement Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10007 and MCO 7300.21 Chapter 10, Paragraph 10001.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of unmatched disbursement transactions and the methods of error correction. To view the full training lesson for the *Unmatched Disbursements Report*, refer to *Lesson Plan 4, Page 21*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds

holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Unmatched Disbursement Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Unmatched Disbursement Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Unmatched Disbursement Report*. Guidance for error correction of the *Unmatched Disbursement Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10001 and *Lesson Plan 4, Page 21*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.6 to view an example of the *Unmatched Disbursement Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Unmatched Disbursement Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Unmatched Disbursement Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Unmatched Disbursement Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. This analysis is summarized in monthly accounting dashboards on the RFA portal website. See Appendix B.6 to view an example of the Accounting Operations Dashboard - Unmatched Disbursements. In addition, the detail contained in the *Unmatched Disbursement Report* also contains the error code for each transaction. The RFA Analysis and Review Division sums the error codes in the detailed transactions to determine which types of errors are most prevalent. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify procedures planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Unmatched Disbursement Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.7 Spending Errors

Purpose

The *Spending Errors Report* documents when an incoming transaction from a source feeder system does not pass data element checks performed by SABRS prior to posting. Each transaction on this report has an error code assigned to guide users on the cause and corrective action required to process the transaction in SABRS. The common cause for transactions processing in error is a missing entry on local or central edit tables. Additionally, an error may occur if the source system processed incorrect or invalid information. The *Spending Errors*

Report can be viewed daily by each Command through Reportnet. The monthly report is posted to the RFA portal website and RFA follows up with the Commands to resolve each spending error. See Appendix B.7 to view an example of the *Spending Errors Report*.

Standard Operating Procedures & Training

MCO 7300, Draft Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. The spending errors section in MCO 7300 Draft Chapter 10, Paragraph 10013 includes the common causes of spending errors and focuses on how to detect and correct these errors. Manual corrections to this error should be avoided as per the MCO 7300. In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Spending Errors Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10013.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of spending error transactions and the methods of error correction. To view the full training lesson for the *Spending Errors Report*, refer to *Lesson Plan 4, Page 32*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Spending Errors Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Spending Errors Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Spending Errors Report*. Guidance for error correction of the *Spending Errors Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10013 and *Lesson Plan 4, Page 32*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.7 to view an example of the *Spending Errors Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Spending Errors Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Spending Errors Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Spending Errors Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. In addition, the detail contained in the *Spending Errors Report* also contains the error code for each transaction. The RFA Analysis and Review Division sums the error codes in the detailed transactions to determine

which types of errors are most prevalent. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Spending Errors Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.8 Invalid Transaction Recording Source

Purpose
The *Invalid Transaction Recording Source Report* documents manually recorded transactions that should have posted through an electronic interface. The report assists RFA in following up with Commands to prevent future mistakes. The report verifies the following:

- Manual Contract Commitment, Obligation and Expense
- Manual Miscellaneous Pay Commitment and Obligations
- Manual Travel Obligations
- Government Purchase Card

The report is generated monthly and RFA follows up with the Commands to resolve each invalid transaction recording source error. See Appendix B.8 to view an example of the *Invalid Transaction Recording Source Report*.

Standard Operating Procedures & Training
MCO 7300.21, Chapter 6, *Reimbursable Orders*, and MCO 7300 Draft Chapter 10, *Reconciling Abnormal Financial Transactions*, provide general information and guidance at a high level as applicable to financial managers. The invalid transaction recording source section in MCO 7300 Draft Chapter 10, Paragraph 10014 includes the common causes of invalid transaction recording source and focuses on how to detect and correct these errors. MCO 7300.21 Chapter 6, Paragraph 6004 lists those common source feeder systems that SABRS has an electronic interface for transaction posting. This abnormal balance is basically a "self-inflicted" rework effort that impacts other interfaces and data exchanges with source systems. In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Invalid Transaction Recording Source Report* at a detailed level, refer to MCO 7300.21 Chapter 6, Paragraph 6004 and MCO 7300 Draft Chapter 10, Paragraph 10014.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of invalid transaction recording source transactions and the methods of error correction. To view the full training lesson for the *Invalid Transaction Recording Source Report*, refer to *Lesson Plan 4, Page 34*.

Responsibilities
Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the

official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Invalid Transaction Recording Source Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Invalid Transaction Recording Source Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Invalid Transaction Recording Source Report*. Guidance for error correction of the *Invalid Transaction Recording Source Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10014 and *Lesson Plan 4, Page 34*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.8 to view an example of the *Invalid Transaction Recording Source Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Invalid Transaction Recording Source Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Invalid Transaction Recording Source Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Invalid Transaction Recording Source Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Invalid Transaction Recording Source Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.9 DCPS LOA/Fund Code Mismatch

Purpose

The *DCPS LOA / Fund Code Mismatch Report* documents when an appropriation and subhead in the employee accounting classification (level 3 record) of the DCPS obligation loaded for a specific employee is different from the appropriation and subhead associated with the obligation posting in SABRS. The report is generated monthly and RFA follows up with the Commands to resolve each DCPS LOA/Fund Code mismatch error. See Appendix B.9 to view an example of the *DCPS LOA/Fund Code Mismatch Report*.

Standard Operating Procedures & Training

MCO 7300, Draft Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. The DCPS LOA /

Fund Code Mismatch section in MCO 7300, Draft Chapter 10, Paragraph 10012 includes the common cause of this condition. MCO 7300.21, Chapter 8 provides information on civilian labor processing. In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *DCPS LOA / Fund Code Mismatch Report* at a detailed level, refer to MCO 7300.21 Chapter 8 and MCO 7300 Draft Chapter 10, Paragraph 10012.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of DCPS/LOA fund code mismatch transactions and the methods of error correction. To view the full training lesson for the *DCPS/LOA Fund Code Mismatch Report*, refer to *Lesson Plan 4, Page 31*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *DCPS LOA / Fund Code Mismatch Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *DCPS LOA / Fund Code Mismatch Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *DCPS LOA / Fund Code Mismatch Report*. Guidance for error correction of the *DCPS LOA / Fund Code Mismatch Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10012 and *Lesson Plan 4, Page 31*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.9 to view an example of the *DCPS LOA / Fund Code Mismatch Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *DCPS LOA / Fund Code Mismatch Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *DCPS LOA / Fund Code Mismatch Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *DCPS LOA / Fund Code Mismatch Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *DCPS LOA / Fund Code Mismatch Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best

practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.10 Pre-Validation Failures

Purpose

In 1994, DoD officials and Congress recognized that problems existed in properly matching disbursements with corresponding obligations. As a result, Senator Charles Grassley proposed an amendment to the *FY 1995 DoD Appropriations Act* that required DoD to match proposed disbursements with corresponding obligations before making payments (referred to as pre-validation). Every year since then, Congress has amended the annual *DoD Appropriation Act* to require pre-validation. In 1996, to comply with Senate Report No. 104-286, which accompanied Public Law 104-208, *DoD Appropriations Act, FY 1997*, DoD developed and implemented plans to pre-validate commercial payments. Pre-validation ensures that DoD organizations have recorded obligations properly in an official accounting system and reserved sufficient funds in accounting records to cover the proposed disbursement. The pre-validation of proposed disbursements should reduce DoD problem disbursements, avoid costly contract payment reconciliations, and provide accurate financial information to managers.

The *Pre-Validation Failures Report* documents when an available obligation check is performed against SABRS prior to the actual disbursement of a completed payment package. This report identifies no matching obligation for a disbursement based on document number, Procurement Instrument Identification Number (PIIN), Supplementary Procurement Instrument Identification Number (SPIIN), and Contract Line Item Number (CLIN).

The pre-validation checks the amount to be disbursed against SABRS to find a corresponding obligation that matches the document number, contract number, ACRN, contract line number or some combination that match the proposed payment. If no corresponding obligation is found, the payment fails the pre-validation check and cannot be paid until an obligation is established in SABRS. The report is generated daily and RFA follows up with the Commands to resolve each unmatched disbursement. See Appendix B.10 to view an example of the *Pre-Validation Failures Report.*

Standard Operating Procedures & Training

MCO 7300, Draft Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. The pre-validation errors section in MCO 7300 Draft Chapter 10, Paragraph 10006 includes five examples of instances when this error would occur in SABRS. MCO 7300.21 Chapter 11, Paragraph 11007 provides specific guidance on the actions resource managers are required to perform to correct errors. In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Pre-validation Failures Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10006 and MCO 7300.21 Chapter 11, Paragraph 11003.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of pre-validation failure transactions and the methods of error correction. To view the full training lesson for the *Pre-Validation Failures Report*, refer to *Lesson Plan 4, Page 19*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the daily *Pre-Validation Failures Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Pre-Validation Failures Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Pre-Validation Failures Report*. Guidance for error correction of the *Pre-Validation Failures Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10006 and *Lesson Plan 4, Page 19*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.10 to view an example of the *Pre-Validation Failures Report*.

HQMC, P&R, RFA: At the end of the daily cycle, RFA personnel retrieve the SABRS generated *Pre-Validation Failures Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Pre-Validation Failures Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Pre-Validation Failures Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions for each MRI and the detail of the *Pre-Validation Failures Report* provides the age of each erroneous transaction. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from day to day and MRIs with consistently high numbers of erroneous transactions each day. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Pre-Validation Failures Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.11 Missing Trading Partner Data

Purpose

In 2003, OUSD(C) released a memo titled *Implementation of the Department of Defense Trading Partner Number for Intra-governmental Transactions* which stated that, "Federal Agencies that acquire goods or services from or provide goods or services to another Federal Agency must identify themselves with a unique trading partner number (TPN) on intra-governmental transactions." SABRS does not utilize a table to restrict or validate trading partner data inputs.

To help ensure USMC intra-governmental transactions comply with OUSD (C) requirements, RFA implemented the *Missing Trading Partner Data Report.*

The *Missing Trading Partner Data Report* identifies an issue when the proper trading partner information is not input into SABRS for obligation transactions. The transactions occur when the fund manager is the buyer of services and another party sends a *Request for Work and Services*, NAVCOMPT 2275 or a *Military Interdepartmental Purchase Request,* Form DD-448 for reimbursable work.

According to the MCO 7300, many reimbursable agreements, both outgoing funding documents and funding documents accepted, must contain the data elements for trading partner information. For agreements where the Marine Corps is the seller and at the time of establishing a reimbursable profile in SABRS for accepted buyer requests, Commands must enter the required trading partner information. Trading partner data is not required in SABRS when processing a commitment for the outgoing work request or MIPR when the fund manager is the buyer. The *Missing Trading Data Report* can be viewed daily by each Command through Reportnet. The monthly report is posted to the RFA portal website and RFA follows up with the Commands to resolve each missing trading partner data error. See Appendix B.11 to view an example of the *Missing Trading Partner Data Report*.

Standard Operating Procedures & Training

MCO 7300 Draft Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. The *Missing Trading Partner Information* section in MCO 7300 Draft Chapter 10, Paragraph 10011 provides the cause of missing trading partner information in transactions and the error correction method. In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Missing Trading Partner Data Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10011.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of missing trading partner data transactions and the methods of error correction. To view the full training lesson for the *Missing Trading Partner Data Report*, refer to *Lesson Plan 4, Page 29*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Missing Trading Partner Data Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Missing Trading Partner Data Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Missing Trading Partner Data Report*. Guidance for error correction of the *Missing Trading Partner*

Data Report is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10011 and *Lesson Plan 4, Page 29*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.11 to view an example of the *Missing Trading Partner Data Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Missing Trading Partner Data Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Missing Trading Partner Data Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Missing Trading Partner Data Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Missing Trading Partner Data Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.12 Instant Overaged Invoices

Purpose

The *Instant Overaged Invoices Report* is generated by MCFEAT through the Computerized Accounts Payable System (CAPS). See Section 3.3, *MCFEAT Inspections and Reports*. An interest penalty payment occurs when a vendor submits a valid invoice for payment for provided goods or services and payment of this claim is not accomplished within 30 days of the receipt date of the invoice. For a vendor to be paid, a payment package must be physically or electronically received by DFAS. A payment package consists of a valid obligating source document (i.e. contract, purchase order, approved training request, etc.), an invoice submitted by the vendor who provided the goods and services requested under the obligating document, a valid obligation in SABRS, and an acceptance or receiving report from the activity that initiated the obligating document confirming the government received the ordered goods and services. Without these documents, DFAS cannot make payment.

One cause of interest penalties is the receiving point or Contract Office Technical Representatives (COTR) not completing or submitting an acceptance/receiving report. For contracts issued by Marine Corps contracting offices a provision for vendor invoicing by WAWF is required. For these transactions, receipt and acceptance transactions are entered in WAWF by the receiving unit or assigned COTR for the contract. Interest penalties may also be caused because of the process involving DFAS. The report is generated multiple times a month and RFA follows up with the Commands to resolve each invalid transaction recording source error. See Appendix B.12 to view an example of the *Instant Overaged InvoicesReport*.

Standard Operating Procedures & Training

MCO Draft 7300, Chapter 10, *Reconciling Abnormal Financial Transactions*, provides general information and guidance at a high level as applicable to financial managers. The interest penalties section in MCO 7300 Draft Chapter 10, Paragraph 10009 includes the three elements of a complete package that must align for vendors to receive payment. It also breaks down the reason interest penalties are a cause for concern and states that having this occur on a regular basis might indicate an internal control weakness. Furthermore, the final three bullets in MCO 7300 Draft Chapter 10, Paragraph 10009 outlines the common causes of interest penalties. In addition, field-level activities have typically established their own local procedures to help them accomplish required corrective actions. For information on the contents of the *Instant Overaged Invoices Report* at a detailed level, refer to MCO 7300 Draft Chapter 10, Paragraph 10009.

On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, provides Funds Managers with training to identify the common causes of interest penalty payment transactions and the methods of error correction. To view the full training lesson for the *Instant Overaged Invoices Report*, refer to *Lesson Plan 4, Page 26*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the *Instant Overaged Invoices Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Instant Overaged Invoices Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Instant Overaged Invoices Report*. Guidance for error correction of the *Instant Overaged Invoices Report* is available to the FMROs in MCO 7300 Draft Chapter 10, Paragraph 10009 and *Lesson Plan 4, Page 26*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.12 to view an example of the *Instant Overaged Invoices Report*.

HQMC, P&R, RFA: At multiple times during the monthly cycle, RFA personnel retrieve the SABRS generated *Instant Overaged Invoices Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Instant Overaged Invoices Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Instant Overaged Invoices Report* and reviews the pivot table within the spreadsheet. The pivot table provides total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division then performs a trend analysis to identify differences in dollar amounts from month to month and MRIs that consistently pay interest penalty payments. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and eliminate the monthly interest penalty payments. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Instant Overaged Invoices Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.13 Outstanding MIPRs/WR All Years

Purpose

The *Outstanding MIPRs/WR All Years Report* specifically identifies MIPRs and WRs that are currently outstanding. This is a cumulative report and includes those commitment requests within the current fiscal year, as well as the previous five fiscal years. Because MIPR /WR are authorized for use in the current fiscal year, prior fiscal year commitment authorizations are considered outstanding and require resolution. The report is generated monthly and RFA follows up with the Commands to resolve each outstanding MIPR and WR error. See Appendix B.13 to view an example of the *Outstanding MIPRs/WR All Years Report*.

Standard Operating Procedures & Training

Standard operating procedures regarding the *Outstanding MIPRs/WR All Years Report* are currently in development. Causes of errors and error resolution methods will be included in the standard operating procedures.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Outstanding MIPRs/WR All Years Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Outstanding MIPRs/WR All Years Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Outstanding MIPRs/WR All Years Report*. Guidance for error correction of the *Outstanding MIPRs/WR All Years Report* is currently in development. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.13 to view an example of the *Outstanding MIPRs/WR All Years Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Outstanding MIPRs/WR All Years Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Outstanding MIPRs/WR All Years Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Outstanding MIPRs/WR All Years Report* and reviews the pivot table within the spreadsheet. The pivot table provides the number of erroneous transactions and total dollar amount of the erroneous transactions for each MRI. The RFA Analysis and Review Division

then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

In addition, the RFA Analysis and Review Division highlights those MRIs with the least number of erroneous transactions appearing on the *Outstanding MIPRs/WR All Years Report* and inquire with the MRI to identify best practices that can be communicated to the other MRIs. Best practices are also shared with the entire FMRO community at the annual Financial Management Resource Office Conference.

3.1.14 Outstanding Commitments

Purpose

The *Outstanding Commitments Report* identifies any transaction where the commitment is greater than the obligation. This report will illustrate funds that are still available to allow budgetary personnel to track the Commands' commitments to ensure proper usage of allocated funding. All Outstanding Commitments for each Command are included in this report. An Outstanding Commitment condition occurs in SABRS when the "Commitments minus Obligations and Age greater than or equal to zero."

The current process for the *Outstanding Commitments Report* consists of research at RFA and the field. The monthly report is posted to the RFA portal website and RFA follows up with the Commands to resolve each outstanding commitment abnormality. See Appendix B.14 to view an example of the *Outstanding Commitments Report*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Outstanding Commitments Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Outstanding Commitments Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Outstanding Commitments Report*. The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.14 to view an example of the *Outstanding Commitments Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Outstanding Commitments Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the

Performance Indicators section of the RFA portal website. Once the *Outstanding Commitments Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Outstanding Commitments Report* and reviews the pivot table within the spreadsheet. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. This analysis is summarized in monthly accounting dashboards on the RFA portal website. See Appendix B.14 to view an example of the Accounting Operations Dashboard - Outstanding Commitments. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

3.1.15 Outstanding Travel Orders

Purpose

The *Outstanding Travel Orders Report* identifies travel orders that have not been settled. The report will be created when obligated funds for a particular traveler are more than the amount the traveler has billed. All Outstanding Travel Orders for each Command are included in this report. An Outstanding Travel Order occurs in SABRS when the "DOC_TYPE_CODE = 'TO' and Liquidations not equal Obligations and Age is greater than or equal zero."

The current process for the *Outstanding Travel Orders Report* consists of research at RFA and the field. The monthly report is posted to the RFA portal website and RFA follows up with the Commands to resolve each outstanding travel order abnormality. See Appendix B.15 to view an example of the *Outstanding Travel Orders Report*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Outstanding Travel Orders Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Outstanding Travel Orders Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Outstanding Travel Orders Report.* The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.15 to view an example of the *Outstanding Travel Orders Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Outstanding Travel Orders Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Outstanding Travel Orders*

Reports have been posted to the RFA portal website, the RFA Analysis and Review Division opens the *Outstanding Travel Orders Report* and reviews the pivot table within the spreadsheet. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. This analysis is summarized in monthly accounting dashboards on the RFA portal website. See Appendix B.15 to view an example of the Accounting Operations Dashboard - Outstanding Travel Orders. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

3.1.16 Unliquidated Obligations

Purpose

The *Unliquidated Obligations Report* identifies any transaction where the liquidation is less than the obligation. This report will illustrate funds that are obligated in the system without an actual bill to allow budgetary personnel to track each Command's obligations to determine proper usage of allocated funding. All Unliquidated Obligations for each Command are identified included in this report. An Unliquidated Obligation condition occurs in SABRS when the "Obligations minus Liquidations and Age greater than or equal to 60 days old."

The current process for correcting the errors identified on the *Unliquidated Obligations Report* consists of research at RFA and the field. The monthly report is posted to the RFA portal website and RFA follows up with the Commands to resolve each unliquidated obligation abnormality. See Appendix B.16 to view an example of the *Unliquidated Obligations Report*.

Responsibilities

Major Commands and Subordinate Organizations: Fund holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The MRIs are responsible for downloading the monthly *Unliquidated Obligations Report* from the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. The FMROs are then responsible for comparing each error transaction noted on the *Unliquidated Obligations Report* to the actual supporting documentation (invoices, contracts, purchase orders, etc.) and making the proper adjustments in SABRS to correct the errors identified in the *Unliquidated Obligations Report.* The supporting documentation can be identified by the FMROs by using the document identification numbers listed in the transactions. See Appendix B.16 to view an example of the *Unliquidated Obligations Report*.

HQMC, P&R, RFA: At the end of the monthly cycle, RFA personnel retrieve the SABRS generated *Unliquidated Obligations Reports* and post them to the Financial Systems – Performance Indicators section of the RFA portal website. See Appendix B.22 to view the Performance Indicators section of the RFA portal website. Once the *Unliquidated Obligations Reports* have been posted to the RFA portal website, the RFA Analysis and Review Division

opens the *Unliquidated Obligations Report* and reviews the pivot table within the spreadsheet. The RFA Analysis and Review Division then performs a trend analysis to identify large differences in the total number of erroneous transactions from month to month and MRIs with consistently high numbers of erroneous transactions each month. This analysis is summarized in monthly accounting dashboards on the RFA portal website. See Appendix B.16 to view an example of the Accounting Operations Dashboard - Unliquidated Obligations. The RFA will then inquire with the MRIs about abnormal trends within their data to identify the cause of the trend and identify what procedures are planned to fix the errors and error rates. RFA does not certify the reports in any way after reviewing them.

3.2 Tri-Annual Review

RFA and MCFEAT perform a *Tri-Annual Review* to:

- Help ensure that financial management personnel are following the required financial procedures,
- Identify areas for improvement,
- Identify best practices; and
- Develop remediation plans at the Command level to improve financial management.

The sections below provide detail on the purpose of the *Tri-Annual Review*, the standard operating procedures and training provided, and the responsibilities of the organizations that take part in the *Tri-Annual Review*.

3.2.1 Purpose

In accordance with DoD FMR Volume 3, Chapter 8, *Standard for Recording and Reviewing Commitments and Obligations*, fund holders, with assistance from supporting accounting offices, are required to review commitment and obligation transactions for timeliness, accuracy, and completeness during each of the four month periods ending on January 31, May 31, and September 30 of each fiscal year. The requirement for reviews of commitments and obligations applies to appropriations and funds for the Marine Corps, therefore, the Marine Corps has established the *Tri-Annual Review* process.

The *Tri-Annual Review Post Analysis Report* details how field activities performed during the review. The report is analyzed by the MCFEAT and RFA. There are 4 reports within the *Tri-Annual Review*.

- Report A is a listing of all dormant transactions. Dormant contracts are defined as transactions that have had no activity for the last 120 days and other transactions are defined as dormant when there has been no activity from 90-179 days.
- Report B lists outstanding travel documents. A travel document is defined as outstanding once 180 days have passed.
- Report C lists outstanding accounts receivables. An outstanding account receivable transaction is defined as an incomplete transaction that is still pending after 120 days.
- Finally, Report D lists unmatched disbursements. Any payment that does not have a corresponding obligation would fall into the category of an unmatched disbursement.

See Appendix B.17 to view an example of the *Tri-Annual Review Post Analysis Report*.

3.2.2 Standard Operating Procedures and Training

The Marine Corps established the *Tri-Annual Review User Navigation Guide* and web based tool available to Commands on the RFA portal. RFA's online process allows general users to compare uploaded *Tri-Annual Review Reports* for the respective trimester. The *Tri-Annual Review* process involves participation from:

1. General Users – the personnel who input the transactions at the subordinate organizations. General Users have the ability to view, upload, and download *Tri-Annual Review Reports*.
2. Certifiers – the Financial Managers at the Commands who review and certify the *Tri-Annual Review Reports*. Certifying Officials have the ability to view, upload, and download *Tri-Annual Review Reports*. Certifying Officials are also able to complete Individual Confirmation Statements, certify Summary Confirmation Statements, view archives, and delete reports.
3. Administrators – Administrators are personnel at RFA who review the Confirmation Statements and oversee the *Tri-Annual Review Process*. Administrators have the ability to perform all functions that the *Tri-Annual Review* tool allows.

Refer to the *Tri-Annual Review User Navigation Guide* for the full standard operating procedures supporting the *Tri-Annual Review* process.

In addition, approximately 90% of the Major Commands have spent the necessary resources establishing and documenting their local procedures for the *Tri-Annual Review*. The remaining 10% of the Major Commands are in the process of documenting their local procedures.

3.2.3 Responsibilities

Major Commands and Subordinate Organizations: Funds holders are responsible for conducting reviews of outstanding commitments and unliquidated obligations (to include accounts payable and accounts receivable), irrespective of whether the funds holder or the accounting office actually records the commitments or obligations in the official accounting records. This responsibility is placed on the funds holder because the funds holder initiates those actions that result in commitments and obligations and, therefore, is in the position to determine the accuracy and the status of such transactions.

The *Tri-Annual Review* process for the MRI begins when a notification email is sent from RFA to all MRIs alerting them that the *Tri-Annual Review Reports* are posted for review on the RFA portal. The Commands then have approximately 21 days to complete their research and confirmation process. Once the notification email is received from RFA, the MRI will notify the appropriate subordinate organizations to begin the confirmation process. See Figure 4 to view the USMC Financial Chain of Command and including subordinate organizations. The research process begins at the most detailed level, the WCI level. The WCI level is required to validate all transactions listed in their specific sections of the main *Tri-Annual Review Report* with actual supporting documentation (invoices, contracts, purchase orders, etc.) and make the proper adjustments in SABRS to correct the errors identified in the *Tri-Annual Review Report*. The supporting documentation can be identified by the WCI by using the document identification numbers listed in the transactions.

Once the MRIs have validated their information and made the proper adjustments in SABRS, they send their reports to SRI who reviews the results and forwards them to the ARI who further reviews the results to help support that there are no obvious errors. Once all the individual WCI reports are reviewed and approved, they are sent to the MRI level. The MRI Comptroller is responsible for manually consolidating all WCI reports into one document and then certifying that all WCI numbers are supported by documentation. The MRI Comptroller will access the RFA portal and upload their confirmation statements which state if any of their WCIs are qualified or unqualified. An unqualified WCI report certifies that all reported numbers are correct and have the proper documentation. A qualified WCI report signifies the reported numbers are either incorrect or do not have the proper documentation. If the MRI Comptroller states that there is a qualified WCI report, they must then file an "Attachment A" form describing the error and what immediate actions are planned to correct the error in order to minimize qualified reports in the future. Furthermore, the MRI Comptroller is not required to qualify every report that has an error. If the error is not considered material, the MRI Comptroller may still classify the report as unqualified; however, he/she must fill out an "Attachment B" form defining the error and what immediate actions are planned to correct the error. Once all mandatory fields have been populated, the MRI Comptroller will confirm the results. The confirmation statement is then available on the portal for the personnel at RFA to review. See Appendix B.17 *Tri-Annual Review* for examples of "Attachment A" and "Attachment B".

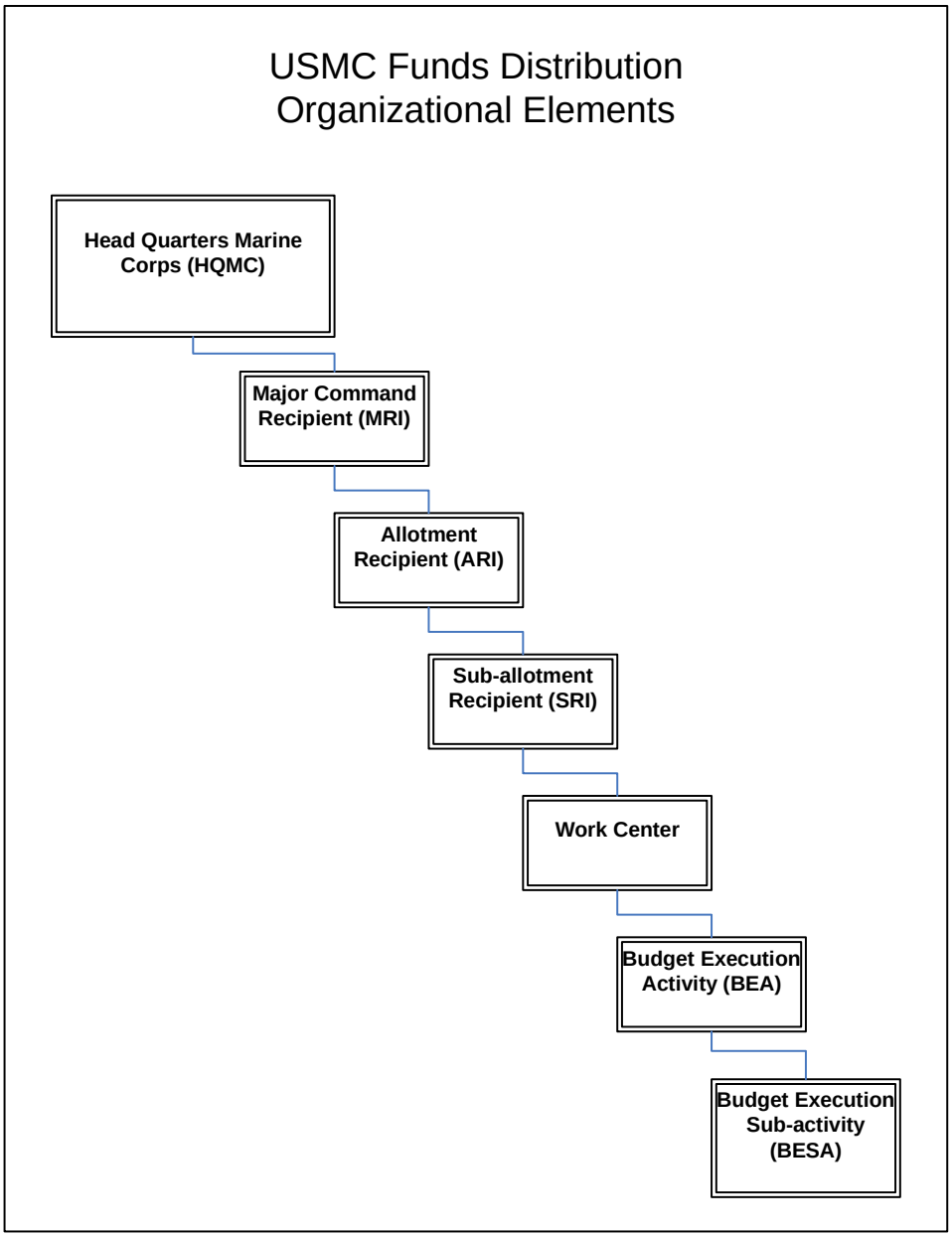


Figure 4. USMC Financial Chain of Command

HQMC, P&R, RFA: The web-based *Tri-Annual Review* process provides RFA with the capability to maintain many confirmation statements electronically with supporting documentation as provided by the MRI Comptroller. This information is used to provide documentary evidence to the Fiscal Director of the Marine Corps to provide confirmation that financial reports, as provided by Headquarters, reflect the true financial position of the Marine Corps. The web based *Tri-Annual Review* reporting process is also used to analyze reported problems and to initiate corrective actions where areas for improvement are identified.

The *Tri-Annual Review* process begins at the Headquarters level where RFA is responsible for uploading the reports to the RFA online portal. The reports contain information pulled directly from SABRS and is broken out by fiscal year, appropriation and MRI. Once this report is

uploaded, RFA sends out an email announcement to all MRIs alerting them that the *Tri-Annual Review Reports* are available on the RFA portal. The Commands then have approximately 21 days to complete their research and confirmation process. Once the MRIs have uploaded the results of their review, the RFA Analysis and Review Division is responsible for reviewing all of the MRI confirmation statements. The confirmation statements state that the MRIs have researched all transactions included in the *Tri-Annual Review Reports* and have made the appropriate error corrections as necessary. First, the RFA Analysis and Review Division will log into the RFA portal with an administrative user ID and review the *Tri-Annual Review* summary screen. This screen shows the total number of expected certifications and the number of certifications that have been completed to date. See Figure 5 to view the summary screen.

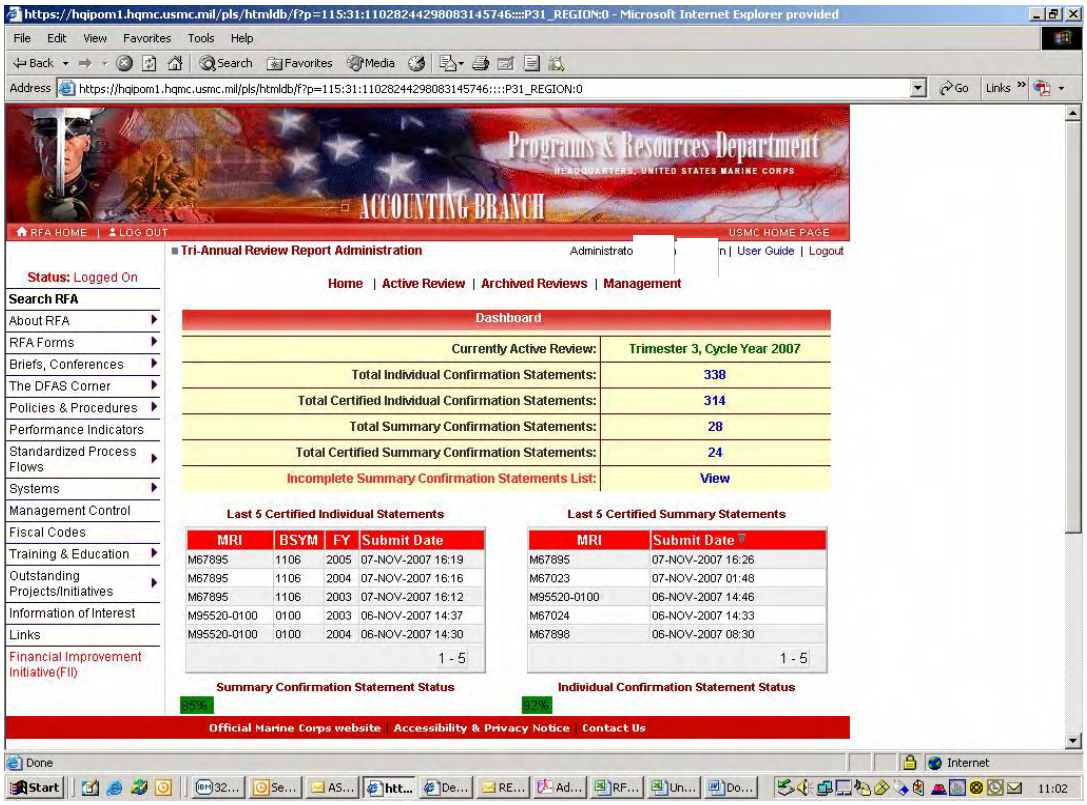


Figure 5. Summary Screen

The RFA Analysis and Review Division then clicks on the summary figures to drill down to the Detailed Summary Screen which shows the MRIs that have not submitted their reviews. See Figure 6 to view the Detailed Summary Screen. The RFA Analysis and Review Division will then review the submitted confirmation statements for completeness. As the 21 day deadline approaches, the RFA Analysis and Review Division elevates a listing of the MRIs that have not completed their *Tri-Annual Review* to the RFA Branch Head who will then notify the respective MRI and communicate the importance of completing the review.

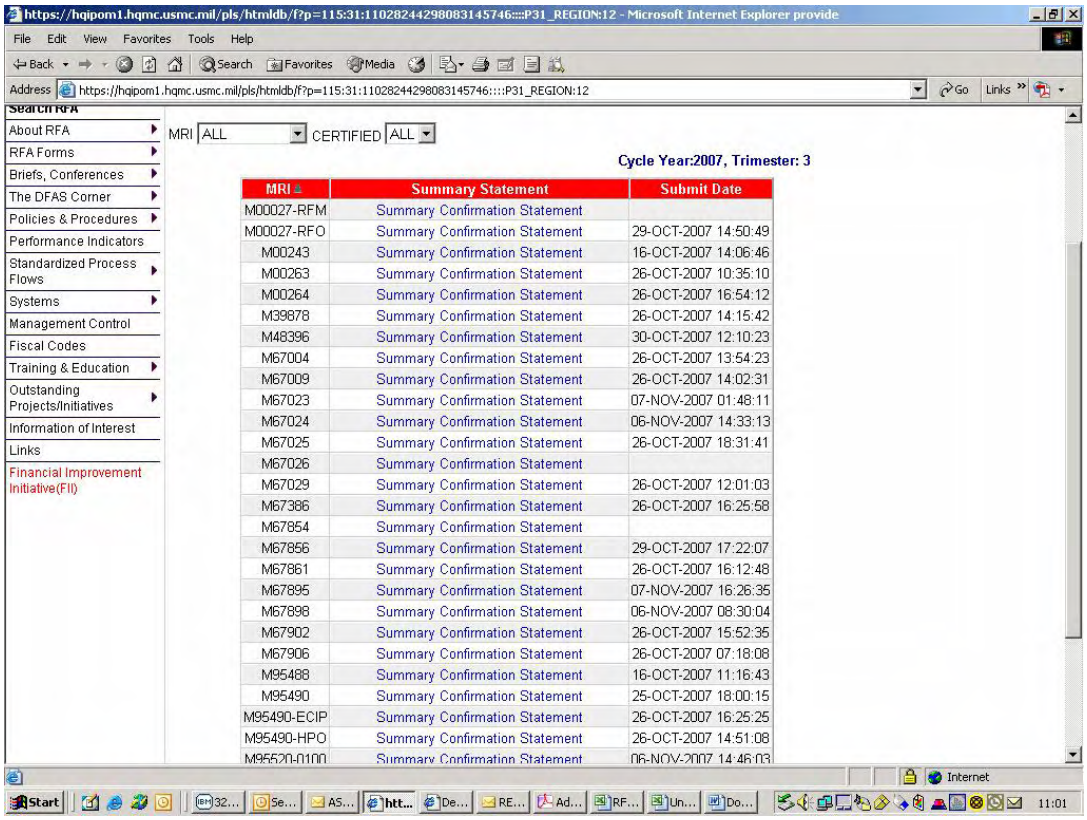


Figure 6. Detailed Summary Screen

The RFA Analysis and Review Division also has the responsibility of adding, deleting, and editing user ID's needed to access the *Tri-Annual Review* on the RFA portal. User accounts are created for the Financial Management Resources by the RFA Analysis and Review Division as needed. Users are provided with only the minimum amount of access needed to perform their duties regarding the *Tri-Annual Review*.

Thirty days after the *Tri-Annual Review*, the RFA Analysis and Review Division also performs a review of deobligations. The "Adjusted Amounts" noted on each MRI confirmation statement are analyzed to see the amount of obligated money that was adjusted/deobligated based on the *Tri-Annual Review*. These figures represent the amount of lost buying potential for USMC. The RFA Analysis and Review Division then elevate these amounts to the RFA Branch Head for further analysis.

3.3 Marine Corps Financial Evaluation and Analysis Team (MCFEAT) Inspections and Reports

In addition to the *"Deadly Sin" Reports* and *the Tri-Annual Review*, HQMC has also chartered an organization titled MCFEAT to oversee financial management improvements and to perform an annual assessment of financial performance. MCFEAT evaluates financial management business practices and oversees financial management to improve the accuracy and timeliness of recording and reporting of financial information. MCFEAT responsibilities include but are not limited to:

- Developing financial management evaluation criteria.
- Conducting financial management inspections.
- Developing and recommending financial management improvement initiatives.
- Recommending and implementing financial management policies and procedures.
- Advising P&R Leadership on DFAS integration of system and business processes.
- Supervising financial management business analyst in conducting process reviews and improvements.

MCFEAT also performs an annual assessment to determine how well Commands are complying with the required financial management procedures. With MCFEAT's additional oversight, RFA expects to increase the:

- Awareness of the required procedures;
- Consistency of the applied procedures; and
- Understanding of the importance of effective financial management.

3.3.1 Annual Assessment of Command Financial Procedures

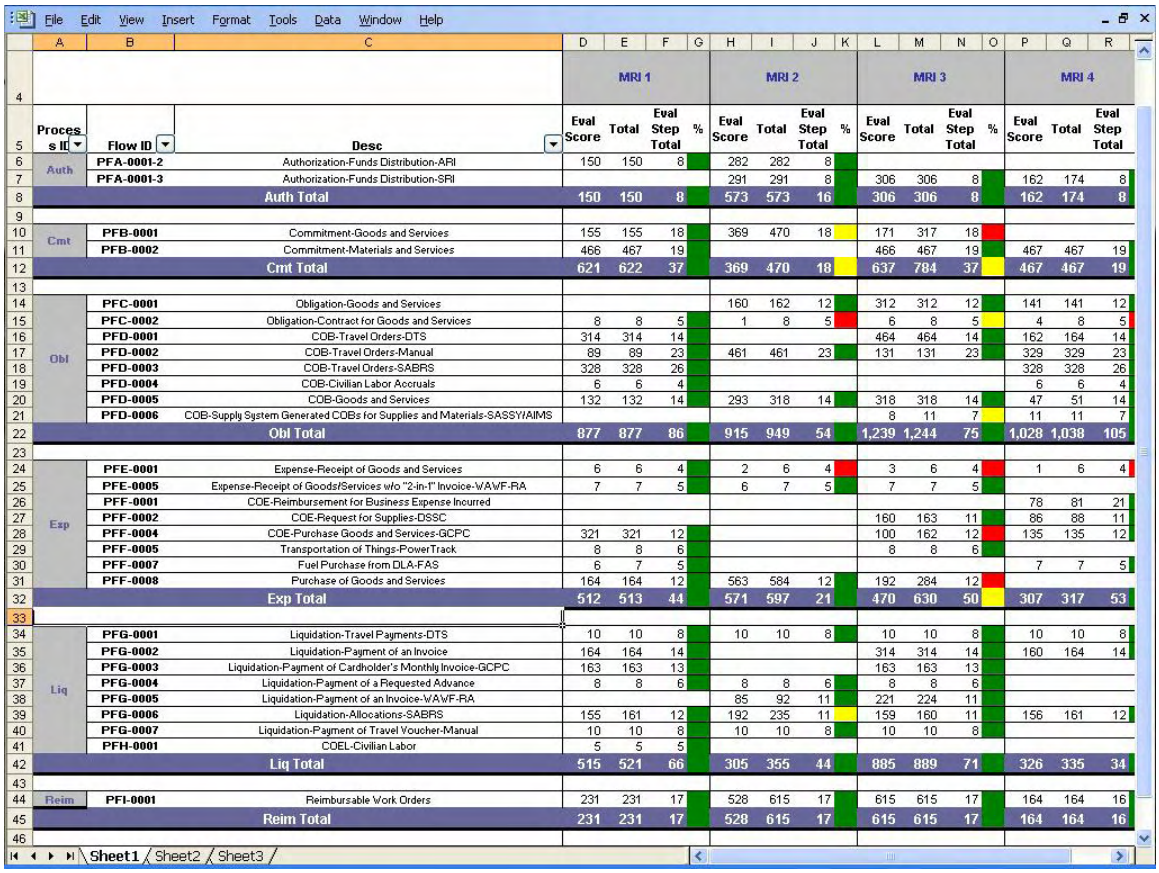
On a yearly basis, MCFEAT evaluates the individual Commands to determine how well each Command is following the published financial procedures and work flows. MCFEAT selects a random sample of processes to test at each Command. The sample is selected out of the total 175 process which are divided into 12 categories. (See Appendix D) The *Tri-Annual Review* process can also be included as a process in this assessment. The sample is loaded into an evaluation tool which includes a checklist to evaluate each Command based on the business processes sampled. The checklist highlights the critical items that must be present for the Command to comply with each business process sampled.

MCFEAT visits each Command to test the sampled business processes and complete the checklist. The selected processes are evaluated based on the following criteria:

1. Is the process coded correctly?
2. Is the process input correctly?
3. Does proper documentation exist?

After testing has been performed, MCFEAT evaluates the results for each Command. The evaluation takes into consideration the "key critical steps" that must take place throughout the process. The critical steps are assigned a higher weight than non-critical steps. The "weight" factor allows MCFEAT to determine a relevant evaluation for each Command.

MCFEAT creates a balanced scorecard for each Command assigning them either a Green, Yellow, or Red rating for each process and category tested. A "Green" rating signifies that the Command met the checklist criteria at least 85% of the time, "Yellow" signifies that the Command met the checklist criteria 70% - 84% of the time, and "Red" signifies that the Command did not meet 70% of the check list criteria. In the scorecard, MCFEAT lists all issues noted from the Command walkthroughs, as well as, the recommended corrective measures for items that were found to be not in compliance with standard procedures. MCFEAT provides specific written instructions detailing methods to correct the identified deficiencies to the Commands that received "Red" ratings. See Figure 7 to view an example of the Annual Assessment Scorecard.



	Process II	Flow ID	Desc	MRI 1 Eval Score	MRI 1 Total	MRI 1 Eval Step Total	MRI 1 %	MRI 2 Eval Score	MRI 2 Total	MRI 2 Eval Step Total	MRI 2 %	MRI 3 Eval Score	MRI 3 Total	MRI 3 Eval Step Total	MRI 3 %	MRI 4 Eval Score	MRI 4 Total	MRI 4 Eval Step Total
6	Auth	PFA-0001-2	Authorization-Funds Distribution-ARI	150	150	8		282	282	8								
7		PFA-0001-3	Authorization-Funds Distribution-SRI					291	291	8		306	306	8		162	174	8
8			**Auth Total**	**150**	**150**	**8**		**573**	**573**	**16**		**306**	**306**	**8**		**162**	**174**	**8**
9																		
10	Cmt	PFB-0001	Commitment-Goods and Services	155	155	18		369	470	18		171	317	18				
11		PFB-0002	Commitment-Materials and Services	466	467	19						466	467	19		467	467	19
12			**Cmt Total**	**621**	**622**	**37**		**369**	**470**	**18**		**637**	**784**	**37**		**467**	**467**	**19**
13																		
14	Obl	PFC-0001	Obligation-Goods and Services					160	162	12		312	312	12		141	141	12
15		PFC-0002	Obligation-Contract for Goods and Services	8	8	5		1	8	5		6	8	5		4	8	5
16		PFD-0001	COB-Travel Orders-DTS	314	314	14						464	464	14		162	164	14
17		PFD-0002	COB-Travel Orders-Manual	89	89	23		461	461	23		131	131	23		329	329	23
18		PFD-0003	COB-Travel Orders-SABRS	328	328	26										328	328	26
19		PFD-0004	COB-Civilian Labor Accruals	6	6	4										6	6	4
20		PFD-0005	COB-Goods and Services	132	132	14		293	318	14		318	318	14		47	51	14
21		PFD-0006	COB-Supply System Generated COBs for Supplies and Materials-SASSY/AIMS									8	11	7		11	11	7
22			**Obl Total**	**877**	**877**	**86**		**915**	**949**	**54**		**1,239**	**1,244**	**75**		**1,028**	**1,038**	**105**
23																		
24	Exp	PFE-0001	Expense-Receipt of Goods and Services	6	6	4		2	6	4		3	6	4		1	6	4
25		PFE-0005	Expense-Receipt of Goods/Services w/o "2-in-1" Invoice-WAWF-RA	7	7	5		6	7	5		7	7	5				
26		PFF-0001	COE-Reimbursement for Business Expense Incurred													78	81	21
27		PFF-0002	COE-Request for Supplies-DSSC									160	163	11		86	88	11
28		PFF-0004	COE-Purchase Goods and Services-GCPC	321	321	12						100	162	12		135	135	12
29		PFF-0005	Transportation of Things-PowerTrack	8	8	6						8	8	6				
30		PFF-0007	Fuel Purchase from DLA-FAS	6	7	5										7	7	5
31		PFF-0008	Purchase of Goods and Services	164	164	12		563	584	12		192	284	12				
32			**Exp Total**	**512**	**513**	**44**		**571**	**597**	**21**		**470**	**630**	**50**		**307**	**317**	**53**
33																		
34	Liq	PFG-0001	Liquidation-Travel Payments-DTS	10	10	8		10	10	8		10	10	8		10	10	8
35		PFG-0002	Liquidation-Payment of an Invoice	164	164	14						314	314	14		160	164	14
36		PFG-0003	Liquidation-Payment of Cardholder's Monthly Invoice-GCPC	163	163	13						163	163	13				
37		PFG-0004	Liquidation-Payment of a Requested Advance	8	8	6		8	8	6		8	8	6				
38		PFG-0005	Liquidation-Payment of an Invoice-WAWF-RA					85	92	11		221	224	11				
39		PFG-0006	Liquidation-Allocations-SABRS	155	161	12		192	235	11		159	160	11		156	161	12
40		PFG-0007	Liquidation-Payment of Travel Voucher-Manual	10	10	8		10	10	8		10	10	8				
41		PFH-0001	COEL-Civilian Labor	5	5	5												
42			**Liq Total**	**515**	**521**	**66**		**305**	**355**	**44**		**885**	**889**	**71**		**326**	**335**	**34**
43																		
44	Reim	PFI-0001	Reimbursable Work Orders	231	231	17		528	615	17		615	615	17		164	164	16
45			**Reim Total**	**231**	**231**	**17**		**528**	**615**	**17**		**615**	**615**	**17**		**164**	**164**	**16**
46																		

Figure 7. Annual Assessment Scorecard

After the Commands receive their recommended actions, they are expected to begin correcting the issues immediately. MCFEAT conducts follow up "fidelity" assessments after the Commands have had sufficient time to fix the identified issues. This is an ad hoc follow up review visit to the Command to check the status of the corrective actions and is normally unannounced. MCFEAT may also conduct 'ad-hoc' fidelity assessments based on a review of a trend impacting the timeliness, accuracy and relevancy of recording financial management information.

Conducting an annual review of compliance with financial procedures help MCFEAT to identify:

- Areas where additional training is needed for financial management personnel;
- Commands that struggle to follow the required procedures;
- Best practices Commands are using to obtain excellent ratings during reviews; and
- Areas where the additional procedures need modification.

3.3.2 Prompt Payment Act Interests Monthly Report

The *Prompt Payment Act Interests Report* is used by MCFEAT to identify areas where funding could have been saved for normal operations but was instead used for interest penalty payments. The *Prompt Payment Act Interests Report* is completed monthly at the SRI level. The report crosswalks the vendor pay entitlement system's data to the actual interest paid and sorts the results by individual Command.

There are two types of metrics defined in this report.

1. Discounts Taken – Identifies how many discounts are available to the Commands and how many were actually taken.
2. Charges Incurred for Late Payments – Identifies which Commands have incurred late payments and therefore had to pay interest penalties.

MCFEAT analyzes the report to determine the Command that is at fault and why interest penalties were incurred. If the Command was at fault and they failed to act, they are "taxed" for the amount of the interest penalty payment incurred. MCFEAT also uses the report to identify trends with particular vendors, contracts, or sets of invoices that may be the reason for interest penalty payments.

3.3.3 WAWF Electronic Commerce Efficiency Monthly Report

MCFEAT identifies funding that was wasted due to the Commands using expensive manual invoices instead of cheaper electronic invoices. The monthly *WAWF Electronic Commerce Efficiency Report* displays the number of electronic invoices versus manual invoices used by each MRI. DFAS-KC charges a higher rate for processing manual invoices as opposed to electronic invoices. MCFEAT reviews the report to see which Commands are consistently manually processing invoices and will inquire further with the Command to ascertain why the electronic processing was not used and convey to them the importance of using electronic commerce.

4.0 OTHER MANAGEMENT CONTROLS

In addition to programmed controls in SABRS and management oversight and monitoring, HQMC has developed and provided financial management standard operating procedures and training to financial management personnel. The standard operating procedures and training materials described in this section and the entire document can be located through the RFA web portal. Providing personnel with detailed standard operating procedures and training gives them the knowledge needed to perform their duties.

HQMC has also developed the *Internal Controls Over Financial Reporting* (ICOFR) program to strengthen control posture through integration and alignment with other assessment endeavors. The ICOFR program incorporates a systemic approach for planning, control evaluation, testing, reporting and correction in an attempt to meet OUSD(C) deliverable deadlines.

4.1 Standard Operating Procedures

RFA has developed standard operating procedures to aid financial personnel in generating and working the SABRS performance reports. MCO 7300.21, *Marine Corps Financial Execution Standard Operating Procedure Manual*, provides Comptroller Offices and funds managers with standard operating procedures related to the preparation, recording, reconciling, reporting and maintenance of financial records through all stages of funds management. In addition, RFA has also developed MCO 7300, Draft Chapter 10, *Reconciling Abnormal Financial Transactions,* which provides information and standard operating procedures for working each performance report including common causes of the transaction identified in the reports and procedures on how to detect and correct these errors. The analysis and corrective actions documented in MCO 7300, Draft Chapter 10, for these transactions and balances were designed at the level of the Command's FMRO.

RFA has also developed standard operating procedures to provide a guide for users to complete their *Tri-Annual Review* functions. The *Tri-Annual Review User Navigation Guide* provides general users with the procedures to view, download, and upload reports to help perform data validations. Procedures are also included to assist Certifying Officials who are the Comptroller/Fund Holders required to sign and submit Confirmation Statements for the *Tri-Annual Review*. Procedures are documented to aid Certifying Officials in downloading, uploading, and deleting *Tri-Annual Reports*, Individual Confirmation Statements, and signed Summary Confirmation Statements.

The *SABRS and Reportnet Access, SABRS Help, and System Change Request Standard Operating Procedure* Manual, October 2, 2007, has been published on the RFA Portal to aid personnel in following the procedures for user access requests. This manual contains procedures for completing the *SAAR* form as well as procedures for performing user access reviews.

Finally, *SABRS Authorization Processing and Spending Transaction Processing Manuals* have been published to the RFA Portal. These detailed manuals document the responsibilities and procedures for inputting authorization and spending transactions and highlight the required fields for each type of transaction. The manuals also provide listings of error messages and definitions of data elements.

4.2 Training and Tools

Web-Based Training
RFA has developed the Marine Corps Funds Manager Training Course to help Funds Managers learn the procedures for identifying and correcting erroneous transactions found in the SABRS generated performance reports. On the RFA website, *Lesson Plan 4 – Abnormal Transaction Balances and Correction*, assists a user in determining why the abnormal condition occurred. There is also guidance on how to reconcile and correct the abnormal condition. Annual training is provided to the FMROs from each major Command at the yearly Financial Management Resource Conference. Further training may be requested if desired.

RFA has also developed a web-based tool that allows general users to validate uploaded *Tri-Annual Review Reports* for the respective trimester. The web-based *Tri-Annual Review* process provides RFA the capability to maintain all confirmation statements electronically with all supporting documentation as provided by the MRI Comptroller. Annual training for the web-based tool is provided to the FMROs from each Command at the yearly Financial Management Resource Conference.

USMC Financial Management School
In addition to web-based training, the USMC Financial Management School, located at Camp Lejeune, North Carolina, provides live class room training to Financial Management personnel (Enlisted, Officers, and Civilians) in accounting, budgeting, disbursing/finance, and resource evaluation & analysis principles.

The Financial Management School provides six formal courses of instruction to Marines and DoD civilian personnel. The courses offered are:

- Financial Management Officer Course - Finance,
- Financial Management Officer Course - Comptroller,
- Advanced Finance Course,
- Financial Management Career Course,
- Basic Finance Technician Course, and
- Fiscal Budget Technician Course.

The courses of instruction include a curriculum comprised of multiple required individual courses at the basic, advanced, and officer levels. Changes to the curriculum must go through a formal review and approval process at the Marine Corps Service Support Schools Training Command. See Appendix B.21 to view the course listing.

Students are provided with specific course outlines that contain learning objectives, detailed course material, and references to USMC orders and DoD regulations. Full course descriptions and student outlines are available at the Financial Management School website (http://www.lejeune.usmc.mil/mccsss/schools/fms/fms_coursedesc.shtml).

Finally, the *Marine Corps Financial Management Training and Readiness Manual* is available on the Financial Management School website and includes training standards, regulations and practices regarding the training of Marines assigned duties as members of Financial Management Career Field. The training events in the manual are used to standardize unit training throughout the community, focus on mission essential tasks for the community, and establish a framework for assessment of unit and individual training readiness. It includes individual training standards

to be used by unit commanders and formal schools for the development of training plans, curricula, and records of training accomplished in order to establish a framework for identifying training achievements, training gaps, and objective assessments of readiness associated with the training of Marines. Unit commands are required by NAVMC Directive 3500.104, to conduct an in internal assessment of the unit's ability to execute the mission essential tasks defined in the manual and prepare a definitive plan of attack to achieve mission essential task proficiency by developing long-, mid-, and short-range training plans.

The manual also includes a chapter on specific training available for each of the following positions: Finance Officer, Financial Management Officer, Financial Management Resource Officer, Finance Technician, and Fiscal/Budget Technician. In each chapter, there is a list of required financial events, for each position, and the performance steps to be taken to achieve the individual standards for each event.

Supplementing standard operating procedures with web-based and classroom training allow Financial Management personnel to acquire the knowledge required to perform their duties. In addition, posting the standard operating procedures, training manuals, and course outlines on the RFA and Financial Management School web sites also allow Financial Management personnel to have access to the resources they need at a moments notice. These actions reduce the risk of incomplete and inaccurate data due to the actions of unqualified personnel.

4.3 Communication Plan

RFA has developed multiple methods to communicate changes and updates to financial procedures and SABRS programming to the USMC Financial Community. These methods help provide financial managers and staff with real-time updates to processes and procedures as well as security alerts. These avenues also allow the Financial Community to contact RFA with any questions or concerns. There are four primary communications methods used by RFA.

1) Naval Messages
2) RFA Procedural Statements
3) RFA Portal Website
4) SABRS Help Mailbox

Naval Messages. Naval Message is sent out to the field activities when a procedural change has high financial importance. Official Naval Messages are sent before implementation of the procedural change has been completed to alert the field activities of the planned procedure.

RFA Procedural Statements. RFA Procedural Statements are official documents written on RFA letterhead that outline changes to financial procedures. Procedural Statements are sent to the Financial Community by RFA as needed when updates are needed to financial procedures.

RFA Portal Website. Procedural documents and reference materials are posted to the RFA Portal Website. The website is available to USMC Financial Community and provides a reference to gain answers to financial questions. SABRS updates and changes are also posted to the RFA website for public viewing.

SABRS Help Mailbox. The SABRS help mailbox allows the financial community to submit SABRS related questions to RFA. Personnel in the field with a SABRS problem can send an

email to the SABRS Help Mailbox and RFA will reply in an email with an answer to their question. Also, the SABRS help mailbox is used to alert the entire SABRS community of SABRS updates and changes.

4.4 Internal Controls Over Financial Reporting

HQMC has developed the *Internal Controls Over Financial Reporting* (ICOFR) program to determine if internal controls over financial reporting are effective and efficient, to promote accurate financial reporting, and to comply with applicable laws and regulations. The ICOFR program incorporates a systemic approach for planning, control evaluation, testing, reporting, and correction in an attempt to meet OUSD(C) requirements and deliverable deadlines. The ICOFR systemic approach includes five main components:

Component	Description
Control Environment Documents	The Marine Corps' control environment documents include a graphical (process flow chart) and narrative (business process memorandum) depiction of material accounting line items.
Workshops	Workshops include training and working sessions held to: • Educate functional managers about financial controls and testing requirements; • Zero-in on the critical control points for selected processes; and • Begin to develop workable plans to test these controls.
Test Plans	Tests plans for identified key internal controls are designed to collect enough evidence to produce statistically significant results. Test scripts lay out in a "step-by-step" fashion exactly what needs to be done to collect evidence that proves the control works as intended. The Commands execute the test scripts and remit the test results to HQMC. Test results are accumulated at HQMC and presented to the Senior Assessment Team (SAT) for review and approval prior to being submitted to OUSD(C).
Results Analysis	RFA analyzes test results and determines whether a properly designed key internal control is effective or ineffective. Ineffective controls are categorized as either "Reportable Conditions" or "Material Weaknesses." SAT evaluates and prioritizes control weaknesses and approves OSD deliverables.
Statement of Assurance (SOA)	All SAT confirmed reportable conditions and/or material weaknesses are noted in the Marine Corps' SOA. The SOA provides an assessment of the effectiveness of the Marine Corps' internal control over financial reporting for the current reporting period, including an explicit conclusion as to whether controls over financial reporting are effective. The SOA also includes corrective actions to be taken to address ineffective controls.

Table 7. ICOFR Components

5.0 PLANNED ENHANCEMENTS

5.1 SABRS Generated Performance Reports

RFA is currently working with SABRS system analysts and the entire USMC community to develop further enhancements to the SABRS generated reports that will provide for more in depth analysis. These enhancements are to be implemented as soon as they are finalized and approved by management.

5.2 Tri-Annual Review

RFA is currently working with MCFEAT and SABRS systems analysts and the entire USMC community to develop further enhancements to the SABRS *Tri-Annual Review* that will provide for more in depth analysis. These enhancements are to be implemented as soon as they are finalized and approved by management.

The manual process that the MRI Comptroller must complete to consolidate all of the *Tri-Annual Review Reports* from the individual WCIs is currently time intensive and inefficient. Therefore, this process will be considered for change during Fiscal Year 2008. According to the proposed changes, each level will be responsible for certifying all of their individual reports and putting them into one consolidated report prior to sending the results further up the chain of command. The new final step will then be the MRI Comptroller certifying one report rather than multiple individual WCI reports. In addition to this change, the reports will be split up by WCI when they are initially uploaded to the RFA portal. This will allow the Commander at the WCI level to immediately begin verifying the individual report without having to wait for the MRI Comptroller to separate the report into the different WCIs. These changes are intended to increase efficiency and reduce time spent at the MRI level.

APPENDIX A - GLOSSARY OF ACRONYMS

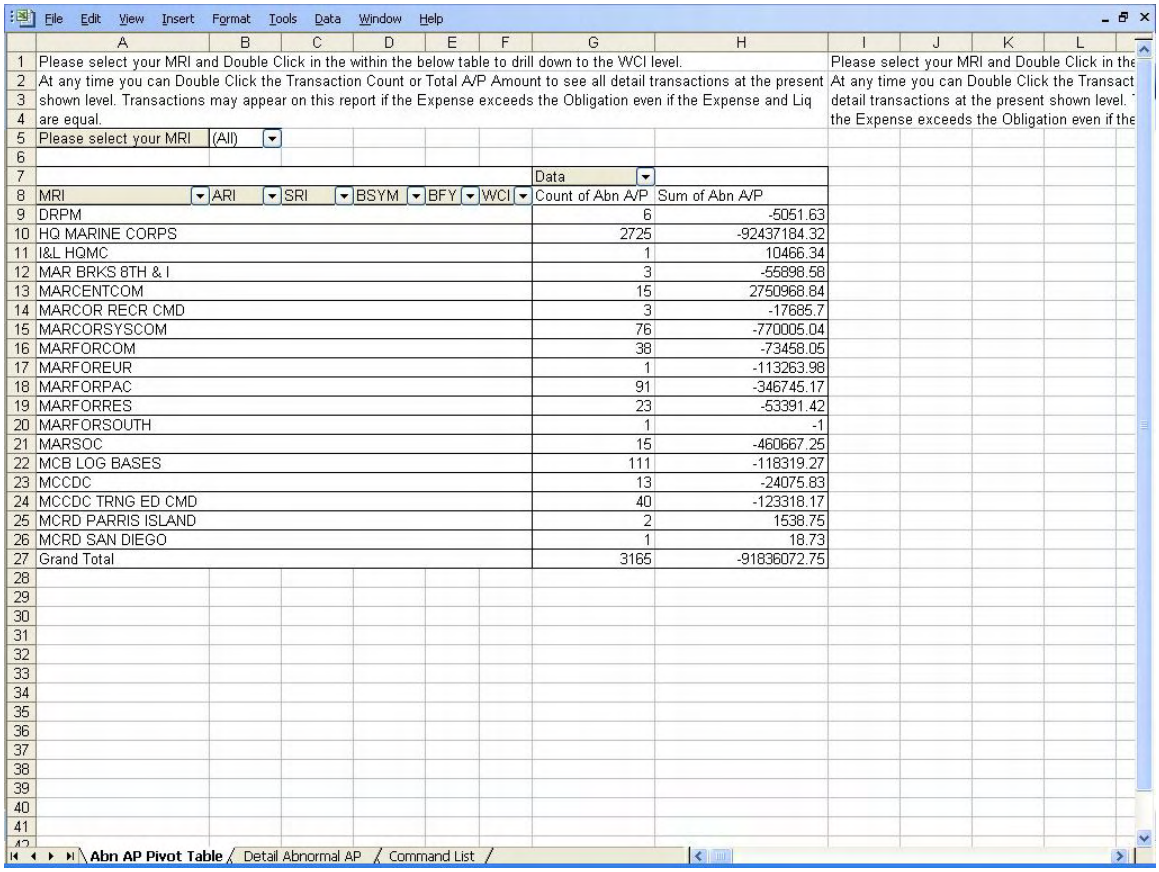
Acronym	Acronym Expansion
ACID	Accessor Identification
ACRN	Accounting Classification Reference Number
ARI	Allotment Recipient
BEA	Budget Execution Activity
BESA	Budget Execution Sub-Activity
CAPS	Computerized Accounts Payable System
CLIN	Contract Line Item Number
COTR	Contract Office Technical Representative
DCPS	Defense Civilian Pay System
DFAS	Defense Finance and Accounting Service
DIC	Document Identifier Codes
DoD	Department of Defense
DoD IG	Department of Defense, Inspector General
DPAS	Defense Property Accountability System
FII	Financial Improvement Initiative
FMR	Department of Defense Financial Management Regulation
FMRO	Financial Management Resource Officer
HQMC	Headquarters, Marine Corps
ICOFR	Internal Controls Over Financial Reporting
ID	Identification
IG	Inspector General
JON	Job Order Number

Acronym	Acronym Expansion
LOA	Line of Accounting
MCFEAT	Marine Corps Financial Evaluation and Analysis Team
MCO	Marine Corps Order
MCRATS	Marine Corps Reserve Activation Travel Section
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MRI	Major Command Recipient
NULO	Negative Unliquidated Obligations
OM&S	Operating Materials and Supplies
OUSD (C)	Office of the Under Secretary of Defense, Comptroller
P&R	Marine Corps Programs and Resources Department
PIIN	Procurement Instrument Identification Number
RBC	Reimbursable Billing Code
RFA	Marine Corps Accounting and Financial Systems Branch
RON	Reimbursable Order Number
SAAR	System Access Authorization Request Form DD 2875
SABRS	Standard Accounting and Budgeting Reporting System
SAT	Senior Assessment Team
SFMBP	Standard Financial Management Business Practices
SME	Subject Matter Expert
SOA	Statement of Assurance
SOP	Standard Operating Procedures
SPIIN	Supplementary Procurement Instrument Identification Number

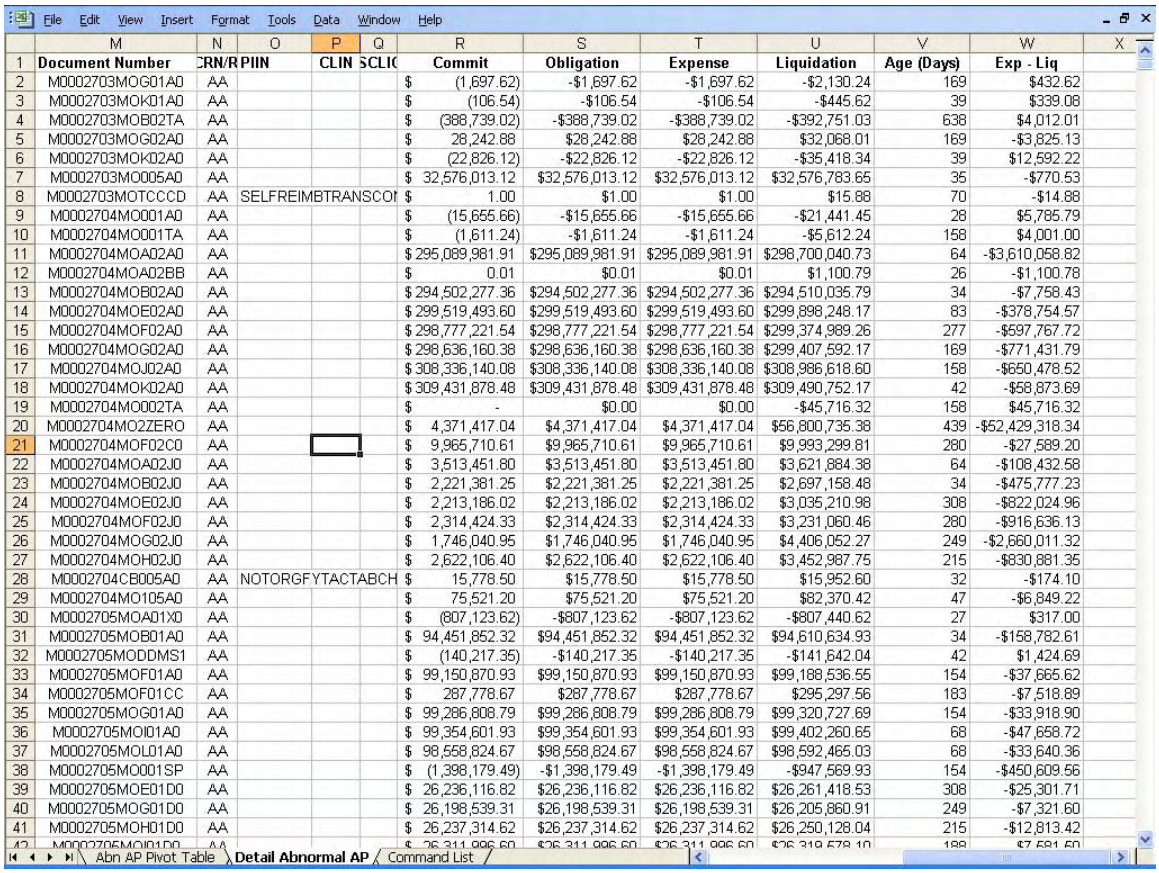
Acronym	Acronym Expansion
SPS	Standard Procurement System
SRI	Sub-Allotment Recipient
TASO	Terminal Area Security Officer
TPN	Trading Partner Number
TSS	Top Secret Security
UMD	Unmatched Disbursement
USMC	United States Marine Corp
WAWF	Wide Area Work Flow
WCI	Work Center
WR	Work Requests

APPENDIX B – EXAMPLES OF PERFORMANCE INDICATOR REPORTS & TRI-ANNUAL REVIEW ANALYSIS

B.1 Abnormal Accounts Payable



	A	B	C	D	E	F	G	H	I	J	K	L
1	Please select your MRI and Double Click in the within the below table to drill down to the WCI level.								Please select your MRI and Double Click in the			
2	At any time you can Double Click the Transaction Count or Total A/P Amount to see all detail transactions at the present								At any time you can Double Click the Transact			
3	shown level. Transactions may appear on this report if the Expense exceeds the Obligation even if the Expense and Liq								detail transactions at the present shown level.			
4	are equal.								the Expense exceeds the Obligation even if the			
5	Please select your MRI	(All)										
6												
7							Data					
8	MRI	ARI	SRI	BSYM	BFY	WCI	Count of Abn A/P	Sum of Abn A/P				
9	DRPM						6	-5051.63				
10	HQ MARINE CORPS						2725	-92437184.32				
11	I&L HQMC						1	10466.34				
12	MAR BRKS 8TH & I						3	-55898.58				
13	MARCENTCOM						15	2750968.84				
14	MARCOR RECR CMD						3	-17685.7				
15	MARCORSYSCOM						76	-770005.04				
16	MARFORCOM						38	-73458.05				
17	MARFOREUR						1	-113263.98				
18	MARFORPAC						91	-346745.17				
19	MARFORRES						23	-53391.42				
20	MARFORSOUTH						1	-1				
21	MARSOC						15	-460667.25				
22	MCB LOG BASES						111	-118319.27				
23	MCCDC						13	-24075.83				
24	MCCDC TRNG ED CMD						40	-123318.17				
25	MCRD PARRIS ISLAND						2	1538.75				
26	MCRD SAN DIEGO						1	18.73				
27	Grand Total						3165	-91836072.75				

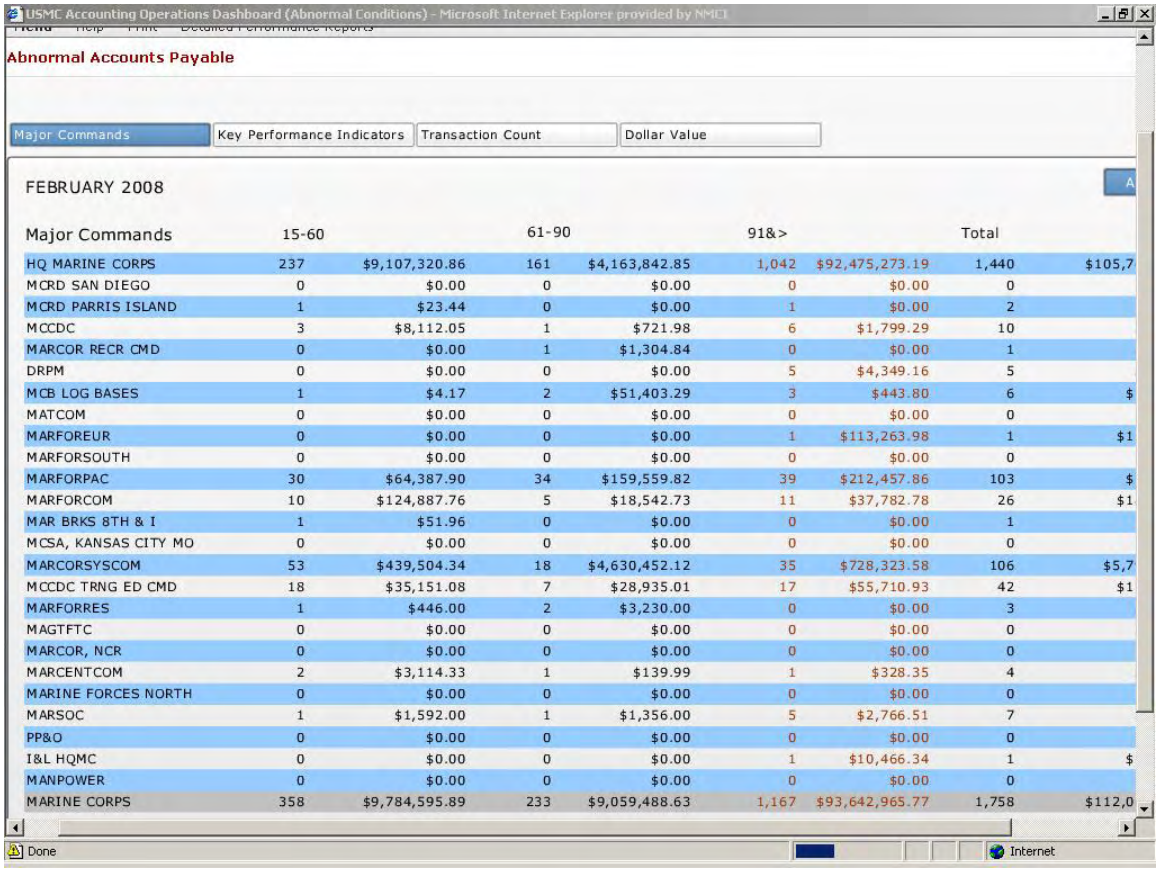


File Edit View Insert Format Tools Data Window Help

	M	N	O	P	Q	R	S	T	U	V	W	X
1	Document Number	CRN/R	PIIN	CLIN	SCLIC	Commit	Obligation	Expense	Liquidation	Age (Days)	Exp - Liq	
2	M0002703MOG01A0	AA				$ (1,697.62)	-$1,697.62	-$1,697.62	-$2,130.24	169	$432.62	
3	M0002703MOK01A0	AA				$ (106.54)	-$106.54	-$106.54	-$445.62	39	$339.08	
4	M0002703MOB02TA	AA				$ (388,739.02)	-$388,739.02	-$388,739.02	-$392,751.03	638	$4,012.01	
5	M0002703MOG02A0	AA				$ 28,242.88	$28,242.88	$28,242.88	$32,068.01	169	-$3,825.13	
6	M0002703MOK02A0	AA				$ (22,826.12)	-$22,826.12	-$22,826.12	-$35,418.34	39	$12,592.22	
7	M0002703MO005A0	AA				$ 32,576,013.12	$32,576,013.12	$32,576,013.12	$32,576,783.65	35	-$770.53	
8	M0002703MOTCCCD	AA	SELFREIMBTRANSCOI			$ 1.00	$1.00	$1.00	$15.88	70	-$14.88	
9	M0002704MO001A0	AA				$ (15,655.66)	-$15,655.66	-$15,655.66	-$21,441.45	28	$5,785.79	
10	M0002704MO001TA	AA				$ (1,611.24)	-$1,611.24	-$1,611.24	-$5,612.24	158	$4,001.00	
11	M0002704MOA02A0	AA				$ 295,089,981.91	$295,089,981.91	$295,089,981.91	$298,700,040.73	64	-$3,610,058.82	
12	M0002704MOA02BB	AA				$ 0.01	$0.01	$0.01	$1,100.79	26	-$1,100.78	
13	M0002704MOB02A0	AA				$ 294,502,277.36	$294,502,277.36	$294,502,277.36	$294,510,035.79	34	-$7,758.43	
14	M0002704MOE02A0	AA				$ 299,519,493.60	$299,519,493.60	$299,519,493.60	$299,898,248.17	83	-$378,754.57	
15	M0002704MOF02A0	AA				$ 298,777,221.54	$298,777,221.54	$298,777,221.54	$299,374,989.26	277	-$597,767.72	
16	M0002704MOG02A0	AA				$ 298,636,160.38	$298,636,160.38	$298,636,160.38	$299,407,592.17	169	-$771,431.79	
17	M0002704MOJ02A0	AA				$ 308,336,140.08	$308,336,140.08	$308,336,140.08	$308,986,618.60	158	-$650,478.52	
18	M0002704MOK02A0	AA				$ 309,431,878.48	$309,431,878.48	$309,431,878.48	$309,490,752.17	42	-$58,873.69	
19	M0002704MO002TA	AA				$ -	$0.00	$0.00	-$45,716.32	158	$45,716.32	
20	M0002704MO2ZERO	AA				$ 4,371,417.04	$4,371,417.04	$4,371,417.04	$56,800,735.38	439	-$52,429,318.34	
21	M0002704MOF02C0	AA				$ 9,965,710.61	$9,965,710.61	$9,965,710.61	$9,993,299.81	280	-$27,589.20	
22	M0002704MOA02J0	AA				$ 3,513,451.80	$3,513,451.80	$3,513,451.80	$3,621,884.38	64	-$108,432.58	
23	M0002704MOB02J0	AA				$ 2,221,381.25	$2,221,381.25	$2,221,381.25	$2,697,158.48	34	-$475,777.23	
24	M0002704MOE02J0	AA				$ 2,213,186.02	$2,213,186.02	$2,213,186.02	$3,035,210.98	308	-$822,024.96	
25	M0002704MOF02J0	AA				$ 2,314,424.33	$2,314,424.33	$2,314,424.33	$3,231,060.46	280	-$916,636.13	
26	M0002704MOG02J0	AA				$ 1,746,040.95	$1,746,040.95	$1,746,040.95	$4,406,052.27	249	-$2,660,011.32	
27	M0002704MOH02J0	AA				$ 2,622,106.40	$2,622,106.40	$2,622,106.40	$3,452,987.75	215	-$830,881.35	
28	M0002704CB005A0	AA	NOTORGFYTACTABCH			$ 15,778.50	$15,778.50	$15,778.50	$15,952.60	32	-$174.10	
29	M0002704MO105A0	AA				$ 75,521.20	$75,521.20	$75,521.20	$82,370.42	47	-$6,849.22	
30	M0002705MOA01X0	AA				$ (807,123.62)	-$807,123.62	-$807,123.62	-$807,440.62	27	$317.00	
31	M0002705MOB01A0	AA				$ 94,451,852.32	$94,451,852.32	$94,451,852.32	$94,610,634.93	34	-$158,782.61	
32	M0002705MODDMS1	AA				$ (140,217.35)	-$140,217.35	-$140,217.35	-$141,642.04	42	$1,424.69	
33	M0002705MOF01A0	AA				$ 99,150,870.93	$99,150,870.93	$99,150,870.93	$99,188,536.55	154	-$37,665.62	
34	M0002705MOF01CC	AA				$ 287,778.67	$287,778.67	$287,778.67	$295,297.56	183	-$7,518.89	
35	M0002705MOG01A0	AA				$ 99,286,808.79	$99,286,808.79	$99,286,808.79	$99,320,727.69	154	-$33,918.90	
36	M0002705MOI01A0	AA				$ 99,354,601.93	$99,354,601.93	$99,354,601.93	$99,402,260.65	68	-$47,658.72	
37	M0002705MOL01A0	AA				$ 98,558,824.67	$98,558,824.67	$98,558,824.67	$98,592,465.03	68	-$33,640.36	
38	M0002705MO001SP	AA				$ (1,398,179.49)	-$1,398,179.49	-$1,398,179.49	-$947,569.93	154	-$450,609.56	
39	M0002705MOE01D0	AA				$ 26,236,116.82	$26,236,116.82	$26,236,116.82	$26,261,418.53	308	-$25,301.71	
40	M0002705MOG01D0	AA				$ 26,198,539.31	$26,198,539.31	$26,198,539.31	$26,205,860.91	249	-$7,321.60	
41	M0002705MOH01D0	AA				$ 26,237,314.62	$26,237,314.62	$26,237,314.62	$26,250,128.04	215	-$12,813.42	
42	M0002705MOI01D0	AA				$ 26,311,996.60	$26,311,996.60	$26,311,996.60	$26,319,578.10	188	-$7,581.50	

Abn AP Pivot Table | Detail Abnormal AP | Command List

Accounting Operations Dashboard – Abnormal Accounts Payable



USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI

Abnormal Accounts Payable

Major Commands | Key Performance Indicators | Transaction Count | Dollar Value

FEBRUARY 2008

Major Commands	15-60		61-90		91&>		Total	
HQ MARINE CORPS	237	$9,107,320.86	161	$4,163,842.85	1,042	$92,475,273.19	1,440	$105,7
MCRD SAN DIEGO	0	$0.00	0	$0.00	0	$0.00	0	
MCRD PARRIS ISLAND	1	$23.44	0	$0.00	1	$0.00	2	
MCCDC	3	$8,112.05	1	$721.98	6	$1,799.29	10	
MARCOR RECR CMD	0	$0.00	1	$1,304.84	0	$0.00	1	
DRPM	0	$0.00	0	$0.00	5	$4,349.16	5	
MCB LOG BASES	1	$4.17	2	$51,403.29	3	$443.80	6	$
MATCOM	0	$0.00	0	$0.00	0	$0.00	0	
MARFOREUR	0	$0.00	0	$0.00	1	$113,263.98	1	$1
MARFORSOUTH	0	$0.00	0	$0.00	0	$0.00	0	
MARFORPAC	30	$64,387.90	34	$159,559.82	39	$212,457.86	103	$
MARFORCOM	10	$124,887.76	5	$18,542.73	11	$37,782.78	26	$1
MAR BRKS 8TH & I	1	$51.96	0	$0.00	0	$0.00	1	
MCSA, KANSAS CITY MO	0	$0.00	0	$0.00	0	$0.00	0	
MARCORSYSCOM	53	$439,504.34	18	$4,630,452.12	35	$728,323.58	106	$5,7
MCCDC TRNG ED CMD	18	$35,151.08	7	$28,935.01	17	$55,710.93	42	$1
MARFORRES	1	$446.00	2	$3,230.00	0	$0.00	3	
MAGTFTC	0	$0.00	0	$0.00	0	$0.00	0	
MARCOR, NCR	0	$0.00	0	$0.00	0	$0.00	0	
MARCENTCOM	2	$3,114.33	1	$139.99	1	$328.35	4	
MARINE FORCES NORTH	0	$0.00	0	$0.00	0	$0.00	0	
MARSOC	1	$1,592.00	1	$1,356.00	5	$2,766.51	7	
PP&O	0	$0.00	0	$0.00	0	$0.00	0	
I&L HQMC	0	$0.00	0	$0.00	1	$10,466.34	1	$
MANPOWER	0	$0.00	0	$0.00	0	$0.00	0	
MARINE CORPS	358	$9,784,595.89	233	$9,059,488.63	1,167	$93,642,965.77	1,758	$112,0

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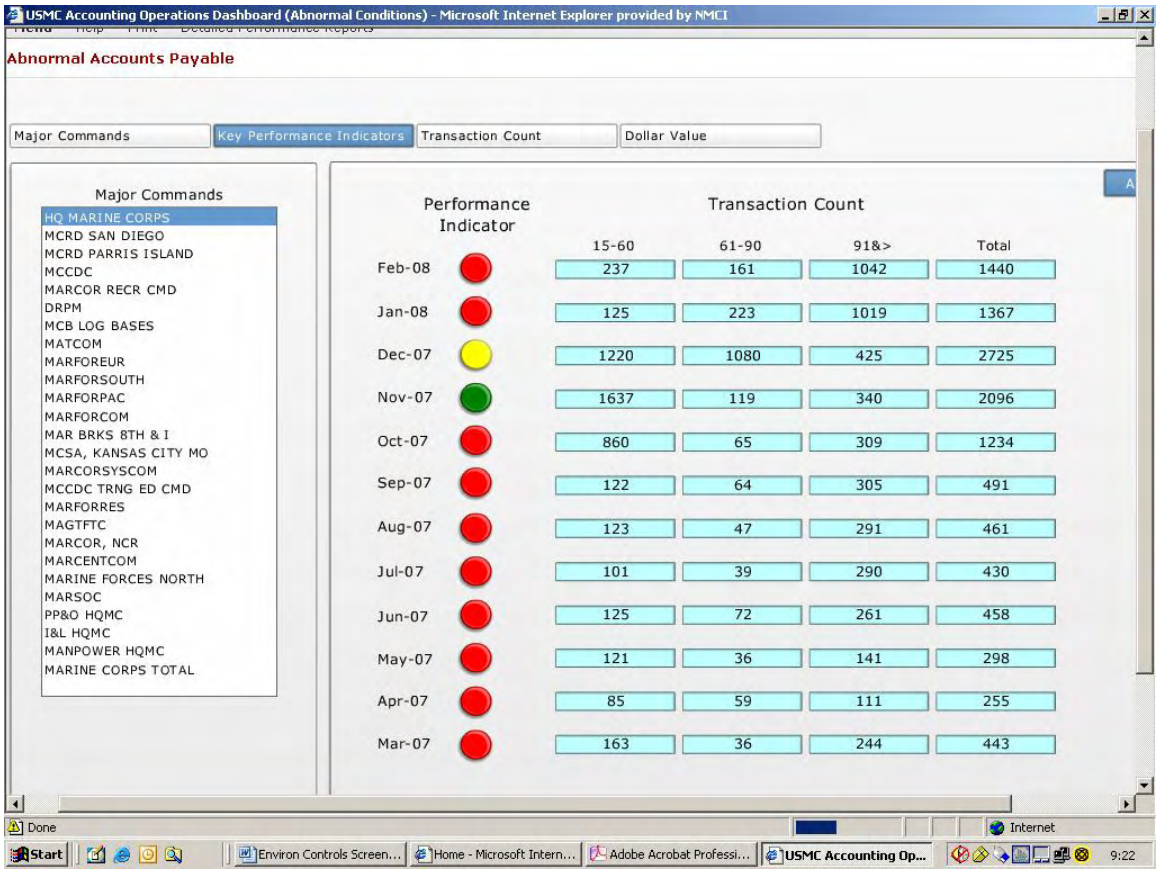
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Abnormal Accounts Payable
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Performance Indicator
Transaction Count
15-60
61-90
91&>
Total
Feb-08 237 161 1042 1440
Jan-08 125 223 1019 1367
Dec-07 1220 1080 425 2725
Nov-07 1637 119 340 2096
Oct-07 860 65 309 1234
Sep-07 122 64 305 491
Aug-07 123 47 291 461
Jul-07 101 39 290 430
Jun-07 125 72 261 458
May-07 121 36 141 298
Apr-07 85 59 111 255
Mar-07 163 36 244 443
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USMC Accounting Op...
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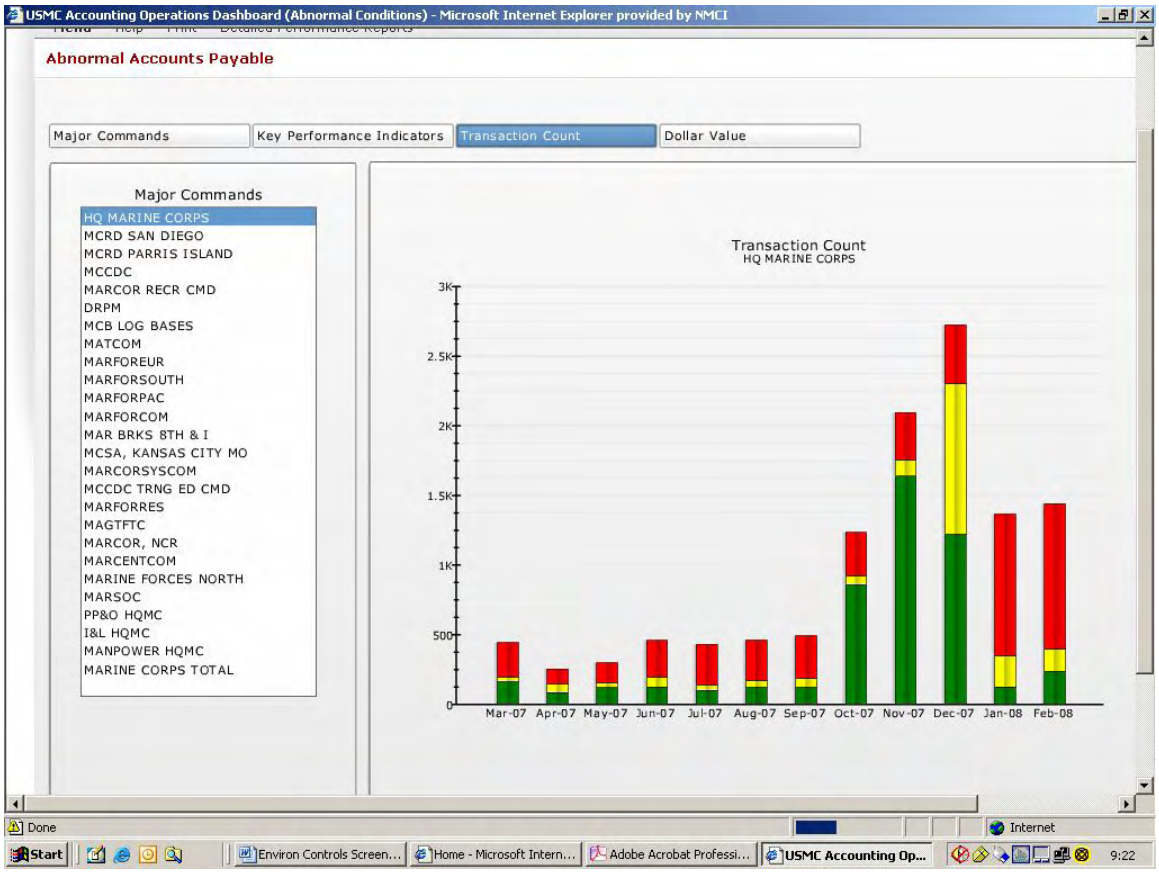
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Abnormal Accounts Payable
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Transaction Count
HQ MARINE CORPS
3K
2.5K
2K
1.5K
1K
500
0
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
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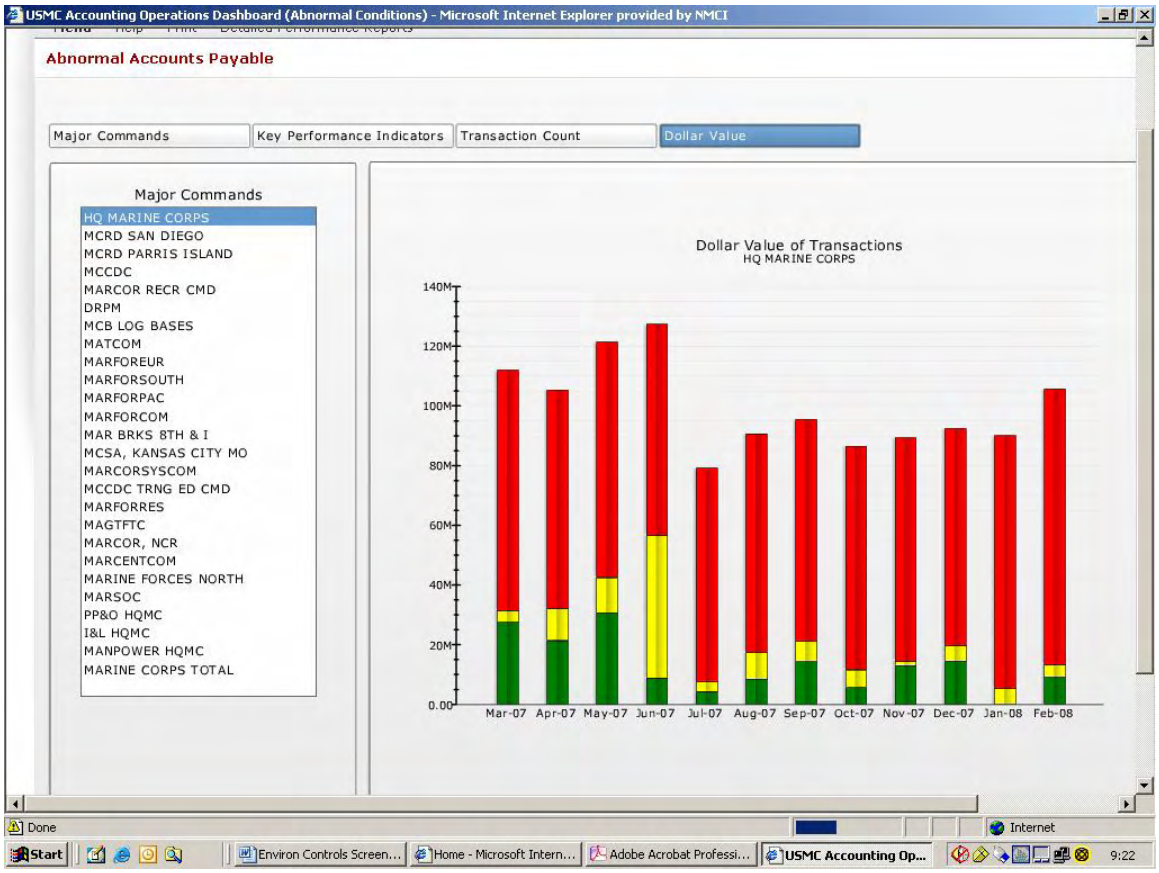
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Abnormal Accounts Payable
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Dollar Value of Transactions
HQ MARINE CORPS
140M
120M
100M
80M
60M
40M
20M
0.00
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Done
Internet
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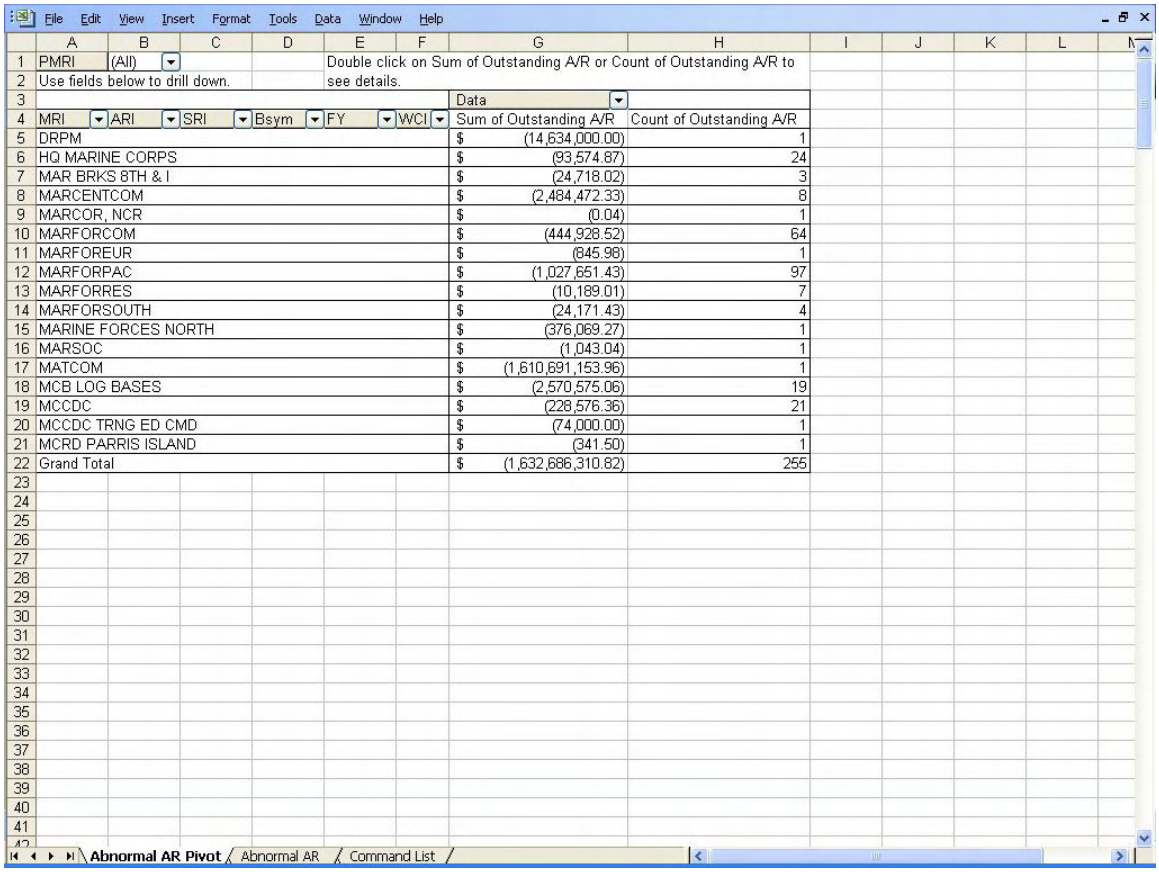
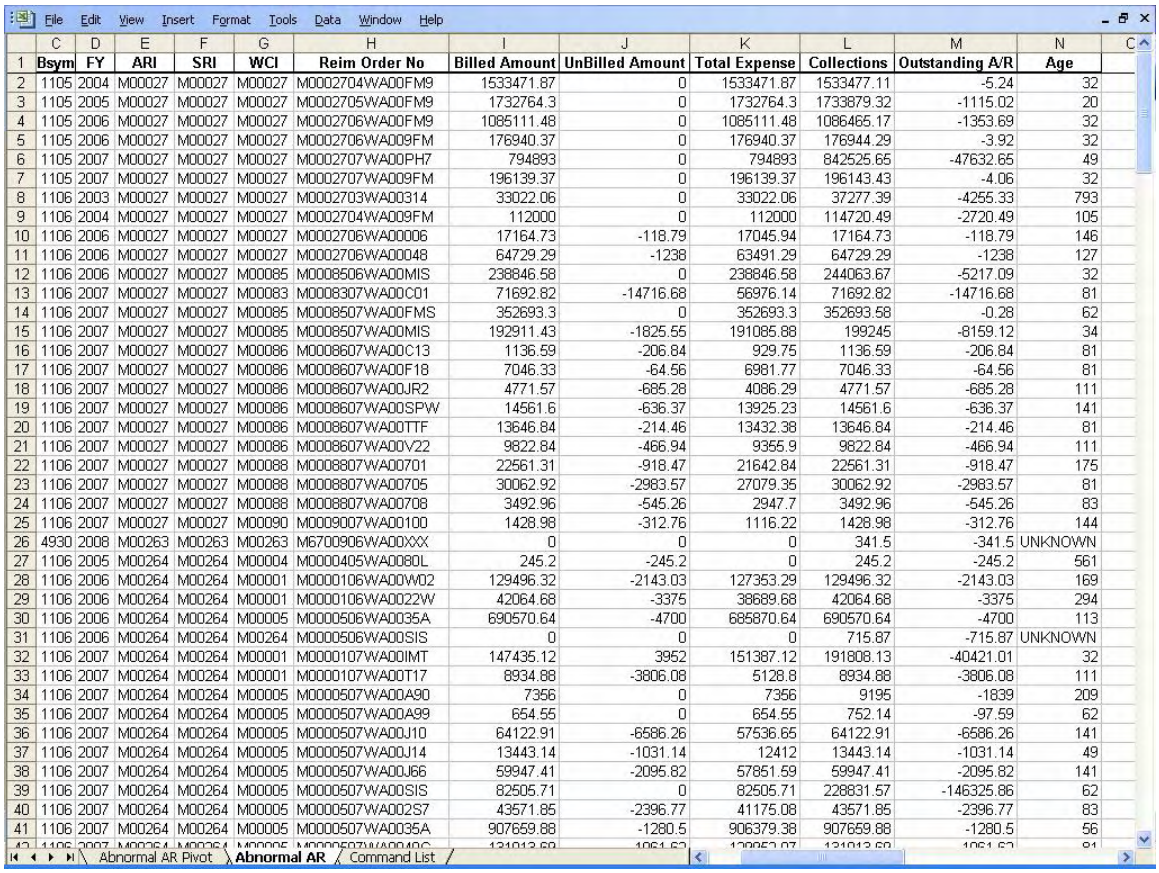
Environ Controls Screen...
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:22

B.2 Abnormal Accounts Receivable



	A	B	C	D	E	F	G	H	I	J	K	L
1	PMRI	(All)			Double click on Sum of Outstanding A/R or Count of Outstanding A/R to							
2	Use fields below to drill down.				see details.							
3							Data					
4	MRI	ARI	SRI	Bsym	FY	WCI	Sum of Outstanding A/R	Count of Outstanding A/R				
5	DRPM						$ (14,634,000.00)	1				
6	HQ MARINE CORPS						$ (93,574.87)	24				
7	MAR BRKS 8TH & I						$ (24,718.02)	3				
8	MARCENTCOM						$ (2,484,472.33)	8				
9	MARCOR, NCR						$ (0.04)	1				
10	MARFORCOM						$ (444,928.52)	64				
11	MARFOREUR						$ (845.98)	1				
12	MARFORPAC						$ (1,027,651.43)	97				
13	MARFORRES						$ (10,189.01)	7				
14	MARFORSOUTH						$ (24,171.43)	4				
15	MARINE FORCES NORTH						$ (376,069.27)	1				
16	MARSOC						$ (1,043.04)	1				
17	MATCOM						$ (1,610,691,153.96)	1				
18	MCB LOG BASES						$ (2,570,575.06)	19				
19	MCCDC						$ (228,576.36)	21				
20	MCCDC TRNG ED CMD						$ (74,000.00)	1				
21	MCRD PARRIS ISLAND						$ (341.50)	1				
22	Grand Total						$ (1,632,686,310.82)	255				



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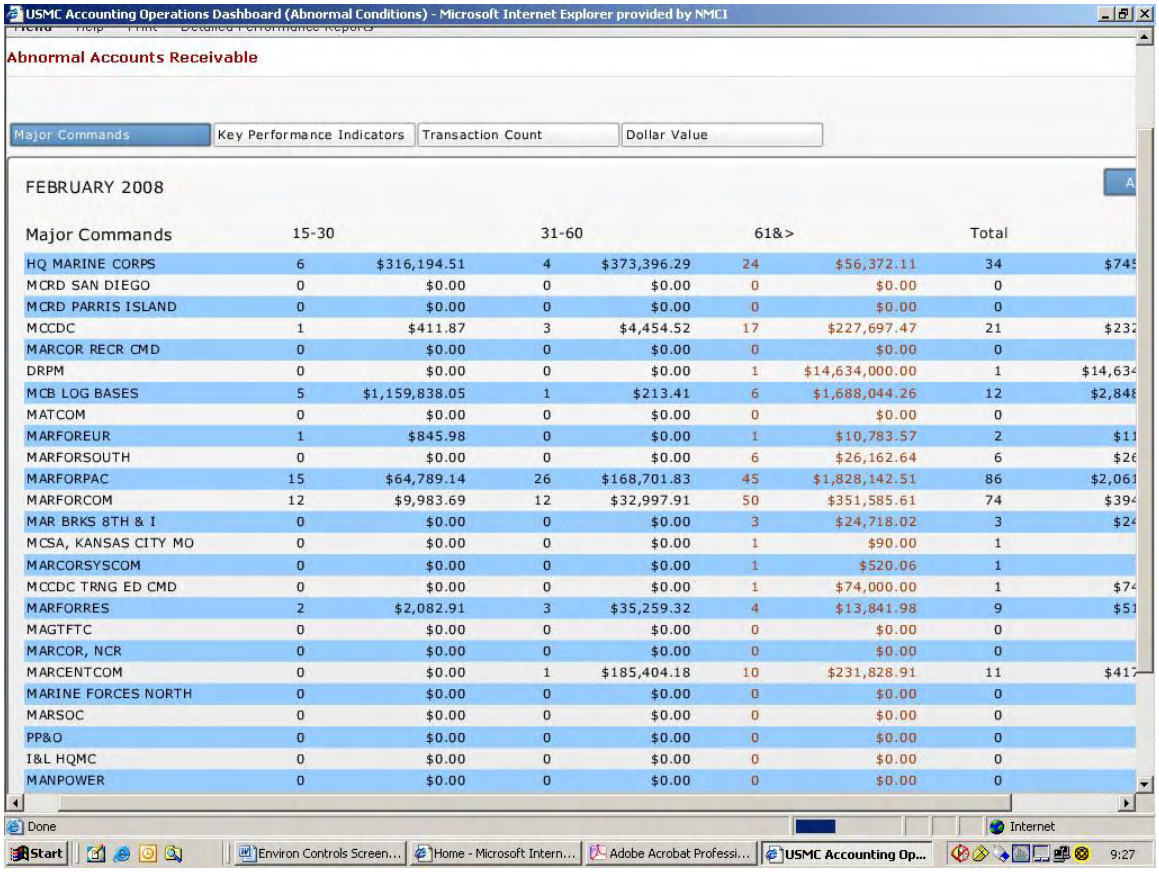
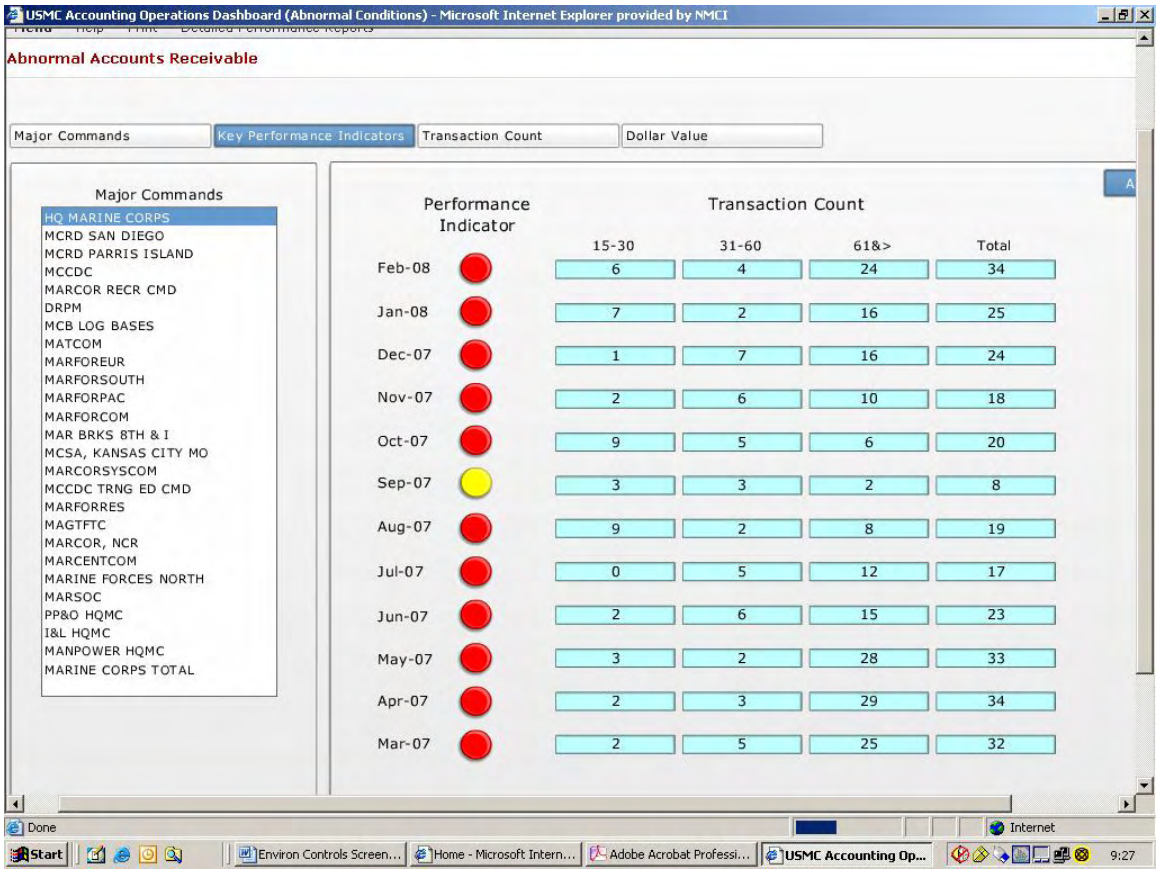
	C	D	E	F	G	H	I	J	K	L	M	N	C
1	Bsym	FY	ARI	SRI	WCI	Reim Order No	Billed Amount	UnBilled Amount	Total Expense	Collections	Outstanding A/R	Age	
2	1105	2004	M00027	M00027	M00027	M0002704WA00FM9	1533471.87	0	1533471.87	1533477.11	-5.24	32	
3	1105	2005	M00027	M00027	M00027	M0002705WA00FM9	1732764.3	0	1732764.3	1733879.32	-1115.02	20	
4	1105	2006	M00027	M00027	M00027	M0002706WA00FM9	1085111.48	0	1085111.48	1086465.17	-1353.69	32	
5	1105	2006	M00027	M00027	M00027	M0002706WA009FM	176940.37	0	176940.37	176944.29	-3.92	32	
6	1105	2007	M00027	M00027	M00027	M0002707WA00PH7	794893	0	794893	842525.65	-47632.65	49	
7	1105	2007	M00027	M00027	M00027	M0002707WA009FM	196139.37	0	196139.37	196143.43	-4.06	32	
8	1106	2003	M00027	M00027	M00027	M0002703WA00314	33022.06	0	33022.06	37277.39	-4255.33	793	
9	1106	2004	M00027	M00027	M00027	M0002704WA009FM	112000	0	112000	114720.49	-2720.49	105	
10	1106	2006	M00027	M00027	M00027	M0002706WA00006	17164.73	-118.79	17045.94	17164.73	-118.79	146	
11	1106	2006	M00027	M00027	M00027	M0002706WA00048	64729.29	-1238	63491.29	64729.29	-1238	127	
12	1106	2006	M00027	M00027	M00085	M0008506WA00MIS	238846.58	0	238846.58	244063.67	-5217.09	32	
13	1106	2007	M00027	M00027	M00083	M0008307WA00C01	71692.82	-14716.68	56976.14	71692.82	-14716.68	81	
14	1106	2007	M00027	M00027	M00085	M0008507WA00FMS	352693.3	0	352693.3	352693.58	-0.28	62	
15	1106	2007	M00027	M00027	M00085	M0008507WA00MIS	192911.43	-1825.55	191085.88	199245	-8159.12	34	
16	1106	2007	M00027	M00027	M00086	M0008607WA00C13	1136.59	-206.84	929.75	1136.59	-206.84	81	
17	1106	2007	M00027	M00027	M00086	M0008607WA00F18	7046.33	-64.56	6981.77	7046.33	-64.56	81	
18	1106	2007	M00027	M00027	M00086	M0008607WA00JR2	4771.57	-685.28	4086.29	4771.57	-685.28	111	
19	1106	2007	M00027	M00027	M00086	M0008607WA00SPW	14561.6	-636.37	13925.23	14561.6	-636.37	141	
20	1106	2007	M00027	M00027	M00086	M0008607WA00TTF	13646.84	-214.46	13432.38	13646.84	-214.46	81	
21	1106	2007	M00027	M00027	M00086	M0008607WA00V22	9822.84	-466.94	9355.9	9822.84	-466.94	111	
22	1106	2007	M00027	M00027	M00088	M0008807WA00701	22561.31	-918.47	21642.84	22561.31	-918.47	175	
23	1106	2007	M00027	M00027	M00088	M0008807WA00705	30062.92	-2983.57	27079.35	30062.92	-2983.57	81	
24	1106	2007	M00027	M00027	M00088	M0008807WA00708	3492.96	-545.26	2947.7	3492.96	-545.26	83	
25	1106	2007	M00027	M00027	M00090	M0009007WA00100	1428.98	-312.76	1116.22	1428.98	-312.76	144	
26	4930	2008	M00263	M00263	M00263	M6700906WA00XXX	0	0	0	341.5	-341.5	UNKNOWN	
27	1106	2005	M00264	M00264	M00004	M0000405WA0080L	245.2	-245.2	0	245.2	-245.2	561	
28	1106	2006	M00264	M00264	M00001	M0000106WA00W02	129496.32	-2143.03	127353.29	129496.32	-2143.03	169	
29	1106	2006	M00264	M00264	M00001	M0000106WA0022W	42064.68	-3375	38689.68	42064.68	-3375	294	
30	1106	2006	M00264	M00264	M00005	M0000506WA0035A	690570.64	-4700	685870.64	690570.64	-4700	113	
31	1106	2006	M00264	M00264	M00264	M0000506WA00SIS	0	0	0	715.87	-715.87	UNKNOWN	
32	1106	2007	M00264	M00264	M00001	M0000107WA00IMT	147435.12	3952	151387.12	191808.13	-40421.01	32	
33	1106	2007	M00264	M00264	M00001	M0000107WA00T17	8934.88	-3806.08	5128.8	8934.88	-3806.08	111	
34	1106	2007	M00264	M00264	M00005	M0000507WA00A90	7356	0	7356	9195	-1839	209	
35	1106	2007	M00264	M00264	M00005	M0000507WA00A99	654.55	0	654.55	752.14	-97.59	62	
36	1106	2007	M00264	M00264	M00005	M0000507WA00J10	64122.91	-6586.26	57536.65	64122.91	-6586.26	141	
37	1106	2007	M00264	M00264	M00005	M0000507WA00J14	13443.14	-1031.14	12412	13443.14	-1031.14	49	
38	1106	2007	M00264	M00264	M00005	M0000507WA00J66	59947.41	-2095.82	57851.59	59947.41	-2095.82	141	
39	1106	2007	M00264	M00264	M00005	M0000507WA00SIS	82505.71	0	82505.71	228831.57	-146325.86	62	
40	1106	2007	M00264	M00264	M00005	M0000507WA002S7	43571.85	-2396.77	41175.08	43571.85	-2396.77	83	
41	1106	2007	M00264	M00264	M00005	M0000507WA0035A	907659.88	-1280.5	906379.38	907659.88	-1280.5	56	
42	1106	2007	M00264	M00264	M00005	M0000507WA0040C	131913.69	1061.63	132975.32	131913.69	1061.63	81	

Abnormal AR Pivot | Abnormal AR | Command List

Accounting Operations Dashboard – Abnormal Accounts Receivable



Major Commands	15-30		31-60		61&>		Total	
HQ MARINE CORPS	6	$316,194.51	4	$373,396.29	24	$56,372.11	34	$745
MCRD SAN DIEGO	0	$0.00	0	$0.00	0	$0.00	0	
MCRD PARRIS ISLAND	0	$0.00	0	$0.00	0	$0.00	0	
MCCDC	1	$411.87	3	$4,454.52	17	$227,697.47	21	$232
MARCOR RECR CMD	0	$0.00	0	$0.00	0	$0.00	0	
DRPM	0	$0.00	0	$0.00	1	$14,634,000.00	1	$14,634
MCB LOG BASES	5	$1,159,838.05	1	$213.41	6	$1,688,044.26	12	$2,848
MATCOM	0	$0.00	0	$0.00	0	$0.00	0	
MARFOREUR	1	$845.98	0	$0.00	1	$10,783.57	2	$11
MARFORSOUTH	0	$0.00	0	$0.00	6	$26,162.64	6	$26
MARFORPAC	15	$64,789.14	26	$168,701.83	45	$1,828,142.51	86	$2,061
MARFORCOM	12	$9,983.69	12	$32,997.91	50	$351,585.61	74	$394
MAR BRKS 8TH & I	0	$0.00	0	$0.00	3	$24,718.02	3	$24
MCSA, KANSAS CITY MO	0	$0.00	0	$0.00	1	$90.00	1	
MARCORSYSCOM	0	$0.00	0	$0.00	1	$520.06	1	
MCCDC TRNG ED CMD	0	$0.00	0	$0.00	1	$74,000.00	1	$74
MARFORRES	2	$2,082.91	3	$35,259.32	4	$13,841.98	9	$51
MAGTFTC	0	$0.00	0	$0.00	0	$0.00	0	
MARCOR, NCR	0	$0.00	0	$0.00	0	$0.00	0	
MARCENTCOM	0	$0.00	1	$185,404.18	10	$231,828.91	11	$417
MARINE FORCES NORTH	0	$0.00	0	$0.00	0	$0.00	0	
MARSOC	0	$0.00	0	$0.00	0	$0.00	0	
PP&O	0	$0.00	0	$0.00	0	$0.00	0	
I&L HQMC	0	$0.00	0	$0.00	0	$0.00	0	
MANPOWER	0	$0.00	0	$0.00	0	$0.00	0	


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Abnormal Accounts Receivable
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Performance Indicator
Transaction Count
15-30
31-60
61&>
Total
Feb-08 6 4 24 34
Jan-08 7 2 16 25
Dec-07 1 7 16 24
Nov-07 2 6 10 18
Oct-07 9 5 6 20
Sep-07 3 3 2 8
Aug-07 9 2 8 19
Jul-07 0 5 12 17
Jun-07 2 6 15 23
May-07 3 2 28 33
Apr-07 2 3 29 34
Mar-07 2 5 25 32
Done
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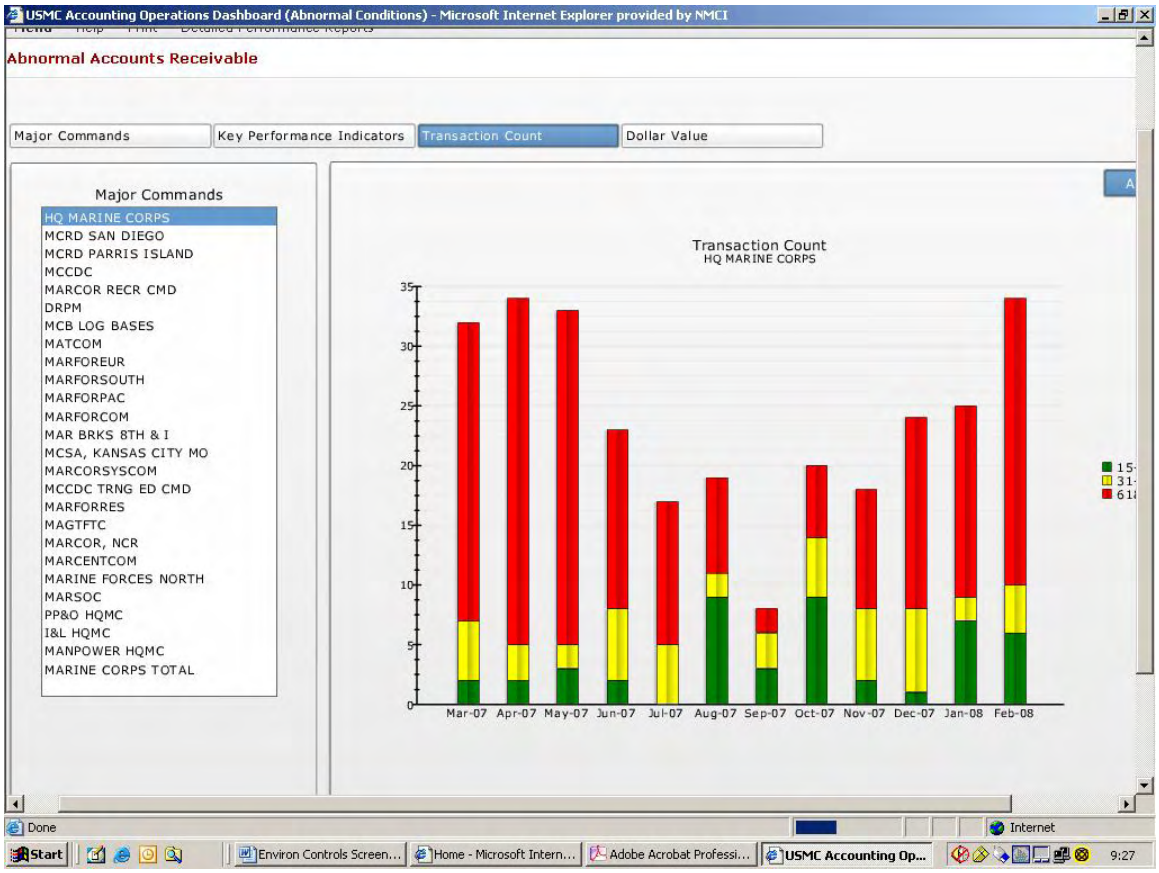
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:27


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Abnormal Accounts Receivable
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Transaction Count
HQ MARINE CORPS
35
30
25
20
15
10
5
0
Mar-07
Apr-07
May-07
Jun-07
Jul-07
Aug-07
Sep-07
Oct-07
Nov-07
Dec-07
Jan-08
Feb-08
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USMC Accounting Op...
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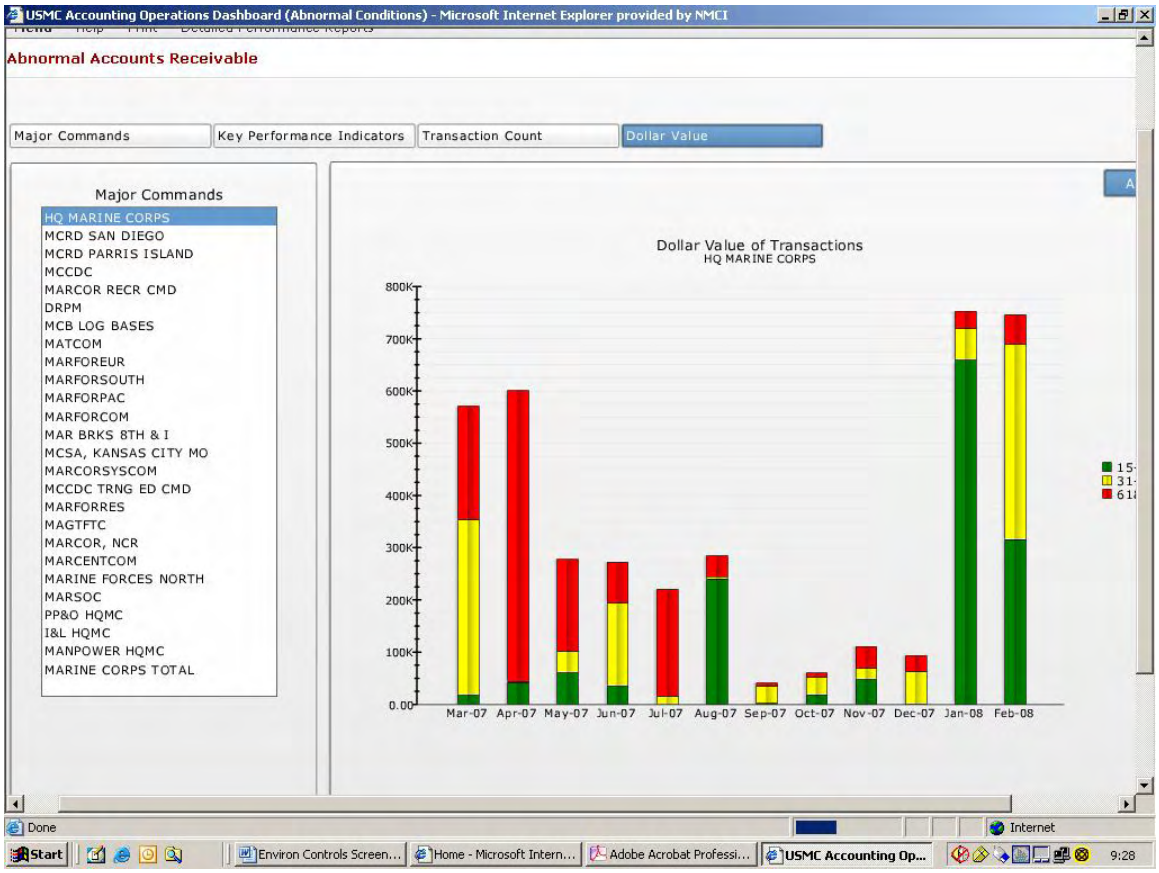
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Abnormal Accounts Receivable
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Dollar Value of Transactions
HQ MARINE CORPS
800K
700K
600K
500K
400K
300K
200K
100K
0.00
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
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Internet
Start
Environ Controls Screen...
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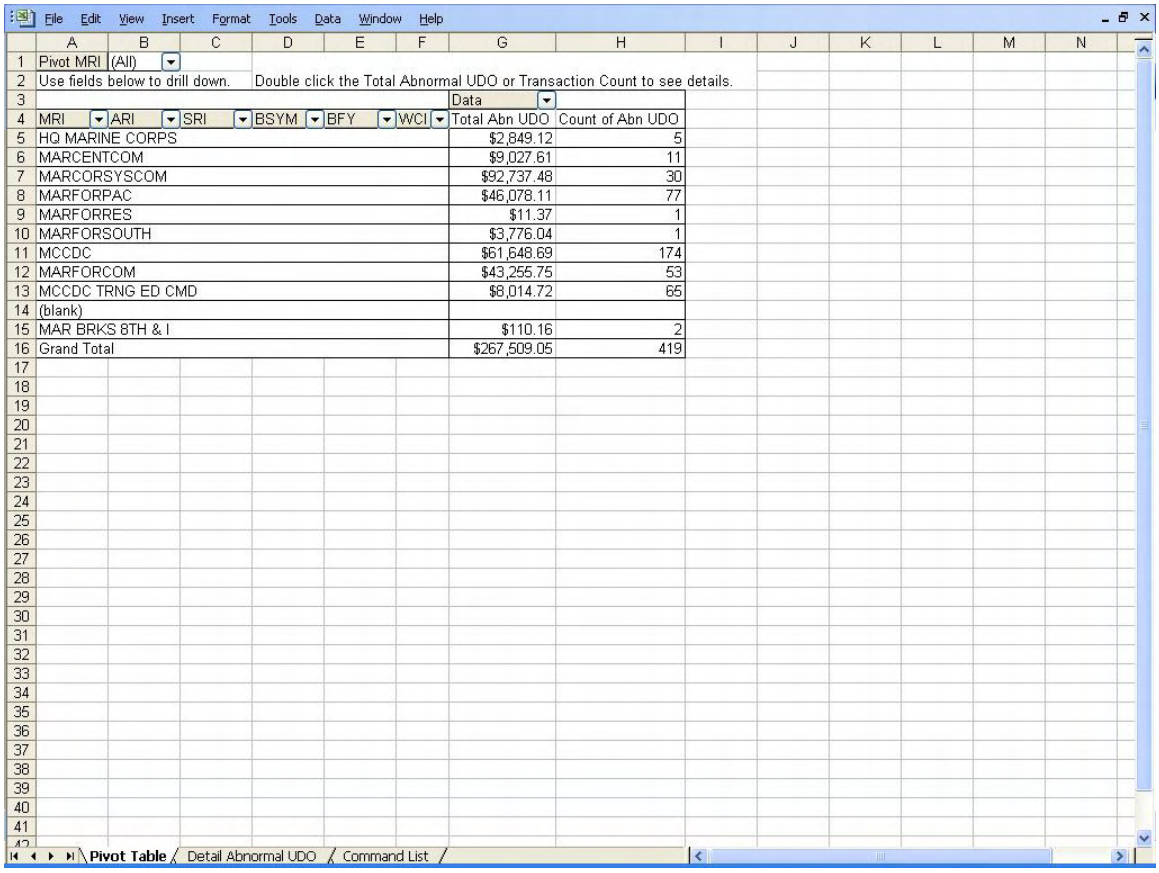
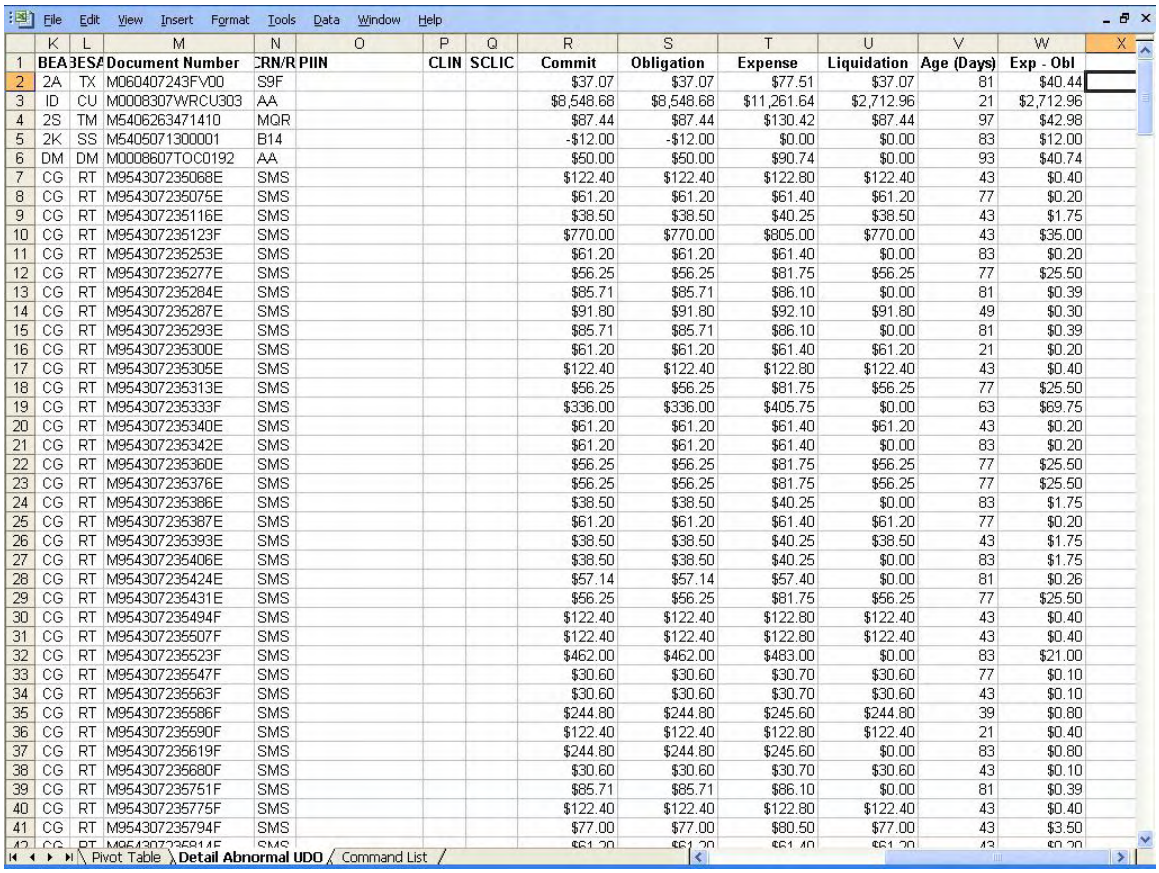
Adobe Acrobat Professi...
USMC Accounting Op...
9:28

B.3 Abnormal Undelivered Orders



Pivot MRI	(All)							
Use fields below to drill down.			Double click the Total Abnormal UDO or Transaction Count to see details.					
						Data		
MRI	ARI	SRI	BSYM	BFY	WCI	Total Abn UDO	Count of Abn UDO	
HQ MARINE CORPS						$2,849.12	5	
MARCENTCOM						$9,027.61	11	
MARCORSYSCOM						$92,737.48	30	
MARFORPAC						$46,078.11	77	
MARFORRES						$11.37	1	
MARFORSOUTH						$3,776.04	1	
MCCDC						$61,648.69	174	
MARFORCOM						$43,255.75	53	
MCCDC TRNG ED CMD						$8,014.72	65	
(blank)								
MAR BRKS 8TH & I						$110.16	2	
Grand Total						$267,509.05	419	

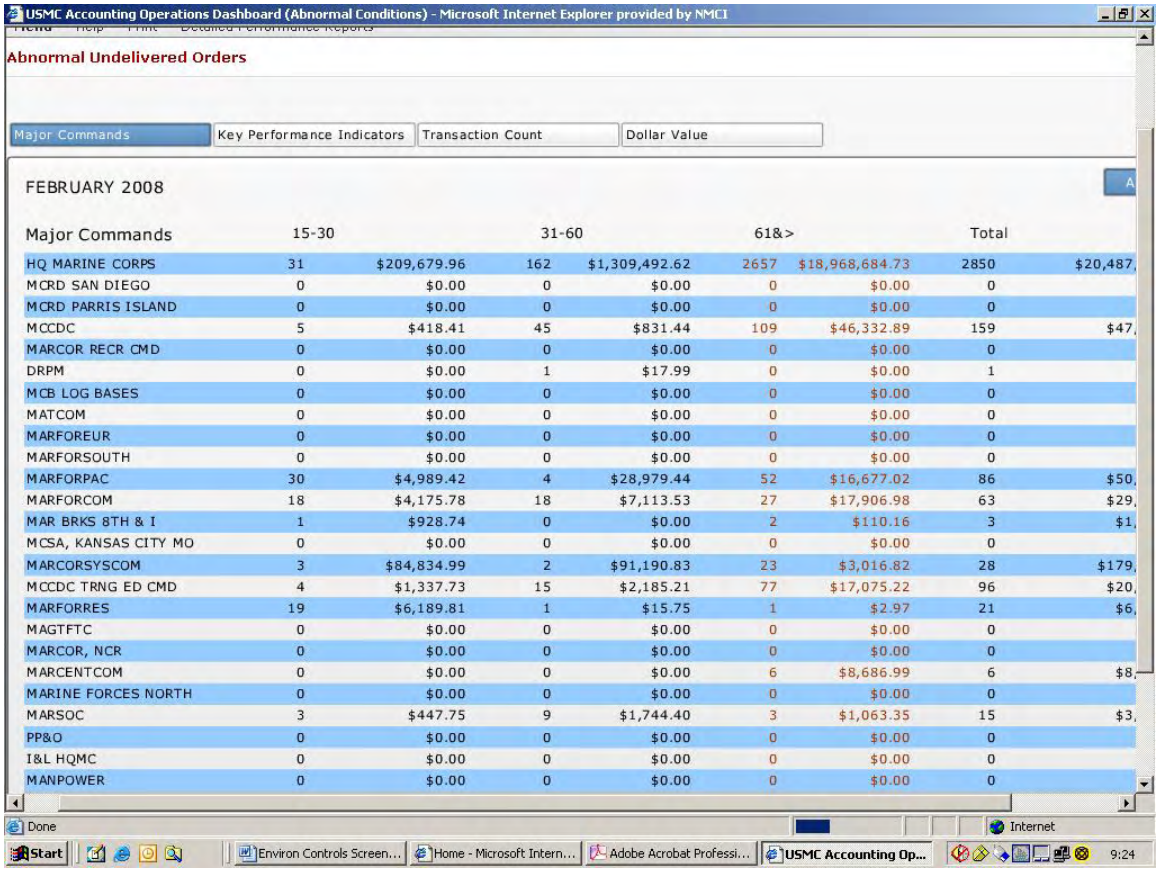


File Edit View Insert Format Tools Data Window Help

	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	BEA	ESA	Document Number	CRN/R	PIIN	CLIN	SCLIC	Commit	Obligation	Expense	Liquidation	Age (Days)	Exp - Obl	
2	2A	TX	M060407243FV00	S9F				$37.07	$37.07	$77.51	$37.07	81	$40.44	
3	ID	CU	M0008307WRCU303	AA				$8,548.68	$8,548.68	$11,261.64	$2,712.96	21	$2,712.96	
4	2S	TM	M5406263471410	MQR				$87.44	$87.44	$130.42	$87.44	97	$42.98	
5	2K	SS	M5405071300001	B14				-$12.00	-$12.00	$0.00	$0.00	83	$12.00	
6	DM	DM	M0008607TOC0192	AA				$50.00	$50.00	$90.74	$0.00	93	$40.74	
7	CG	RT	M954307235068E	SMS				$122.40	$122.40	$122.80	$122.40	43	$0.40	
8	CG	RT	M954307235075E	SMS				$61.20	$61.20	$61.40	$61.20	77	$0.20	
9	CG	RT	M954307235116E	SMS				$38.50	$38.50	$40.25	$38.50	43	$1.75	
10	CG	RT	M954307235123F	SMS				$770.00	$770.00	$805.00	$770.00	43	$35.00	
11	CG	RT	M954307235253E	SMS				$61.20	$61.20	$61.40	$0.00	83	$0.20	
12	CG	RT	M954307235277E	SMS				$56.25	$56.25	$81.75	$56.25	77	$25.50	
13	CG	RT	M954307235284E	SMS				$85.71	$85.71	$86.10	$0.00	81	$0.39	
14	CG	RT	M954307235287E	SMS				$91.80	$91.80	$92.10	$91.80	49	$0.30	
15	CG	RT	M954307235293E	SMS				$85.71	$85.71	$86.10	$0.00	81	$0.39	
16	CG	RT	M954307235300E	SMS				$61.20	$61.20	$61.40	$61.20	21	$0.20	
17	CG	RT	M954307235305E	SMS				$122.40	$122.40	$122.80	$122.40	43	$0.40	
18	CG	RT	M954307235313E	SMS				$56.25	$56.25	$81.75	$56.25	77	$25.50	
19	CG	RT	M954307235333F	SMS				$336.00	$336.00	$405.75	$0.00	63	$69.75	
20	CG	RT	M954307235340E	SMS				$61.20	$61.20	$61.40	$61.20	43	$0.20	
21	CG	RT	M954307235342E	SMS				$61.20	$61.20	$61.40	$0.00	83	$0.20	
22	CG	RT	M954307235360E	SMS				$56.25	$56.25	$81.75	$56.25	77	$25.50	
23	CG	RT	M954307235376E	SMS				$56.25	$56.25	$81.75	$56.25	77	$25.50	
24	CG	RT	M954307235386E	SMS				$38.50	$38.50	$40.25	$0.00	83	$1.75	
25	CG	RT	M954307235387E	SMS				$61.20	$61.20	$61.40	$61.20	77	$0.20	
26	CG	RT	M954307235393E	SMS				$38.50	$38.50	$40.25	$38.50	43	$1.75	
27	CG	RT	M954307235406E	SMS				$38.50	$38.50	$40.25	$0.00	83	$1.75	
28	CG	RT	M954307235424E	SMS				$57.14	$57.14	$57.40	$0.00	81	$0.26	
29	CG	RT	M954307235431E	SMS				$56.25	$56.25	$81.75	$56.25	77	$25.50	
30	CG	RT	M954307235494F	SMS				$122.40	$122.40	$122.80	$122.40	43	$0.40	
31	CG	RT	M954307235507F	SMS				$122.40	$122.40	$122.80	$122.40	43	$0.40	
32	CG	RT	M954307235523F	SMS				$462.00	$462.00	$483.00	$0.00	83	$21.00	
33	CG	RT	M954307235547F	SMS				$30.60	$30.60	$30.70	$30.60	77	$0.10	
34	CG	RT	M954307235563F	SMS				$30.60	$30.60	$30.70	$30.60	43	$0.10	
35	CG	RT	M954307235586F	SMS				$244.80	$244.80	$245.60	$244.80	39	$0.80	
36	CG	RT	M954307235590F	SMS				$122.40	$122.40	$122.80	$122.40	21	$0.40	
37	CG	RT	M954307235619F	SMS				$244.80	$244.80	$245.60	$0.00	83	$0.80	
38	CG	RT	M954307235680F	SMS				$30.60	$30.60	$30.70	$30.60	43	$0.10	
39	CG	RT	M954307235751F	SMS				$85.71	$85.71	$86.10	$0.00	81	$0.39	
40	CG	RT	M954307235775F	SMS				$122.40	$122.40	$122.80	$122.40	43	$0.40	
41	CG	RT	M954307235794F	SMS				$77.00	$77.00	$80.50	$77.00	43	$3.50	
42	CG	RT	M954307235814F	SMS				$61.20	$61.20	$61.40	$61.20	43	$0.20	

Pivot Table | Detail Abnormal UDO | Command List

Accounting Operations Dashboard – Abnormal Undelivered Orders



USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI

Abnormal Undelivered Orders

Major Commands | Key Performance Indicators | Transaction Count | Dollar Value

FEBRUARY 2008

Major Commands	15-30		31-60		61&>		Total	
HQ MARINE CORPS	31	$209,679.96	162	$1,309,492.62	2657	$18,968,684.73	2850	$20,487,
MCRD SAN DIEGO	0	$0.00	0	$0.00	0	$0.00	0	
MCRD PARRIS ISLAND	0	$0.00	0	$0.00	0	$0.00	0	
MCCDC	5	$418.41	45	$831.44	109	$46,332.89	159	$47,
MARCOR RECR CMD	0	$0.00	0	$0.00	0	$0.00	0	
DRPM	0	$0.00	1	$17.99	0	$0.00	1	
MCB LOG BASES	0	$0.00	0	$0.00	0	$0.00	0	
MATCOM	0	$0.00	0	$0.00	0	$0.00	0	
MARFOREUR	0	$0.00	0	$0.00	0	$0.00	0	
MARFORSOUTH	0	$0.00	0	$0.00	0	$0.00	0	
MARFORPAC	30	$4,989.42	4	$28,979.44	52	$16,677.02	86	$50,
MARFORCOM	18	$4,175.78	18	$7,113.53	27	$17,906.98	63	$29,
MAR BRKS 8TH & I	1	$928.74	0	$0.00	2	$110.16	3	$1,
MCSA, KANSAS CITY MO	0	$0.00	0	$0.00	0	$0.00	0	
MARCORSYSCOM	3	$84,834.99	2	$91,190.83	23	$3,016.82	28	$179,
MCCDC TRNG ED CMD	4	$1,337.73	15	$2,185.21	77	$17,075.22	96	$20,
MARFORRES	19	$6,189.81	1	$15.75	1	$2.97	21	$6,
MAGTFTC	0	$0.00	0	$0.00	0	$0.00	0	
MARCOR, NCR	0	$0.00	0	$0.00	0	$0.00	0	
MARCENTCOM	0	$0.00	0	$0.00	6	$8,686.99	6	$8,
MARINE FORCES NORTH	0	$0.00	0	$0.00	0	$0.00	0	
MARSOC	3	$447.75	9	$1,744.40	3	$1,063.35	15	$3,
PP&O	0	$0.00	0	$0.00	0	$0.00	0	
I&L HQMC	0	$0.00	0	$0.00	0	$0.00	0	
MANPOWER	0	$0.00	0	$0.00	0	$0.00	0	

Done | Internet

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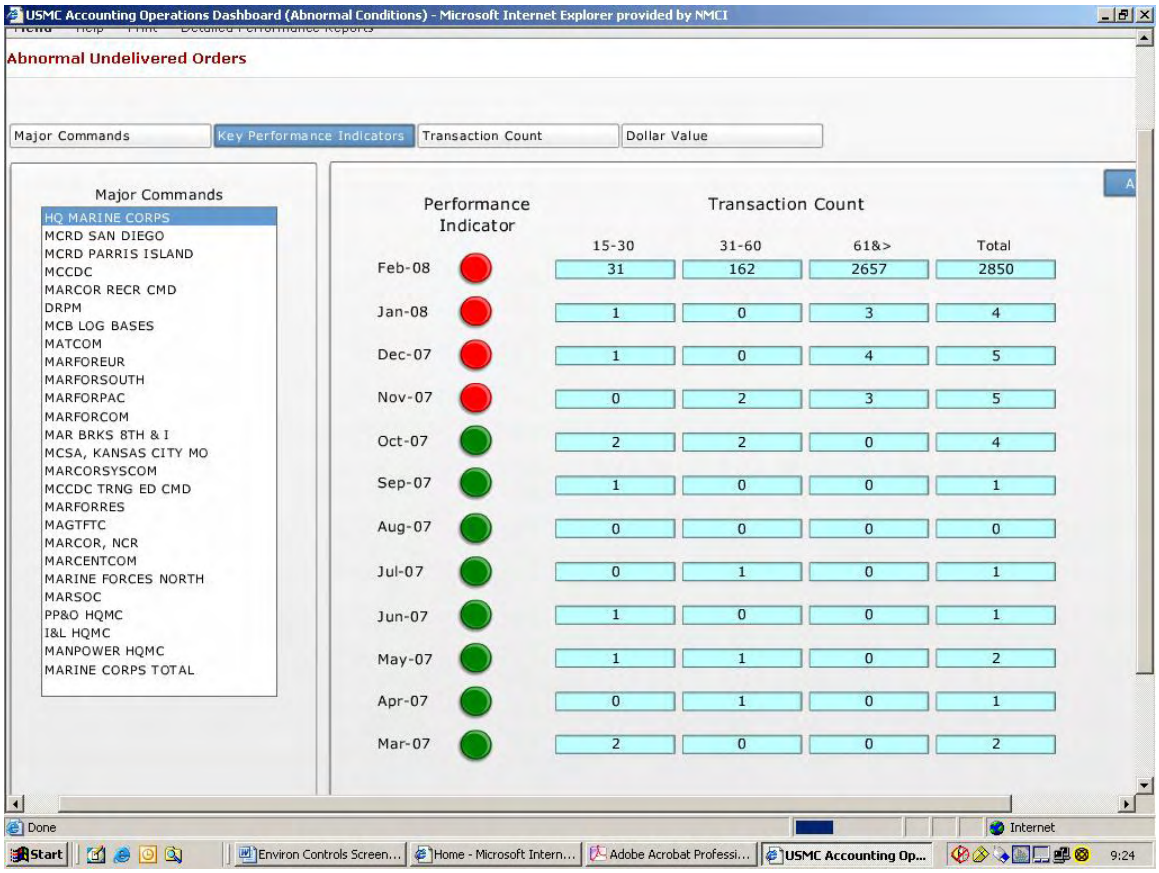
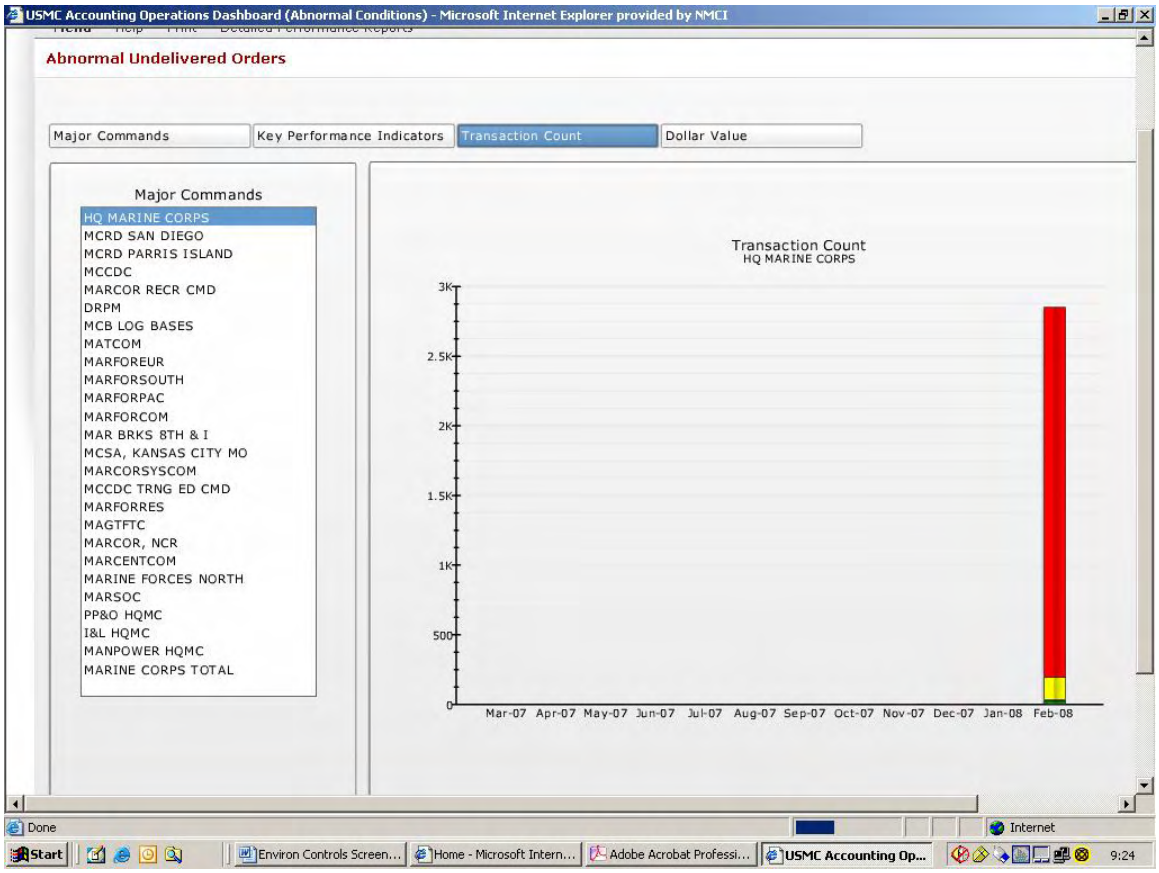
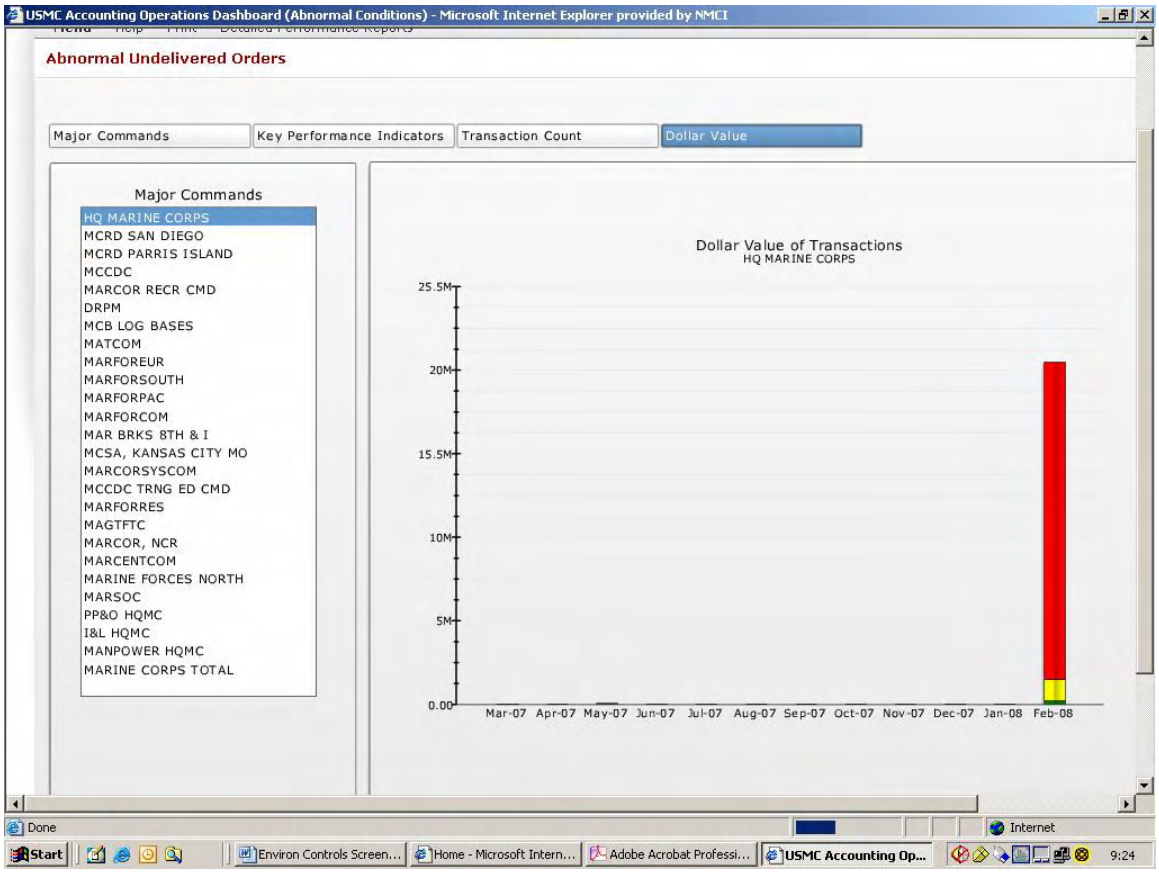
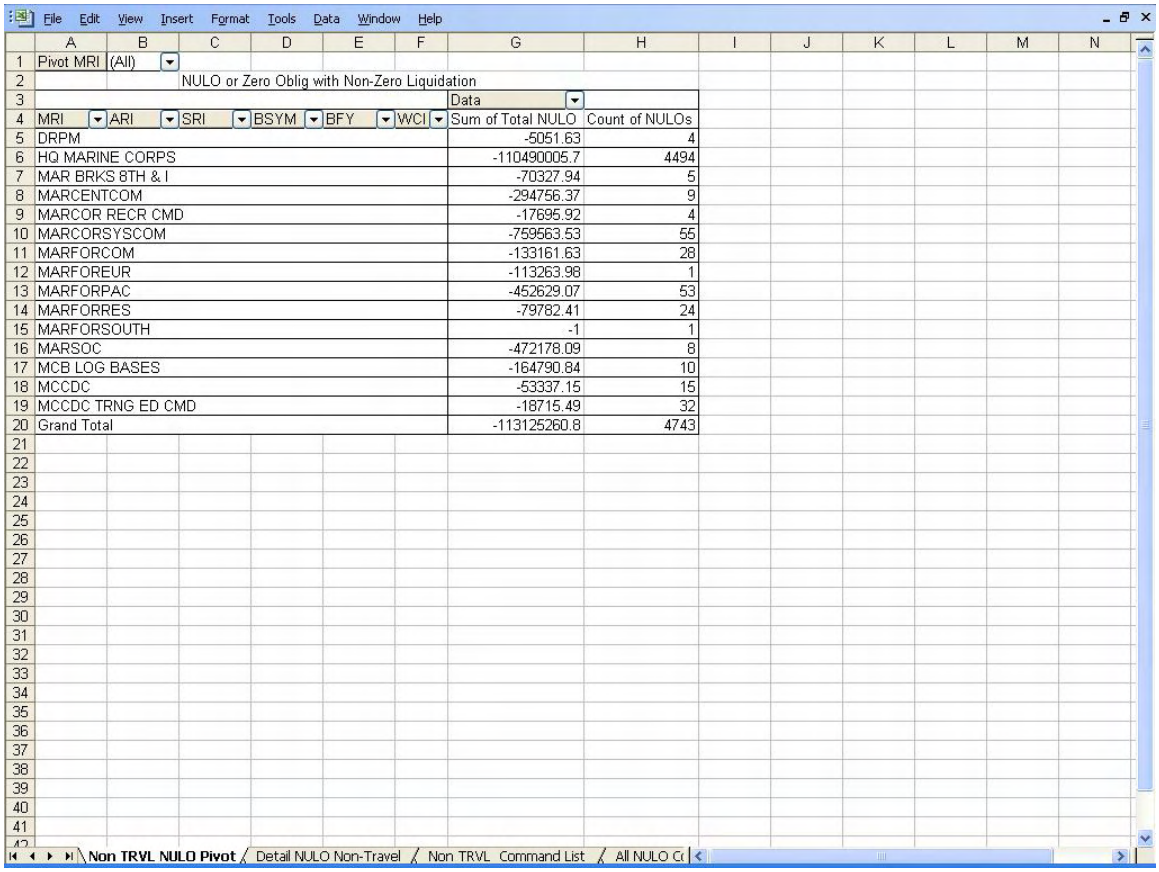

USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Abnormal Undelivered Orders
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Performance Indicator
Transaction Count
15-30
31-60
61&>
Total
Feb-08 31 162 2657 2850
Jan-08 1 0 3 4
Dec-07 1 0 4 5
Nov-07 0 2 3 5
Oct-07 2 2 0 4
Sep-07 1 0 0 1
Aug-07 0 0 0 0
Jul-07 0 1 0 1
Jun-07 1 0 0 1
May-07 1 1 0 2
Apr-07 0 1 0 1
Mar-07 2 0 0 2
Done
Internet
Start
Environ Controls Screen...
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:24


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Abnormal Undelivered Orders
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Transaction Count
HQ MARINE CORPS
3K
2.5K
2K
1.5K
1K
500
0
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Done
Internet
Start
Environ Controls Screen...
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:24


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Abnormal Undelivered Orders
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Dollar Value of Transactions
HQ MARINE CORPS
25.5M
20M
15.5M
10M
5M
0.00
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Done
Internet
Start
Environ Controls Screen...
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:24

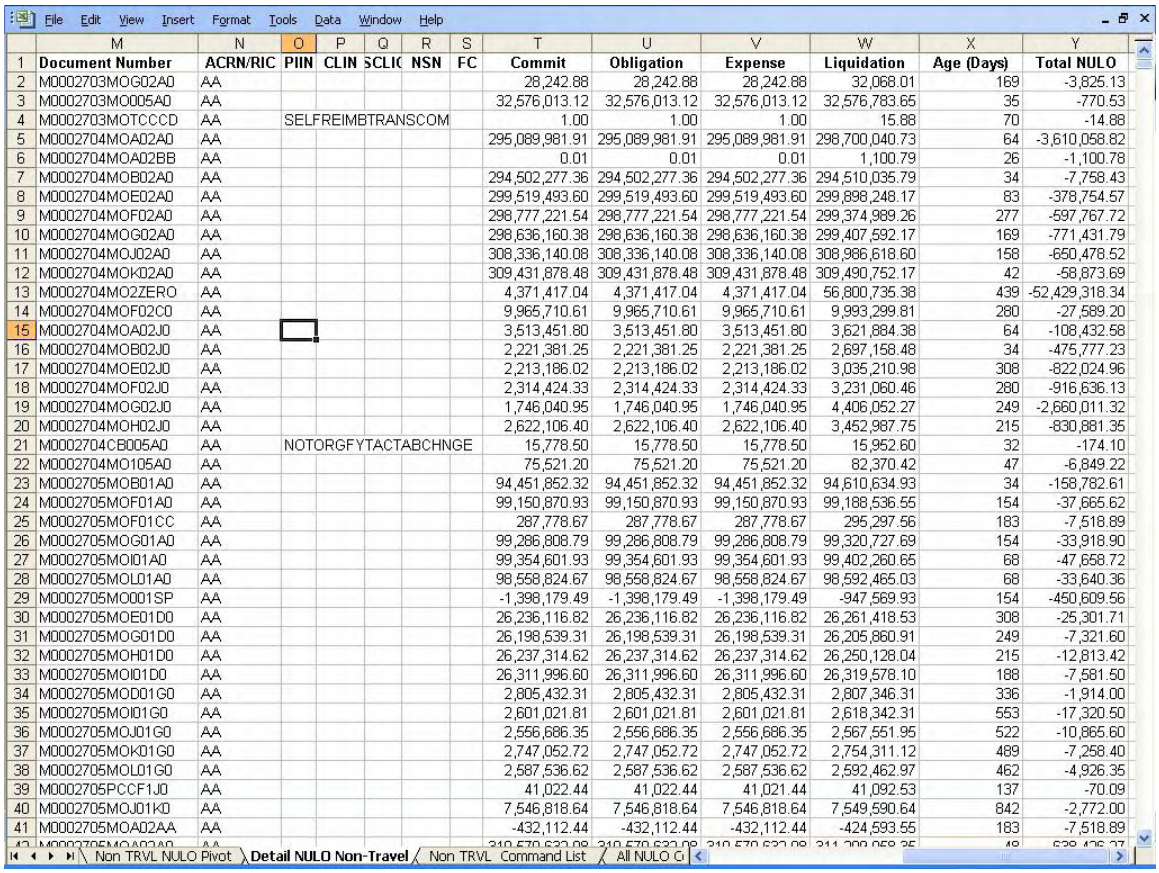
B.4 Negative Unliquidated Obligations



File Edit View Insert Format Tools Data Window Help

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Pivot MRI	(All)												
2			NULO or Zero Oblig with Non-Zero Liquidation											
3							Data							
4	MRI	ARI	SRI	BSYM	BFY	WCI	Sum of Total NULO	Count of NULOs						
5	DRPM						-5051.63	4						
6	HQ MARINE CORPS						-110490005.7	4494						
7	MAR BRKS 8TH & I						-70327.94	5						
8	MARCENTCOM						-294756.37	9						
9	MARCOR RECR CMD						-17695.92	4						
10	MARCORSYSCOM						-759563.53	55						
11	MARFORCOM						-133161.63	28						
12	MARFOREUR						-113263.98	1						
13	MARFORPAC						-452629.07	53						
14	MARFORRES						-79782.41	24						
15	MARFORSOUTH						-1	1						
16	MARSOC						-472178.09	8						
17	MCB LOG BASES						-164790.84	10						
18	MCCDC						-53337.15	15						
19	MCCDC TRNG ED CMD						-18715.49	32						
20	Grand Total						-113125260.8	4743						

Non TRVL NULO Pivot | Detail NULO Non-Travel | Non TRVL Command List | All NULO C

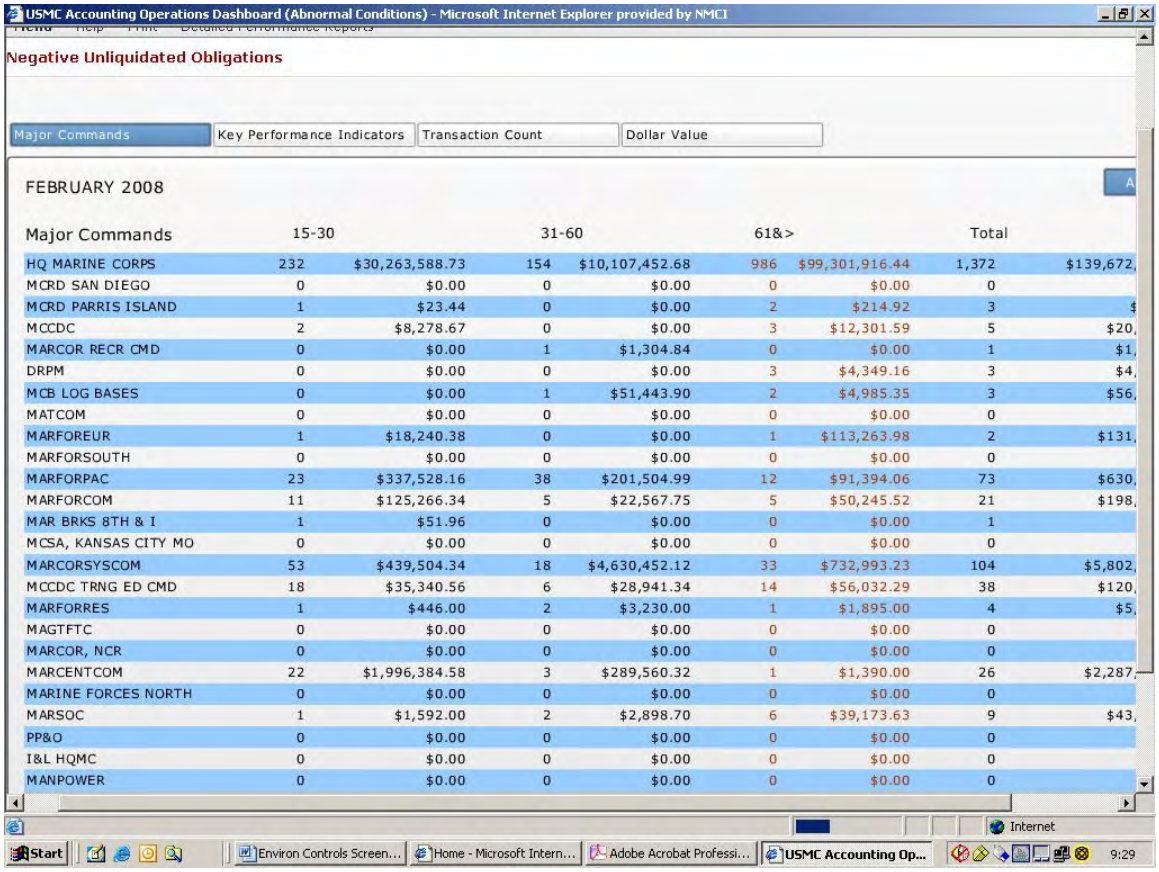


File Edit View Insert Format Tools Data Window Help

	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Document Number	ACRN/RIC	PIIN	CLIN	SCLIC	NSN	FC	Commit	Obligation	Expense	Liquidation	Age (Days)	Total NULO
2	M0002703MOG02A0	AA						28,242.88	28,242.88	28,242.88	32,068.01	169	-3,825.13
3	M0002703MO005A0	AA						32,576,013.12	32,576,013.12	32,576,013.12	32,576,783.65	35	-770.53
4	M0002703MOTCCCD	AA	SELFREIMBTRANSCOM					1.00	1.00	1.00	15.88	70	-14.88
5	M0002704MOA02A0	AA						295,089,981.91	295,089,981.91	295,089,981.91	298,700,040.73	64	-3,610,058.82
6	M0002704MOA02BB	AA						0.01	0.01	0.01	1,100.79	26	-1,100.78
7	M0002704MOB02A0	AA						294,502,277.36	294,502,277.36	294,502,277.36	294,510,035.79	34	-7,758.43
8	M0002704MOE02A0	AA						299,519,493.60	299,519,493.60	299,519,493.60	299,898,248.17	83	-378,754.57
9	M0002704MOF02A0	AA						298,777,221.54	298,777,221.54	298,777,221.54	299,374,989.26	277	-597,767.72
10	M0002704MOG02A0	AA						298,636,160.38	298,636,160.38	298,636,160.38	299,407,592.17	169	-771,431.79
11	M0002704MOJ02A0	AA						308,336,140.08	308,336,140.08	308,336,140.08	308,986,618.60	158	-650,478.52
12	M0002704MOK02A0	AA						309,431,878.48	309,431,878.48	309,431,878.48	309,490,752.17	42	-58,873.69
13	M0002704MO2ZERO	AA						4,371,417.04	4,371,417.04	4,371,417.04	56,800,735.38	439	-52,429,318.34
14	M0002704MOF02C0	AA						9,965,710.61	9,965,710.61	9,965,710.61	9,993,299.81	280	-27,589.20
15	M0002704MOA02J0	AA						3,513,451.80	3,513,451.80	3,513,451.80	3,621,884.38	64	-108,432.58
16	M0002704MOB02J0	AA						2,221,381.25	2,221,381.25	2,221,381.25	2,697,158.48	34	-475,777.23
17	M0002704MOE02J0	AA						2,213,186.02	2,213,186.02	2,213,186.02	3,035,210.98	308	-822,024.96
18	M0002704MOF02J0	AA						2,314,424.33	2,314,424.33	2,314,424.33	3,231,060.46	280	-916,636.13
19	M0002704MOG02J0	AA						1,746,040.95	1,746,040.95	1,746,040.95	4,406,052.27	249	-2,660,011.32
20	M0002704MOH02J0	AA						2,622,106.40	2,622,106.40	2,622,106.40	3,452,987.75	215	-830,881.35
21	M0002704CB005A0	AA	NOTORGFYTACTABCHNGE					15,778.50	15,778.50	15,778.50	15,952.60	32	-174.10
22	M0002704MO105A0	AA						75,521.20	75,521.20	75,521.20	82,370.42	47	-6,849.22
23	M0002705MOB01A0	AA						94,451,852.32	94,451,852.32	94,451,852.32	94,610,634.93	34	-158,782.61
24	M0002705MOF01A0	AA						99,150,870.93	99,150,870.93	99,150,870.93	99,188,536.55	154	-37,665.62
25	M0002705MOF01CC	AA						287,778.67	287,778.67	287,778.67	295,297.56	183	-7,518.89
26	M0002705MOG01A0	AA						99,286,808.79	99,286,808.79	99,286,808.79	99,320,727.69	154	-33,918.90
27	M0002705MOI01A0	AA						99,354,601.93	99,354,601.93	99,354,601.93	99,402,260.65	68	-47,658.72
28	M0002705MOL01A0	AA						98,558,824.67	98,558,824.67	98,558,824.67	98,592,465.03	68	-33,640.36
29	M0002705MO001SP	AA						-1,398,179.49	-1,398,179.49	-1,398,179.49	-947,569.93	154	-450,609.56
30	M0002705MOE01D0	AA						26,236,116.82	26,236,116.82	26,236,116.82	26,261,418.53	308	-25,301.71
31	M0002705MOG01D0	AA						26,198,539.31	26,198,539.31	26,198,539.31	26,205,860.91	249	-7,321.60
32	M0002705MOH01D0	AA						26,237,314.62	26,237,314.62	26,237,314.62	26,250,128.04	215	-12,813.42
33	M0002705MOI01D0	AA						26,311,996.60	26,311,996.60	26,311,996.60	26,319,578.10	188	-7,581.50
34	M0002705MOD01G0	AA						2,805,432.31	2,805,432.31	2,805,432.31	2,807,346.31	336	-1,914.00
35	M0002705MOI01G0	AA						2,601,021.81	2,601,021.81	2,601,021.81	2,618,342.31	553	-17,320.50
36	M0002705MOJ01G0	AA						2,556,686.35	2,556,686.35	2,556,686.35	2,567,551.95	522	-10,865.60
37	M0002705MOK01G0	AA						2,747,052.72	2,747,052.72	2,747,052.72	2,754,311.12	489	-7,258.40
38	M0002705MOL01G0	AA						2,587,536.62	2,587,536.62	2,587,536.62	2,592,462.97	462	-4,926.35
39	M0002705PCCF1J0	AA						41,022.44	41,022.44	41,021.44	41,092.53	137	-70.09
40	M0002705MOJ01K0	AA						7,546,818.64	7,546,818.64	7,546,818.64	7,549,590.64	842	-2,772.00
41	M0002705MOA02AA	AA						-432,112.44	-432,112.44	-432,112.44	-424,593.55	183	-7,518.89

Non TRVL NULO Pivot | Detail NULO Non-Travel | Non TRVL Command List | All NULO C

Accounting Operations Dashboard – Negative Unliquidated Obligations



USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI

Negative Unliquidated Obligations

Major Commands | Key Performance Indicators | Transaction Count | Dollar Value

FEBRUARY 2008

Major Commands	15-30		31-60		61&>		Total	
HQ MARINE CORPS	232	$30,263,588.73	154	$10,107,452.68	986	$99,301,916.44	1,372	$139,672,
MCRD SAN DIEGO	0	$0.00	0	$0.00	0	$0.00	0	
MCRD PARRIS ISLAND	1	$23.44	0	$0.00	2	$214.92	3	$
MCCDC	2	$8,278.67	0	$0.00	3	$12,301.59	5	$20,
MARCOR RECR CMD	0	$0.00	1	$1,304.84	0	$0.00	1	$1,
DRPM	0	$0.00	0	$0.00	3	$4,349.16	3	$4,
MCB LOG BASES	0	$0.00	1	$51,443.90	2	$4,985.35	3	$56,
MATCOM	0	$0.00	0	$0.00	0	$0.00	0	
MARFOREUR	1	$18,240.38	0	$0.00	1	$113,263.98	2	$131,
MARFORSOUTH	0	$0.00	0	$0.00	0	$0.00	0	
MARFORPAC	23	$337,528.16	38	$201,504.99	12	$91,394.06	73	$630,
MARFORCOM	11	$125,266.34	5	$22,567.75	5	$50,245.52	21	$198,
MAR BRKS 8TH & I	1	$51.96	0	$0.00	0	$0.00	1	
MCSA, KANSAS CITY MO	0	$0.00	0	$0.00	0	$0.00	0	
MARCORSYSCOM	53	$439,504.34	18	$4,630,452.12	33	$732,993.23	104	$5,802,
MCCDC TRNG ED CMD	18	$35,340.56	6	$28,941.34	14	$56,032.29	38	$120,
MARFORRES	1	$446.00	2	$3,230.00	1	$1,895.00	4	$5,
MAGTFTC	0	$0.00	0	$0.00	0	$0.00	0	
MARCOR, NCR	0	$0.00	0	$0.00	0	$0.00	0	
MARCENTCOM	22	$1,996,384.58	3	$289,560.32	1	$1,390.00	26	$2,287,
MARINE FORCES NORTH	0	$0.00	0	$0.00	0	$0.00	0	
MARSOC	1	$1,592.00	2	$2,898.70	6	$39,173.63	9	$43,
PP&O	0	$0.00	0	$0.00	0	$0.00	0	
I&L HQMC	0	$0.00	0	$0.00	0	$0.00	0	
MANPOWER	0	$0.00	0	$0.00	0	$0.00	0	

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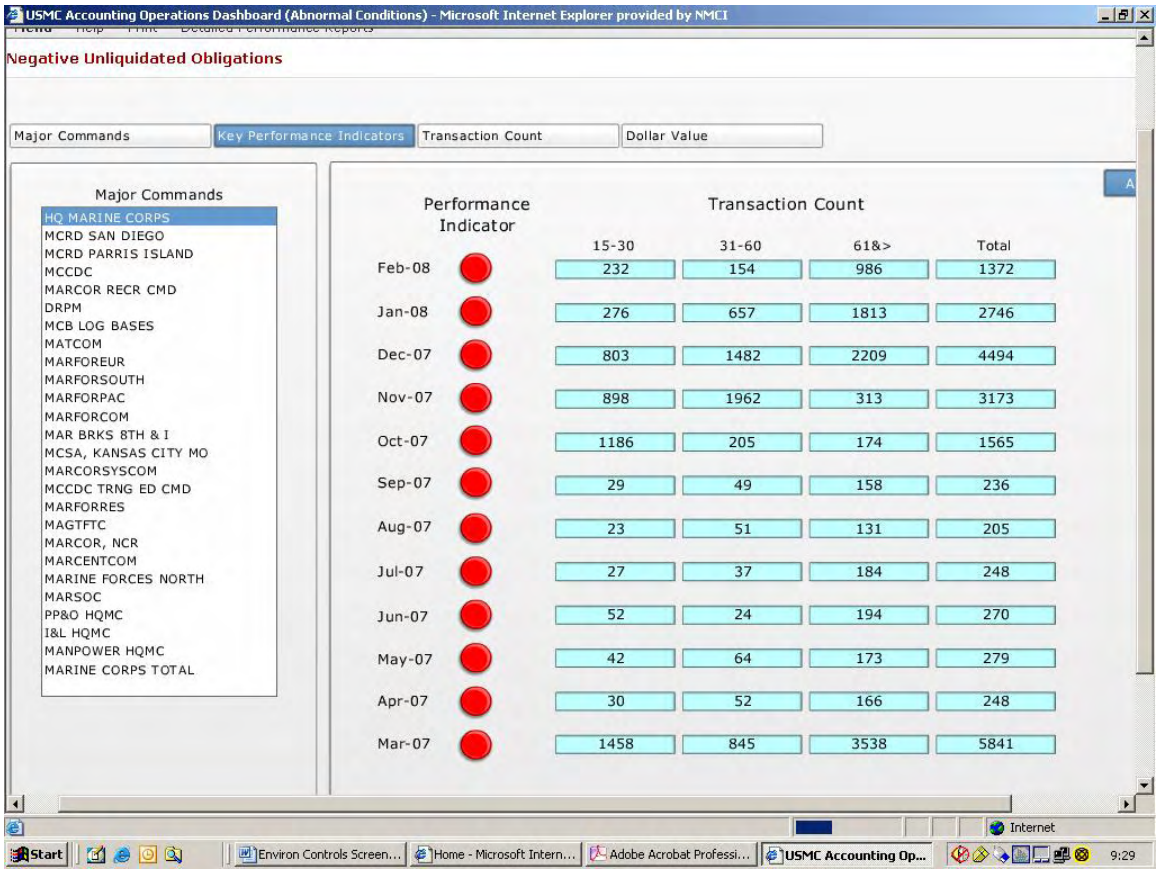
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Negative Unliquidated Obligations
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Performance Indicator
Transaction Count
15-30 31-60 61&> Total
Feb-08 232 154 986 1372
Jan-08 276 657 1813 2746
Dec-07 803 1482 2209 4494
Nov-07 898 1962 313 3173
Oct-07 1186 205 174 1565
Sep-07 29 49 158 236
Aug-07 23 51 131 205
Jul-07 27 37 184 248
Jun-07 52 24 194 270
May-07 42 64 173 279
Apr-07 30 52 166 248
Mar-07 1458 845 3538 5841
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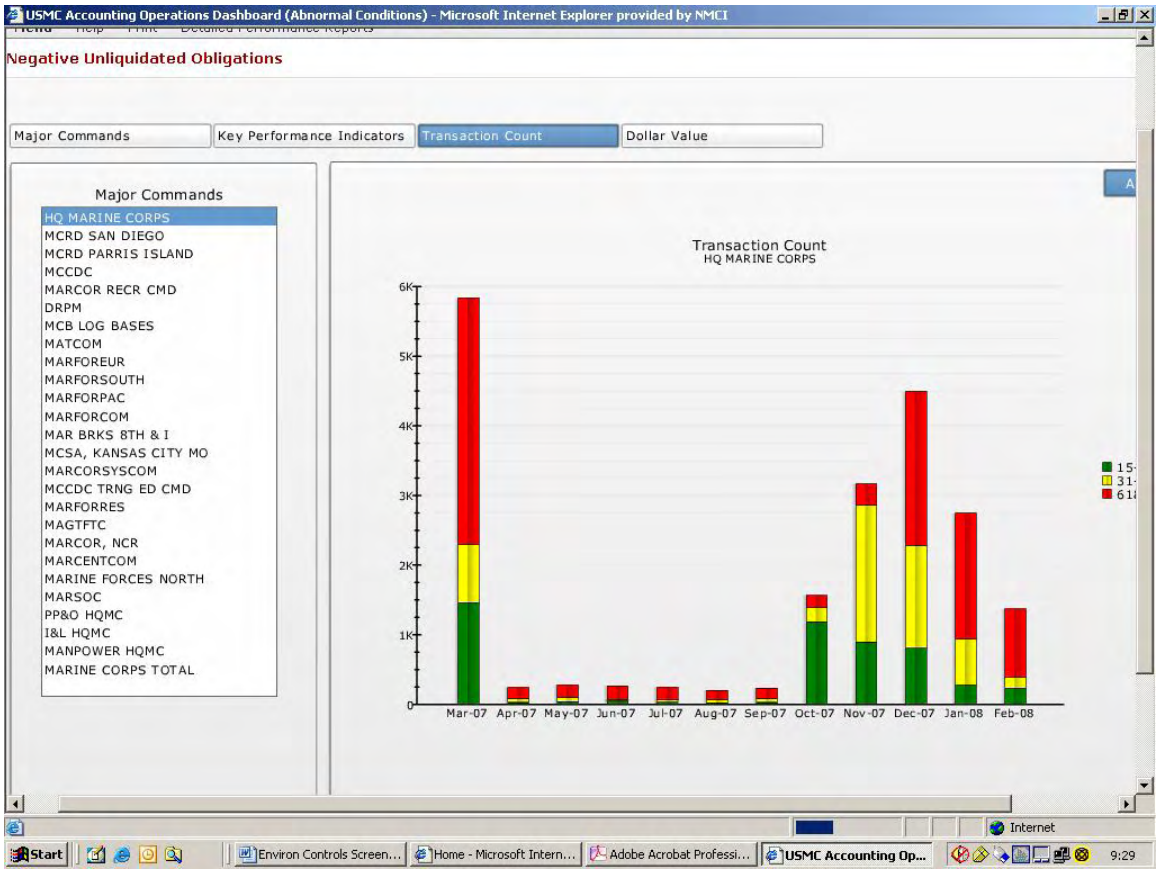
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Negative Unliquidated Obligations
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Transaction Count
HQ MARINE CORPS
6K
5K
4K
3K
2K
1K
0
Mar-07
Apr-07
May-07
Jun-07
Jul-07
Aug-07
Sep-07
Oct-07
Nov-07
Dec-07
Jan-08
Feb-08
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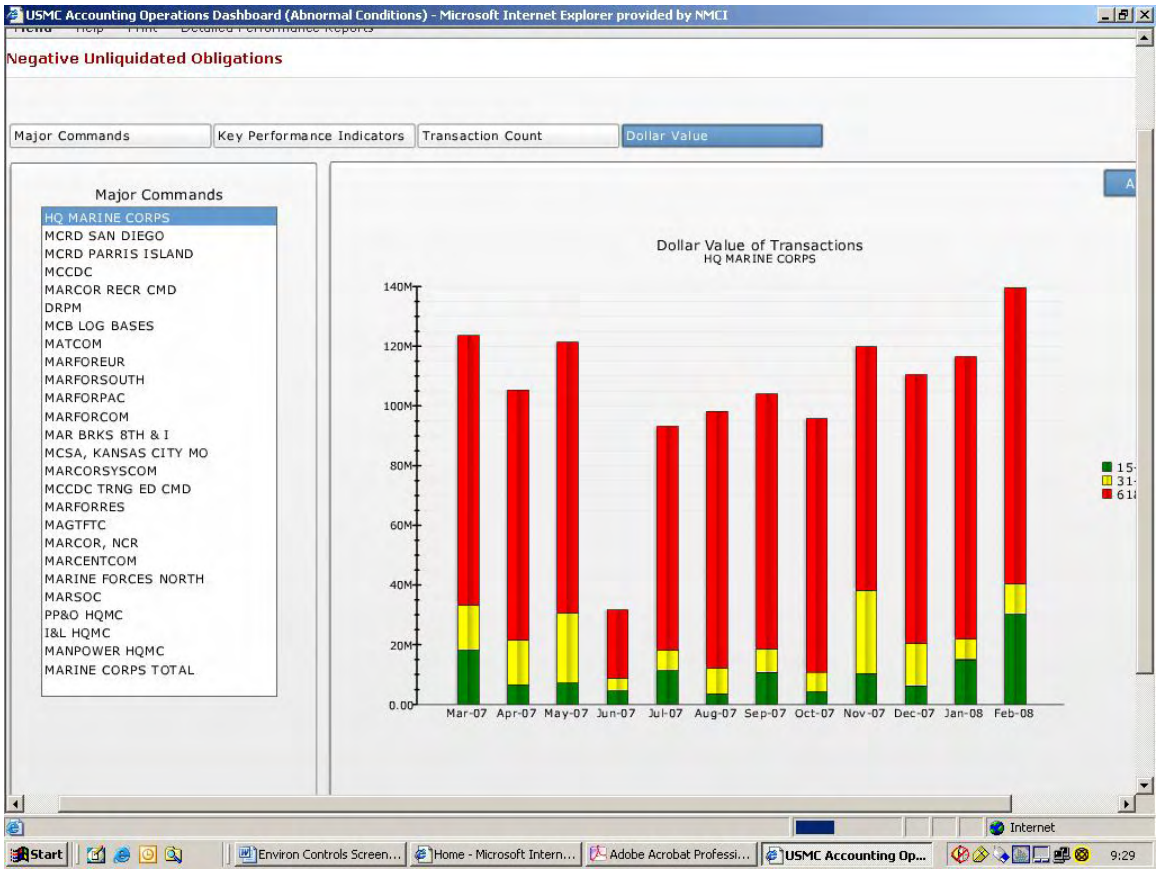
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Negative Unliquidated Obligations
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Dollar Value of Transactions
HQ MARINE CORPS
140M
120M
100M
80M
60M
40M
20M
0.00
Mar-07
Apr-07
May-07
Jun-07
Jul-07
Aug-07
Sep-07
Oct-07
Nov-07
Dec-07
Jan-08
Feb-08
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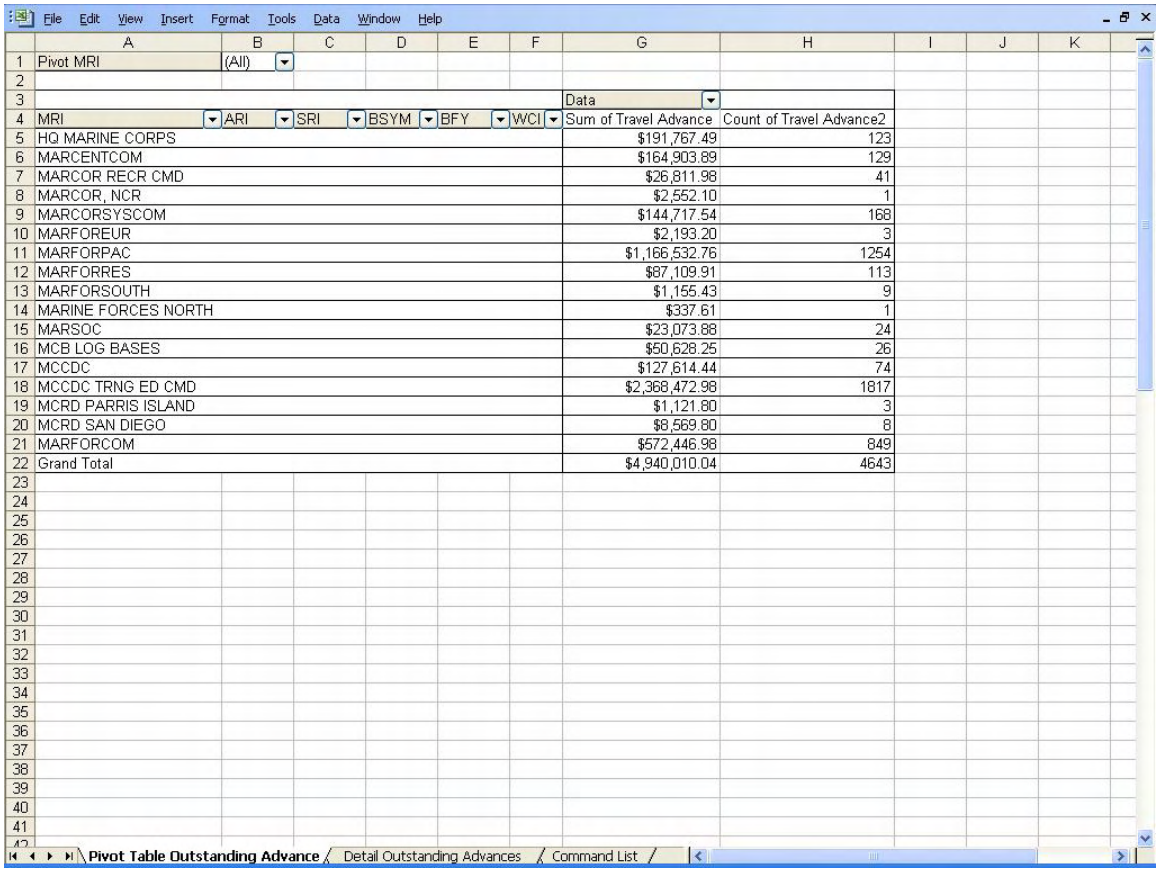
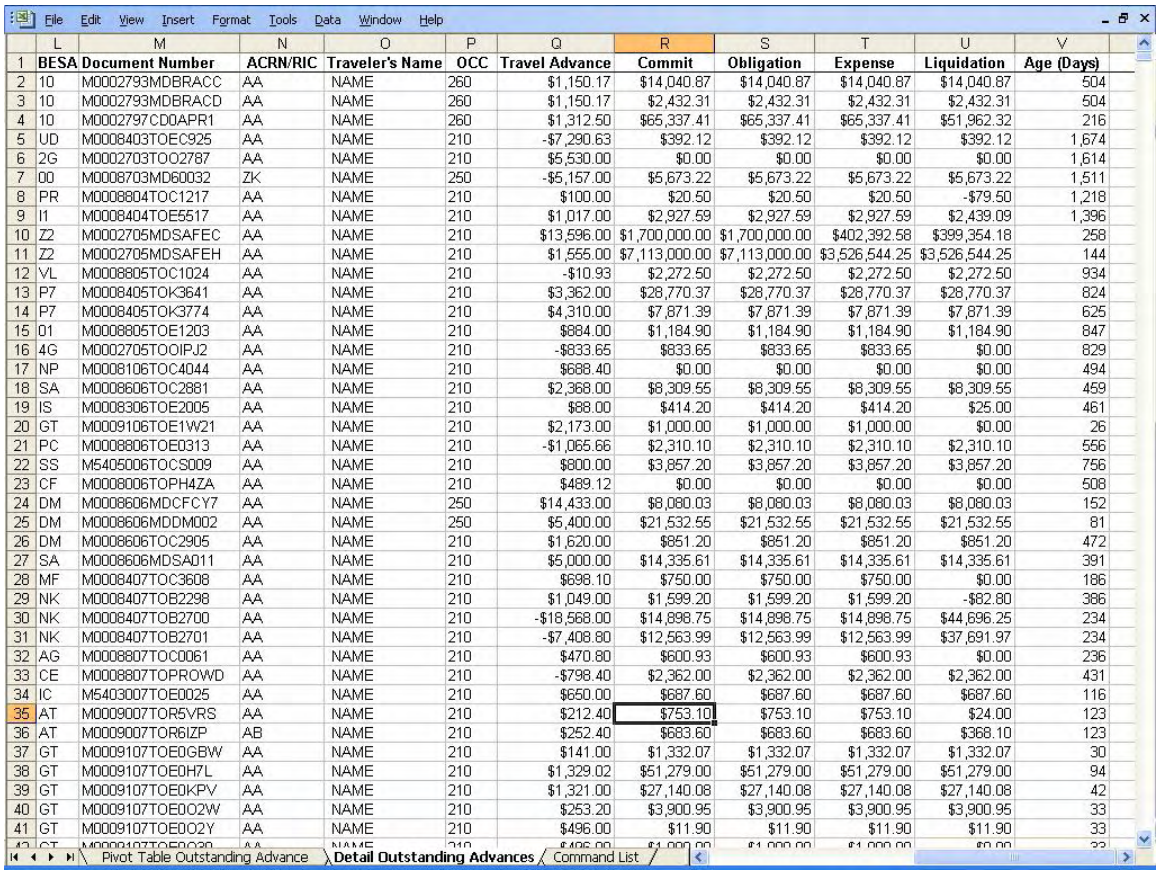
B.5 Outstanding Travel Advances



Pivot MRI	(All)									
							Data			
MRI	ARI	SRI	BSYM	BFY	WCI		Sum of Travel Advance	Count of Travel Advance2		
HQ MARINE CORPS							$191,767.49	123		
MARCENTCOM							$164,903.89	129		
MARCOR RECR CMD							$26,811.98	41		
MARCOR, NCR							$2,552.10	1		
MARCORSYSCOM							$144,717.54	168		
MARFOREUR							$2,193.20	3		
MARFORPAC							$1,166,532.76	1254		
MARFORRES							$87,109.91	113		
MARFORSOUTH							$1,155.43	9		
MARINE FORCES NORTH							$337.61	1		
MARSOC							$23,073.88	24		
MCB LOG BASES							$50,628.25	26		
MCCDC							$127,614.44	74		
MCCDC TRNG ED CMD							$2,368,472.98	1817		
MCRD PARRIS ISLAND							$1,121.80	3		
MCRD SAN DIEGO							$8,569.80	8		
MARFORCOM							$572,446.98	849		
Grand Total							$4,940,010.04	4643		

Pivot Table Outstanding Advance | Detail Outstanding Advances | Command List



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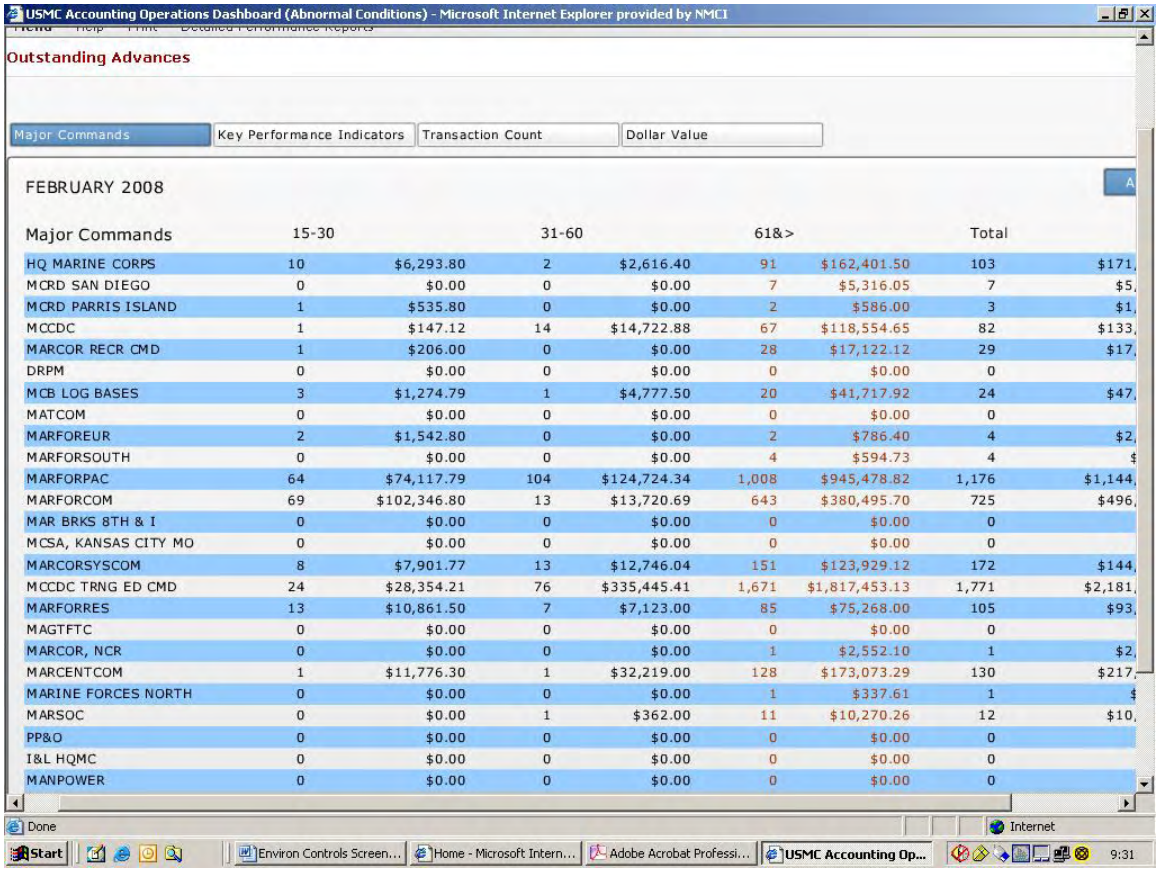
	L	M	N	O	P	Q	R	S	T	U	V
1	BESA	Document Number	ACRN/RIC	Traveler's Name	OCC	Travel Advance	Commit	Obligation	Expense	Liquidation	Age (Days)
2	10	M0002793MDBRACC	AA	NAME	260	$1,150.17	$14,040.87	$14,040.87	$14,040.87	$14,040.87	504
3	10	M0002793MDBRACD	AA	NAME	260	$1,150.17	$2,432.31	$2,432.31	$2,432.31	$2,432.31	504
4	10	M0002797CD0APR1	AA	NAME	260	$1,312.50	$65,337.41	$65,337.41	$65,337.41	$51,962.32	216
5	UD	M0008403TOEC925	AA	NAME	210	-$7,290.63	$392.12	$392.12	$392.12	$392.12	1,674
6	2G	M0002703TOO2787	AA	NAME	210	$5,530.00	$0.00	$0.00	$0.00	$0.00	1,614
7	00	M0008703MD60032	ZK	NAME	250	-$5,157.00	$5,673.22	$5,673.22	$5,673.22	$5,673.22	1,511
8	PR	M0008804TOC1217	AA	NAME	210	$100.00	$20.50	$20.50	$20.50	-$79.50	1,218
9	I1	M0008404TOE5517	AA	NAME	210	$1,017.00	$2,927.59	$2,927.59	$2,927.59	$2,439.09	1,396
10	Z2	M0002705MDSAFEC	AA	NAME	210	$13,596.00	$1,700,000.00	$1,700,000.00	$402,392.58	$399,354.18	258
11	Z2	M0002705MDSAFEH	AA	NAME	210	$1,555.00	$7,113,000.00	$7,113,000.00	$3,526,544.25	$3,526,544.25	144
12	VL	M0008805TOC1024	AA	NAME	210	-$10.93	$2,272.50	$2,272.50	$2,272.50	$2,272.50	934
13	P7	M0008405TOK3641	AA	NAME	210	$3,362.00	$28,770.37	$28,770.37	$28,770.37	$28,770.37	824
14	P7	M0008405TOK3774	AA	NAME	210	$4,310.00	$7,871.39	$7,871.39	$7,871.39	$7,871.39	625
15	01	M0008805TOE1203	AA	NAME	210	$884.00	$1,184.90	$1,184.90	$1,184.90	$1,184.90	847
16	4G	M0002705TOOIPJ2	AA	NAME	210	-$833.65	$833.65	$833.65	$833.65	$0.00	829
17	NP	M0008106TOC4044	AA	NAME	210	$688.40	$0.00	$0.00	$0.00	$0.00	494
18	SA	M0008606TOC2881	AA	NAME	210	$2,368.00	$8,309.55	$8,309.55	$8,309.55	$8,309.55	459
19	IS	M0008306TOE2005	AA	NAME	210	$88.00	$414.20	$414.20	$414.20	$25.00	461
20	GT	M0009106TOE1W21	AA	NAME	210	$2,173.00	$1,000.00	$1,000.00	$1,000.00	$0.00	26
21	PC	M0008806TOE0313	AA	NAME	210	-$1,065.66	$2,310.10	$2,310.10	$2,310.10	$2,310.10	556
22	SS	M5405006TOCS009	AA	NAME	210	$800.00	$3,857.20	$3,857.20	$3,857.20	$3,857.20	756
23	CF	M0008006TOPH4ZA	AA	NAME	210	$489.12	$0.00	$0.00	$0.00	$0.00	508
24	DM	M0008606MDCFCY7	AA	NAME	250	$14,433.00	$8,080.03	$8,080.03	$8,080.03	$8,080.03	152
25	DM	M0008606MDDM002	AA	NAME	250	$5,400.00	$21,532.55	$21,532.55	$21,532.55	$21,532.55	81
26	DM	M0008606TOC2905	AA	NAME	210	$1,620.00	$851.20	$851.20	$851.20	$851.20	472
27	SA	M0008606MDSA011	AA	NAME	210	$5,000.00	$14,335.61	$14,335.61	$14,335.61	$14,335.61	391
28	MF	M0008407TOC3608	AA	NAME	210	$698.10	$750.00	$750.00	$750.00	$0.00	186
29	NK	M0008407TOB2298	AA	NAME	210	$1,049.00	$1,599.20	$1,599.20	$1,599.20	-$82.80	386
30	NK	M0008407TOB2700	AA	NAME	210	-$18,568.00	$14,898.75	$14,898.75	$14,898.75	$44,696.25	234
31	NK	M0008407TOB2701	AA	NAME	210	-$7,408.80	$12,563.99	$12,563.99	$12,563.99	$37,691.97	234
32	AG	M0008807TOC0061	AA	NAME	210	$470.80	$600.93	$600.93	$600.93	$0.00	236
33	CE	M0008807TOPROWD	AA	NAME	210	-$798.40	$2,362.00	$2,362.00	$2,362.00	$2,362.00	431
34	IC	M5403007TOE0025	AA	NAME	210	$650.00	$687.60	$687.60	$687.60	$687.60	116
35	AT	M0009007TOR5VRS	AA	NAME	210	$212.40	$753.10	$753.10	$753.10	$24.00	123
36	AT	M0009007TOR6IZP	AB	NAME	210	$252.40	$683.60	$683.60	$683.60	$368.10	123
37	GT	M0009107TOE0GBW	AA	NAME	210	$141.00	$1,332.07	$1,332.07	$1,332.07	$1,332.07	30
38	GT	M0009107TOE0H7L	AA	NAME	210	$1,329.02	$51,279.00	$51,279.00	$51,279.00	$51,279.00	94
39	GT	M0009107TOE0KPV	AA	NAME	210	$1,321.00	$27,140.08	$27,140.08	$27,140.08	$27,140.08	42
40	GT	M0009107TOE0O2W	AA	NAME	210	$253.20	$3,900.95	$3,900.95	$3,900.95	$3,900.95	33
41	GT	M0009107TOE0O2Y	AA	NAME	210	$496.00	$11.90	$11.90	$11.90	$11.90	33

Pivot Table Outstanding Advance | Detail Outstanding Advances | Command List

Accounting Operations Dashboard – Outstanding Advances



USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI

Outstanding Advances

Major Commands | Key Performance Indicators | Transaction Count | Dollar Value

FEBRUARY 2008

Major Commands	15-30		31-60		61&>		Total	
HQ MARINE CORPS	10	$6,293.80	2	$2,616.40	91	$162,401.50	103	$171,
MCRD SAN DIEGO	0	$0.00	0	$0.00	7	$5,316.05	7	$5,
MCRD PARRIS ISLAND	1	$535.80	0	$0.00	2	$586.00	3	$1,
MCCDC	1	$147.12	14	$14,722.88	67	$118,554.65	82	$133,
MARCOR RECR CMD	1	$206.00	0	$0.00	28	$17,122.12	29	$17,
DRPM	0	$0.00	0	$0.00	0	$0.00	0	
MCB LOG BASES	3	$1,274.79	1	$4,777.50	20	$41,717.92	24	$47,
MATCOM	0	$0.00	0	$0.00	0	$0.00	0	
MARFOREUR	2	$1,542.80	0	$0.00	2	$786.40	4	$2,
MARFORSOUTH	0	$0.00	0	$0.00	4	$594.73	4	$
MARFORPAC	64	$74,117.79	104	$124,724.34	1,008	$945,478.82	1,176	$1,144,
MARFORCOM	69	$102,346.80	13	$13,720.69	643	$380,495.70	725	$496,
MAR BRKS 8TH & I	0	$0.00	0	$0.00	0	$0.00	0	
MCSA, KANSAS CITY MO	0	$0.00	0	$0.00	0	$0.00	0	
MARCORSYSCOM	8	$7,901.77	13	$12,746.04	151	$123,929.12	172	$144,
MCCDC TRNG ED CMD	24	$28,354.21	76	$335,445.41	1,671	$1,817,453.13	1,771	$2,181,
MARFORRES	13	$10,861.50	7	$7,123.00	85	$75,268.00	105	$93,
MAGTFTC	0	$0.00	0	$0.00	0	$0.00	0	
MARCOR, NCR	0	$0.00	0	$0.00	1	$2,552.10	1	$2,
MARCENTCOM	1	$11,776.30	1	$32,219.00	128	$173,073.29	130	$217,
MARINE FORCES NORTH	0	$0.00	0	$0.00	1	$337.61	1	$
MARSOC	0	$0.00	1	$362.00	11	$10,270.26	12	$10,
PP&O	0	$0.00	0	$0.00	0	$0.00	0	
I&L HQMC	0	$0.00	0	$0.00	0	$0.00	0	
MANPOWER	0	$0.00	0	$0.00	0	$0.00	0	

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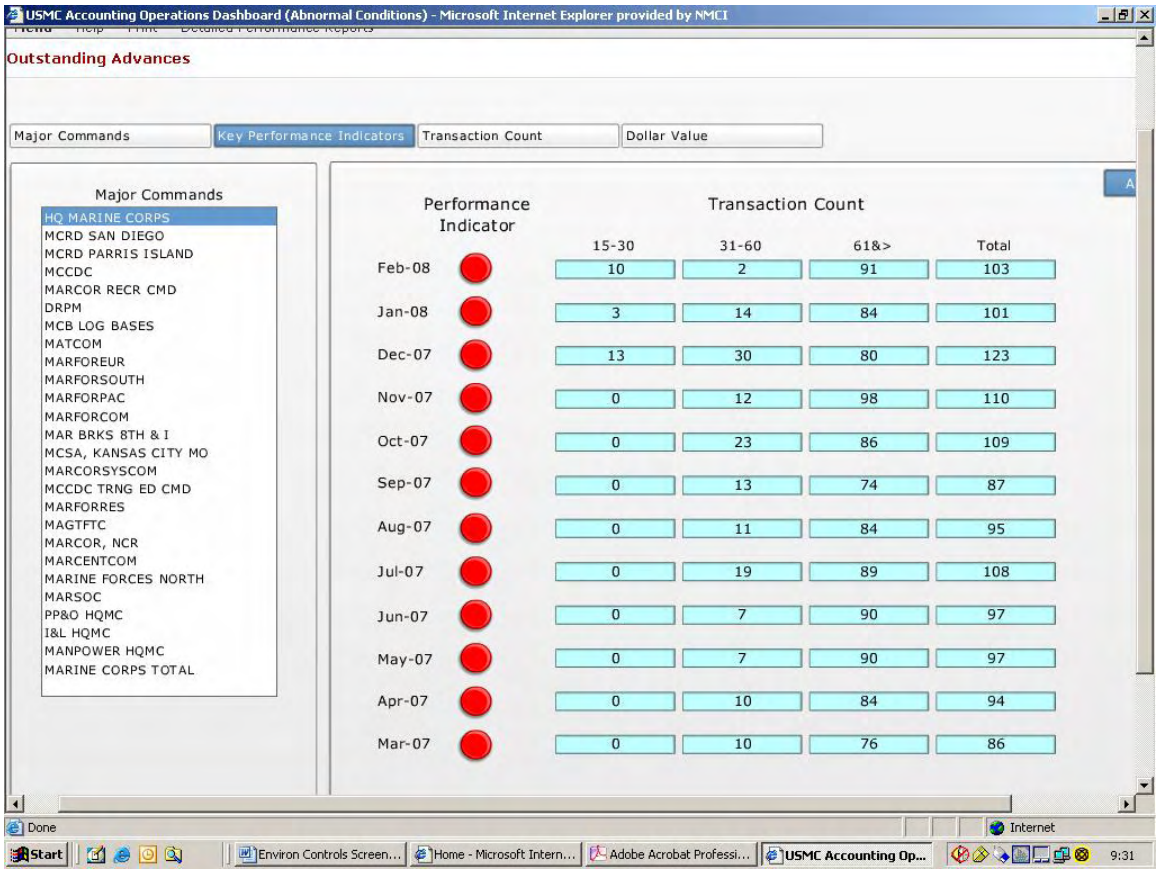
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Outstanding Advances
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Performance Indicator
Transaction Count
15-30
31-60
61&>
Total
Feb-08 10 2 91 103
Jan-08 3 14 84 101
Dec-07 13 30 80 123
Nov-07 0 12 98 110
Oct-07 0 23 86 109
Sep-07 0 13 74 87
Aug-07 0 11 84 95
Jul-07 0 19 89 108
Jun-07 0 7 90 97
May-07 0 7 90 97
Apr-07 0 10 84 94
Mar-07 0 10 76 86
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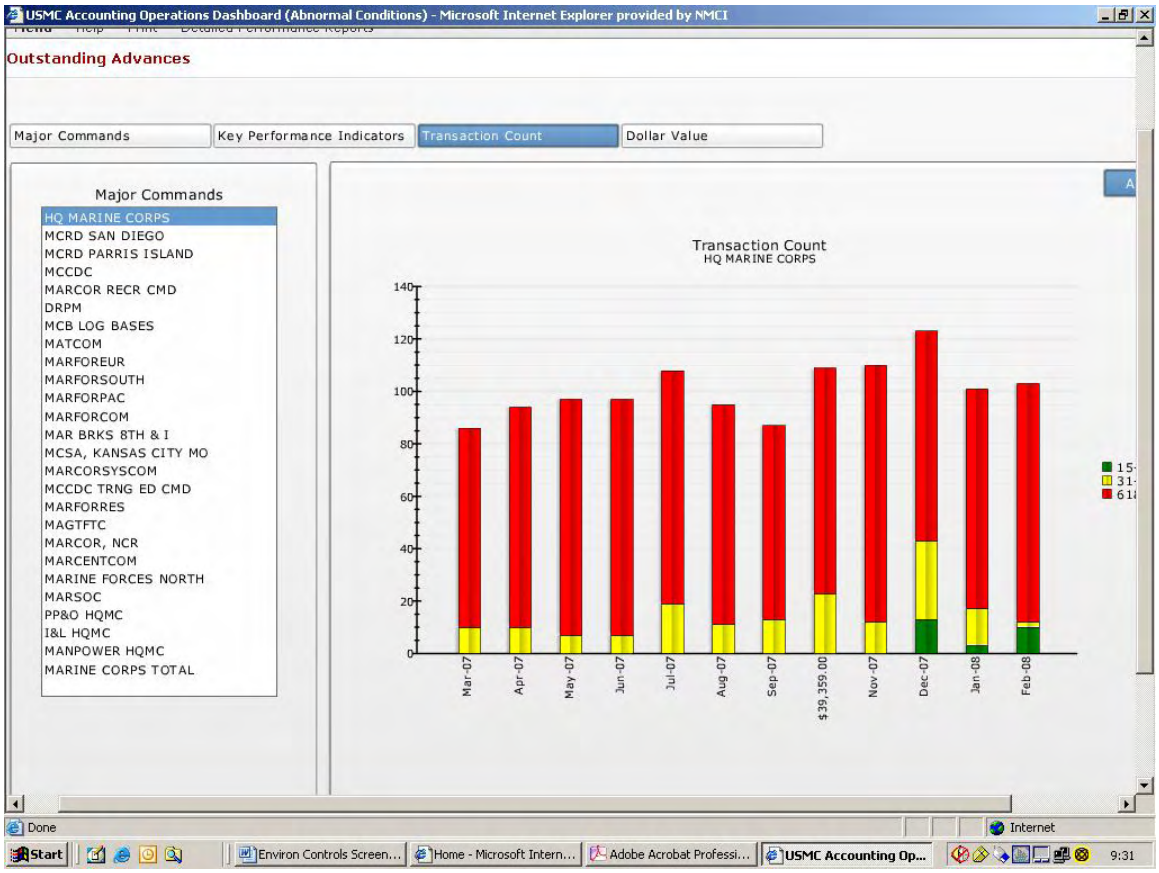
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Outstanding Advances
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Transaction Count
HQ MARINE CORPS
140
120
100
80
60
40
20
0
Mar-07
Apr-07
May-07
Jun-07
Jul-07
Aug-07
Sep-07
$39,359.00
Nov-07
Dec-07
Jan-08
Feb-08
Done
Internet
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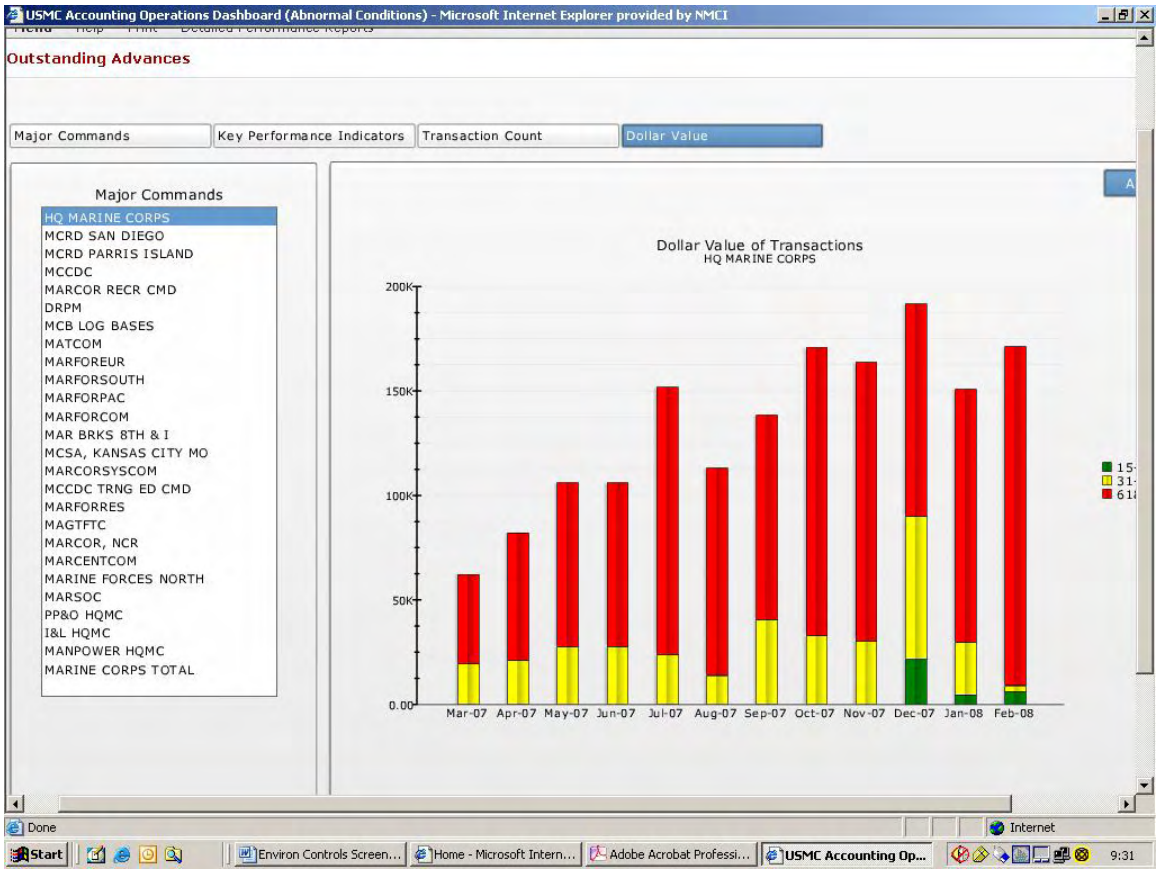
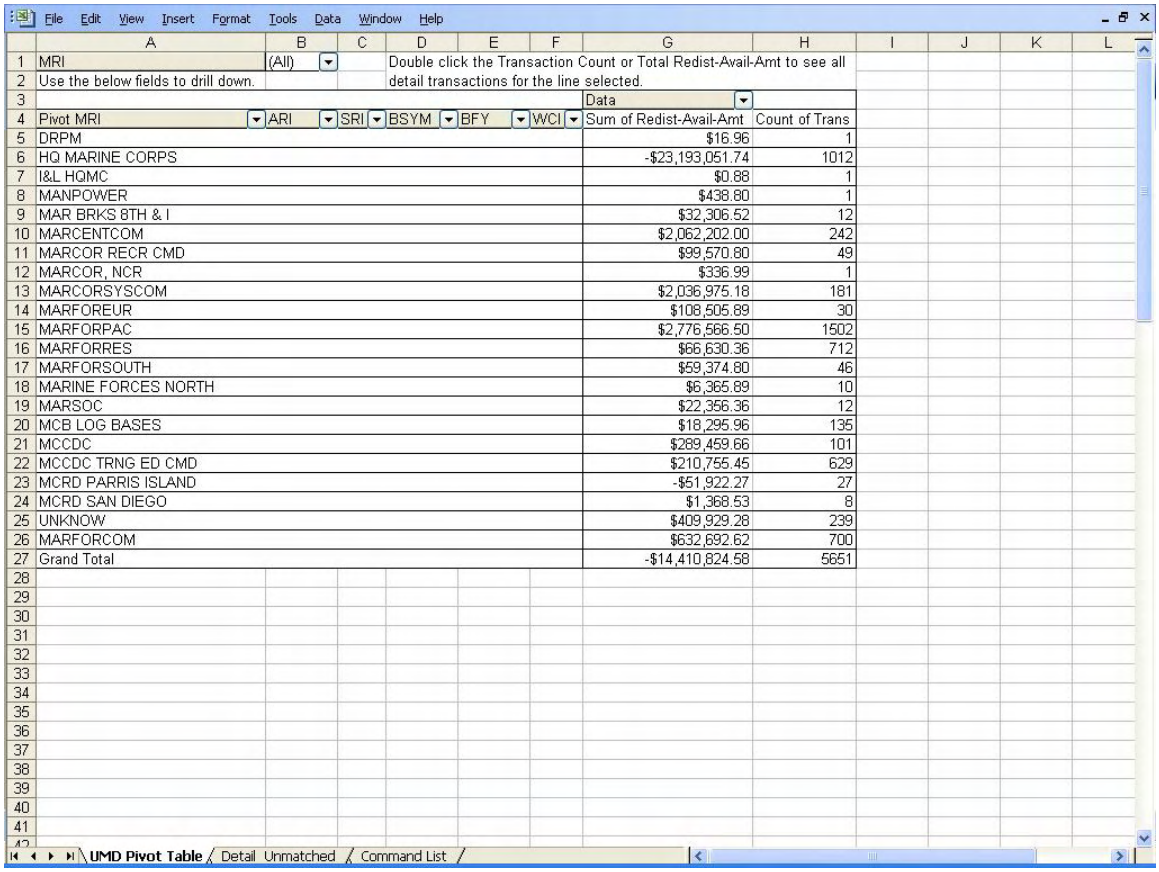
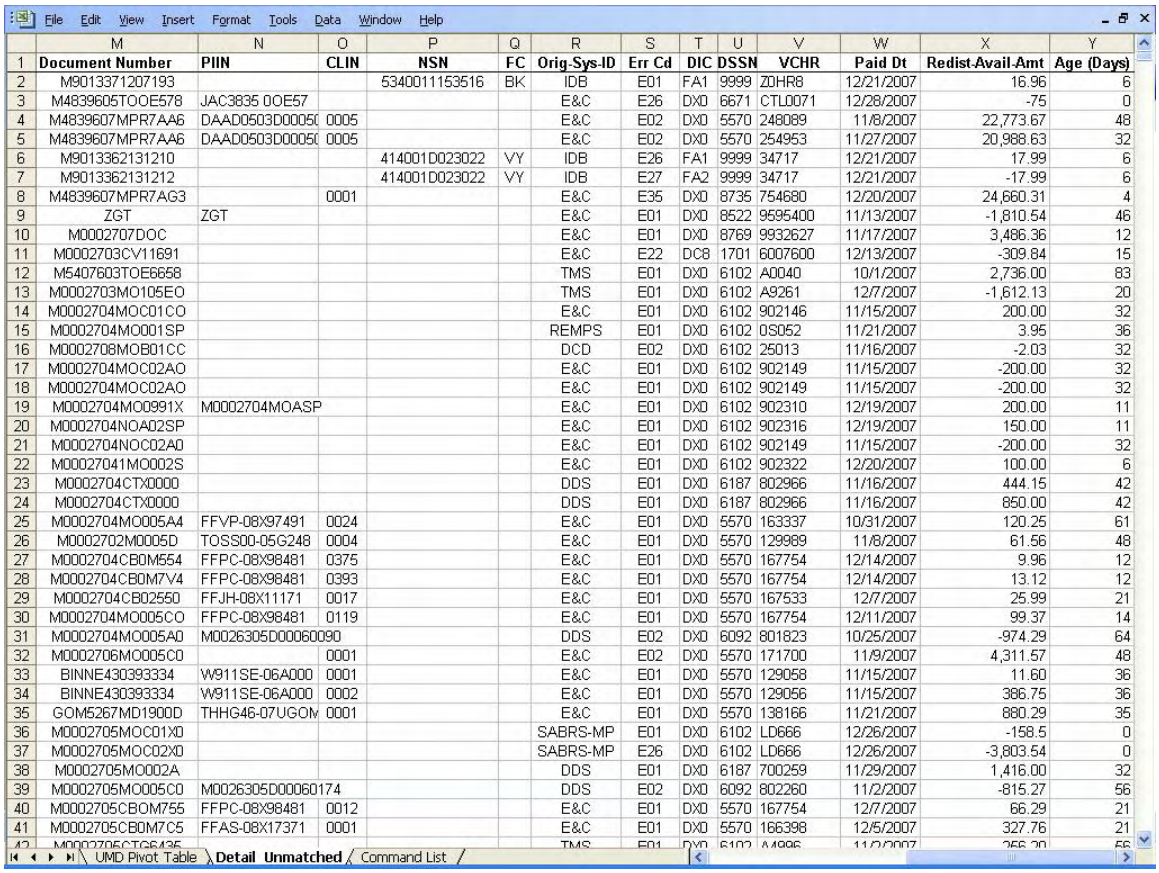
Environ Controls Screen...
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:31


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Outstanding Advances
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Dollar Value of Transactions
HQ MARINE CORPS
200K
150K
100K
50K
0.00
Mar-07
Apr-07
May-07
Jun-07
Jul-07
Aug-07
Sep-07
Oct-07
Nov-07
Dec-07
Jan-08
Feb-08
Done
Internet
Start
Environ Controls Screen...
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:31

B.6 Unmatched Disbursements



	A	B	C	D	E	F	G	H	I	J	K	L
1	MRI	(All)		Double click the Transaction Count or Total Redist-Avail-Amt to see all								
2	Use the below fields to drill down.			detail transactions for the line selected.								
3							Data					
4	Pivot MRI	ARI	SRI	BSYM	BFY	WCI	Sum of Redist-Avail-Amt	Count of Trans				
5	DRPM						$16.96	1				
6	HQ MARINE CORPS						-$23,193,051.74	1012				
7	I&L HQMC						$0.88	1				
8	MANPOWER						$438.80	1				
9	MAR BRKS 8TH & I						$32,306.52	12				
10	MARCENTCOM						$2,062,202.00	242				
11	MARCOR RECR CMD						$99,570.80	49				
12	MARCOR, NCR						$336.99	1				
13	MARCORSYSCOM						$2,036,975.18	181				
14	MARFOREUR						$108,505.89	30				
15	MARFORPAC						$2,776,566.50	1502				
16	MARFORRES						$66,630.36	712				
17	MARFORSOUTH						$59,374.80	46				
18	MARINE FORCES NORTH						$6,365.89	10				
19	MARSOC						$22,356.36	12				
20	MCB LOG BASES						$18,295.96	135				
21	MCCDC						$289,459.66	101				
22	MCCDC TRNG ED CMD						$210,755.45	629				
23	MCRD PARRIS ISLAND						-$51,922.27	27				
24	MCRD SAN DIEGO						$1,368.53	8				
25	UNKNOW						$409,929.28	239				
26	MARFORCOM						$632,692.62	700				
27	Grand Total						-$14,410,824.58	5651				



File Edit View Insert Format Tools Data Window Help

	M	N	O	P	Q	R	S	T	U	V	W	X	Y
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2	M9013371207193			5340011153516	BK	IDB	E01	FA1	9999	ZDHR8	12/21/2007	16.96	6
3	M4839605TOOE578	JAC3835 0OE57				E&C	E26	DX0	6671	CTL0071	12/28/2007	-75	0
4	M4839607MPR7AA6	DAAD0503D00050	0005			E&C	E02	DX0	5570	248089	11/8/2007	22,773.67	48
5	M4839607MPR7AA6	DAAD0503D00050	0005			E&C	E02	DX0	5570	254953	11/27/2007	20,988.63	32
6	M9013362131210			414001D023022	VY	IDB	E26	FA1	9999	34717	12/21/2007	17.99	6
7	M9013362131212			414001D023022	VY	IDB	E27	FA2	9999	34717	12/21/2007	-17.99	6
8	M4839607MPR7AG3		0001			E&C	E35	DX0	8735	754680	12/20/2007	24,660.31	4
9	ZGT	ZGT				E&C	E01	DX0	8522	9595400	11/13/2007	-1,810.54	46
10	M0002707DOC					E&C	E01	DX0	8769	9932627	11/17/2007	3,486.36	12
11	M0002703CV11691					E&C	E22	DC8	1701	6007600	12/13/2007	-309.84	15
12	M5407603TOE6658					TMS	E01	DX0	6102	A0040	10/1/2007	2,736.00	83
13	M0002703MO105EO					TMS	E01	DX0	6102	A9261	12/7/2007	-1,612.13	20
14	M0002704MOC01CO					E&C	E01	DX0	6102	902146	11/15/2007	200.00	32
15	M0002704MO001SP					REMPS	E01	DX0	6102	0S052	11/21/2007	3.95	36
16	M0002708MOB01CC					DCD	E02	DX0	6102	25013	11/16/2007	-2.03	32
17	M0002704MOC02AO					E&C	E01	DX0	6102	902149	11/15/2007	-200.00	32
18	M0002704MOC02AO					E&C	E01	DX0	6102	902149	11/15/2007	-200.00	32
19	M0002704MO0991X	M0002704MOASP				E&C	E01	DX0	6102	902310	12/19/2007	200.00	11
20	M0002704NOA02SP					E&C	E01	DX0	6102	902316	12/19/2007	150.00	11
21	M0002704NOC02A0					E&C	E01	DX0	6102	902149	11/15/2007	-200.00	32
22	M0002704 1MO002S					E&C	E01	DX0	6102	902322	12/20/2007	100.00	6
23	M0002704CTX0000					DDS	E01	DX0	6187	802966	11/16/2007	444.15	42
24	M0002704CTX0000					DDS	E01	DX0	6187	802966	11/16/2007	850.00	42
25	M0002704MO005A4	FFVP-08X97491	0024			E&C	E01	DX0	5570	163337	10/31/2007	120.25	61
26	M0002702M0005D	TOSS00-05G248	0004			E&C	E01	DX0	5570	129989	11/8/2007	61.56	48
27	M0002704CB0M554	FFPC-08X98481	0375			E&C	E01	DX0	5570	167754	12/14/2007	9.96	12
28	M0002704CB0M7V4	FFPC-08X98481	0393			E&C	E01	DX0	5570	167754	12/14/2007	13.12	12
29	M0002704CB02550	FFJH-08X11171	0017			E&C	E01	DX0	5570	167533	12/7/2007	25.99	21
30	M0002704MO005CO	FFPC-08X98481	0119			E&C	E01	DX0	5570	167754	12/11/2007	99.37	14
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32	M0002706MO005C0		0001			E&C	E02	DX0	5570	171700	11/9/2007	4,311.57	48
33	BINNE430393334	W911SE-06A000	0001			E&C	E01	DX0	5570	129058	11/15/2007	11.60	36
34	BINNE430393334	W911SE-06A000	0002			E&C	E01	DX0	5570	129056	11/15/2007	386.75	36
35	GOM5267MD1900D	THHG46-07UGOM	0001			E&C	E01	DX0	5570	138166	11/21/2007	880.29	35
36	M0002705MOC01X0					SABRS-MP	E01	DX0	6102	LD666	12/26/2007	-158.5	0
37	M0002705MOC02X0					SABRS-MP	E26	DX0	6102	LD666	12/26/2007	-3,803.54	0
38	M0002705MO002A					DDS	E01	DX0	6187	700259	11/29/2007	1,416.00	32
39	M0002705MO005C0	M0026305D00060174				DDS	E02	DX0	6092	802260	11/2/2007	-815.27	56
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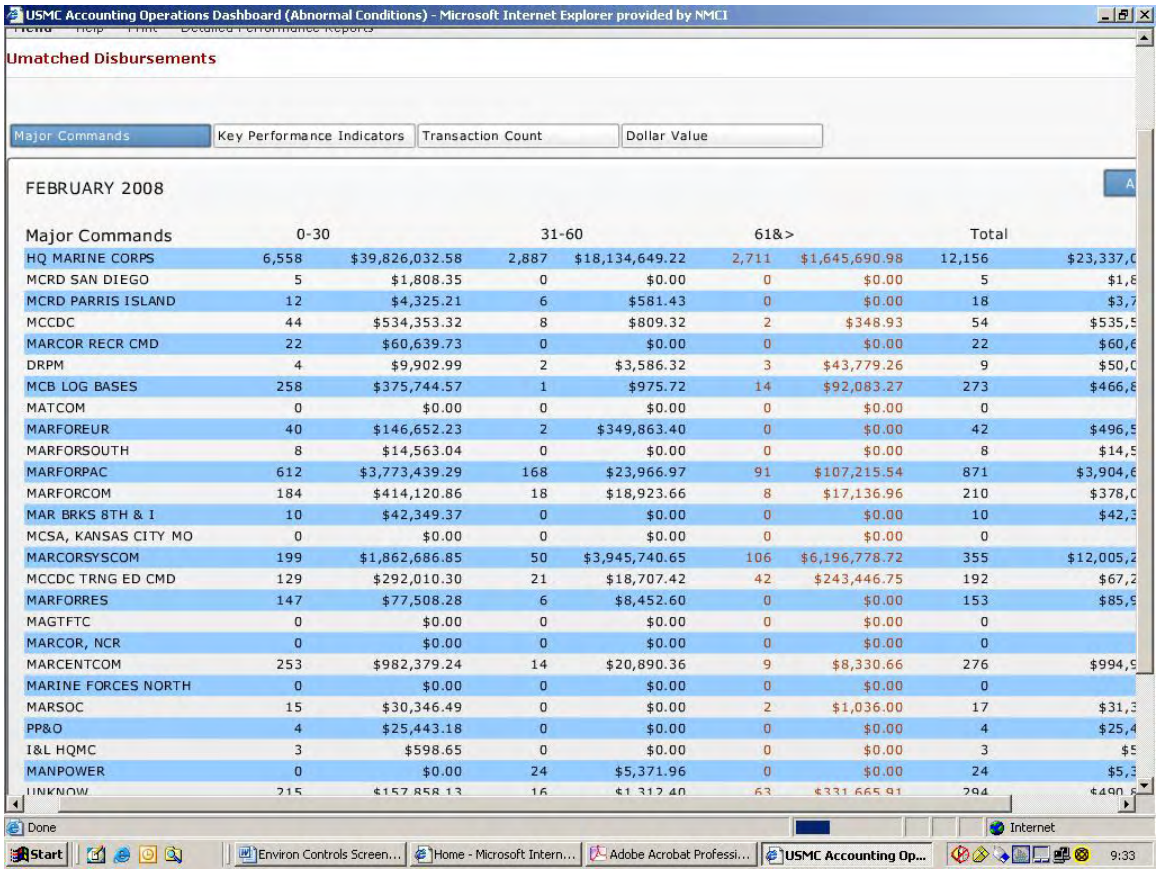
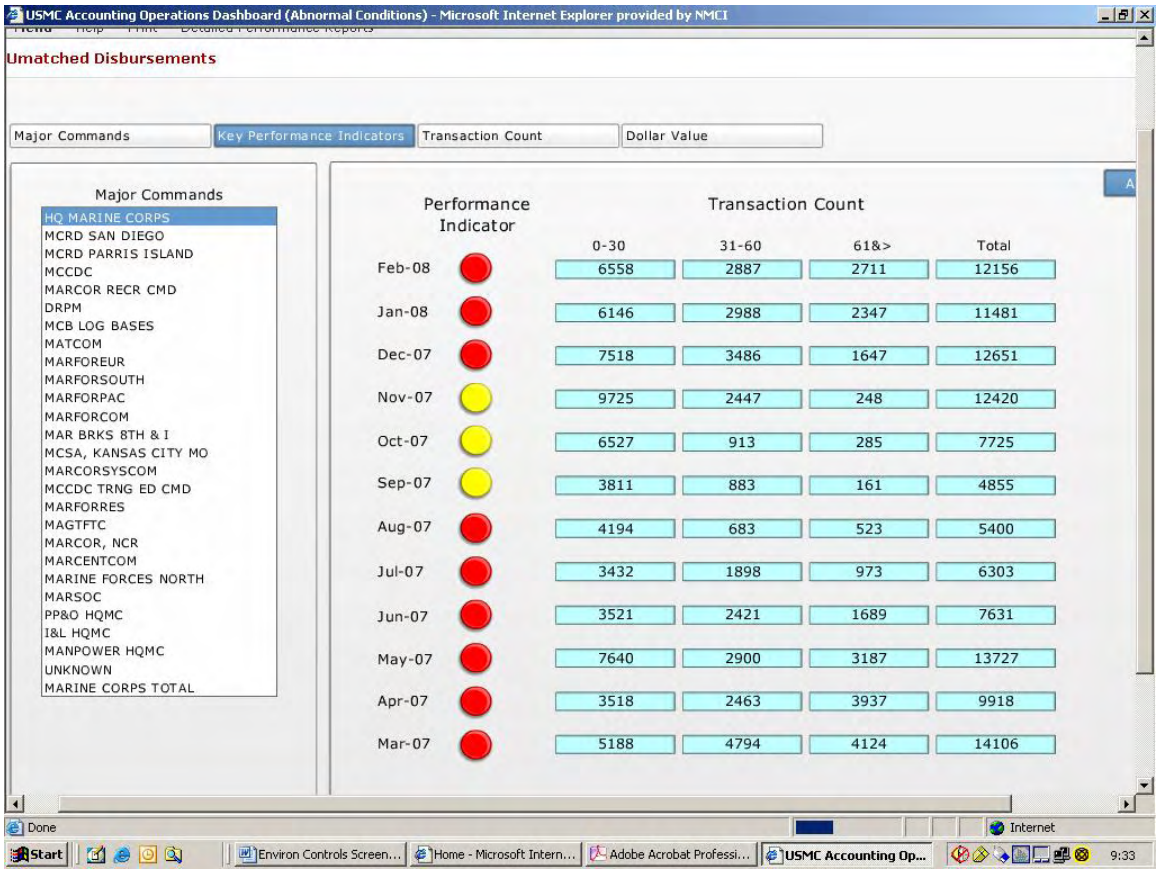
41	M0002705CB0M7C5	FFAS-08X17371	0001			E&C	E01	DX0	5570	166398	12/5/2007	327.76	21
42	M0002706CTG6435					TMS	E01	DX0	6102	A4996	11/2/2007	266.20	56

UMD Pivot Table | Detail_Unmatched | Command List

Accounting Operations Dashboard – Unmatched Disbursements



Major Commands	0-30		31-60		61&>		Total	
HQ MARINE CORPS	6,558	$39,826,032.58	2,887	$18,134,649.22	2,711	$1,645,690.98	12,156	$23,337,0
MCRD SAN DIEGO	5	$1,808.35	0	$0.00	0	$0.00	5	$1,8
MCRD PARRIS ISLAND	12	$4,325.21	6	$581.43	0	$0.00	18	$3,7
MCCDC	44	$534,353.32	8	$809.32	2	$348.93	54	$535,5
MARCOR RECR CMD	22	$60,639.73	0	$0.00	0	$0.00	22	$60,6
DRPM	4	$9,902.99	2	$3,586.32	3	$43,779.26	9	$50,0
MCB LOG BASES	258	$375,744.57	1	$975.72	14	$92,083.27	273	$466,8
MATCOM	0	$0.00	0	$0.00	0	$0.00	0	
MARFOREUR	40	$146,652.23	2	$349,863.40	0	$0.00	42	$496,5
MARFORSOUTH	8	$14,563.04	0	$0.00	0	$0.00	8	$14,5
MARFORPAC	612	$3,773,439.29	168	$23,966.97	91	$107,215.54	871	$3,904,6
MARFORCOM	184	$414,120.86	18	$18,923.66	8	$17,136.96	210	$378,0
MAR BRKS 8TH & I	10	$42,349.37	0	$0.00	0	$0.00	10	$42,3
MCSA, KANSAS CITY MO	0	$0.00	0	$0.00	0	$0.00	0	
MARCORSYSCOM	199	$1,862,686.85	50	$3,945,740.65	106	$6,196,778.72	355	$12,005,2
MCCDC TRNG ED CMD	129	$292,010.30	21	$18,707.42	42	$243,446.75	192	$67,2
MARFORRES	147	$77,508.28	6	$8,452.60	0	$0.00	153	$85,9
MAGTFTC	0	$0.00	0	$0.00	0	$0.00	0	
MARCOR, NCR	0	$0.00	0	$0.00	0	$0.00	0	
MARCENTCOM	253	$982,379.24	14	$20,890.36	9	$8,330.66	276	$994,9
MARINE FORCES NORTH	0	$0.00	0	$0.00	0	$0.00	0	
MARSOC	15	$30,346.49	0	$0.00	2	$1,036.00	17	$31,3
PP&O	4	$25,443.18	0	$0.00	0	$0.00	4	$25,4
I&L HQMC	3	$598.65	0	$0.00	0	$0.00	3	$5
MANPOWER	0	$0.00	24	$5,371.96	0	$0.00	24	$5,3
UNKNOW	215	$157,858.13	16	$1,312.40	63	$331,665.91	294	$490,8


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Umatched Disbursements
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
UNKNOWN
MARINE CORPS TOTAL
Performance Indicator
Transaction Count
0-30
31-60
61&>
Total
Feb-08 6558 2887 2711 12156
Jan-08 6146 2988 2347 11481
Dec-07 7518 3486 1647 12651
Nov-07 9725 2447 248 12420
Oct-07 6527 913 285 7725
Sep-07 3811 883 161 4855
Aug-07 4194 683 523 5400
Jul-07 3432 1898 973 6303
Jun-07 3521 2421 1689 7631
May-07 7640 2900 3187 13727
Apr-07 3518 2463 3937 9918
Mar-07 5188 4794 4124 14106
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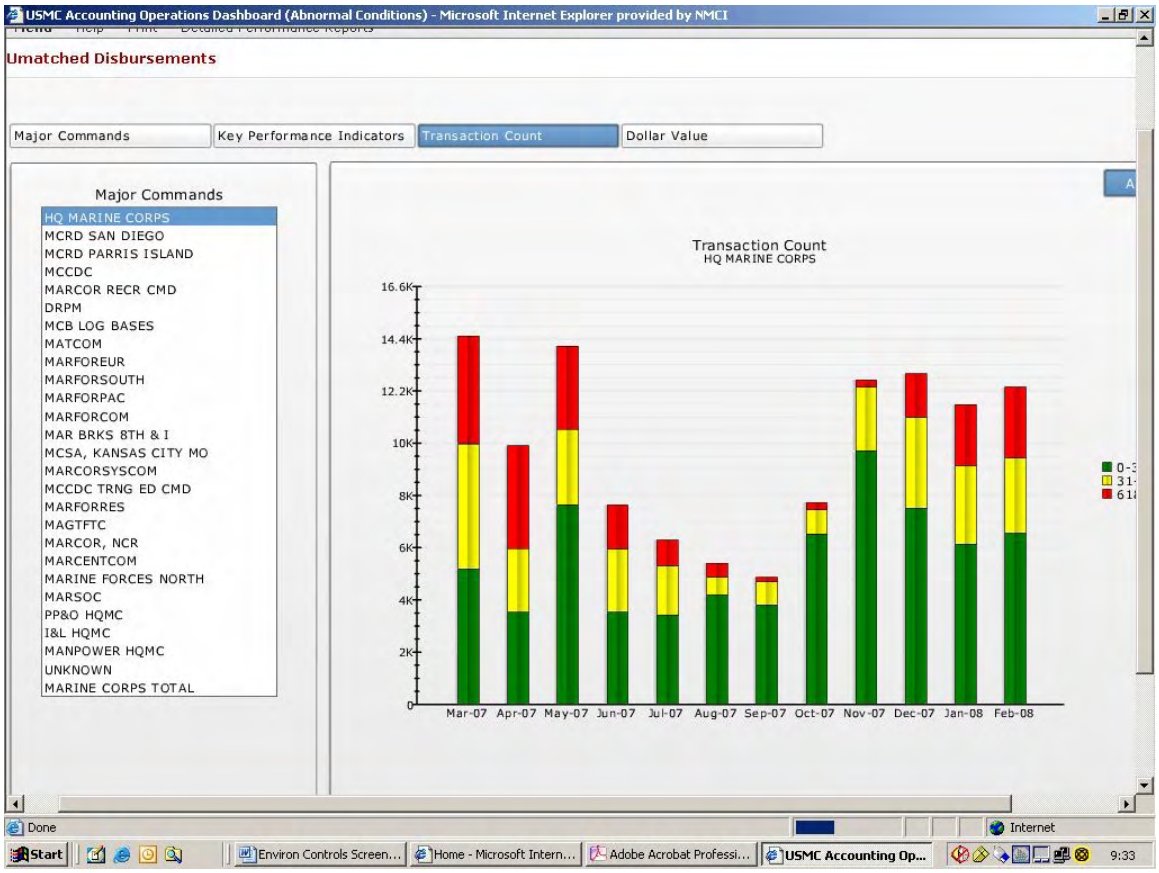
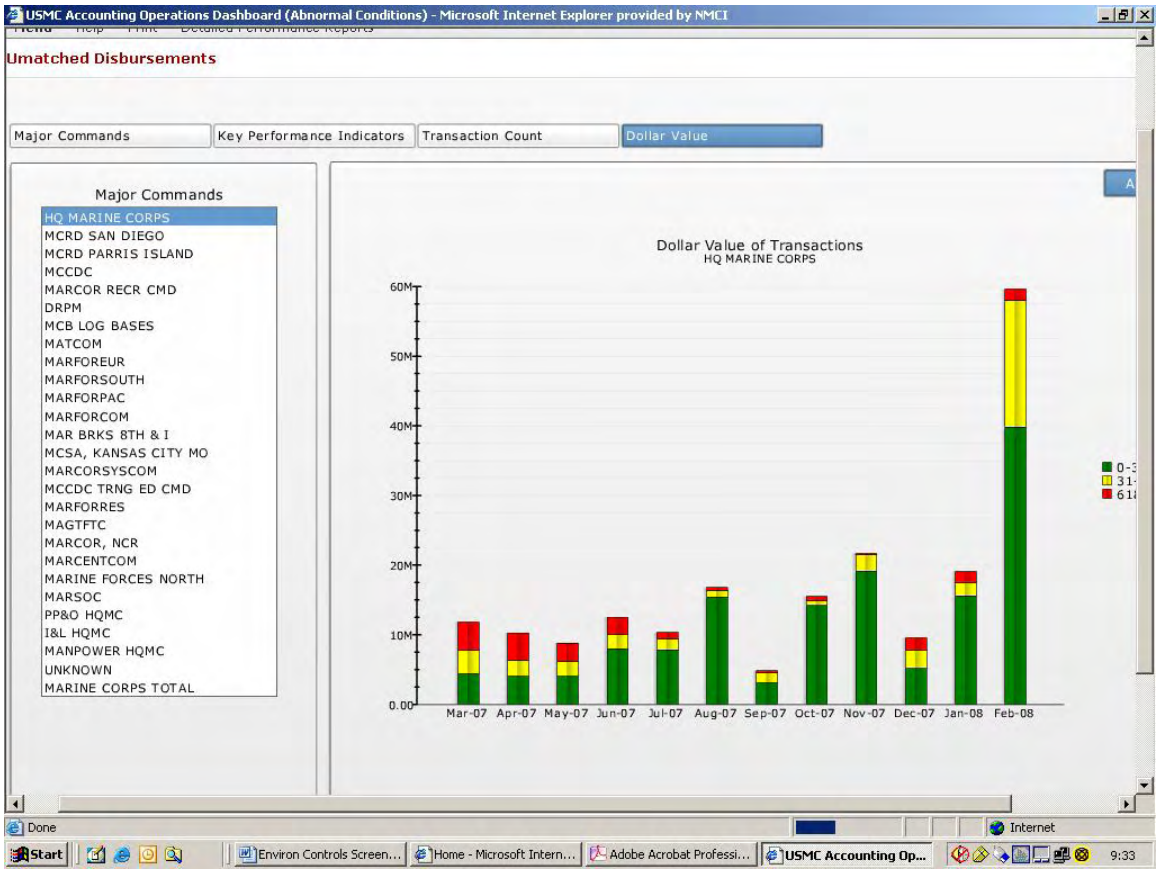
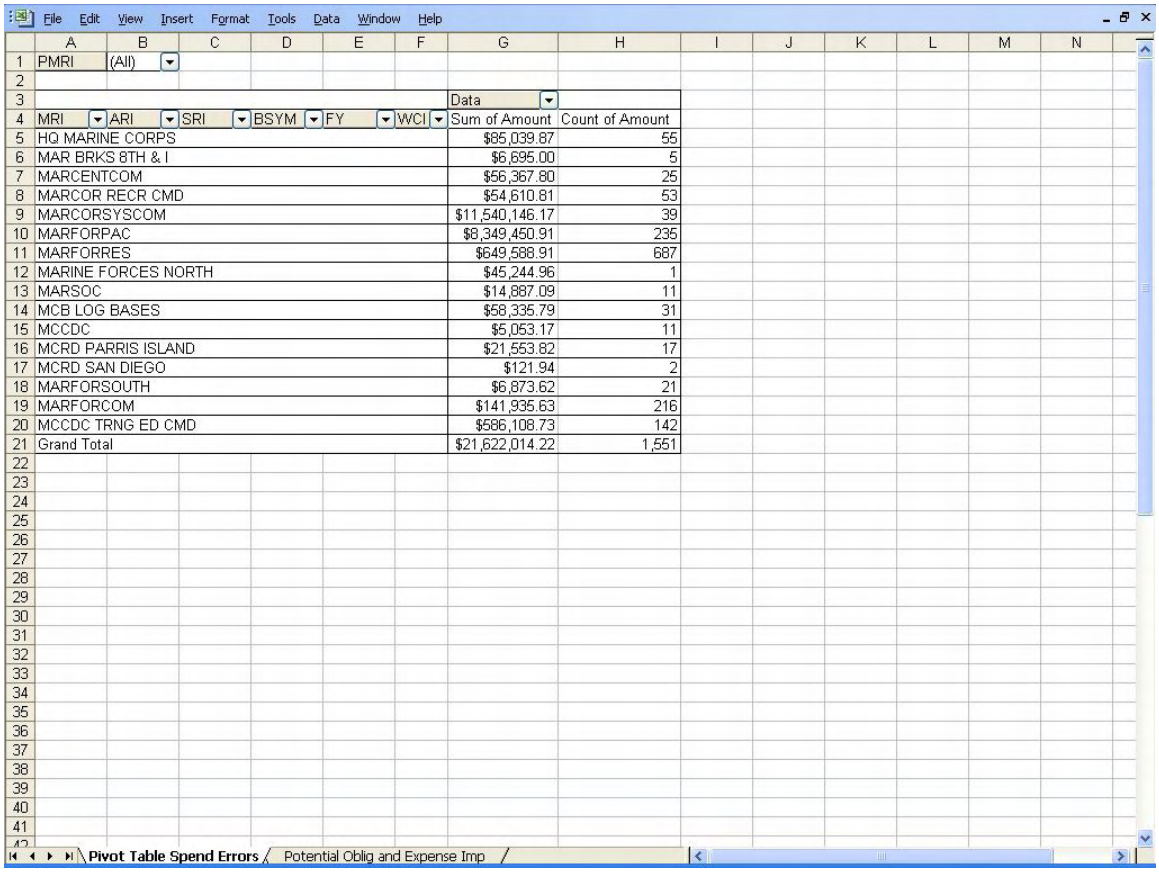
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:33


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Umatched Disbursements
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
UNKNOWN
MARINE CORPS TOTAL
Transaction Count
HQ MARINE CORPS
16.6K
14.4K
12.2K
10K
8K
6K
4K
2K
0
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Done
Internet
Start
Environ Controls Screen...
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:33


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Umatched Disbursements
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
UNKNOWN
MARINE CORPS TOTAL
Dollar Value of Transactions
HQ MARINE CORPS
60M
50M
40M
30M
20M
10M
0.00
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Done
Internet
Start
Environ Controls Screen...
Home - Microsoft Intern...
Adobe Acrobat Professi...
USMC Accounting Op...
9:33

B.7 Spending Errors



File Edit View Insert Format Tools Data Window Help

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PMRI	(All)												
2														
3							Data							
4	MRI	ARI	SRI	BSYM	FY	WCI	Sum of Amount	Count of Amount						
5	HQ MARINE CORPS						$85,039.87	55						
6	MAR BRKS 8TH & I						$6,695.00	5						
7	MARCENTCOM						$56,367.80	25						
8	MARCOR RECR CMD						$54,610.81	53						
9	MARCORSYSCOM						$11,540,146.17	39						
10	MARFORPAC						$8,349,450.91	235						
11	MARFORRES						$649,588.91	687						
12	MARINE FORCES NORTH						$45,244.96	1						
13	MARSOC						$14,887.09	11						
14	MCB LOG BASES						$58,335.79	31						
15	MCCDC						$5,053.17	11						
16	MCRD PARRIS ISLAND						$21,553.82	17						
17	MCRD SAN DIEGO						$121.94	2						
18	MARFORSOUTH						$6,873.62	21						
19	MARFORCOM						$141,935.63	216						
20	MCCDC TRNG ED CMD						$586,108.73	142						
21	Grand Total						$21,622,014.22	1,551						
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
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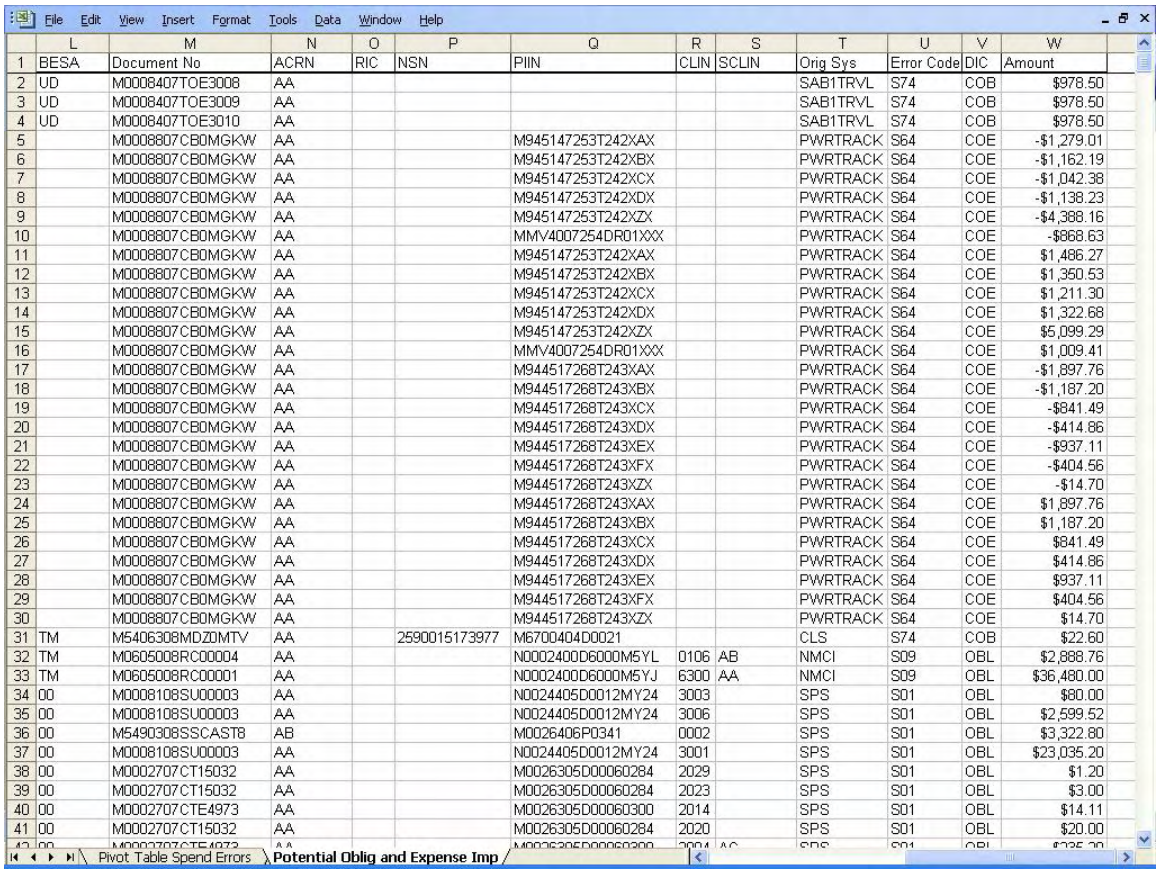
Pivot Table Spend Errors | Potential Oblig and Expense Imp

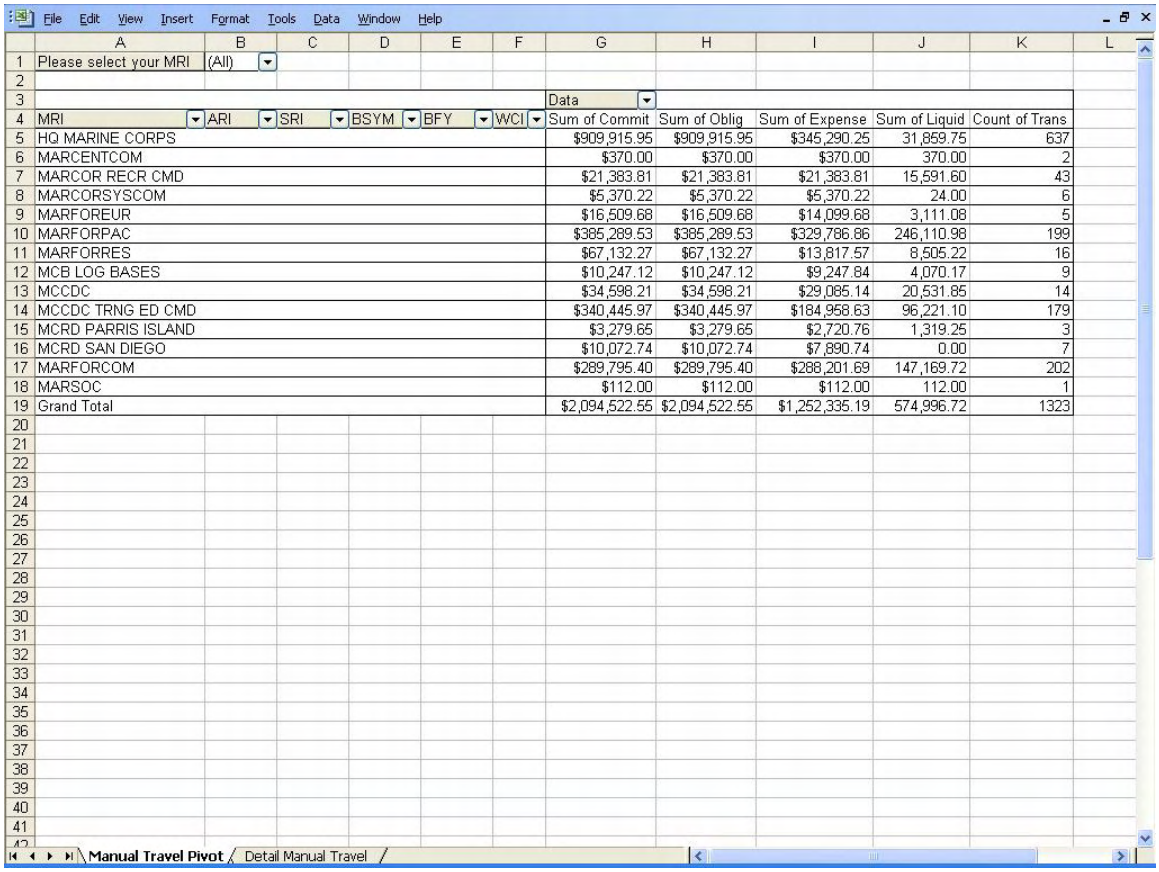


File Edit View Insert Format Tools Data Window Help

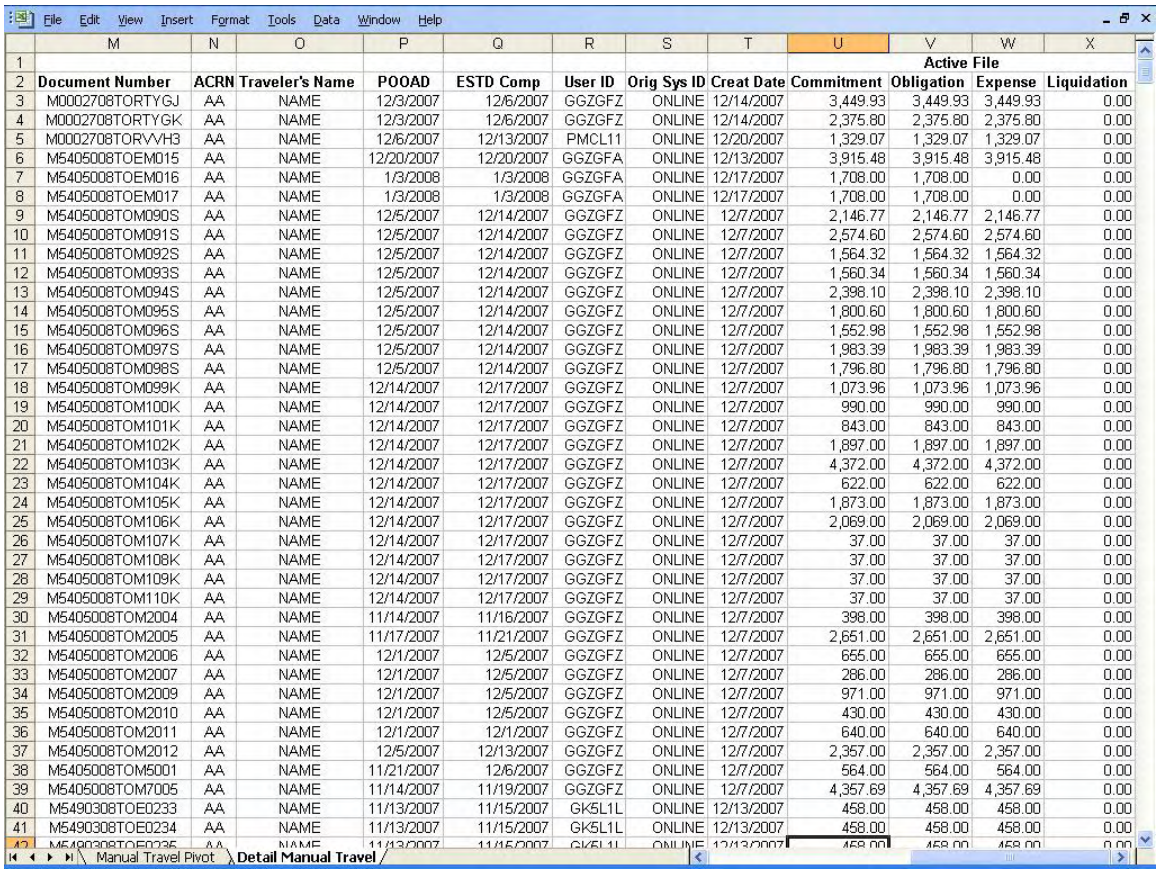
	L	M	N	O	P	Q	R	S	T	U	V	W
1	BESA	Document No	ACRN	RIC	NSN	PIIN	CLIN	SCLIN	Orig Sys	Error Code	DIC	Amount
2	UD	M0008407TOE3008	AA						SAB1TRVL	S74	COB	$978.50
3	UD	M0008407TOE3009	AA						SAB1TRVL	S74	COB	$978.50
4	UD	M0008407TOE3010	AA						SAB1TRVL	S74	COB	$978.50
5		M0008807CB0MGKW	AA			M945147253T242XAX			PWRTRACK	S64	COE	-$1,279.01
6		M0008807CB0MGKW	AA			M945147253T242XBX			PWRTRACK	S64	COE	-$1,162.19
7		M0008807CB0MGKW	AA			M945147253T242XCX			PWRTRACK	S64	COE	-$1,042.38
8		M0008807CB0MGKW	AA			M945147253T242XDX			PWRTRACK	S64	COE	-$1,138.23
9		M0008807CB0MGKW	AA			M945147253T242XZX			PWRTRACK	S64	COE	-$4,388.16
10		M0008807CB0MGKW	AA			MMV4007254DR01XXX			PWRTRACK	S64	COE	-$868.63
11		M0008807CB0MGKW	AA			M945147253T242XAX			PWRTRACK	S64	COE	$1,486.27
12		M0008807CB0MGKW	AA			M945147253T242XBX			PWRTRACK	S64	COE	$1,350.53
13		M0008807CB0MGKW	AA			M945147253T242XCX			PWRTRACK	S64	COE	$1,211.30
14		M0008807CB0MGKW	AA			M945147253T242XDX			PWRTRACK	S64	COE	$1,322.68
15		M0008807CB0MGKW	AA			M945147253T242XZX			PWRTRACK	S64	COE	$5,099.29
16		M0008807CB0MGKW	AA			MMV4007254DR01XXX			PWRTRACK	S64	COE	$1,009.41
17		M0008807CB0MGKW	AA			M944517268T243XAX			PWRTRACK	S64	COE	-$1,897.76
18		M0008807CB0MGKW	AA			M944517268T243XBX			PWRTRACK	S64	COE	-$1,187.20
19		M0008807CB0MGKW	AA			M944517268T243XCX			PWRTRACK	S64	COE	-$841.49
20		M0008807CB0MGKW	AA			M944517268T243XDX			PWRTRACK	S64	COE	-$414.86
21		M0008807CB0MGKW	AA			M944517268T243XEX			PWRTRACK	S64	COE	-$937.11
22		M0008807CB0MGKW	AA			M944517268T243XFX			PWRTRACK	S64	COE	-$404.56
23		M0008807CB0MGKW	AA			M944517268T243XZX			PWRTRACK	S64	COE	-$14.70
24		M0008807CB0MGKW	AA			M944517268T243XAX			PWRTRACK	S64	COE	$1,897.76
25		M0008807CB0MGKW	AA			M944517268T243XBX			PWRTRACK	S64	COE	$1,187.20
26		M0008807CB0MGKW	AA			M944517268T243XCX			PWRTRACK	S64	COE	$841.49
27		M0008807CB0MGKW	AA			M944517268T243XDX			PWRTRACK	S64	COE	$414.86
28		M0008807CB0MGKW	AA			M944517268T243XEX			PWRTRACK	S64	COE	$937.11
29		M0008807CB0MGKW	AA			M944517268T243XFX			PWRTRACK	S64	COE	$404.56
30		M0008807CB0MGKW	AA			M944517268T243XZX			PWRTRACK	S64	COE	$14.70
31	TM	M5406308MDZ0MTV	AA		2590015173977	M6700404D0021			CLS	S74	COB	$22.60
32	TM	M0605008RC00004	AA			N0002400D6000M5YL	0106	AB	NMCI	S09	OBL	$2,888.76
33	TM	M0605008RC00001	AA			N0002400D6000M5YJ	6300	AA	NMCI	S09	OBL	$36,480.00
34	00	M0008108SU00003	AA			N0024405D0012MY24	3003		SPS	S01	OBL	$80.00
35	00	M0008108SU00003	AA			N0024405D0012MY24	3006		SPS	S01	OBL	$2,599.52
36	00	M5490308SSCAST8	AB			M0026406P0341	0002		SPS	S01	OBL	$3,322.80
37	00	M0008108SU00003	AA			N0024405D0012MY24	3001		SPS	S01	OBL	$23,035.20
38	00	M0002707CT15032	AA			M0026305D00060284	2029		SPS	S01	OBL	$1.20
39	00	M0002707CT15032	AA			M0026305D00060284	2023		SPS	S01	OBL	$3.00
40	00	M0002707CTE4973	AA			M0026305D00060300	2014		SPS	S01	OBL	$14.11
41	00	M0002707CT15032	AA			M0026305D00060284	2020		SPS	S01	OBL	$20.00

Pivot Table Spend Errors | Potential Oblig and Expense Imp

B.8 Invalid Transaction Recording Source



Please select your MRI	(All)										
						Data					
MRI	ARI	SRI	BSYM	BFY	WCI	Sum of Commit	Sum of Oblig	Sum of Expense	Sum of Liquid	Count of Trans	
HQ MARINE CORPS						$909,915.95	$909,915.95	$345,290.25	31,859.75	637	
MARCENTCOM						$370.00	$370.00	$370.00	370.00	2	
MARCOR RECR CMD						$21,383.81	$21,383.81	$21,383.81	15,591.60	43	
MARCORSYSCOM						$5,370.22	$5,370.22	$5,370.22	24.00	6	
MARFOREUR						$16,509.68	$16,509.68	$14,099.68	3,111.08	5	
MARFORPAC						$385,289.53	$385,289.53	$329,786.86	246,110.98	199	
MARFORRES						$67,132.27	$67,132.27	$13,817.57	8,505.22	16	
MCB LOG BASES						$10,247.12	$10,247.12	$9,247.84	4,070.17	9	
MCCDC						$34,598.21	$34,598.21	$29,085.14	20,531.85	14	
MCCDC TRNG ED CMD						$340,445.97	$340,445.97	$184,958.63	96,221.10	179	
MCRD PARRIS ISLAND						$3,279.65	$3,279.65	$2,720.76	1,319.25	3	
MCRD SAN DIEGO						$10,072.74	$10,072.74	$7,890.74	0.00	7	
MARFORCOM						$289,795.40	$289,795.40	$288,201.69	147,169.72	202	
MARSOC						$112.00	$112.00	$112.00	112.00	1	
Grand Total						$2,094,522.55	$2,094,522.55	$1,252,335.19	574,996.72	1323	

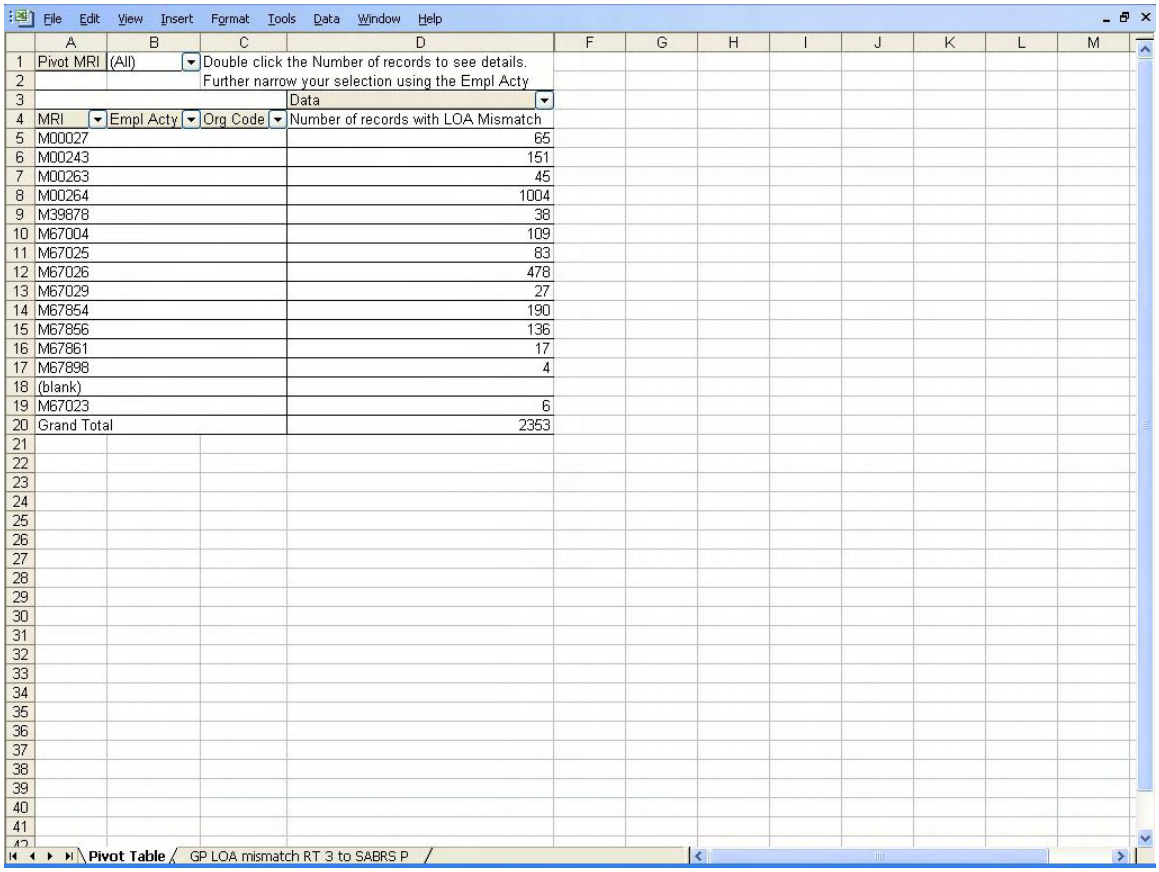


File Edit View Insert Format Tools Data Window Help

	M	N	O	P	Q	R	S	T	U	V	W	X
1										Active File		
2	Document Number	ACRN	Traveler's Name	POOAD	ESTD Comp	User ID	Orig Sys ID	Creat Date	Commitment	Obligation	Expense	Liquidation
3	M0002708TORTYGJ	AA	NAME	12/3/2007	12/6/2007	GGZGFZ	ONLINE	12/14/2007	3,449.93	3,449.93	3,449.93	0.00
4	M0002708TORTYGK	AA	NAME	12/3/2007	12/6/2007	GGZGFZ	ONLINE	12/14/2007	2,375.80	2,375.80	2,375.80	0.00
5	M0002708TORVVH3	AA	NAME	12/6/2007	12/13/2007	PMCL11	ONLINE	12/20/2007	1,329.07	1,329.07	1,329.07	0.00
6	M5405008TOEM015	AA	NAME	12/20/2007	12/20/2007	GGZGFA	ONLINE	12/13/2007	3,915.48	3,915.48	3,915.48	0.00
7	M5405008TOEM016	AA	NAME	1/3/2008	1/3/2008	GGZGFA	ONLINE	12/17/2007	1,708.00	1,708.00	0.00	0.00
8	M5405008TOEM017	AA	NAME	1/3/2008	1/3/2008	GGZGFA	ONLINE	12/17/2007	1,708.00	1,708.00	0.00	0.00
9	M5405008TOM090S	AA	NAME	12/5/2007	12/14/2007	GGZGFZ	ONLINE	12/7/2007	2,146.77	2,146.77	2,146.77	0.00
10	M5405008TOM091S	AA	NAME	12/5/2007	12/14/2007	GGZGFZ	ONLINE	12/7/2007	2,574.60	2,574.60	2,574.60	0.00
11	M5405008TOM092S	AA	NAME	12/5/2007	12/14/2007	GGZGFZ	ONLINE	12/7/2007	1,564.32	1,564.32	1,564.32	0.00
12	M5405008TOM093S	AA	NAME	12/5/2007	12/14/2007	GGZGFZ	ONLINE	12/7/2007	1,560.34	1,560.34	1,560.34	0.00
13	M5405008TOM094S	AA	NAME	12/5/2007	12/14/2007	GGZGFZ	ONLINE	12/7/2007	2,398.10	2,398.10	2,398.10	0.00
14	M5405008TOM095S	AA	NAME	12/5/2007	12/14/2007	GGZGFZ	ONLINE	12/7/2007	1,800.60	1,800.60	1,800.60	0.00
15	M5405008TOM096S	AA	NAME	12/5/2007	12/14/2007	GGZGFZ	ONLINE	12/7/2007	1,552.98	1,552.98	1,552.98	0.00
16	M5405008TOM097S	AA	NAME	12/5/2007	12/14/2007	GGZGFZ	ONLINE	12/7/2007	1,983.39	1,983.39	1,983.39	0.00
17	M5405008TOM098S	AA	NAME	12/5/2007	12/14/2007	GGZGFZ	ONLINE	12/7/2007	1,796.80	1,796.80	1,796.80	0.00
18	M5405008TOM099K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	1,073.96	1,073.96	1,073.96	0.00
19	M5405008TOM100K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	990.00	990.00	990.00	0.00
20	M5405008TOM101K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	843.00	843.00	843.00	0.00
21	M5405008TOM102K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	1,897.00	1,897.00	1,897.00	0.00
22	M5405008TOM103K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	4,372.00	4,372.00	4,372.00	0.00
23	M5405008TOM104K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	622.00	622.00	622.00	0.00
24	M5405008TOM105K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	1,873.00	1,873.00	1,873.00	0.00
25	M5405008TOM106K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	2,069.00	2,069.00	2,069.00	0.00
26	M5405008TOM107K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	37.00	37.00	37.00	0.00
27	M5405008TOM108K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	37.00	37.00	37.00	0.00
28	M5405008TOM109K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	37.00	37.00	37.00	0.00
29	M5405008TOM110K	AA	NAME	12/14/2007	12/17/2007	GGZGFZ	ONLINE	12/7/2007	37.00	37.00	37.00	0.00
30	M5405008TOM2004	AA	NAME	11/14/2007	11/16/2007	GGZGFZ	ONLINE	12/7/2007	398.00	398.00	398.00	0.00
31	M5405008TOM2005	AA	NAME	11/17/2007	11/21/2007	GGZGFZ	ONLINE	12/7/2007	2,651.00	2,651.00	2,651.00	0.00
32	M5405008TOM2006	AA	NAME	12/1/2007	12/5/2007	GGZGFZ	ONLINE	12/7/2007	655.00	655.00	655.00	0.00
33	M5405008TOM2007	AA	NAME	12/1/2007	12/5/2007	GGZGFZ	ONLINE	12/7/2007	286.00	286.00	286.00	0.00
34	M5405008TOM2009	AA	NAME	12/1/2007	12/5/2007	GGZGFZ	ONLINE	12/7/2007	971.00	971.00	971.00	0.00
35	M5405008TOM2010	AA	NAME	12/1/2007	12/5/2007	GGZGFZ	ONLINE	12/7/2007	430.00	430.00	430.00	0.00
36	M5405008TOM2011	AA	NAME	12/1/2007	12/1/2007	GGZGFZ	ONLINE	12/7/2007	640.00	640.00	640.00	0.00
37	M5405008TOM2012	AA	NAME	12/5/2007	12/13/2007	GGZGFZ	ONLINE	12/7/2007	2,357.00	2,357.00	2,357.00	0.00
38	M5405008TOM5001	AA	NAME	11/21/2007	12/6/2007	GGZGFZ	ONLINE	12/7/2007	564.00	564.00	564.00	0.00
39	M5405008TOM7005	AA	NAME	11/14/2007	11/19/2007	GGZGFZ	ONLINE	12/7/2007	4,357.69	4,357.69	4,357.69	0.00
40	M5490308TOE0233	AA	NAME	11/13/2007	11/15/2007	GK5L1L	ONLINE	12/13/2007	458.00	458.00	458.00	0.00
41	M5490308TOE0234	AA	NAME	11/13/2007	11/15/2007	GK5L1L	ONLINE	12/13/2007	458.00	458.00	458.00	0.00
42	M5490308TOE0235	AA	NAME	11/13/2007	11/15/2007	GK5L1L	ONLINE	12/13/2007	458.00	458.00	458.00	0.00

Manual Travel Pivot | Detail Manual Travel

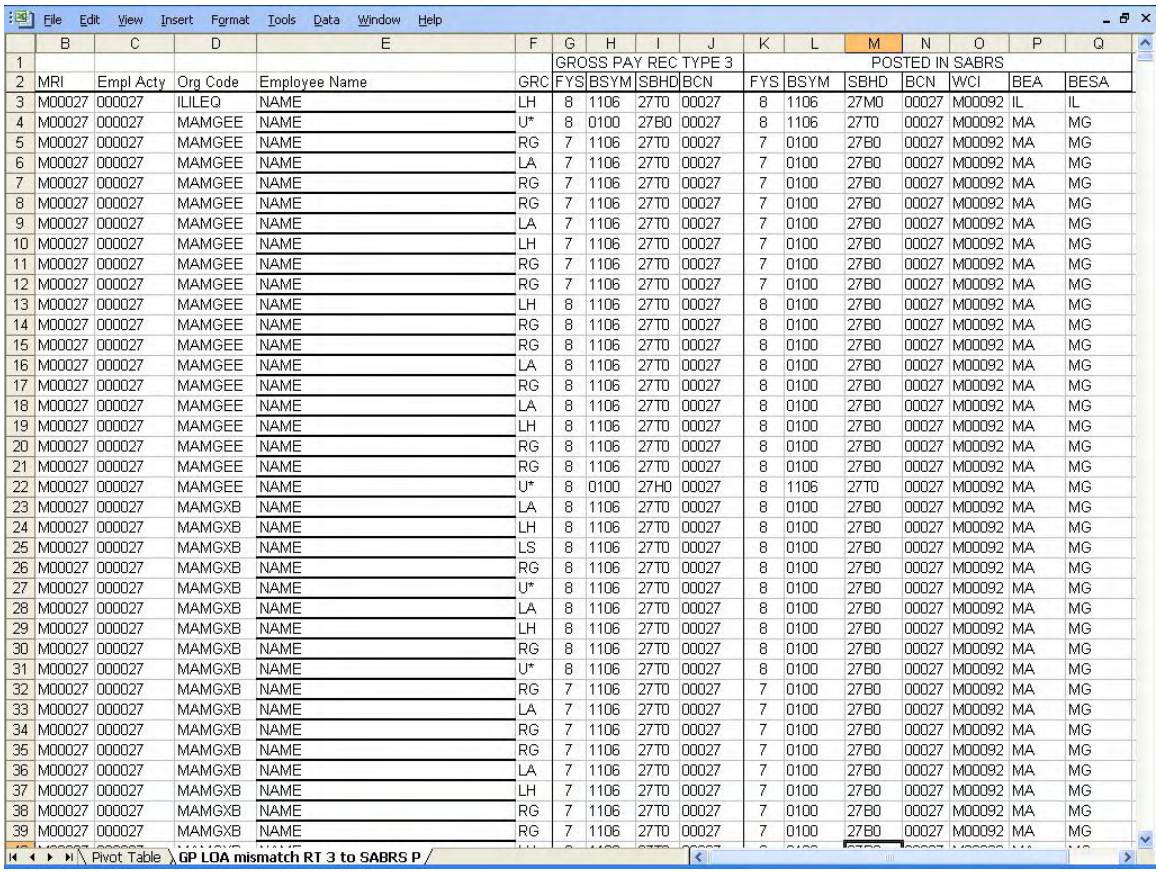
B.9 DCPS LOA/Fund Code Mismatch



File Edit View Insert Format Tools Data Window Help

	A	B	C	D
1	Pivot MRI	(All)	Double click the Number of records to see details.	
2			Further narrow your selection using the Empl Acty	
3				Data
4	MRI	Empl Acty	Org Code	Number of records with LOA Mismatch
5	M00027			65
6	M00243			151
7	M00263			45
8	M00264			1004
9	M39878			38
10	M67004			109
11	M67025			83
12	M67026			478
13	M67029			27
14	M67854			190
15	M67856			136
16	M67861			17
17	M67898			4
18	(blank)			
19	M67023			6
20	Grand Total			2353

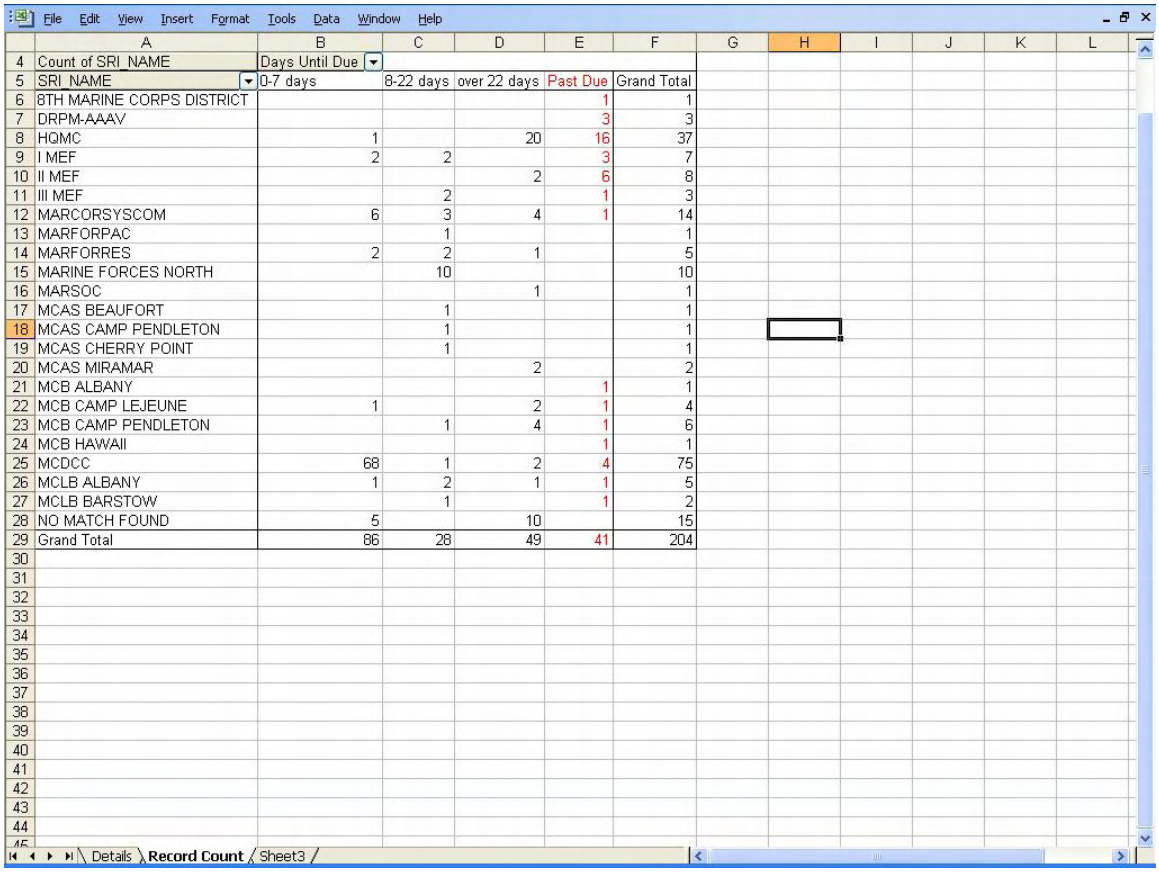
Pivot Table | GP LOA mismatch RT 3 to SABRS P



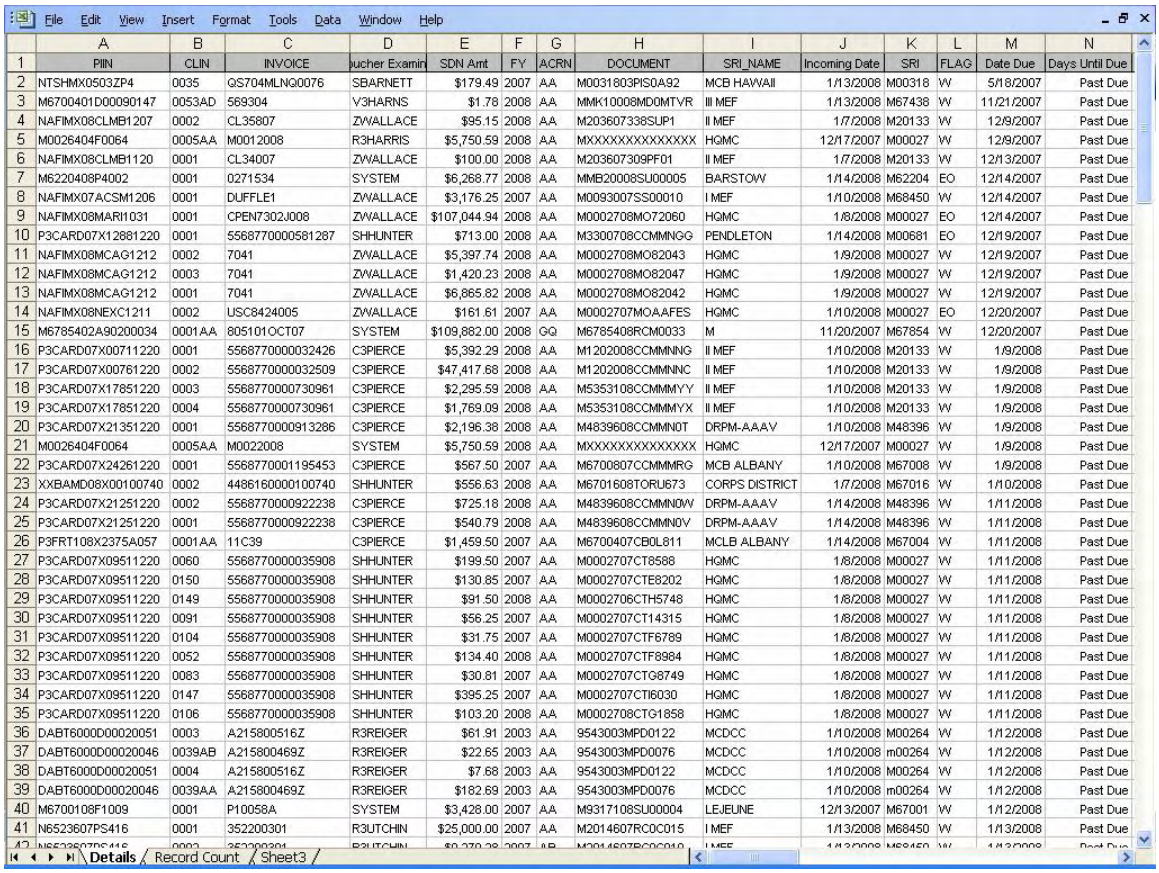
	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1						GROSS PAY REC TYPE 3				POSTED IN SABRS						
2	MRI	Empl Acty	Org Code	Employee Name	GRC	FYS	BSYM	SBHD	BCN	FYS	BSYM	SBHD	BCN	WCI	BEA	BESA
3	M00027	000027	ILILEQ	NAME	LH	8	1106	27T0	00027	8	1106	27M0	00027	M00092	IL	IL
4	M00027	000027	MAMGEE	NAME	U*	8	0100	27B0	00027	8	1106	27T0	00027	M00092	MA	MG
5	M00027	000027	MAMGEE	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
6	M00027	000027	MAMGEE	NAME	LA	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
7	M00027	000027	MAMGEE	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
8	M00027	000027	MAMGEE	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
9	M00027	000027	MAMGEE	NAME	LA	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
10	M00027	000027	MAMGEE	NAME	LH	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
11	M00027	000027	MAMGEE	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
12	M00027	000027	MAMGEE	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
13	M00027	000027	MAMGEE	NAME	LH	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
14	M00027	000027	MAMGEE	NAME	RG	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
15	M00027	000027	MAMGEE	NAME	RG	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
16	M00027	000027	MAMGEE	NAME	LA	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
17	M00027	000027	MAMGEE	NAME	RG	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
18	M00027	000027	MAMGEE	NAME	LA	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
19	M00027	000027	MAMGEE	NAME	LH	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
20	M00027	000027	MAMGEE	NAME	RG	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
21	M00027	000027	MAMGEE	NAME	RG	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
22	M00027	000027	MAMGEE	NAME	U*	8	0100	27H0	00027	8	1106	27T0	00027	M00092	MA	MG
23	M00027	000027	MAMGXB	NAME	LA	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
24	M00027	000027	MAMGXB	NAME	LH	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
25	M00027	000027	MAMGXB	NAME	LS	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
26	M00027	000027	MAMGXB	NAME	RG	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
27	M00027	000027	MAMGXB	NAME	U*	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
28	M00027	000027	MAMGXB	NAME	LA	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
29	M00027	000027	MAMGXB	NAME	LH	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
30	M00027	000027	MAMGXB	NAME	RG	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
31	M00027	000027	MAMGXB	NAME	U*	8	1106	27T0	00027	8	0100	27B0	00027	M00092	MA	MG
32	M00027	000027	MAMGXB	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
33	M00027	000027	MAMGXB	NAME	LA	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
34	M00027	000027	MAMGXB	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
35	M00027	000027	MAMGXB	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
36	M00027	000027	MAMGXB	NAME	LA	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
37	M00027	000027	MAMGXB	NAME	LH	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
38	M00027	000027	MAMGXB	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG
39	M00027	000027	MAMGXB	NAME	RG	7	1106	27T0	00027	7	0100	27B0	00027	M00092	MA	MG

Pivot Table | GP LOA mismatch RT 3 to SABRS P

B.10 Pre-Validation Failures



Count of SRI_NAME	Days Until Due				
SRI_NAME	0-7 days	8-22 days	over 22 days	Past Due	Grand Total
8TH MARINE CORPS DISTRICT				1	1
DRPM-AAAV				3	3
HQMC	1		20	16	37
I MEF	2	2		3	7
II MEF			2	6	8
III MEF		2		1	3
MARCORSYSCOM	6	3	4	1	14
MARFORPAC		1			1
MARFORRES	2	2	1		5
MARINE FORCES NORTH		10			10
MARSOC			1		1
MCAS BEAUFORT		1			1
MCAS CAMP PENDLETON		1			1
MCAS CHERRY POINT		1			1
MCAS MIRAMAR			2		2
MCB ALBANY				1	1
MCB CAMP LEJEUNE	1		2	1	4
MCB CAMP PENDLETON		1	4	1	6
MCB HAWAII				1	1
MCDCC	68	1	2	4	75
MCLB ALBANY	1	2	1	1	5
MCLB BARSTOW		1		1	2
NO MATCH FOUND	5		10		15
Grand Total	86	28	49	41	204

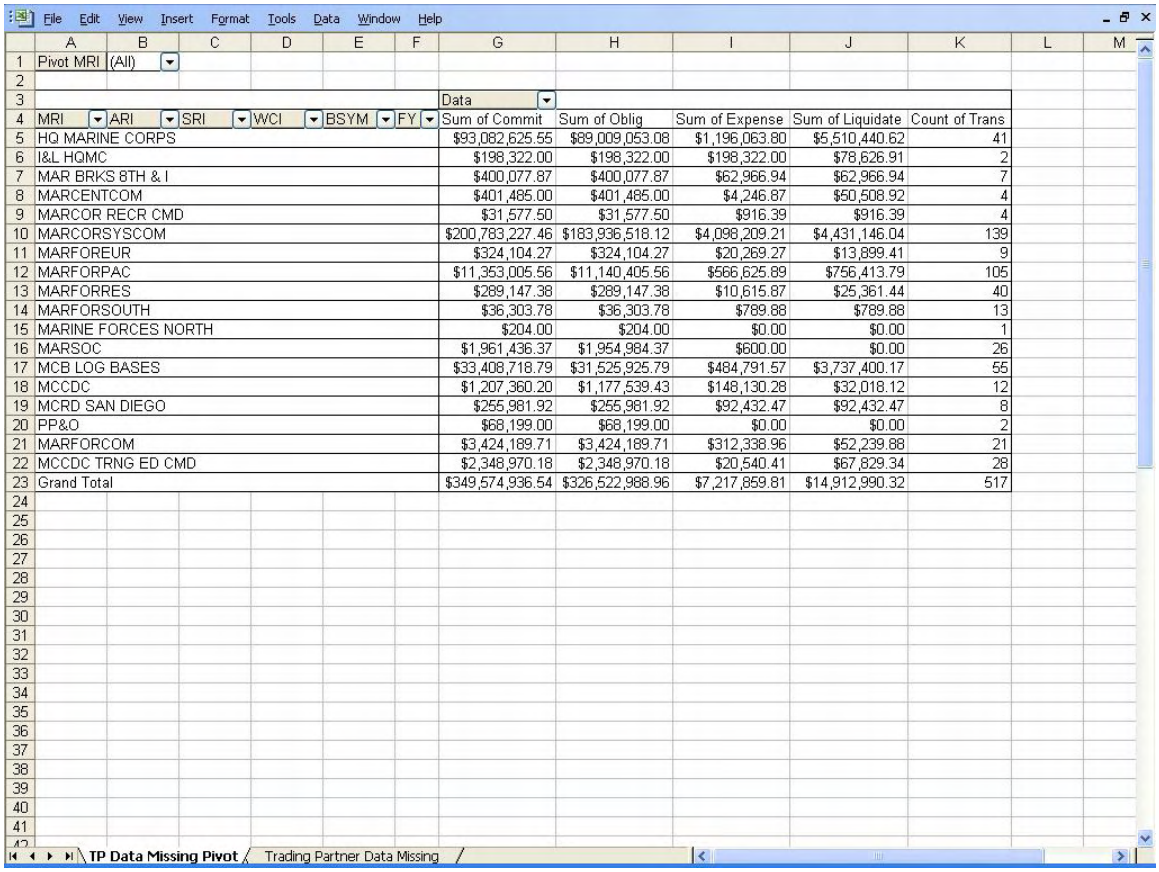


File Edit View Insert Format Tools Data Window Help

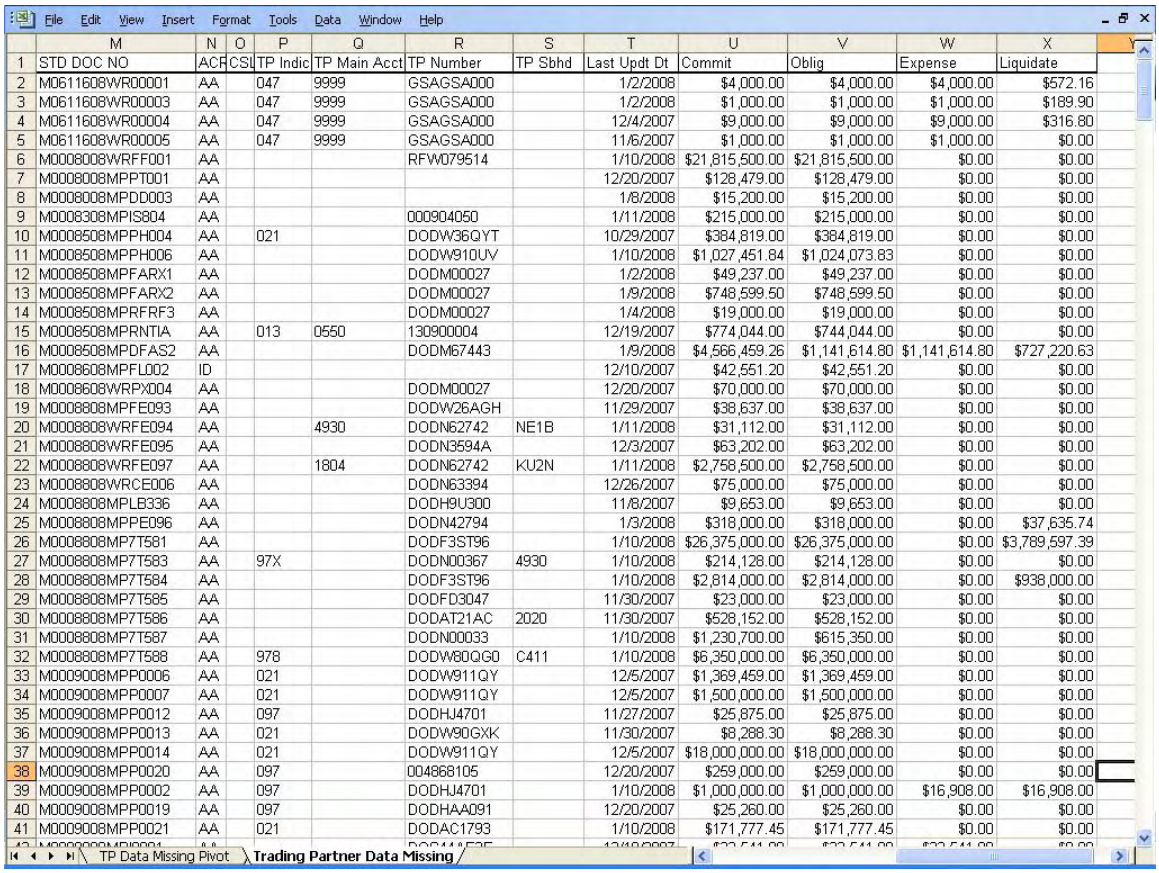
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PIIN	CLIN	INVOICE	pucher Examin	SDN Amt	FY	ACRN	DOCUMENT	SRI_NAME	Incoming Date	SRI	FLAG	Date Due	Days Until Due
2	NTSHMX0503ZP4	0035	QS704MLNQ0076	SBARNETT	$179.49	2007	AA	M0031803PIS0A92	MCB HAWAII	1/13/2008	M00318	W	5/18/2007	Past Due
3	M6700401D00090147	0053AD	569304	V3HARNS	$1.78	2008	AA	MMK10008MD0MTVR	III MEF	1/13/2008	M67438	W	11/21/2007	Past Due
4	NAFIMX08CLMB1207	0002	CL35807	ZWALLACE	$95.15	2008	AA	M203607338SUP1	II MEF	1/7/2008	M20133	W	12/9/2007	Past Due
5	M0026404F0064	0005AA	M0012008	R3HARRIS	$5,750.59	2008	AA	MXXXXXXXXXXXXX	HQMC	12/17/2007	M00027	W	12/9/2007	Past Due
6	NAFIMX08CLMB1120	0001	CL34007	ZWALLACE	$100.00	2008	AA	M203607309PF01	II MEF	1/7/2008	M20133	W	12/13/2007	Past Due
7	M6220408P4002	0001	0271534	SYSTEM	$6,268.77	2008	AA	MMB20008SU00005	BARSTOW	1/14/2008	M62204	EO	12/14/2007	Past Due
8	NAFIMX07ACSM1206	0001	DUFFLE1	ZWALLACE	$3,176.25	2007	AA	M0093007SS00010	I MEF	1/10/2008	M68450	W	12/14/2007	Past Due
9	NAFIMX08MARI1031	0001	CPEN7302J008	ZWALLACE	$107,044.94	2008	AA	M0002708MO72060	HQMC	1/8/2008	M00027	EO	12/14/2007	Past Due
10	P3CARD07X12881220	0001	5568770000581287	SHHUNTER	$713.00	2008	AA	M3300708CCMMNGG	PENDLETON	1/14/2008	M00681	EO	12/19/2007	Past Due
11	NAFIMX08MCAG1212	0002	7041	ZWALLACE	$5,397.74	2008	AA	M0002708MO82043	HQMC	1/9/2008	M00027	W	12/19/2007	Past Due
12	NAFIMX08MCAG1212	0003	7041	ZWALLACE	$1,420.23	2008	AA	M0002708MO82047	HQMC	1/9/2008	M00027	W	12/19/2007	Past Due
13	NAFIMX08MCAG1212	0001	7041	ZWALLACE	$6,865.82	2008	AA	M0002708MO82042	HQMC	1/9/2008	M00027	W	12/19/2007	Past Due
14	NAFIMX08NEXC1211	0002	USC8424005	ZWALLACE	$161.61	2007	AA	M0002707MOAAFES	HQMC	1/10/2008	M00027	EO	12/20/2007	Past Due
15	M6785402A90200034	0001AA	805101OCT07	SYSTEM	$109,882.00	2008	GQ	M6785408RCM0033	M	11/20/2007	M67854	W	12/20/2007	Past Due
16	P3CARD07X00711220	0001	5568770000032426	C3PIERCE	$5,392.29	2008	AA	M1202008CCMMNNG	II MEF	1/10/2008	M20133	W	1/9/2008	Past Due
17	P3CARD07X00761220	0002	5568770000032509	C3PIERCE	$47,417.68	2008	AA	M1202008CCMMNNC	II MEF	1/10/2008	M20133	W	1/9/2008	Past Due
18	P3CARD07X17851220	0003	5568770000730961	C3PIERCE	$2,295.59	2008	AA	M5353108CCMMMYY	II MEF	1/10/2008	M20133	W	1/9/2008	Past Due
19	P3CARD07X17851220	0004	5568770000730961	C3PIERCE	$1,769.09	2008	AA	M5353108CCMMMYX	II MEF	1/10/2008	M20133	W	1/9/2008	Past Due
20	P3CARD07X21351220	0001	5568770000913286	C3PIERCE	$2,196.38	2008	AA	M4839608CCMMN0T	DRPM-AAAV	1/10/2008	M48396	W	1/9/2008	Past Due
21	M0026404F0064	0005AA	M0022008	SYSTEM	$5,750.59	2008	AA	MXXXXXXXXXXXXX	HQMC	12/17/2007	M00027	W	1/9/2008	Past Due
22	P3CARD07X24261220	0001	5568770001195453	C3PIERCE	$567.50	2007	AA	M6700807CCMMMRG	MCB ALBANY	1/10/2008	M67008	W	1/9/2008	Past Due
23	XXBAMD08X00100740	0002	4486160000100740	SHHUNTER	$556.63	2008	AA	M6701608TORU673	CORPS DISTRICT	1/7/2008	M67016	W	1/10/2008	Past Due
24	P3CARD07X21251220	0002	5568770000922238	C3PIERCE	$725.18	2008	AA	M4839608CCMMN0W	DRPM-AAAV	1/14/2008	M48396	W	1/11/2008	Past Due
25	P3CARD07X21251220	0001	5568770000922238	C3PIERCE	$540.79	2008	AA	M4839608CCMMN0V	DRPM-AAAV	1/14/2008	M48396	W	1/11/2008	Past Due
26	P3FRT108X2375A057	0001AA	11C39	C3PIERCE	$1,459.50	2007	AA	M6700407CB0L811	MCLB ALBANY	1/14/2008	M67004	W	1/11/2008	Past Due
27	P3CARD07X09511220	0060	5568770000035908	SHHUNTER	$199.50	2007	AA	M0002707CT8588	HQMC	1/8/2008	M00027	W	1/11/2008	Past Due
28	P3CARD07X09511220	0150	5568770000035908	SHHUNTER	$130.85	2007	AA	M0002707CTE8202	HQMC	1/8/2008	M00027	W	1/11/2008	Past Due
29	P3CARD07X09511220	0149	5568770000035908	SHHUNTER	$91.50	2008	AA	M0002706CTH5748	HQMC	1/8/2008	M00027	W	1/11/2008	Past Due
30	P3CARD07X09511220	0091	5568770000035908	SHHUNTER	$56.25	2007	AA	M0002707CT14315	HQMC	1/8/2008	M00027	W	1/11/2008	Past Due
31	P3CARD07X09511220	0104	5568770000035908	SHHUNTER	$31.75	2007	AA	M0002707CTF6789	HQMC	1/8/2008	M00027	W	1/11/2008	Past Due
32	P3CARD07X09511220	0052	5568770000035908	SHHUNTER	$134.40	2008	AA	M0002707CTF8984	HQMC	1/8/2008	M00027	W	1/11/2008	Past Due
33	P3CARD07X09511220	0083	5568770000035908	SHHUNTER	$30.81	2007	AA	M0002707CTG8749	HQMC	1/8/2008	M00027	W	1/11/2008	Past Due
34	P3CARD07X09511220	0147	5568770000035908	SHHUNTER	$395.25	2007	AA	M0002707CTI6030	HQMC	1/8/2008	M00027	W	1/11/2008	Past Due
35	P3CARD07X09511220	0106	5568770000035908	SHHUNTER	$103.20	2008	AA	M0002708CTG1858	HQMC	1/8/2008	M00027	W	1/11/2008	Past Due
36	DABT6000D00020051	0003	A215800516Z	R3REIGER	$61.91	2003	AA	9543003MPD0122	MCDCC	1/10/2008	M00264	W	1/12/2008	Past Due
37	DABT6000D00020046	0039AB	A215800469Z	R3REIGER	$22.65	2003	AA	9543003MPD0076	MCDCC	1/10/2008	m00264	W	1/12/2008	Past Due
38	DABT6000D00020051	0004	A215800516Z	R3REIGER	$7.68	2003	AA	9543003MPD0122	MCDCC	1/10/2008	M00264	W	1/12/2008	Past Due
39	DABT6000D00020046	0039AA	A215800469Z	R3REIGER	$182.69	2003	AA	9543003MPD0076	MCDCC	1/10/2008	m00264	W	1/12/2008	Past Due
40	M6700108F1009	0001	P10058A	SYSTEM	$3,428.00	2007	AA	M9317108SU00004	LEJEUNE	12/13/2007	M67001	W	1/12/2008	Past Due
41	N6523607PS416	0001	352200301	R3UTCHIN	$25,000.00	2007	AA	M2014607RC0C015	I MEF	1/13/2008	M68450	W	1/13/2008	Past Due

Details / Record Count / Sheet3 /

B.11 Missing Trading Partner Data



Pivot MRI	(All)											
						Data						
MRI	ARI	SRI	WCI	BSYM	FY	Sum of Commit	Sum of Oblig	Sum of Expense	Sum of Liquidate	Count of Trans		
HQ MARINE CORPS						$93,082,625.55	$89,009,053.08	$1,196,063.80	$5,510,440.62	41		
I&L HQMC						$198,322.00	$198,322.00	$198,322.00	$78,626.91	2		
MAR BRKS 8TH & I						$400,077.87	$400,077.87	$62,966.94	$62,966.94	7		
MARCENTCOM						$401,485.00	$401,485.00	$4,246.87	$50,508.92	4		
MARCOR RECR CMD						$31,577.50	$31,577.50	$916.39	$916.39	4		
MARCORSYSCOM						$200,783,227.46	$183,936,518.12	$4,098,209.21	$4,431,146.04	139		
MARFOREUR						$324,104.27	$324,104.27	$20,269.27	$13,899.41	9		
MARFORPAC						$11,353,005.56	$11,140,405.56	$566,625.89	$756,413.79	105		
MARFORRES						$289,147.38	$289,147.38	$10,615.87	$25,361.44	40		
MARFORSOUTH						$36,303.78	$36,303.78	$789.88	$789.88	13		
MARINE FORCES NORTH						$204.00	$204.00	$0.00	$0.00	1		
MARSOC						$1,961,436.37	$1,954,984.37	$600.00	$0.00	26		
MCB LOG BASES						$33,408,718.79	$31,525,925.79	$484,791.57	$3,737,400.17	55		
MCCDC						$1,207,360.20	$1,177,539.43	$148,130.28	$32,018.12	12		
MCRD SAN DIEGO						$255,981.92	$255,981.92	$92,432.47	$92,432.47	8		
PP&O						$68,199.00	$68,199.00	$0.00	$0.00	2		
MARFORCOM						$3,424,189.71	$3,424,189.71	$312,338.96	$52,239.88	21		
MCCDC TRNG ED CMD						$2,348,970.18	$2,348,970.18	$20,540.41	$67,829.34	28		
Grand Total						$349,574,936.54	$326,522,988.96	$7,217,859.81	$14,912,990.32	517		

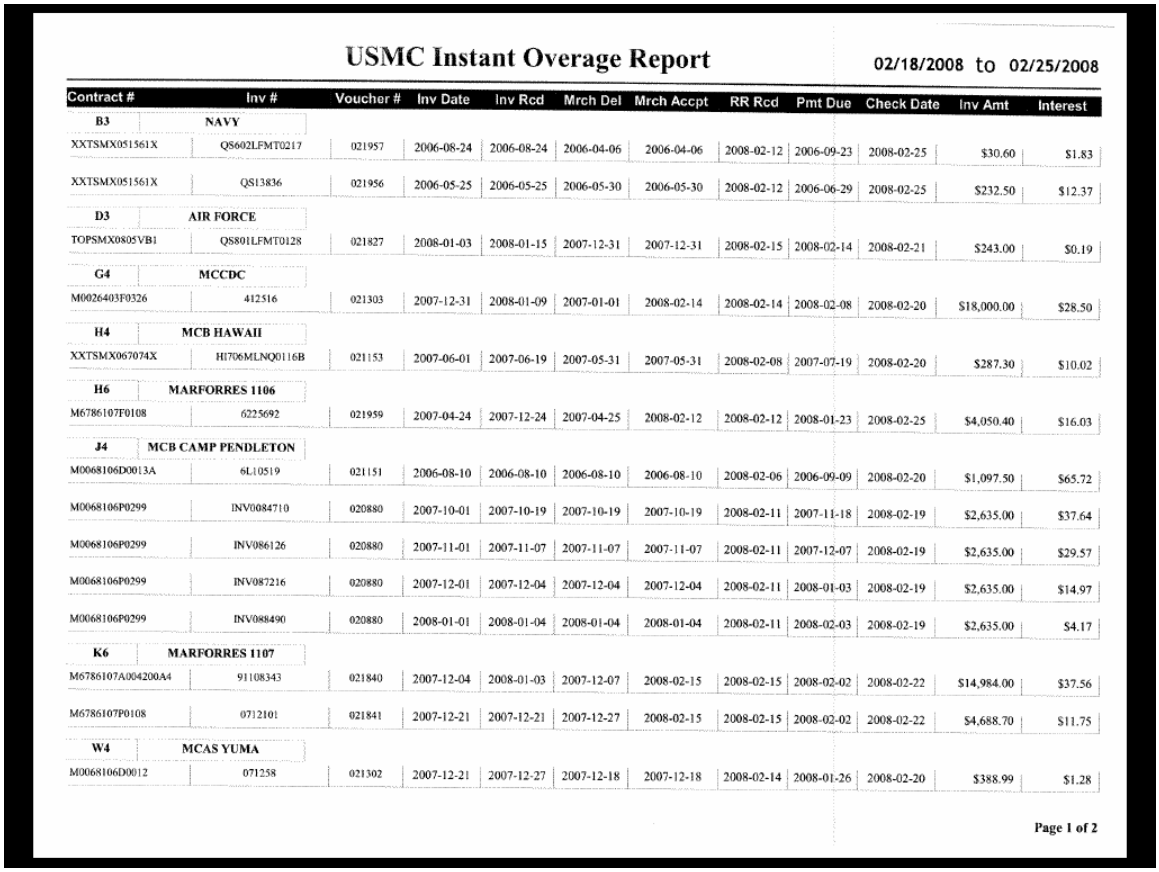


File Edit View Insert Format Tools Data Window Help

	M	N	O	P	Q	R	S	T	U	V	W	X
1	STD DOC NO	ACR	CSL	TP Indic	TP Main Acct	TP Number	TP Sbhd	Last Updt Dt	Commit	Oblig	Expense	Liquidate
2	M0611608WR00001	AA		047	9999	GSAGSA000		1/2/2008	$4,000.00	$4,000.00	$4,000.00	$572.16
3	M0611608WR00003	AA		047	9999	GSAGSA000		1/2/2008	$1,000.00	$1,000.00	$1,000.00	$189.90
4	M0611608WR00004	AA		047	9999	GSAGSA000		12/4/2007	$9,000.00	$9,000.00	$9,000.00	$316.80
5	M0611608WR00005	AA		047	9999	GSAGSA000		11/6/2007	$1,000.00	$1,000.00	$1,000.00	$0.00
6	M0008008WRFF001	AA				RFW079514		1/10/2008	$21,815,500.00	$21,815,500.00	$0.00	$0.00
7	M0008008MPPT001	AA						12/20/2007	$128,479.00	$128,479.00	$0.00	$0.00
8	M0008008MPDD003	AA						1/8/2008	$15,200.00	$15,200.00	$0.00	$0.00
9	M0008308MPIS804	AA				000904050		1/11/2008	$215,000.00	$215,000.00	$0.00	$0.00
10	M0008508MPPH004	AA		021		DODW36QYT		10/29/2007	$384,819.00	$384,819.00	$0.00	$0.00
11	M0008508MPPH006	AA				DODW910UV		1/10/2008	$1,027,451.84	$1,024,073.83	$0.00	$0.00
12	M0008508MPFARX1	AA				DODM00027		1/2/2008	$49,237.00	$49,237.00	$0.00	$0.00
13	M0008508MPFARX2	AA				DODM00027		1/9/2008	$748,599.50	$748,599.50	$0.00	$0.00
14	M0008508MPRFRF3	AA				DODM00027		1/4/2008	$19,000.00	$19,000.00	$0.00	$0.00
15	M0008508MPRNTIA	AA		013	0550	130900004		12/19/2007	$774,044.00	$744,044.00	$0.00	$0.00
16	M0008508MPDFAS2	AA				DODM67443		1/9/2008	$4,566,459.26	$1,141,614.80	$1,141,614.80	$727,220.63
17	M0008608MPFL002	ID						12/10/2007	$42,551.20	$42,551.20	$0.00	$0.00
18	M0008608WRPX004	AA				DODM00027		12/20/2007	$70,000.00	$70,000.00	$0.00	$0.00
19	M0008808MPFE093	AA				DODW26AGH		11/29/2007	$38,637.00	$38,637.00	$0.00	$0.00
20	M0008808WRFE094	AA			4930	DODN62742	NE1B	1/11/2008	$31,112.00	$31,112.00	$0.00	$0.00
21	M0008808WRFE095	AA				DODN3594A		12/3/2007	$63,202.00	$63,202.00	$0.00	$0.00
22	M0008808WRFE097	AA			1804	DODN62742	KU2N	1/11/2008	$2,758,500.00	$2,758,500.00	$0.00	$0.00
23	M0008808WRCE006	AA				DODN63394		12/26/2007	$75,000.00	$75,000.00	$0.00	$0.00
24	M0008808MPLB336	AA				DODH9U300		11/8/2007	$9,653.00	$9,653.00	$0.00	$0.00
25	M0008808MPPE096	AA				DODN42794		1/3/2008	$318,000.00	$318,000.00	$0.00	$37,635.74
26	M0008808MP7T581	AA				DODF3ST96		1/10/2008	$26,375,000.00	$26,375,000.00	$0.00	$3,789,597.39
27	M0008808MP7T583	AA		97X		DODN00367	4930	1/10/2008	$214,128.00	$214,128.00	$0.00	$0.00
28	M0008808MP7T584	AA				DODF3ST96		1/10/2008	$2,814,000.00	$2,814,000.00	$0.00	$938,000.00
29	M0008808MP7T585	AA				DODFD3047		11/30/2007	$23,000.00	$23,000.00	$0.00	$0.00
30	M0008808MP7T586	AA				DODAT21AC	2020	11/30/2007	$528,152.00	$528,152.00	$0.00	$0.00
31	M0008808MP7T587	AA				DODN00033		1/10/2008	$1,230,700.00	$615,350.00	$0.00	$0.00
32	M0008808MP7T588	AA		978		DODW80QG0	C411	1/10/2008	$6,350,000.00	$6,350,000.00	$0.00	$0.00
33	M0009008MPP0006	AA		021		DODW911QY		12/5/2007	$1,369,459.00	$1,369,459.00	$0.00	$0.00
34	M0009008MPP0007	AA		021		DODW911QY		12/5/2007	$1,500,000.00	$1,500,000.00	$0.00	$0.00
35	M0009008MPP0012	AA		097		DODHJ4701		11/27/2007	$25,875.00	$25,875.00	$0.00	$0.00
36	M0009008MPP0013	AA		021		DODW90GXK		11/30/2007	$8,288.30	$8,288.30	$0.00	$0.00
37	M0009008MPP0014	AA		021		DODW911QY		12/5/2007	$18,000,000.00	$18,000,000.00	$0.00	$0.00
38	M0009008MPP0020	AA		097		004868105		12/20/2007	$259,000.00	$259,000.00	$0.00	$0.00
39	M0009008MPP0002	AA		097		DODHJ4701		1/10/2008	$1,000,000.00	$1,000,000.00	$16,908.00	$16,908.00
40	M0009008MPP0019	AA		097		DODHAA091		12/20/2007	$25,260.00	$25,260.00	$0.00	$0.00
41	M0009008MPP0021	AA		021		DODAC1793		1/10/2008	$171,777.45	$171,777.45	$0.00	$0.00

TP Data Missing Pivot | Trading Partner Data Missing

B.12 Instant Overaged Invoices



USMC Instant Overage Report 02/18/2008 to 02/25/2008

Contract #	Inv #	Voucher #	Inv Date	Inv Rcd	Mrch Del	Mrch Accpt	RR Rcd	Pmt Due	Check Date	Inv Amt	Interest
B3	**NAVY**										
XXTSMX051561X	QS602LFMT0217	021957	2006-08-24	2006-08-24	2006-04-06	2006-04-06	2008-02-12	2006-09-23	2008-02-25	$30.60	$1.83
XXTSMX051561X	QS13836	021956	2006-05-25	2006-05-25	2006-05-30	2006-05-30	2008-02-12	2006-06-29	2008-02-25	$232.50	$12.37
D3	**AIR FORCE**										
TOPSMX0805VB1	QS801LFMT0128	021827	2008-01-03	2008-01-15	2007-12-31	2007-12-31	2008-02-15	2008-02-14	2008-02-21	$243.00	$0.19
G4	**MCCDC**										
M0026403F0326	412516	021303	2007-12-31	2008-01-09	2007-01-01	2008-02-14	2008-02-14	2008-02-08	2008-02-20	$18,000.00	$28.50
H4	**MCB HAWAII**										
XXTSMX067074X	HI706MLNQ0116B	021153	2007-06-01	2007-06-19	2007-05-31	2007-05-31	2008-02-08	2007-07-19	2008-02-20	$287.30	$10.02
H6	**MARFORRES 1106**										
M6786107F0108	6225692	021959	2007-04-24	2007-12-24	2007-04-25	2008-02-12	2008-02-12	2008-01-23	2008-02-25	$4,050.40	$16.03
J4	**MCB CAMP PENDLETON**										
M0068106D0013A	6L10519	021151	2006-08-10	2006-08-10	2006-08-10	2006-08-10	2008-02-06	2006-09-09	2008-02-20	$1,097.50	$65.72
M0068106P0299	INV0084710	020880	2007-10-01	2007-10-19	2007-10-19	2007-10-19	2008-02-11	2007-11-18	2008-02-19	$2,635.00	$37.64
M0068106P0299	INV086126	020880	2007-11-01	2007-11-07	2007-11-07	2007-11-07	2008-02-11	2007-12-07	2008-02-19	$2,635.00	$29.57
M0068106P0299	INV087216	020880	2007-12-01	2007-12-04	2007-12-04	2007-12-04	2008-02-11	2008-01-03	2008-02-19	$2,635.00	$14.97
M0068106P0299	INV088490	020880	2008-01-01	2008-01-04	2008-01-04	2008-01-04	2008-02-11	2008-02-03	2008-02-19	$2,635.00	$4.17
K6	**MARFORRES 1107**										
M6786107A004200A4	91108343	021840	2007-12-04	2008-01-03	2007-12-07	2008-02-15	2008-02-15	2008-02-02	2008-02-22	$14,984.00	$37.56
M6786107P0108	0712101	021841	2007-12-21	2007-12-21	2007-12-27	2008-02-15	2008-02-15	2008-02-02	2008-02-22	$4,688.70	$11.75
W4	**MCAS YUMA**										
M0068106D0012	071258	021302	2007-12-21	2007-12-27	2007-12-18	2007-12-18	2008-02-14	2008-01-26	2008-02-20	$388.99	$1.28

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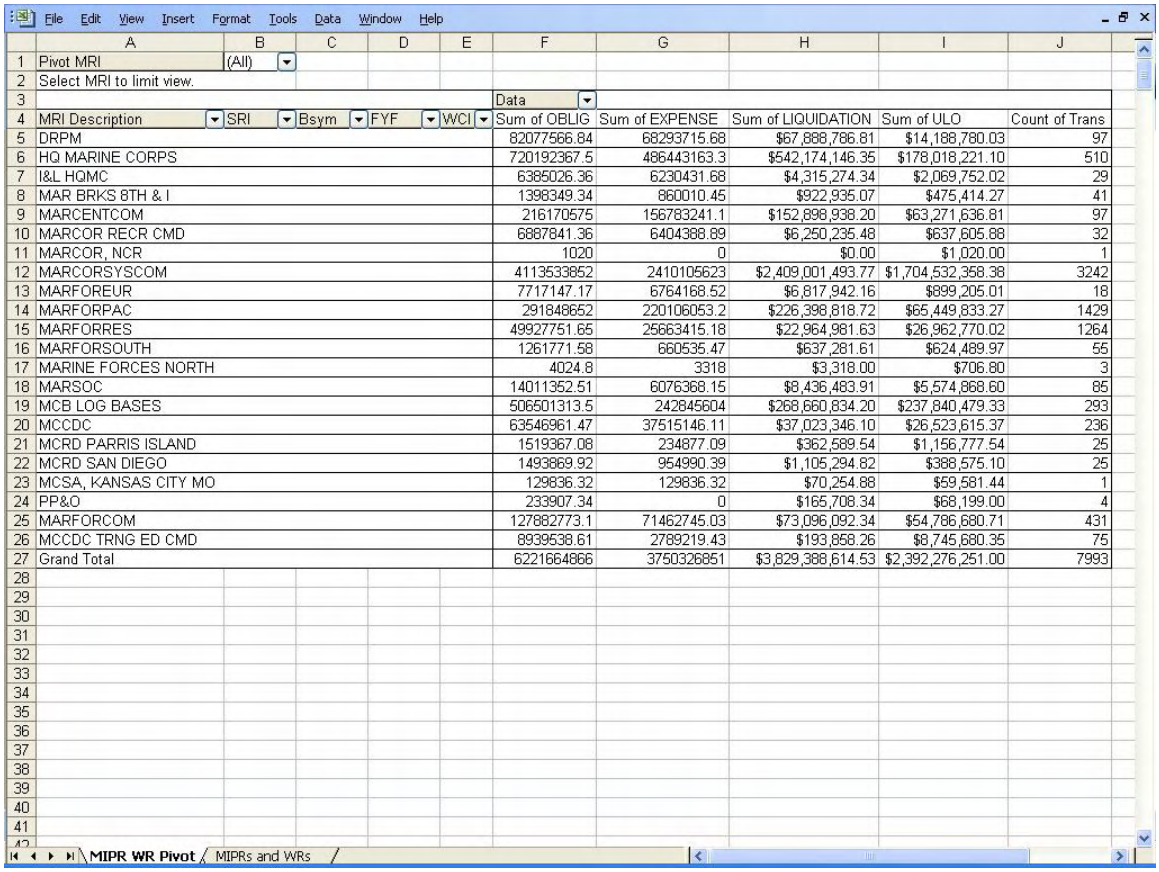
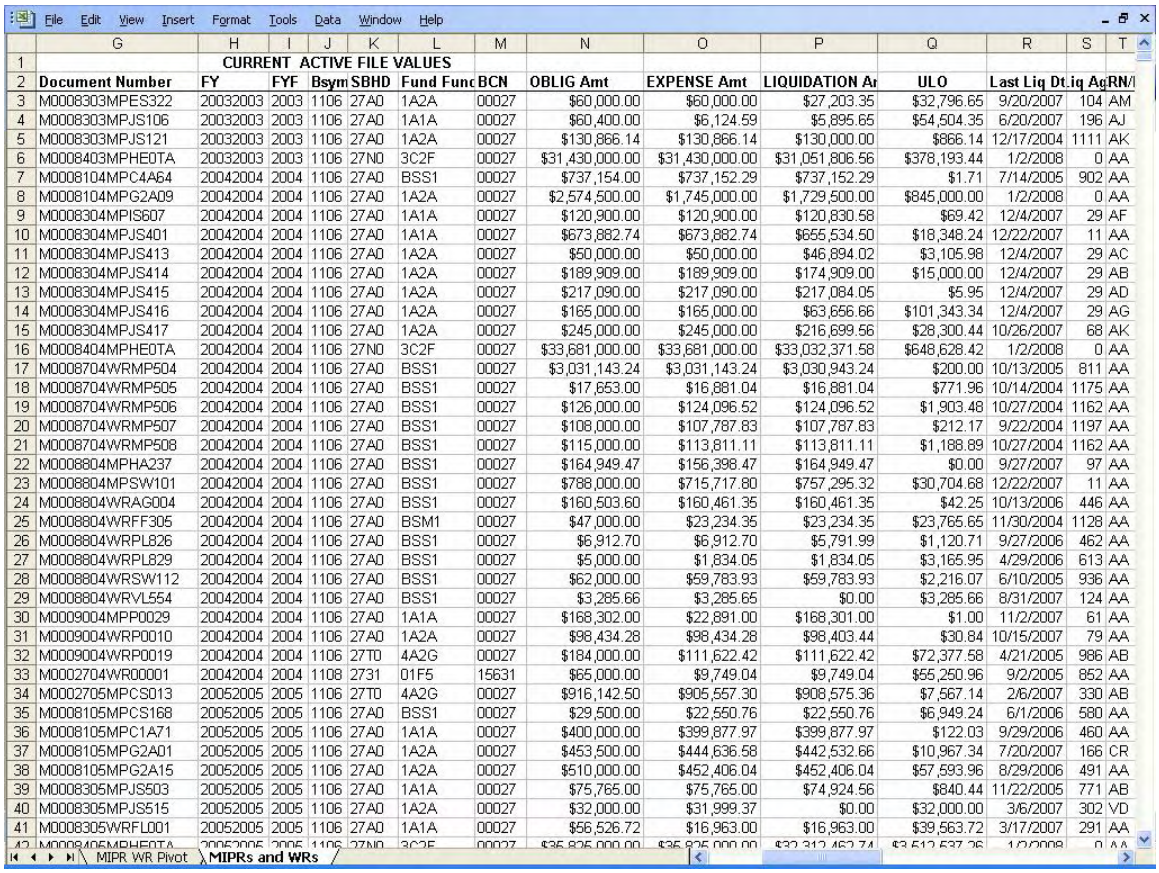
B.13 Outstanding MIPRs/WR All Years



	A	B	C	D	E	F	G	H	I	J
1	Pivot MRI	(All)								
2	Select MRI to limit view.									
3						Data				
4	MRI Description	SRI	Bsym	FYF	WCI	Sum of OBLIG	Sum of EXPENSE	Sum of LIQUIDATION	Sum of ULO	Count of Trans
5	DRPM					82077566.84	68293715.68	$67,888,786.81	$14,188,780.03	97
6	HQ MARINE CORPS					720192367.5	486443163.3	$542,174,146.35	$178,018,221.10	510
7	I&L HQMC					6385026.36	6230431.68	$4,315,274.34	$2,069,752.02	29
8	MAR BRKS 8TH & I					1398349.34	860010.45	$922,935.07	$475,414.27	41
9	MARCENTCOM					216170575	156783241.1	$152,898,938.20	$63,271,636.81	97
10	MARCOR RECR CMD					6887841.36	6404388.89	$6,250,235.48	$637,605.88	32
11	MARCOR, NCR					1020	0	$0.00	$1,020.00	1
12	MARCORSYSCOM					4113533852	2410105623	$2,409,001,493.77	$1,704,532,358.38	3242
13	MARFOREUR					7717147.17	6764168.52	$6,817,942.16	$899,205.01	18
14	MARFORPAC					291848652	220106053.2	$226,398,818.72	$65,449,833.27	1429
15	MARFORRES					49927751.65	25663415.18	$22,964,981.63	$26,962,770.02	1264
16	MARFORSOUTH					1261771.58	660535.47	$637,281.61	$624,489.97	55
17	MARINE FORCES NORTH					4024.8	3318	$3,318.00	$706.80	3
18	MARSOC					14011352.51	6076368.15	$8,436,483.91	$5,574,868.60	85
19	MCB LOG BASES					506501313.5	242845604	$268,660,834.20	$237,840,479.33	293
20	MCCDC					63546961.47	37515146.11	$37,023,346.10	$26,523,615.37	236
21	MCRD PARRIS ISLAND					1519367.08	234877.09	$362,589.54	$1,156,777.54	25
22	MCRD SAN DIEGO					1493869.92	954990.39	$1,105,294.82	$388,575.10	25
23	MCSA, KANSAS CITY MO					129836.32	129836.32	$70,254.88	$59,581.44	1
24	PP&O					233907.34	0	$165,708.34	$68,199.00	4
25	MARFORCOM					127882773.1	71462745.03	$73,096,092.34	$54,786,680.71	431
26	MCCDC TRNG ED CMD					8939538.61	2789219.43	$193,858.26	$8,745,680.35	75
27	Grand Total					6221664866	3750326851	$3,829,388,614.53	$2,392,276,251.00	7993



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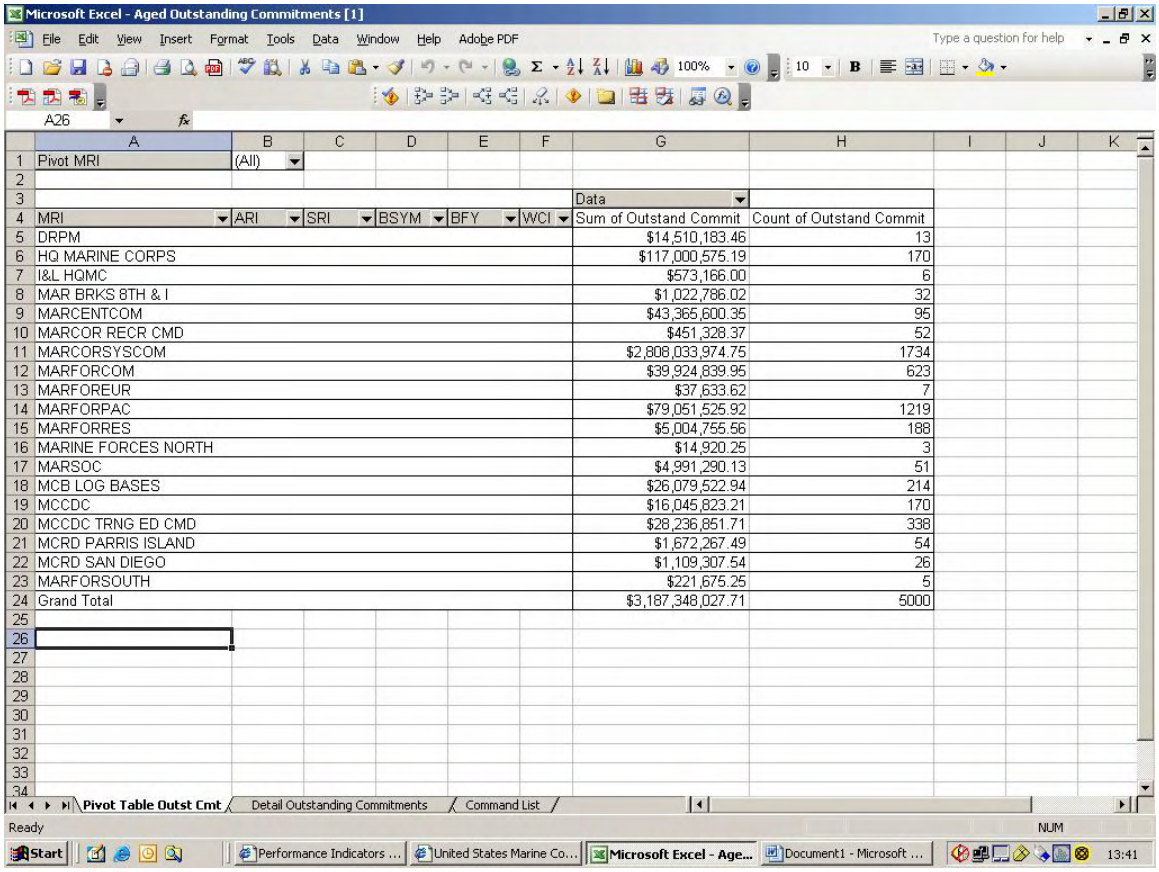
	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1		CURRENT ACTIVE FILE VALUES												
2	Document Number	FY	FYF	Bsym	SBHD	Fund Func	BCN	OBLIG Amt	EXPENSE Amt	LIQUIDATION Ar	ULO	Last Liq Dt	Liq Ag	RN/I
3	M0008303MPES322	20032003	2003	1106	27A0	1A2A	00027	$60,000.00	$60,000.00	$27,203.35	$32,796.65	9/20/2007	104	AM
4	M0008303MPJS106	20032003	2003	1106	27A0	1A1A	00027	$60,400.00	$6,124.59	$5,895.65	$54,504.35	6/20/2007	196	AJ
5	M0008303MPJS121	20032003	2003	1106	27A0	1A2A	00027	$130,866.14	$130,866.14	$130,000.00	$866.14	12/17/2004	1111	AK
6	M0008403MPHE0TA	20032003	2003	1106	27N0	3C2F	00027	$31,430,000.00	$31,430,000.00	$31,051,806.56	$378,193.44	1/2/2008	0	AA
7	M0008104MPC4A64	20042004	2004	1106	27A0	BSS1	00027	$737,154.00	$737,152.29	$737,152.29	$1.71	7/14/2005	902	AA
8	M0008104MPG2A09	20042004	2004	1106	27A0	1A2A	00027	$2,574,500.00	$1,745,000.00	$1,729,500.00	$845,000.00	1/2/2008	0	AA
9	M0008304MPIS607	20042004	2004	1106	27A0	1A1A	00027	$120,900.00	$120,900.00	$120,830.58	$69.42	12/4/2007	29	AF
10	M0008304MPJS401	20042004	2004	1106	27A0	1A1A	00027	$673,882.74	$673,882.74	$655,534.50	$18,348.24	12/22/2007	11	AA
11	M0008304MPJS413	20042004	2004	1106	27A0	1A2A	00027	$50,000.00	$50,000.00	$46,894.02	$3,105.98	12/4/2007	29	AC
12	M0008304MPJS414	20042004	2004	1106	27A0	1A2A	00027	$189,909.00	$189,909.00	$174,909.00	$15,000.00	12/4/2007	29	AB
13	M0008304MPJS415	20042004	2004	1106	27A0	1A2A	00027	$217,090.00	$217,090.00	$217,084.05	$5.95	12/4/2007	29	AD
14	M0008304MPJS416	20042004	2004	1106	27A0	1A2A	00027	$165,000.00	$165,000.00	$63,656.66	$101,343.34	12/4/2007	29	AG
15	M0008304MPJS417	20042004	2004	1106	27A0	1A2A	00027	$245,000.00	$245,000.00	$216,699.56	$28,300.44	10/26/2007	68	AK
16	M0008404MPHE0TA	20042004	2004	1106	27N0	3C2F	00027	$33,681,000.00	$33,681,000.00	$33,032,371.58	$648,628.42	1/2/2008	0	AA
17	M0008704WRMP504	20042004	2004	1106	27A0	BSS1	00027	$3,031,143.24	$3,031,143.24	$3,030,943.24	$200.00	10/13/2005	811	AA
18	M0008704WRMP505	20042004	2004	1106	27A0	BSS1	00027	$17,653.00	$16,881.04	$16,881.04	$771.96	10/14/2004	1175	AA
19	M0008704WRMP506	20042004	2004	1106	27A0	BSS1	00027	$126,000.00	$124,096.52	$124,096.52	$1,903.48	10/27/2004	1162	AA
20	M0008704WRMP507	20042004	2004	1106	27A0	BSS1	00027	$108,000.00	$107,787.83	$107,787.83	$212.17	9/22/2004	1197	AA
21	M0008704WRMP508	20042004	2004	1106	27A0	BSS1	00027	$115,000.00	$113,811.11	$113,811.11	$1,188.89	10/27/2004	1162	AA
22	M0008804MPHA237	20042004	2004	1106	27A0	BSS1	00027	$164,949.47	$156,398.47	$164,949.47	$0.00	9/27/2007	97	AA
23	M0008804MPSW101	20042004	2004	1106	27A0	BSS1	00027	$788,000.00	$715,717.80	$757,295.32	$30,704.68	12/22/2007	11	AA
24	M0008804WRAG004	20042004	2004	1106	27A0	BSS1	00027	$160,503.60	$160,461.35	$160,461.35	$42.25	10/13/2006	446	AA
25	M0008804WRFF305	20042004	2004	1106	27A0	BSM1	00027	$47,000.00	$23,234.35	$23,234.35	$23,765.65	11/30/2004	1128	AA
26	M0008804WRPL826	20042004	2004	1106	27A0	BSS1	00027	$6,912.70	$6,912.70	$5,791.99	$1,120.71	9/27/2006	462	AA
27	M0008804WRPL829	20042004	2004	1106	27A0	BSS1	00027	$5,000.00	$1,834.05	$1,834.05	$3,165.95	4/29/2006	613	AA
28	M0008804WRSW112	20042004	2004	1106	27A0	BSS1	00027	$62,000.00	$59,783.93	$59,783.93	$2,216.07	6/10/2005	936	AA
29	M0008804WRVL554	20042004	2004	1106	27A0	BSS1	00027	$3,285.66	$3,285.65	$0.00	$3,285.66	8/31/2007	124	AA
30	M0009004MPP0029	20042004	2004	1106	27A0	1A1A	00027	$168,302.00	$22,891.00	$168,301.00	$1.00	11/2/2007	61	AA
31	M0009004WRP0010	20042004	2004	1106	27A0	1A2A	00027	$98,434.28	$98,434.28	$98,403.44	$30.84	10/15/2007	79	AA
32	M0009004WRP0019	20042004	2004	1106	27T0	4A2G	00027	$184,000.00	$111,622.42	$111,622.42	$72,377.58	4/21/2005	986	AB
33	M0002704WR00001	20042004	2004	1108	2731	01F5	15631	$65,000.00	$9,749.04	$9,749.04	$55,250.96	9/2/2005	852	AA
34	M0002705MPCS013	20052005	2005	1106	27T0	4A2G	00027	$916,142.50	$905,557.30	$908,575.36	$7,567.14	2/6/2007	330	AB
35	M0008105MPCS168	20052005	2005	1106	27A0	BSS1	00027	$29,500.00	$22,550.76	$22,550.76	$6,949.24	6/1/2006	580	AA
36	M0008105MPC1A71	20052005	2005	1106	27A0	1A1A	00027	$400,000.00	$399,877.97	$399,877.97	$122.03	9/29/2006	460	AA
37	M0008105MPG2A01	20052005	2005	1106	27A0	1A2A	00027	$453,500.00	$444,636.58	$442,532.66	$10,967.34	7/20/2007	166	CR
38	M0008105MPG2A15	20052005	2005	1106	27A0	1A2A	00027	$510,000.00	$452,406.04	$452,406.04	$57,593.96	8/29/2006	491	AA
39	M0008305MPJS503	20052005	2005	1106	27A0	1A1A	00027	$75,765.00	$75,765.00	$74,924.56	$840.44	11/22/2005	771	AB
40	M0008305MPJS515	20052005	2005	1106	27A0	1A2A	00027	$32,000.00	$31,999.37	$0.00	$32,000.00	3/6/2007	302	VD
41	M0008305WRFL001	20052005	2005	1106	27A0	1A1A	00027	$56,526.72	$16,963.00	$16,963.00	$39,563.72	3/17/2007	291	AA
42	M0008405MPHE0TA	20052005	2005	1106	27N0	3C2F	00027	$35,825,000.00	$35,825,000.00	$32,312,462.74	$3,512,537.26	1/2/2008	0	AA

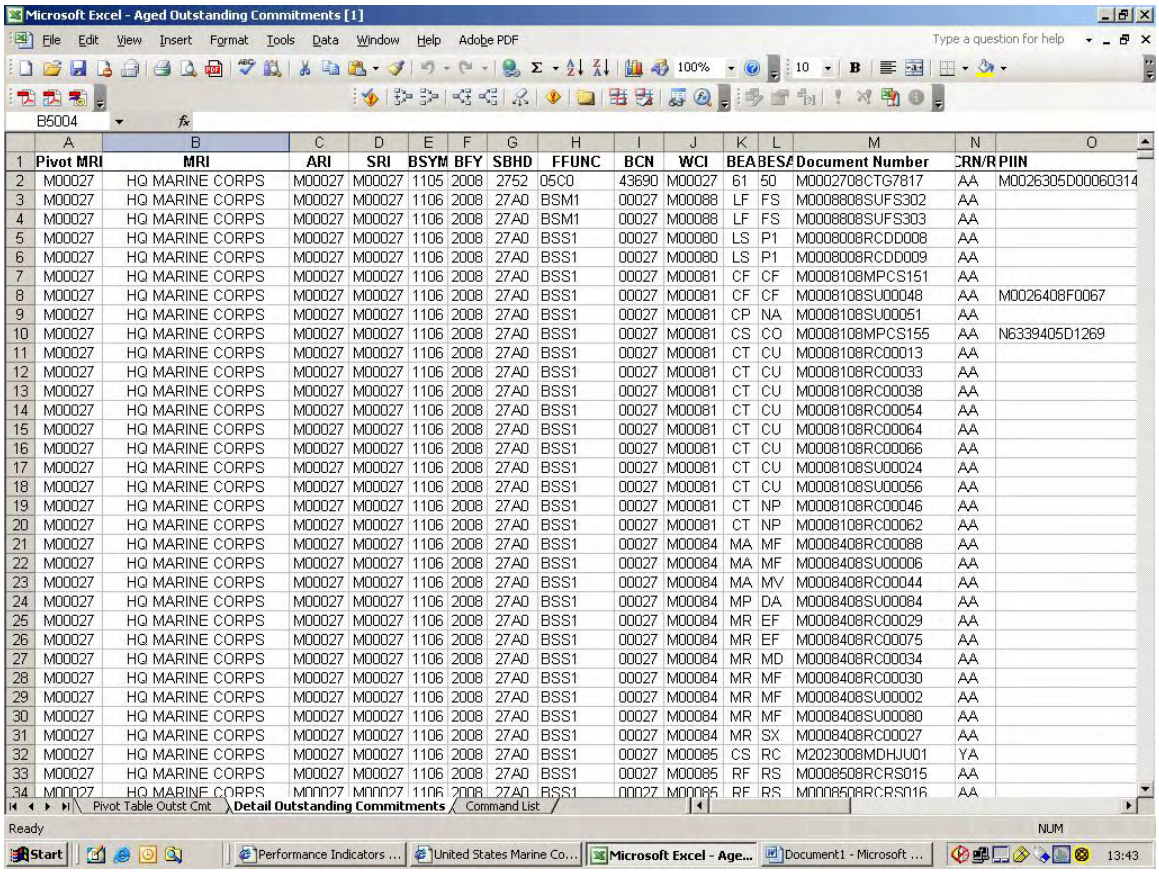
MIPR WR Pivot | MIPRs and WRs

B.14 Outstanding Commitments



Microsoft Excel - Aged Outstanding Commitments [1]

Pivot MRI	(All)									
							Data			
MRI	ARI	SRI	BSYM	BFY	WCI		Sum of Outstand Commit	Count of Outstand Commit		
DRPM							$14,510,183.46	13		
HQ MARINE CORPS							$117,000,575.19	170		
I&L HQMC							$573,166.00	6		
MAR BRKS 8TH & I							$1,022,786.02	32		
MARCENTCOM							$43,365,600.35	95		
MARCOR RECR CMD							$451,328.37	52		
MARCORSYSCOM							$2,808,033,974.75	1734		
MARFORCOM							$39,924,839.95	623		
MARFOREUR							$37,633.62	7		
MARFORPAC							$79,051,525.92	1219		
MARFORRES							$5,004,755.56	188		
MARINE FORCES NORTH							$14,920.25	3		
MARSOC							$4,991,290.13	51		
MCB LOG BASES							$26,079,522.94	214		
MCCDC							$16,045,823.21	170		
MCCDC TRNG ED CMD							$28,236,851.71	338		
MCRD PARRIS ISLAND							$1,672,267.49	54		
MCRD SAN DIEGO							$1,109,307.54	26		
MARFORSOUTH							$221,675.25	5		
Grand Total							$3,187,348,027.71	5000		



Microsoft Excel - Aged Outstanding Commitments [1]

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Pivot MRI	MRI	ARI	SRI	BSYM	BFY	SBHD	FFUNC	BCN	WCI	BEA	BESA	Document Number	CRN/R	PIIN
2	M00027	HQ MARINE CORPS	M00027	M00027	1105	2008	2752	05C0	43690	M00027	61	50	M0002708CTG7817	AA	M0026305D00060314
3	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSM1	00027	M00088	LF	FS	M0008808SUFS302	AA	
4	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSM1	00027	M00088	LF	FS	M0008808SUFS303	AA	
5	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00080	LS	P1	M0008008RCDD008	AA	
6	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00080	LS	P1	M0008008RCDD009	AA	
7	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CF	CF	M0008108MPCS151	AA	
8	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CF	CF	M0008108SU00048	AA	M0026408F0067
9	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CP	NA	M0008108SU00051	AA	
10	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CS	CO	M0008108MPCS155	AA	N6339405D1269
11	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	CU	M0008108RC00013	AA	
12	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	CU	M0008108RC00033	AA	
13	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	CU	M0008108RC00038	AA	
14	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	CU	M0008108RC00054	AA	
15	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	CU	M0008108RC00064	AA	
16	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	CU	M0008108RC00066	AA	
17	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	CU	M0008108SU00024	AA	
18	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	CU	M0008108SU00056	AA	
19	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	NP	M0008108RC00046	AA	
20	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00081	CT	NP	M0008108RC00062	AA	
21	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MA	MF	M0008408RC00088	AA	
22	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MA	MF	M0008408SU00006	AA	
23	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MA	MV	M0008408RC00044	AA	
24	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MP	DA	M0008408SU00084	AA	
25	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MR	EF	M0008408RC00029	AA	
26	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MR	EF	M0008408RC00075	AA	
27	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MR	MD	M0008408RC00034	AA	
28	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MR	MF	M0008408RC00030	AA	
29	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MR	MF	M0008408SU00002	AA	
30	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MR	MF	M0008408SU00080	AA	
31	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00084	MR	SX	M0008408RC00027	AA	
32	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00085	CS	RC	M2023008MDHJU01	YA	
33	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00085	RF	RS	M0008508RCRS015	AA	
34	M00027	HQ MARINE CORPS	M00027	M00027	1106	2008	27A0	BSS1	00027	M00085	RF	RS	M0008508RCRS016	AA	

Pivot Table Outst Cmt | Detail Outstanding Commitments | Command List

Ready NUM

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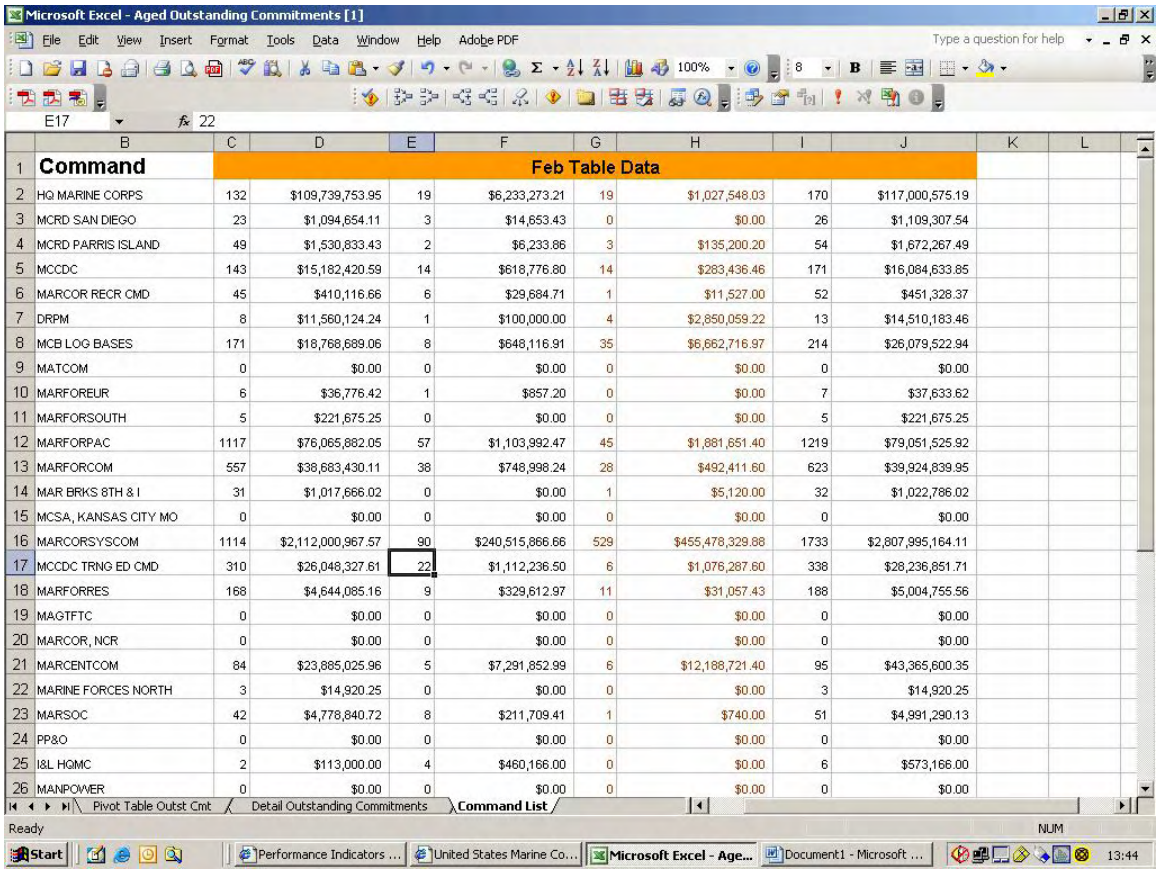

Microsoft Excel - Aged Outstanding Commitments [1]

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E17 22

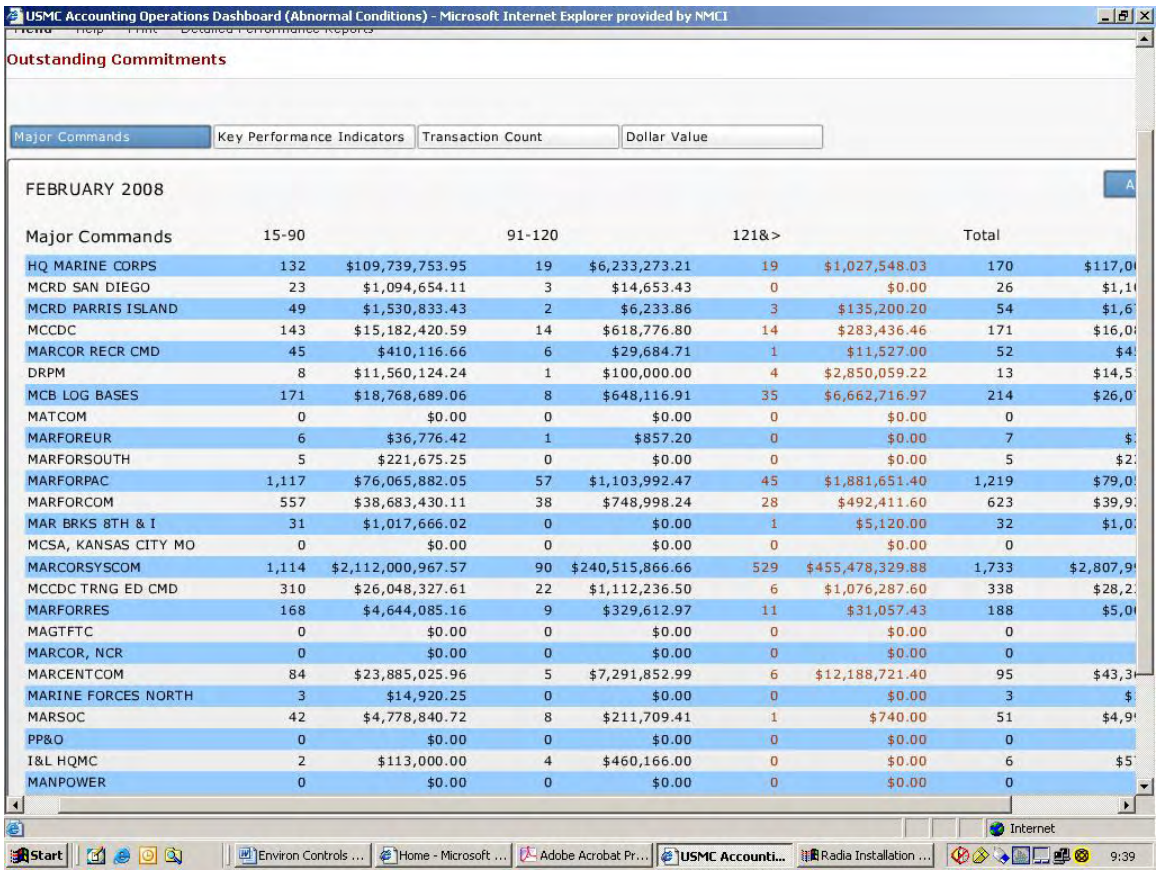
	B	C	D	E	F	G	H	I	J	K	L
1	**Command**	**Feb Table Data**									
2	HQ MARINE CORPS	132	$109,739,753.95	19	$6,233,273.21	19	$1,027,548.03	170	$117,000,575.19		
3	MCRD SAN DIEGO	23	$1,094,654.11	3	$14,653.43	0	$0.00	26	$1,109,307.54		
4	MCRD PARRIS ISLAND	49	$1,530,833.43	2	$6,233.86	3	$135,200.20	54	$1,672,267.49		
5	MCCDC	143	$15,182,420.59	14	$618,776.80	14	$283,436.46	171	$16,084,633.85		
6	MARCOR RECR CMD	45	$410,116.66	6	$29,684.71	1	$11,527.00	52	$451,328.37		
7	DRPM	8	$11,560,124.24	1	$100,000.00	4	$2,850,059.22	13	$14,510,183.46		
8	MCB LOG BASES	171	$18,768,689.06	8	$648,116.91	35	$6,662,716.97	214	$26,079,522.94		
9	MATCOM	0	$0.00	0	$0.00	0	$0.00	0	$0.00		
10	MARFOREUR	6	$36,776.42	1	$857.20	0	$0.00	7	$37,633.62		
11	MARFORSOUTH	5	$221,675.25	0	$0.00	0	$0.00	5	$221,675.25		
12	MARFORPAC	1117	$76,065,882.05	57	$1,103,992.47	45	$1,881,651.40	1219	$79,051,525.92		
13	MARFORCOM	557	$38,683,430.11	38	$748,998.24	28	$492,411.60	623	$39,924,839.95		
14	MAR BRKS 8TH & I	31	$1,017,666.02	0	$0.00	1	$5,120.00	32	$1,022,786.02		
15	MCSA, KANSAS CITY MO	0	$0.00	0	$0.00	0	$0.00	0	$0.00		
16	MARCORSYSCOM	1114	$2,112,000,967.57	90	$240,515,866.66	529	$455,478,329.88	1733	$2,807,995,164.11		
17	MCCDC TRNG ED CMD	310	$26,048,327.61	22	$1,112,236.50	6	$1,076,287.60	338	$28,236,851.71		
18	MARFORRES	168	$4,644,085.16	9	$329,612.97	11	$31,057.43	188	$5,004,755.56		
19	MAGTFTC	0	$0.00	0	$0.00	0	$0.00	0	$0.00		
20	MARCOR, NCR	0	$0.00	0	$0.00	0	$0.00	0	$0.00		
21	MARCENTCOM	84	$23,885,025.96	5	$7,291,852.99	6	$12,188,721.40	95	$43,365,600.35		
22	MARINE FORCES NORTH	3	$14,920.25	0	$0.00	0	$0.00	3	$14,920.25		
23	MARSOC	42	$4,778,840.72	8	$211,709.41	1	$740.00	51	$4,991,290.13		
24	PP&O	0	$0.00	0	$0.00	0	$0.00	0	$0.00		
25	I&L HQMC	2	$113,000.00	4	$460,166.00	0	$0.00	6	$573,166.00		
26	MANPOWER	0	$0.00	0	$0.00	0	$0.00	0	$0.00		

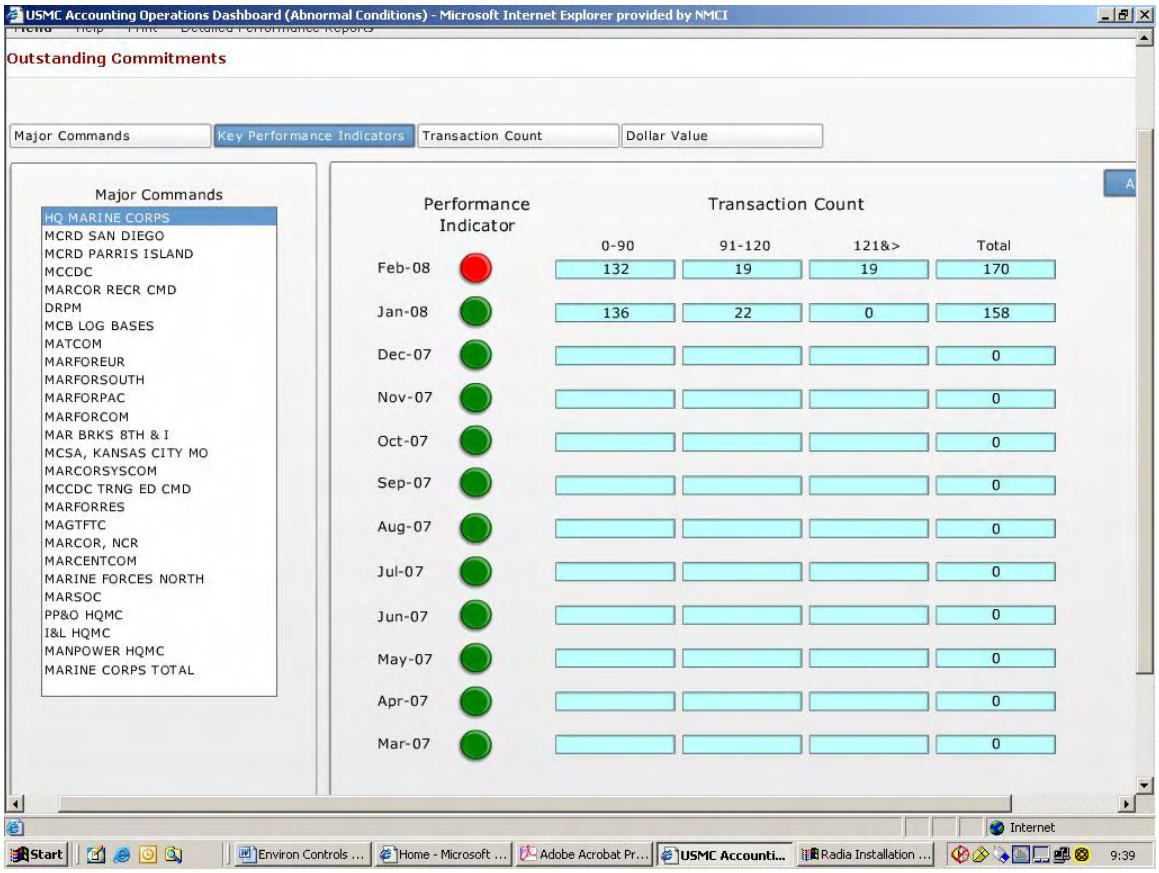
Pivot Table Outst Cmt | Detail Outstanding Commitments | Command List

Ready NUM

Start | Performance Indicators ... | United States Marine Co... | Microsoft Excel - Age... | Document1 - Microsoft ... | 13:44

Accounting Operations Dashboard – Outstanding Commitments




USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Outstanding Commitments
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Performance Indicator
Transaction Count
0-90
91-120
121&>
Total
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Jan-08 136 22 0 158
Dec-07 0
Nov-07 0
Oct-07 0
Sep-07 0
Aug-07 0
Jul-07 0
Jun-07 0
May-07 0
Apr-07 0
Mar-07 0
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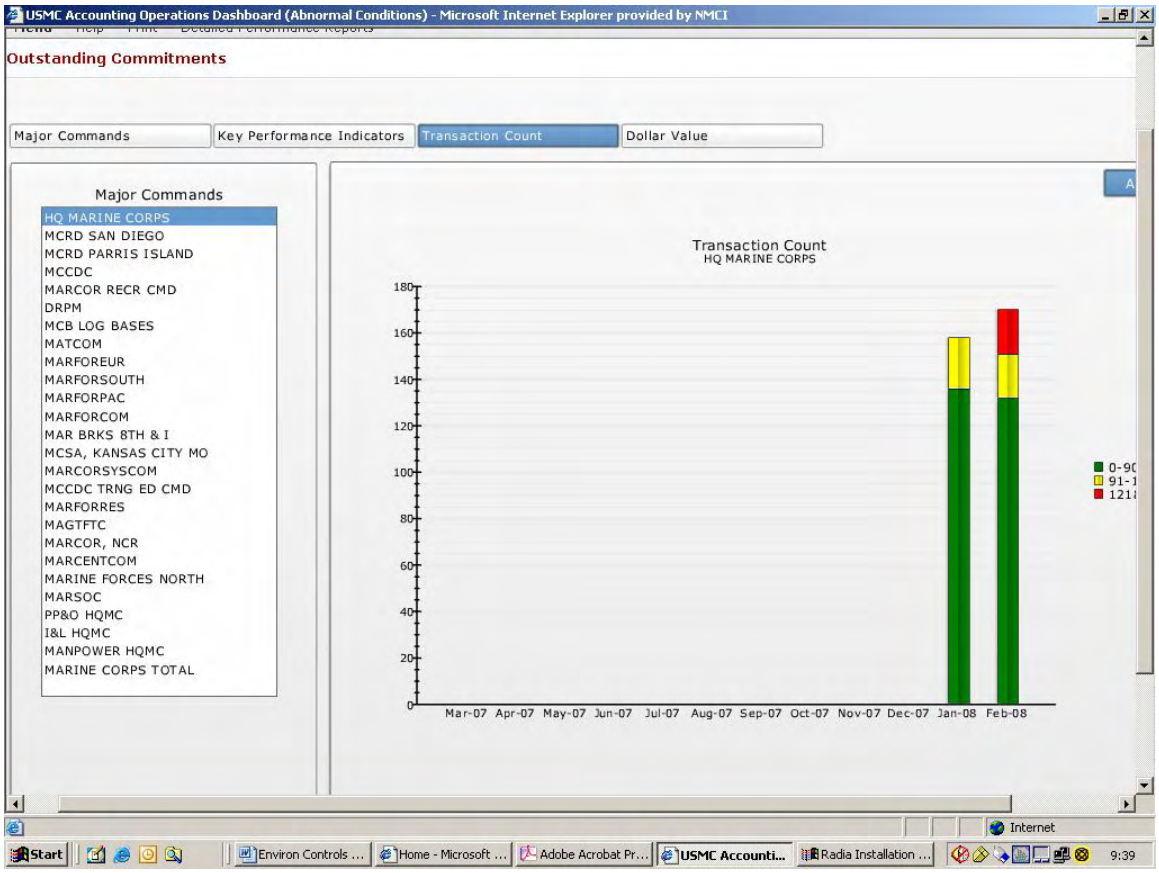
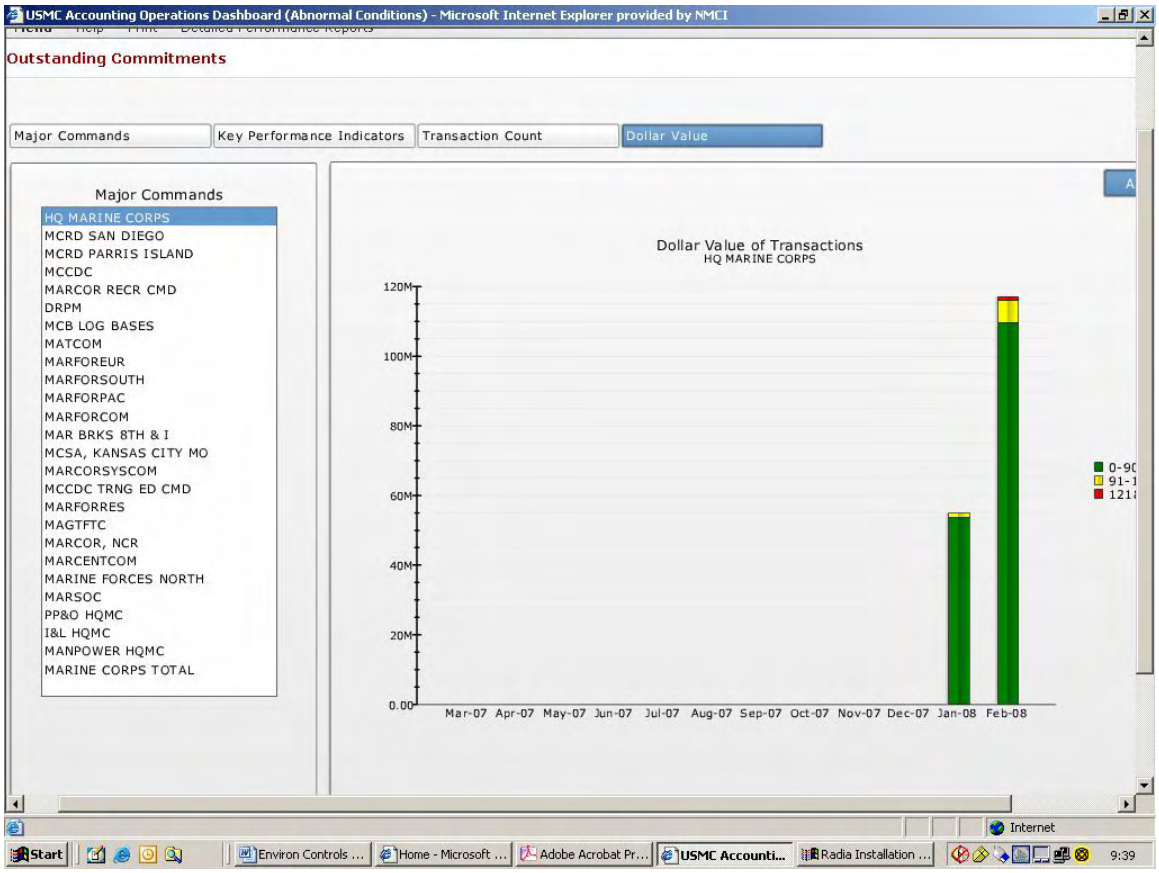
Adobe Acrobat Pr...
USMC Accounti...
Radia Installation ...
9:39


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Outstanding Commitments
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Transaction Count
HQ MARINE CORPS
180
160
140
120
100
80
60
40
20
0
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Internet
Start
Environ Controls ...
Home - Microsoft ...
Adobe Acrobat Pr...
USMC Accounti...
Radia Installation ...
9:39


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Outstanding Commitments
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Dollar Value of Transactions
HQ MARINE CORPS
120M
100M
80M
60M
40M
20M
0.00
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Internet
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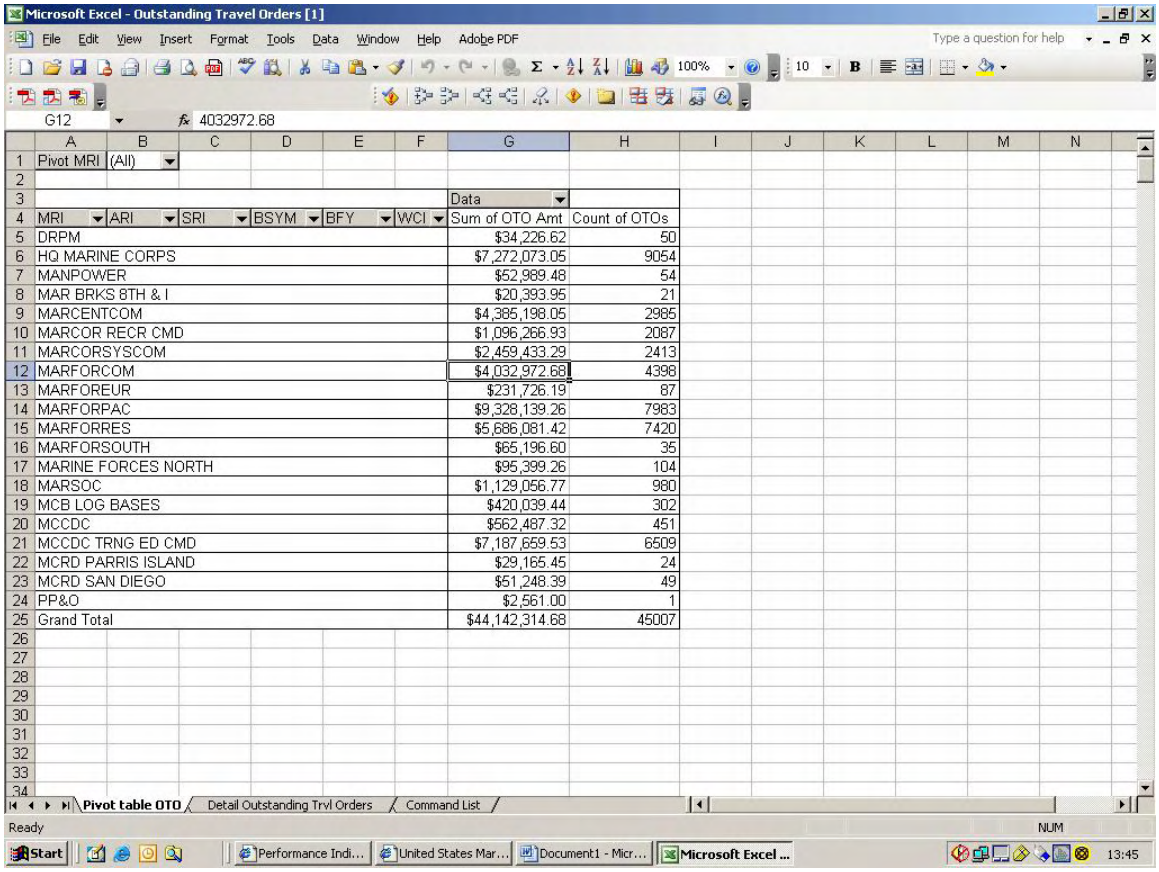
Environ Controls ...
Home - Microsoft ...
Adobe Acrobat Pr...
USMC Accounti...
Radia Installation ...
9:39

B.15 Outstanding Travel Orders



Microsoft Excel - Outstanding Travel Orders [1]

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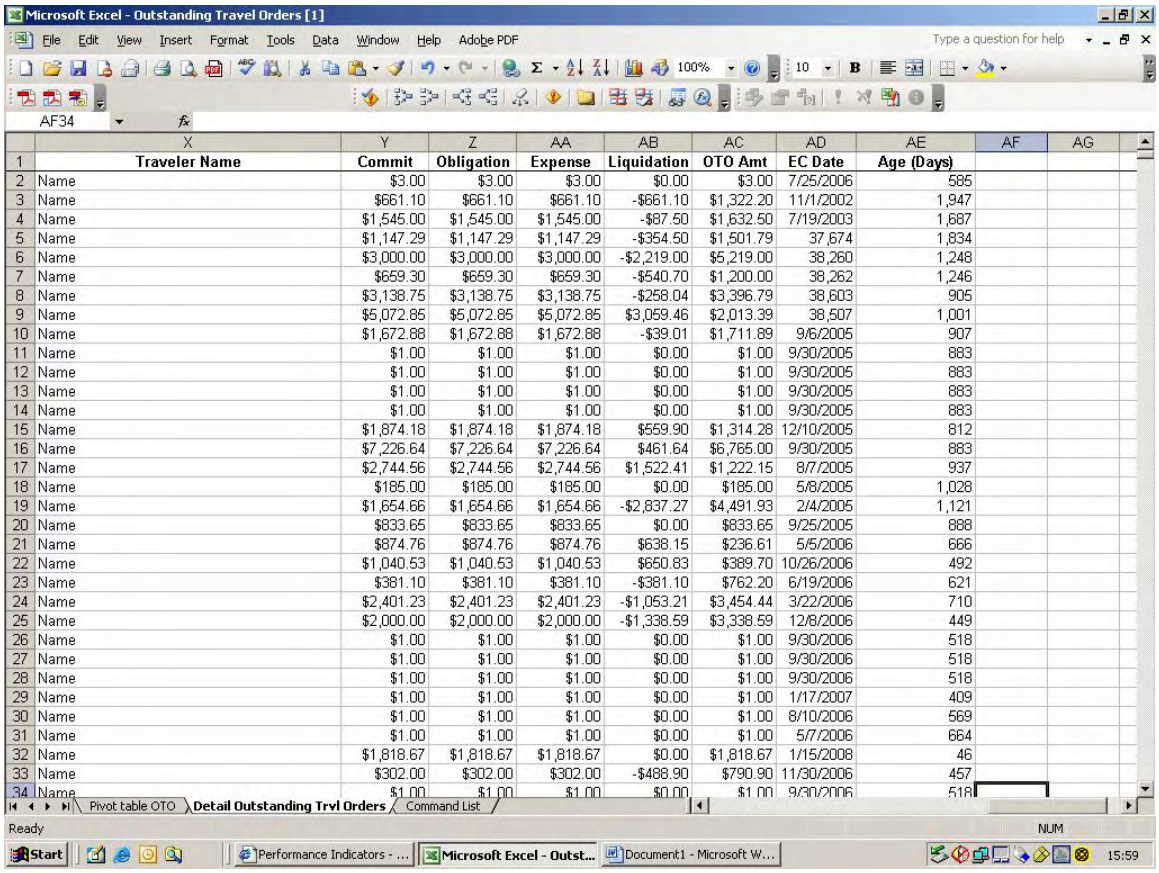
G12 4032972.68

Pivot MRI	(All)												
							Data						
MRI	ARI	SRI	BSYM	BFY	WCI	Sum of OTO Amt	Count of OTOs						
DRPM						$34,226.62	50						
HQ MARINE CORPS						$7,272,073.05	9054						
MANPOWER						$52,989.48	54						
MAR BRKS 8TH & I						$20,393.95	21						
MARCENTCOM						$4,385,198.05	2985						
MARCOR RECR CMD						$1,096,266.93	2087						
MARCORSYSCOM						$2,459,433.29	2413						
MARFORCOM						$4,032,972.68	4398						
MARFOREUR						$231,726.19	87						
MARFORPAC						$9,328,139.26	7983						
MARFORRES						$5,686,081.42	7420						
MARFORSOUTH						$65,196.60	35						
MARINE FORCES NORTH						$95,399.26	104						
MARSOC						$1,129,056.77	980						
MCB LOG BASES						$420,039.44	302						
MCCDC						$562,487.32	451						
MCCDC TRNG ED CMD						$7,187,659.53	6509						
MCRD PARRIS ISLAND						$29,165.45	24						
MCRD SAN DIEGO						$51,248.39	49						
PP&O						$2,561.00	1						
Grand Total						$44,142,314.68	45007						

Pivot table OTO | Detail Outstanding Trvl Orders | Command List

Ready NUM

Start | Performance Indi... | United States Mar... | Document1 - Micr... | Microsoft Excel ... | 13:45


Microsoft Excel - Outstanding Travel Orders [1]

File Edit View Insert Format Tools Data Window Help Adobe PDF

AF34

	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	Traveler Name	Commit	Obligation	Expense	Liquidation	OTO Amt	EC Date	Age (Days)		
2	Name	$3.00	$3.00	$3.00	$0.00	$3.00	7/25/2006	585		
3	Name	$661.10	$661.10	$661.10	-$661.10	$1,322.20	11/1/2002	1,947		
4	Name	$1,545.00	$1,545.00	$1,545.00	-$87.50	$1,632.50	7/19/2003	1,687		
5	Name	$1,147.29	$1,147.29	$1,147.29	-$354.50	$1,501.79	37,674	1,834		
6	Name	$3,000.00	$3,000.00	$3,000.00	-$2,219.00	$5,219.00	38,260	1,248		
7	Name	$659.30	$659.30	$659.30	-$540.70	$1,200.00	38,262	1,246		
8	Name	$3,138.75	$3,138.75	$3,138.75	-$258.04	$3,396.79	38,603	905		
9	Name	$5,072.85	$5,072.85	$5,072.85	$3,059.46	$2,013.39	38,507	1,001		
10	Name	$1,672.88	$1,672.88	$1,672.88	-$39.01	$1,711.89	9/6/2005	907		
11	Name	$1.00	$1.00	$1.00	$0.00	$1.00	9/30/2005	883		
12	Name	$1.00	$1.00	$1.00	$0.00	$1.00	9/30/2005	883		
13	Name	$1.00	$1.00	$1.00	$0.00	$1.00	9/30/2005	883		
14	Name	$1.00	$1.00	$1.00	$0.00	$1.00	9/30/2005	883		
15	Name	$1,874.18	$1,874.18	$1,874.18	$559.90	$1,314.28	12/10/2005	812		
16	Name	$7,226.64	$7,226.64	$7,226.64	$461.64	$6,765.00	9/30/2005	883		
17	Name	$2,744.56	$2,744.56	$2,744.56	$1,522.41	$1,222.15	8/7/2005	937		
18	Name	$185.00	$185.00	$185.00	$0.00	$185.00	5/8/2005	1,028		
19	Name	$1,654.66	$1,654.66	$1,654.66	-$2,837.27	$4,491.93	2/4/2005	1,121		
20	Name	$833.65	$833.65	$833.65	$0.00	$833.65	9/25/2005	888		
21	Name	$874.76	$874.76	$874.76	$638.15	$236.61	5/5/2006	666		
22	Name	$1,040.53	$1,040.53	$1,040.53	$650.83	$389.70	10/26/2006	492		
23	Name	$381.10	$381.10	$381.10	-$381.10	$762.20	6/19/2006	621		
24	Name	$2,401.23	$2,401.23	$2,401.23	-$1,053.21	$3,454.44	3/22/2006	710		
25	Name	$2,000.00	$2,000.00	$2,000.00	-$1,338.59	$3,338.59	12/8/2006	449		
26	Name	$1.00	$1.00	$1.00	$0.00	$1.00	9/30/2006	518		
27	Name	$1.00	$1.00	$1.00	$0.00	$1.00	9/30/2006	518		
28	Name	$1.00	$1.00	$1.00	$0.00	$1.00	9/30/2006	518		
29	Name	$1.00	$1.00	$1.00	$0.00	$1.00	1/17/2007	409		
30	Name	$1.00	$1.00	$1.00	$0.00	$1.00	8/10/2006	569		
31	Name	$1.00	$1.00	$1.00	$0.00	$1.00	5/7/2006	664		
32	Name	$1,818.67	$1,818.67	$1,818.67	$0.00	$1,818.67	1/15/2008	46		
33	Name	$302.00	$302.00	$302.00	-$488.90	$790.90	11/30/2006	457		
34	Name	$1.00	$1.00	$1.00	$0.00	$1.00	9/30/2006	518		

Pivot table OTO | Detail Outstanding Trvl Orders | Command List

Ready NUM

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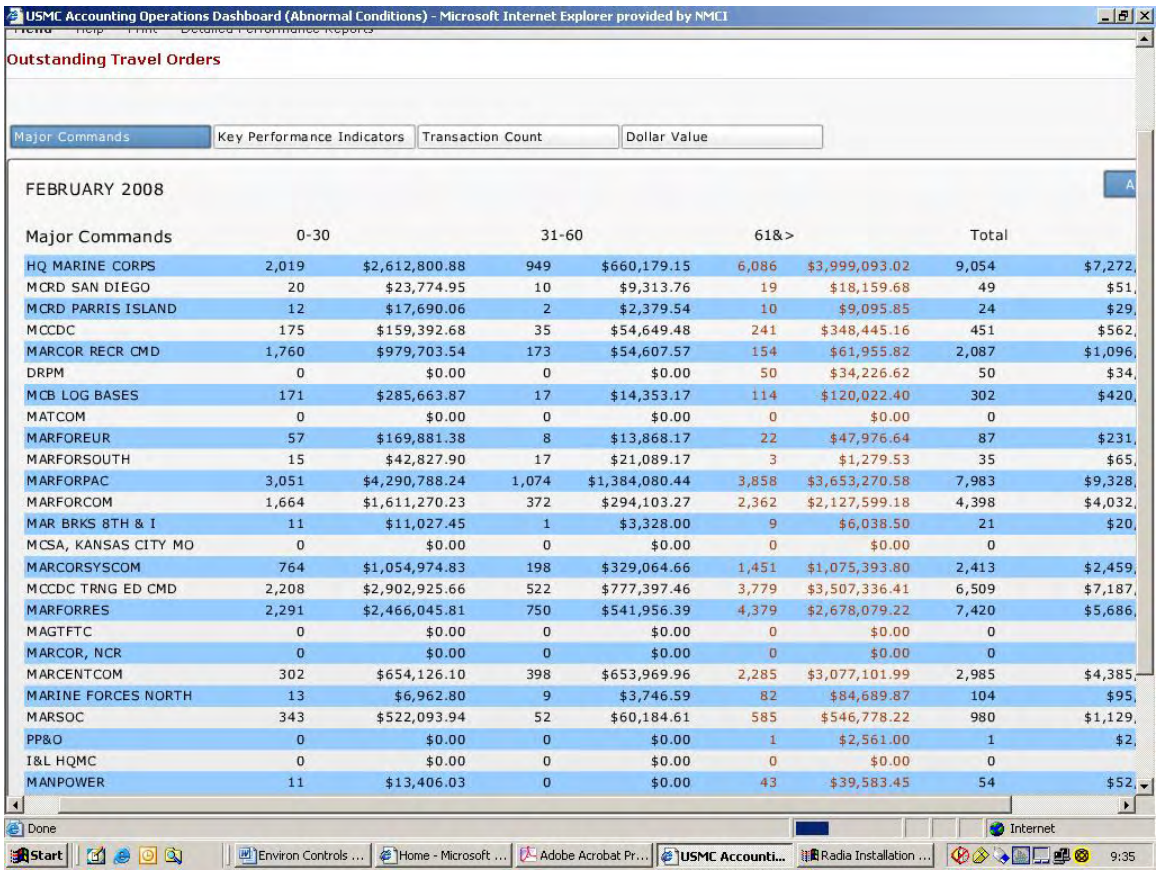
Accounting Operations Dashboard – Outstanding Travel Orders



USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI

Outstanding Travel Orders

Major Commands | Key Performance Indicators | Transaction Count | Dollar Value

FEBRUARY 2008

Major Commands	0-30		31-60		61&>		Total	
HQ MARINE CORPS	2,019	$2,612,800.88	949	$660,179.15	6,086	$3,999,093.02	9,054	$7,272,
MCRD SAN DIEGO	20	$23,774.95	10	$9,313.76	19	$18,159.68	49	$51,
MCRD PARRIS ISLAND	12	$17,690.06	2	$2,379.54	10	$9,095.85	24	$29,
MCCDC	175	$159,392.68	35	$54,649.48	241	$348,445.16	451	$562,
MARCOR RECR CMD	1,760	$979,703.54	173	$54,607.57	154	$61,955.82	2,087	$1,096,
DRPM	0	$0.00	0	$0.00	50	$34,226.62	50	$34,
MCB LOG BASES	171	$285,663.87	17	$14,353.17	114	$120,022.40	302	$420,
MATCOM	0	$0.00	0	$0.00	0	$0.00	0	
MARFOREUR	57	$169,881.38	8	$13,868.17	22	$47,976.64	87	$231,
MARFORSOUTH	15	$42,827.90	17	$21,089.17	3	$1,279.53	35	$65,
MARFORPAC	3,051	$4,290,788.24	1,074	$1,384,080.44	3,858	$3,653,270.58	7,983	$9,328,
MARFORCOM	1,664	$1,611,270.23	372	$294,103.27	2,362	$2,127,599.18	4,398	$4,032,
MAR BRKS 8TH & I	11	$11,027.45	1	$3,328.00	9	$6,038.50	21	$20,
MCSA, KANSAS CITY MO	0	$0.00	0	$0.00	0	$0.00	0	
MARCORSYSCOM	764	$1,054,974.83	198	$329,064.66	1,451	$1,075,393.80	2,413	$2,459,
MCCDC TRNG ED CMD	2,208	$2,902,925.66	522	$777,397.46	3,779	$3,507,336.41	6,509	$7,187,
MARFORRES	2,291	$2,466,045.81	750	$541,956.39	4,379	$2,678,079.22	7,420	$5,686,
MAGTFTC	0	$0.00	0	$0.00	0	$0.00	0	
MARCOR, NCR	0	$0.00	0	$0.00	0	$0.00	0	
MARCENTCOM	302	$654,126.10	398	$653,969.96	2,285	$3,077,101.99	2,985	$4,385,
MARINE FORCES NORTH	13	$6,962.80	9	$3,746.59	82	$84,689.87	104	$95,
MARSOC	343	$522,093.94	52	$60,184.61	585	$546,778.22	980	$1,129,
PP&O	0	$0.00	0	$0.00	1	$2,561.00	1	$2,
I&L HQMC	0	$0.00	0	$0.00	0	$0.00	0	
MANPOWER	11	$13,406.03	0	$0.00	43	$39,583.45	54	$52,

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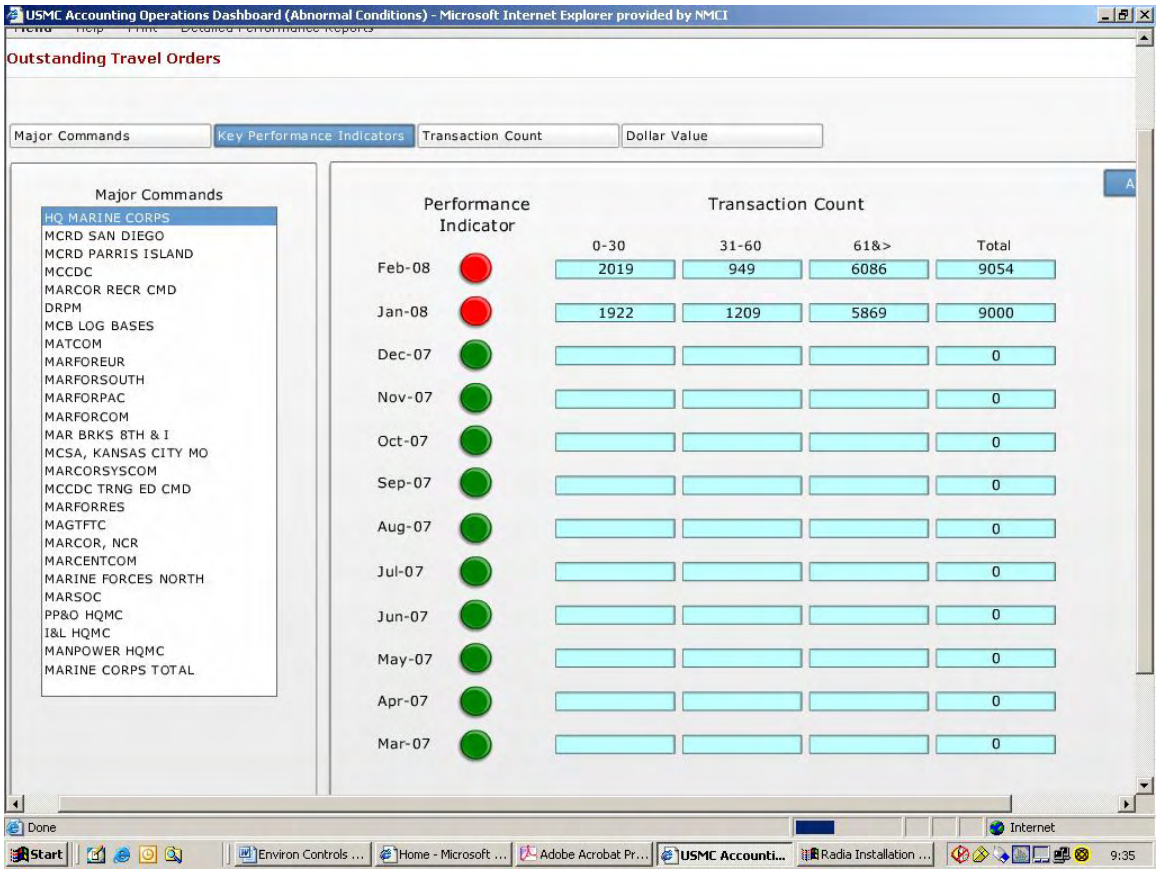
USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Outstanding Travel Orders
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Performance Indicator
Transaction Count
0-30
31-60
61&>
Total
Feb-08 2019 949 6086 9054
Jan-08 1922 1209 5869 9000
Dec-07 0
Nov-07 0
Oct-07 0
Sep-07 0
Aug-07 0
Jul-07 0
Jun-07 0
May-07 0
Apr-07 0
Mar-07 0
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Adobe Acrobat Pr...
USMC Accounti...
Radia Installation ...
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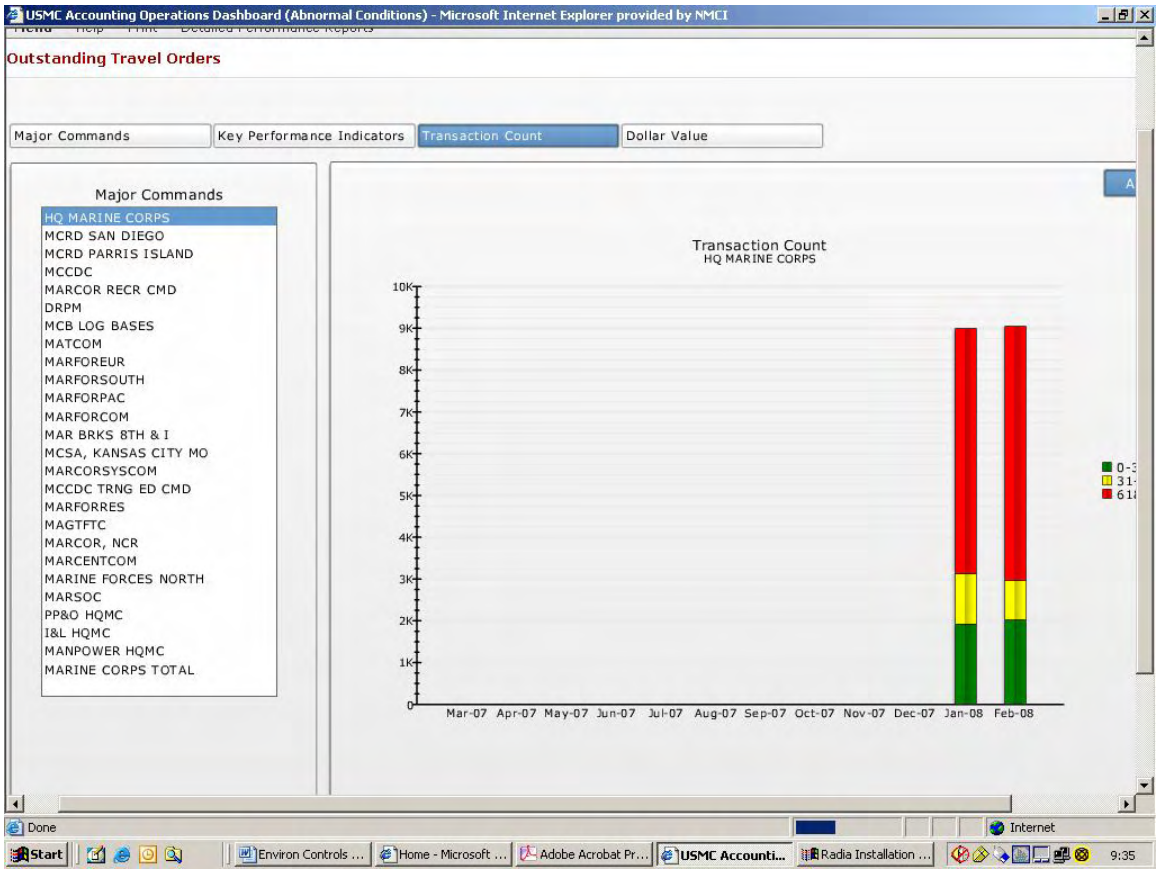
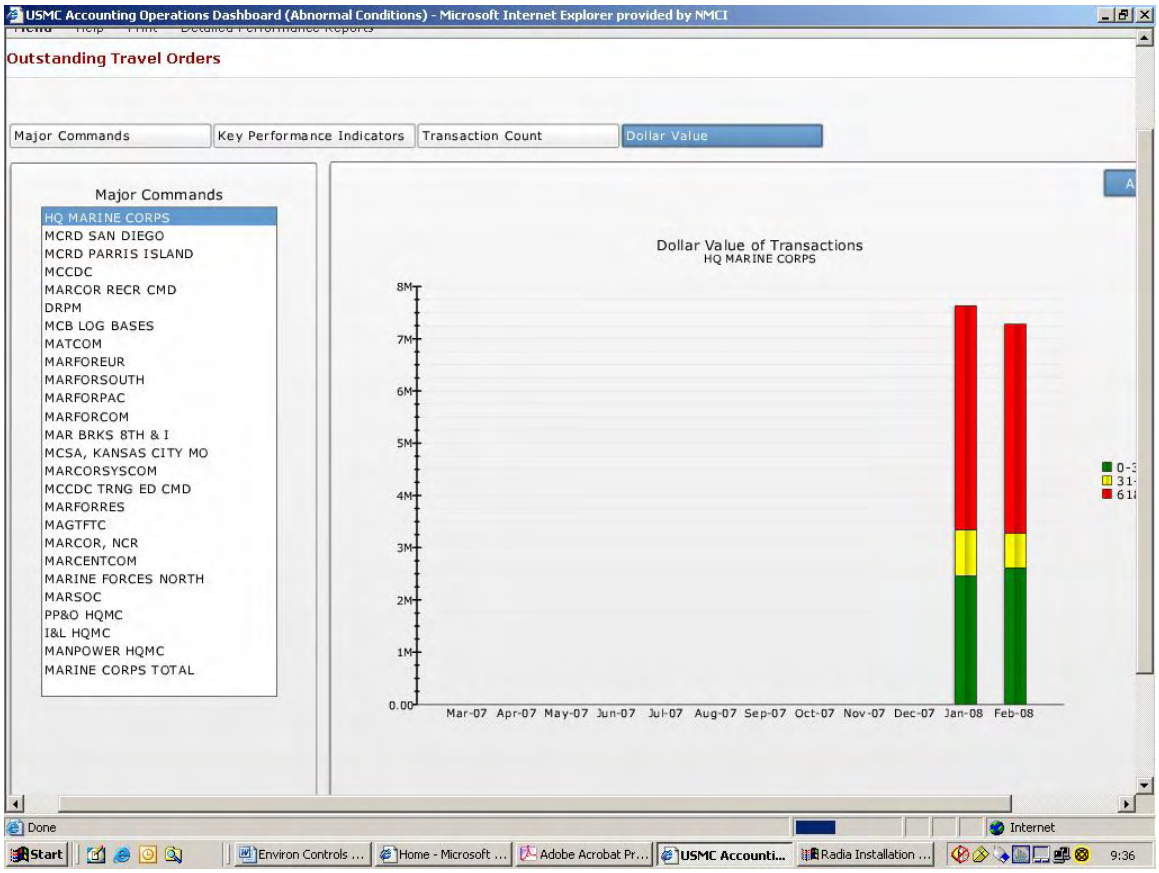
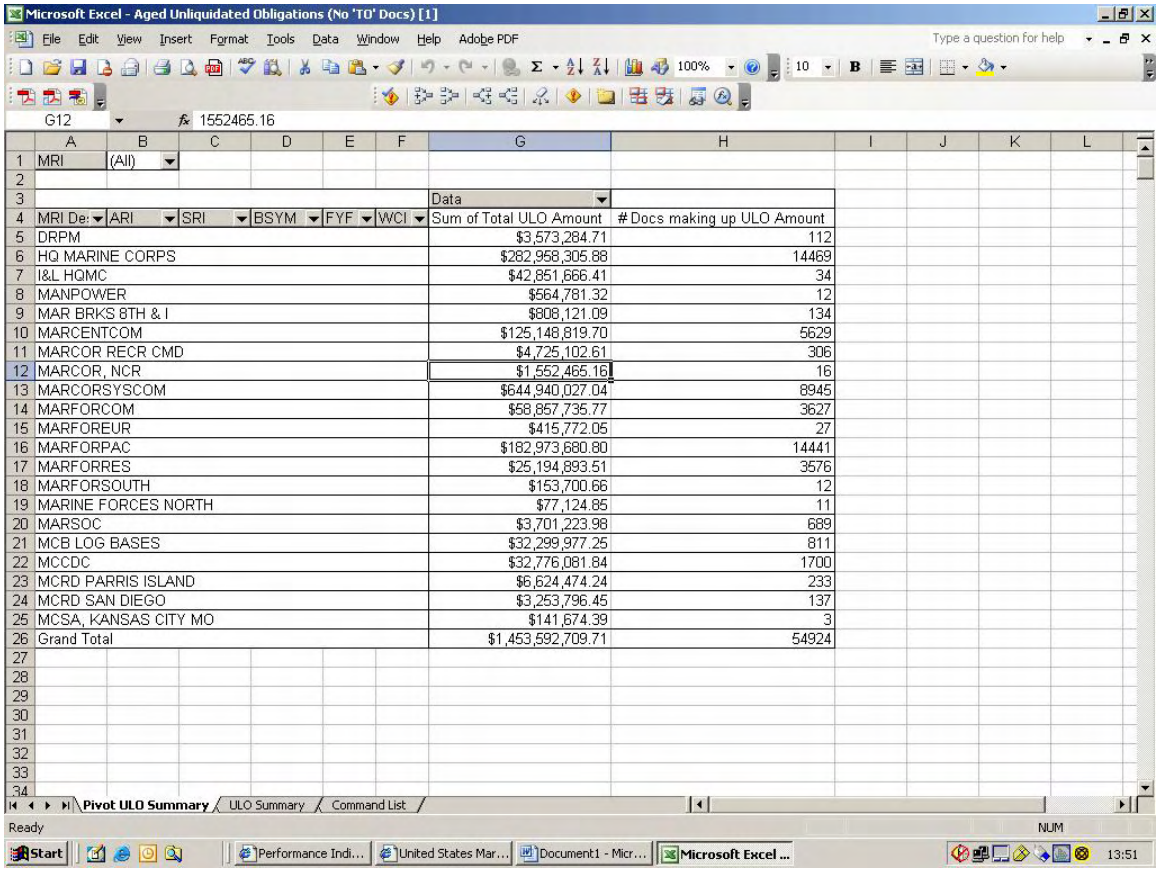

USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Outstanding Travel Orders
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Transaction Count
HQ MARINE CORPS
10K
9K
8K
7K
6K
5K
4K
3K
2K
1K
0
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Done
Internet
Start
Environ Controls ...
Home - Microsoft ...
Adobe Acrobat Pr...
USMC Accounti...
Radia Installation ...
9:35


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Outstanding Travel Orders
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Dollar Value of Transactions
HQ MARINE CORPS
8M
7M
6M
5M
4M
3M
2M
1M
0.00
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Done
Internet
Start
Environ Controls ...
Home - Microsoft ...
Adobe Acrobat Pr...
USMC Accounti...
Radia Installation ...
9:36

B.16 Unliquidated Obligations



Microsoft Excel - Aged Unliquidated Obligations (No 'TO' Docs) [1]

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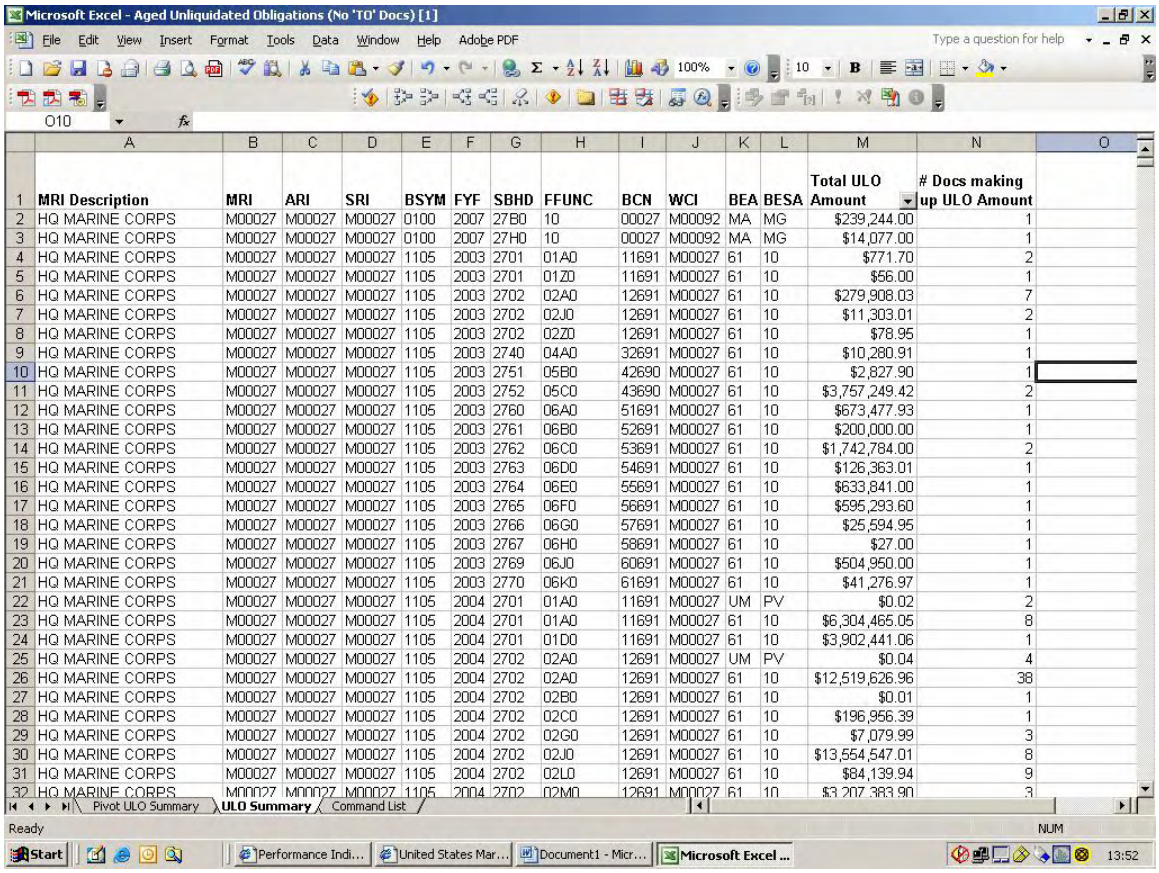
	A	B	C	D	E	F	G	H	I	J	K	L
1	MRI	(All)										
2												
3							Data					
4	MRI De:	ARI	SRI	BSYM	FYF	WCI	Sum of Total ULO Amount	# Docs making up ULO Amount				
5	DRPM						$3,573,284.71	112				
6	HQ MARINE CORPS						$282,958,305.88	14469				
7	I&L HQMC						$42,851,666.41	34				
8	MANPOWER						$564,781.32	12				
9	MAR BRKS 8TH & I						$808,121.09	134				
10	MARCENTCOM						$125,148,819.70	5629				
11	MARCOR RECR CMD						$4,725,102.61	306				
12	MARCOR, NCR						$1,552,465.16	16				
13	MARCORSYSCOM						$644,940,027.04	8945				
14	MARFORCOM						$58,857,735.77	3627				
15	MARFOREUR						$415,772.05	27				
16	MARFORPAC						$182,973,680.80	14441				
17	MARFORRES						$25,194,893.51	3576				
18	MARFORSOUTH						$153,700.66	12				
19	MARINE FORCES NORTH						$77,124.85	11				
20	MARSOC						$3,701,223.98	689				
21	MCB LOG BASES						$32,299,977.25	811				
22	MCCDC						$32,776,081.84	1700				
23	MCRD PARRIS ISLAND						$6,624,474.24	233				
24	MCRD SAN DIEGO						$3,253,796.45	137				
25	MCSA, KANSAS CITY MO						$141,674.39	3				
26	Grand Total						$1,453,592,709.71	54924				
27												
28												
29												
30												
31												
32												
33												
34												

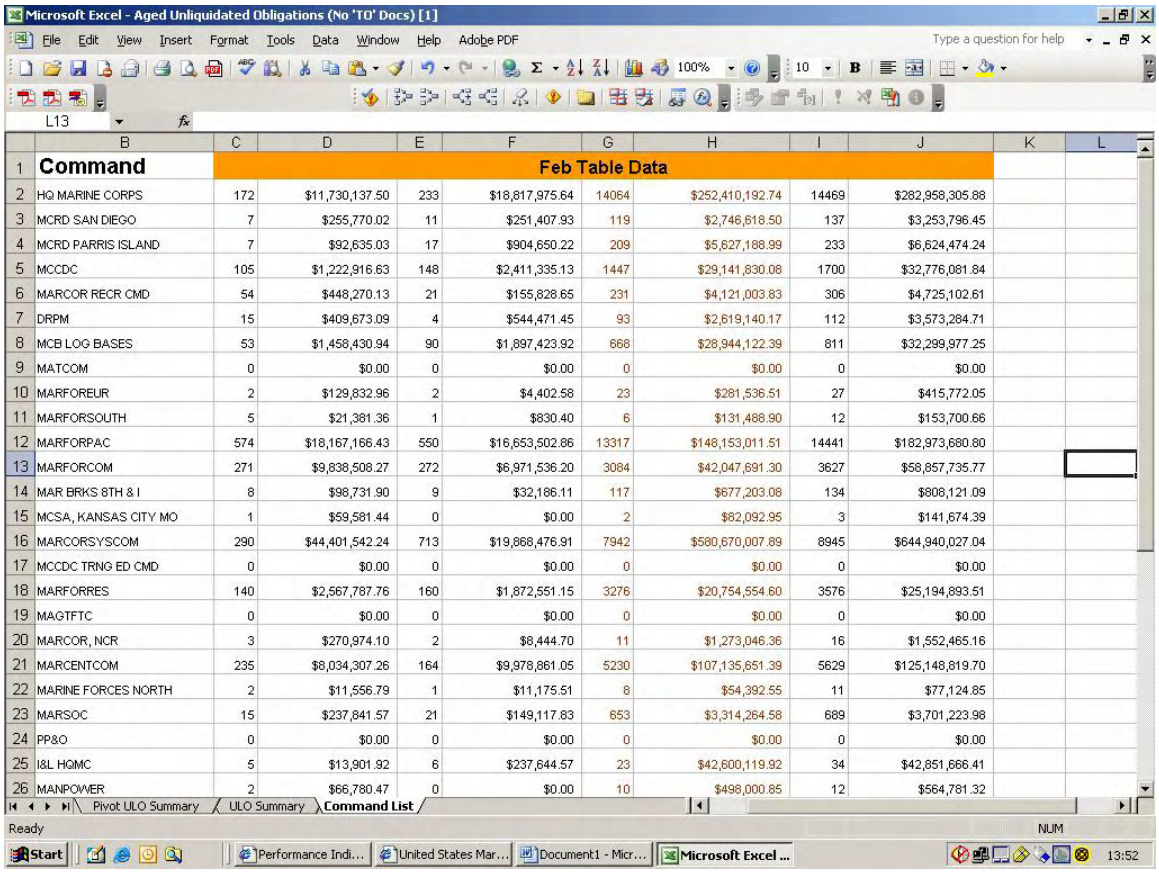
Pivot ULO Summary | ULO Summary | Command List

Ready NUM

Start | Performance Indi... | United States Mar... | Document1 - Micr... | Microsoft Excel ... | 13:51



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	MRI Description	MRI	ARI	SRI	BSYM	FYF	SBHD	FFUNC	BCN	WCI	BEA	BESA	Total ULO Amount	# Docs making up ULO Amount	
2	HQ MARINE CORPS	M00027	M00027	M00027	0100	2007	27B0	10	00027	M00092	MA	MG	$239,244.00	1	
3	HQ MARINE CORPS	M00027	M00027	M00027	0100	2007	27H0	10	00027	M00092	MA	MG	$14,077.00	1	
4	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2701	01A0	11691	M00027	61	10	$771.70	2	
5	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2701	01Z0	11691	M00027	61	10	$56.00	1	
6	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2702	02A0	12691	M00027	61	10	$279,908.03	7	
7	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2702	02J0	12691	M00027	61	10	$11,303.01	2	
8	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2702	02Z0	12691	M00027	61	10	$78.95	1	
9	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2740	04A0	32691	M00027	61	10	$10,280.91	1	
10	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2751	05B0	42690	M00027	61	10	$2,827.90	1	
11	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2752	05C0	43690	M00027	61	10	$3,757,249.42	2	
12	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2760	06A0	51691	M00027	61	10	$673,477.93	1	
13	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2761	06B0	52691	M00027	61	10	$200,000.00	1	
14	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2762	06C0	53691	M00027	61	10	$1,742,784.00	2	
15	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2763	06D0	54691	M00027	61	10	$126,363.01	1	
16	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2764	06E0	55691	M00027	61	10	$633,841.00	1	
17	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2765	06F0	56691	M00027	61	10	$595,293.60	1	
18	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2766	06G0	57691	M00027	61	10	$25,594.95	1	
19	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2767	06H0	58691	M00027	61	10	$27.00	1	
20	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2769	06J0	60691	M00027	61	10	$504,950.00	1	
21	HQ MARINE CORPS	M00027	M00027	M00027	1105	2003	2770	06K0	61691	M00027	61	10	$41,276.97	1	
22	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2701	01A0	11691	M00027	UM	PV	$0.02	2	
23	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2701	01A0	11691	M00027	61	10	$6,304,465.05	8	
24	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2701	01D0	11691	M00027	61	10	$3,902,441.06	1	
25	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2702	02A0	12691	M00027	UM	PV	$0.04	4	
26	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2702	02A0	12691	M00027	61	10	$12,519,626.96	38	
27	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2702	02B0	12691	M00027	61	10	$0.01	1	
28	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2702	02C0	12691	M00027	61	10	$196,956.39	1	
29	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2702	02G0	12691	M00027	61	10	$7,079.99	3	
30	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2702	02J0	12691	M00027	61	10	$13,554,547.01	8	
31	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2702	02L0	12691	M00027	61	10	$84,139.94	9	
32	HQ MARINE CORPS	M00027	M00027	M00027	1105	2004	2702	02M0	12691	M00027	61	10	$3,207,383.90	3	



Microsoft Excel - Aged Unliquidated Obligations (No 'TO' Docs) [1]

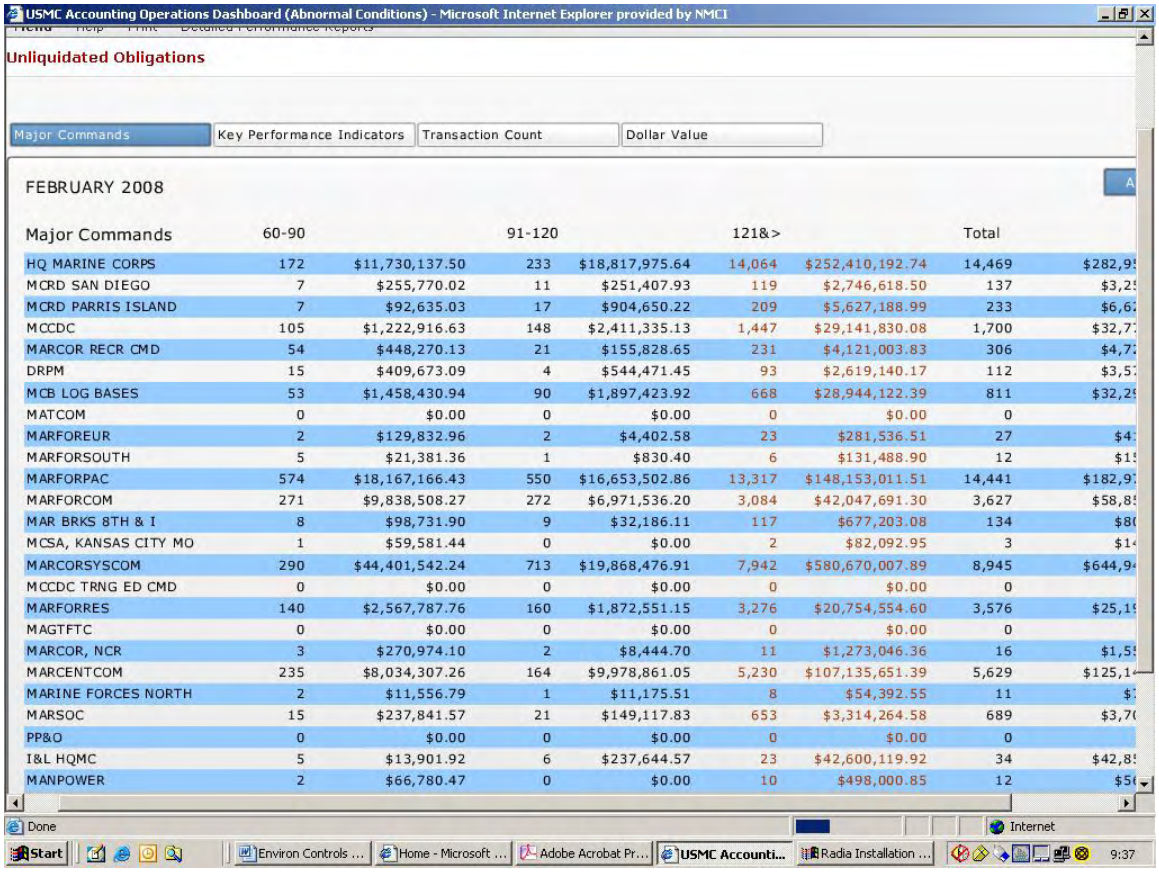
Command	Feb Table Data							
HQ MARINE CORPS	172	$11,730,137.50	233	$18,817,975.64	14064	$252,410,192.74	14469	$282,958,305.88
MCRD SAN DIEGO	7	$255,770.02	11	$251,407.93	119	$2,746,618.50	137	$3,253,796.45
MCRD PARRIS ISLAND	7	$92,635.03	17	$904,650.22	209	$5,627,188.99	233	$6,624,474.24
MCCDC	105	$1,222,916.63	148	$2,411,335.13	1447	$29,141,830.08	1700	$32,776,081.84
MARCOR RECR CMD	54	$448,270.13	21	$155,828.65	231	$4,121,003.83	306	$4,725,102.61
DRPM	15	$409,673.09	4	$544,471.45	93	$2,619,140.17	112	$3,573,284.71
MCB LOG BASES	53	$1,458,430.94	90	$1,897,423.92	668	$28,944,122.39	811	$32,299,977.25
MATCOM	0	$0.00	0	$0.00	0	$0.00	0	$0.00
MARFOREUR	2	$129,832.96	2	$4,402.58	23	$281,536.51	27	$415,772.05
MARFORSOUTH	5	$21,381.36	1	$830.40	6	$131,488.90	12	$153,700.66
MARFORPAC	574	$18,167,166.43	550	$16,653,502.86	13317	$148,153,011.51	14441	$182,973,680.80
MARFORCOM	271	$9,838,508.27	272	$6,971,536.20	3084	$42,047,691.30	3627	$58,857,735.77
MAR BRKS 8TH & I	8	$98,731.90	9	$32,186.11	117	$677,203.08	134	$808,121.09
MCSA, KANSAS CITY MO	1	$59,581.44	0	$0.00	2	$82,092.95	3	$141,674.39
MARCORSYSCOM	290	$44,401,542.24	713	$19,868,476.91	7942	$580,670,007.89	8945	$644,940,027.04
MCCDC TRNG ED CMD	0	$0.00	0	$0.00	0	$0.00	0	$0.00
MARFORRES	140	$2,567,787.76	160	$1,872,551.15	3276	$20,754,554.60	3576	$25,194,893.51
MAGTFTC	0	$0.00	0	$0.00	0	$0.00	0	$0.00
MARCOR, NCR	3	$270,974.10	2	$8,444.70	11	$1,273,046.36	16	$1,552,465.16
MARCENTCOM	235	$8,034,307.26	164	$9,978,861.05	5230	$107,135,651.39	5629	$125,148,819.70
MARINE FORCES NORTH	2	$11,556.79	1	$11,175.51	8	$54,392.55	11	$77,124.85
MARSOC	15	$237,841.57	21	$149,117.83	653	$3,314,264.58	689	$3,701,223.98
PP&O	0	$0.00	0	$0.00	0	$0.00	0	$0.00
I&L HQMC	5	$13,901.92	6	$237,644.57	23	$42,600,119.92	34	$42,851,666.41
MANPOWER	2	$66,780.47	0	$0.00	10	$498,000.85	12	$564,781.32

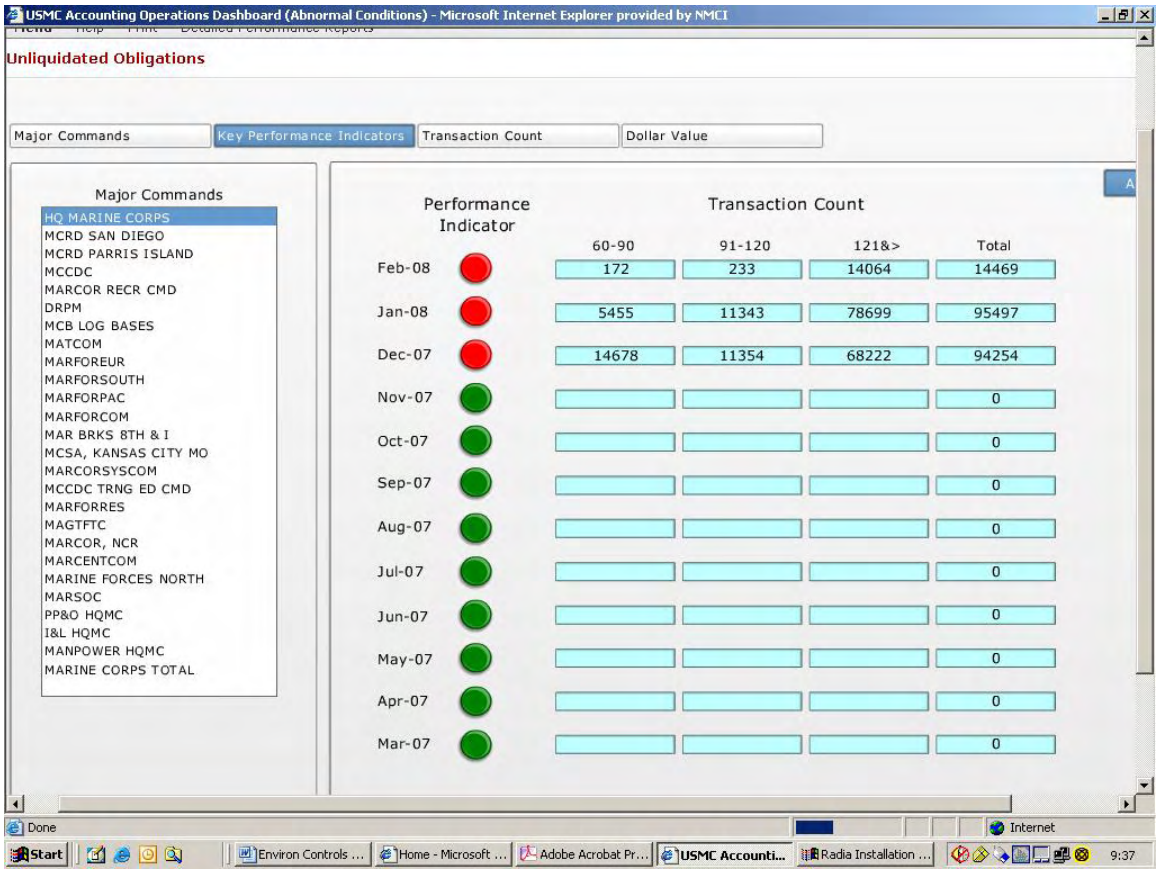
Pivot ULO Summary | ULO Summary | Command List

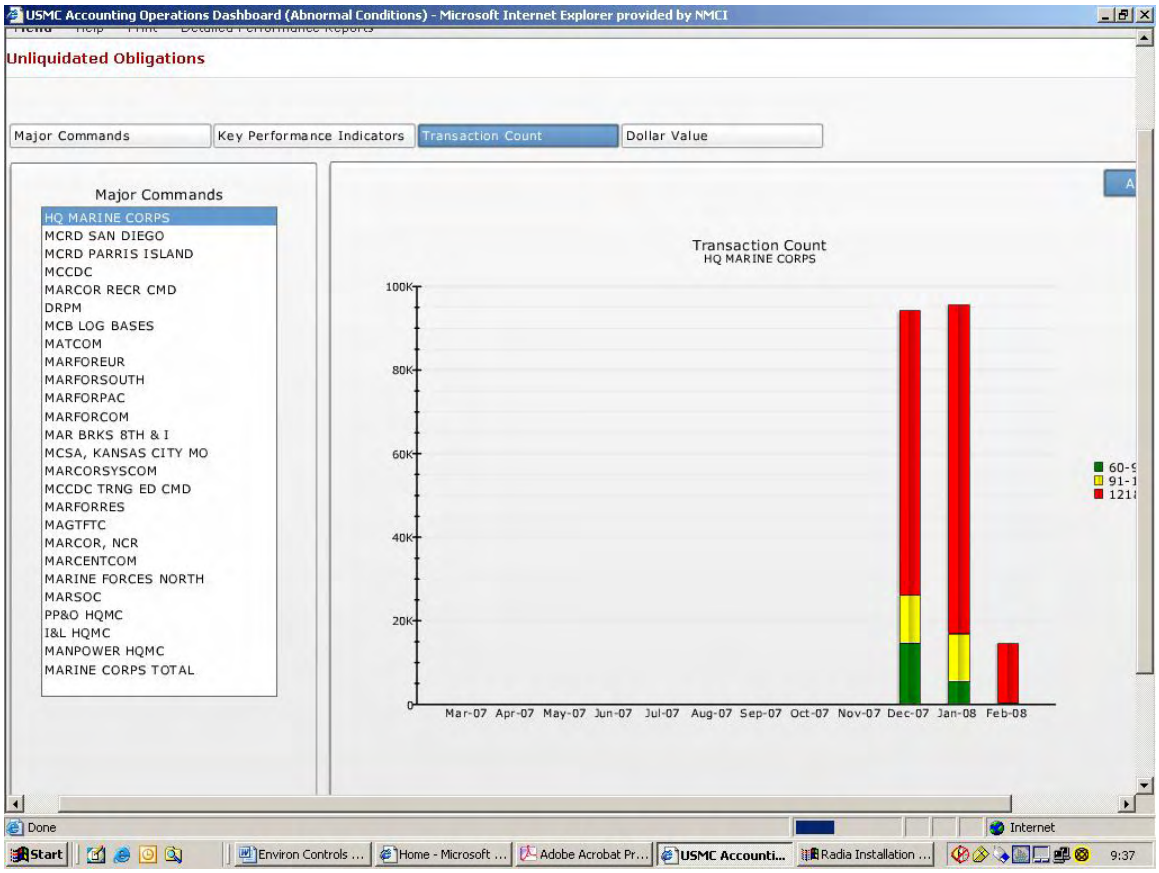
Ready NUM

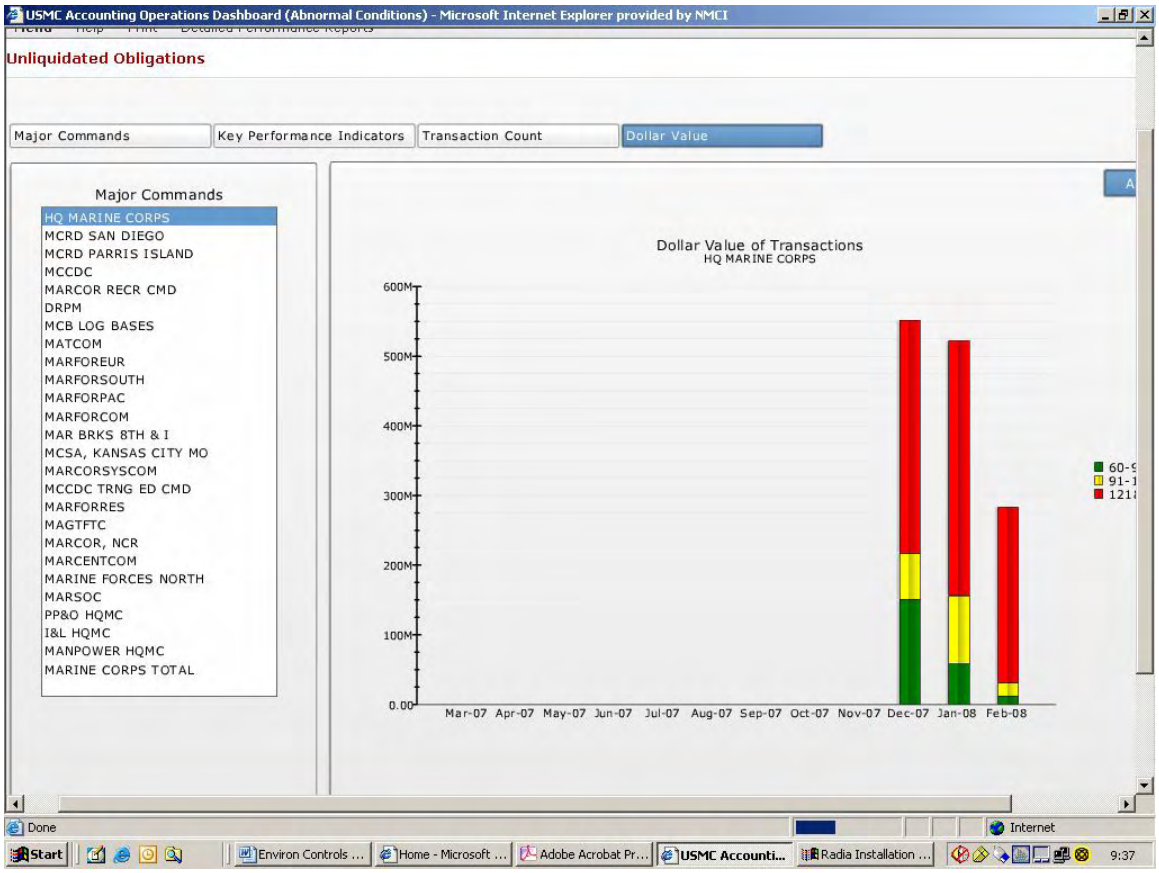
Start | Performance Indi... | United States Mar... | Document1 - Micr... | Microsoft Excel ... | 13:52

Accounting Operations Dashboard – Unliquidated Obligations

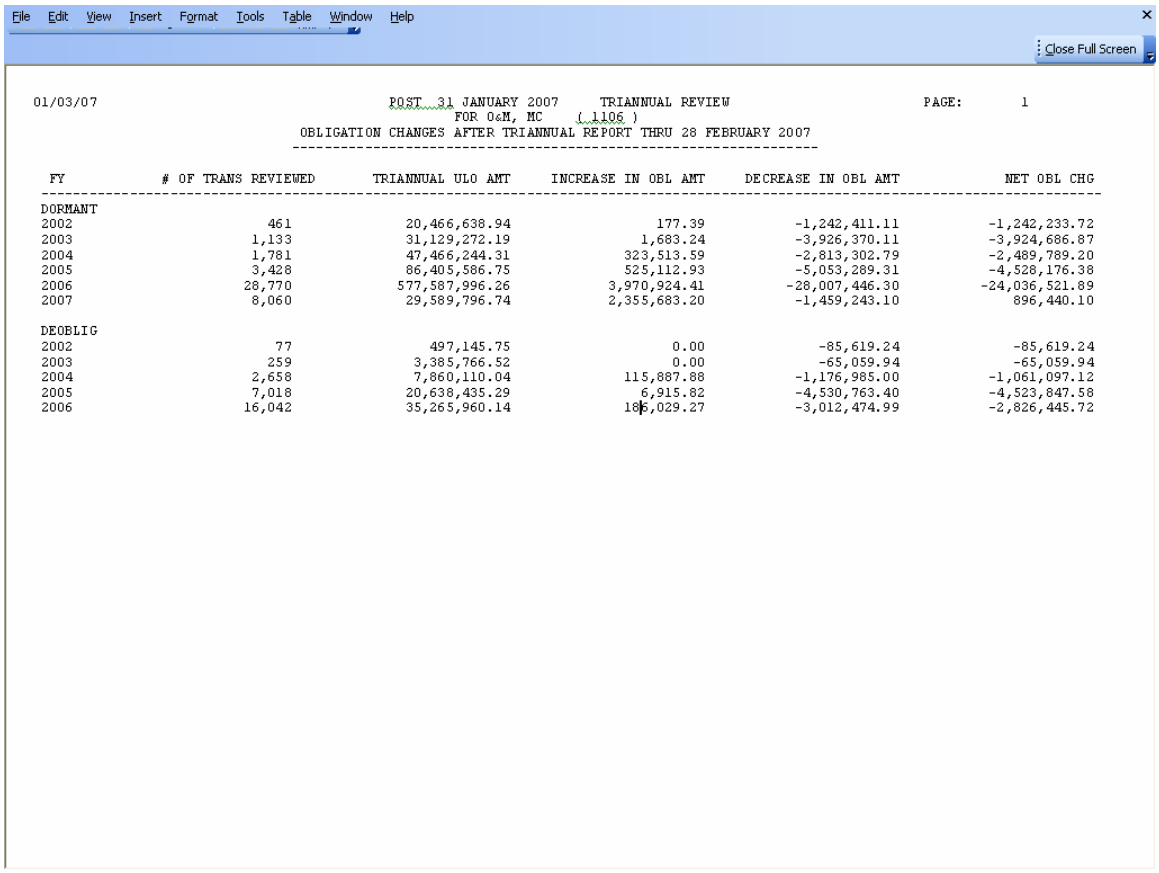



USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Unliquidated Obligations
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Performance Indicator
Transaction Count
60-90
91-120
121&>
Total
Feb-08 172 233 14064 14469
Jan-08 5455 11343 78699 95497
Dec-07 14678 11354 68222 94254
Nov-07 0
Oct-07 0
Sep-07 0
Aug-07 0
Jul-07 0
Jun-07 0
May-07 0
Apr-07 0
Mar-07 0
Done
Internet
Start
Environ Controls ...
Home - Microsoft ...
Adobe Acrobat Pr...
USMC Accounti...
Radia Installation ...
9:37


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Unliquidated Obligations
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Transaction Count
HQ MARINE CORPS
100K
80K
60K
40K
20K
0
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Done
Internet
Start
Environ Controls ...
Home - Microsoft ...
Adobe Acrobat Pr...
USMC Accounti...
Radia Installation ...
9:37


USMC Accounting Operations Dashboard (Abnormal Conditions) - Microsoft Internet Explorer provided by NMCI
Unliquidated Obligations
Major Commands
Key Performance Indicators
Transaction Count
Dollar Value
Major Commands
HQ MARINE CORPS
MCRD SAN DIEGO
MCRD PARRIS ISLAND
MCCDC
MARCOR RECR CMD
DRPM
MCB LOG BASES
MATCOM
MARFOREUR
MARFORSOUTH
MARFORPAC
MARFORCOM
MAR BRKS 8TH & I
MCSA, KANSAS CITY MO
MARCORSYSCOM
MCCDC TRNG ED CMD
MARFORRES
MAGTFTC
MARCOR, NCR
MARCENTCOM
MARINE FORCES NORTH
MARSOC
PP&O HQMC
I&L HQMC
MANPOWER HQMC
MARINE CORPS TOTAL
Dollar Value of Transactions
HQ MARINE CORPS
600M
500M
400M
300M
200M
100M
0.00
Mar-07 Apr-07 May-07 Jun-07 Jul-07 Aug-07 Sep-07 Oct-07 Nov-07 Dec-07 Jan-08 Feb-08
Done
Internet
Start
Environ Controls ...
Home - Microsoft ...
Adobe Acrobat Pr...
USMC Accounti...
Radia Installation ...
9:37

B.17 Tri-Annual Review



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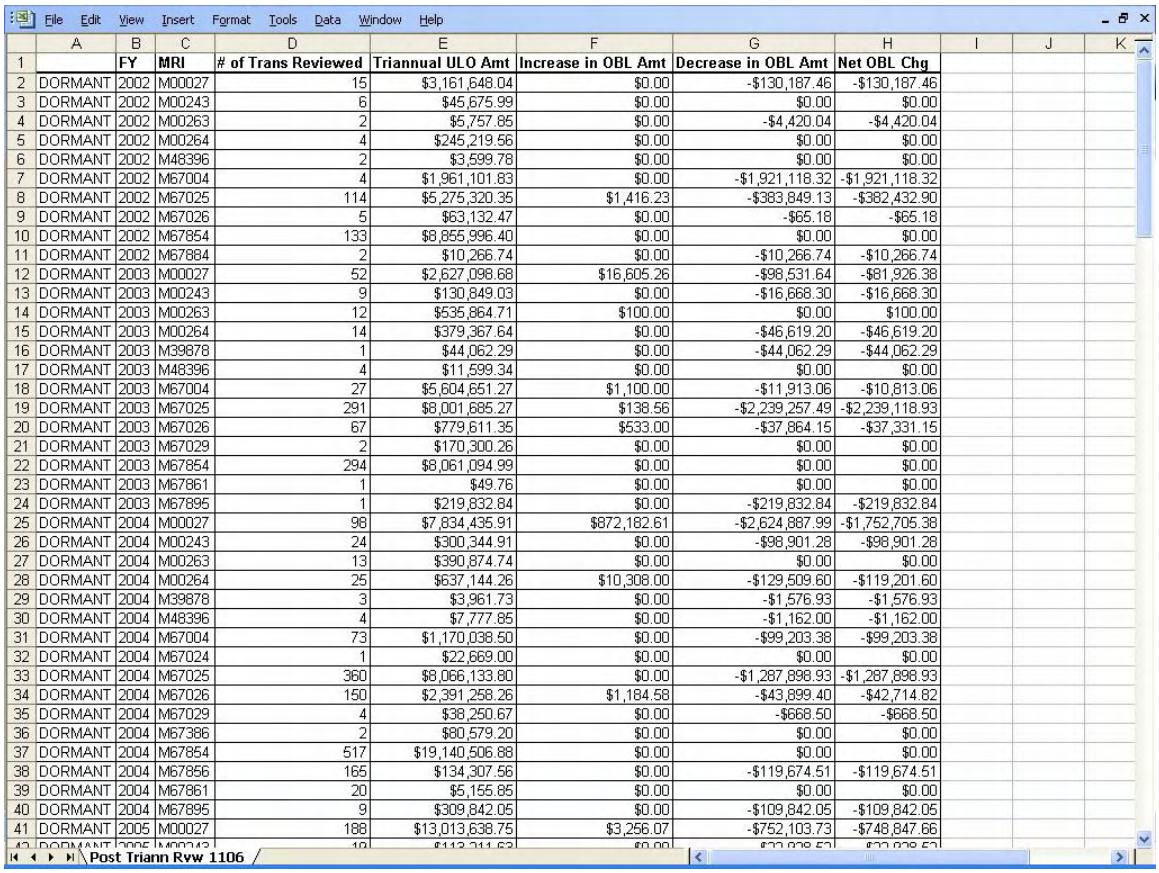
01/03/07 POST 31 JANUARY 2007 TRIANNUAL REVIEW PAGE: 1
FOR O&M, MC (1106)
OBLIGATION CHANGES AFTER TRIANNUAL REPORT THRU 28 FEBRUARY 2007

FY	# OF TRANS REVIEWED	TRIANNUAL ULO AMT	INCREASE IN OBL AMT	DECREASE IN OBL AMT	NET OBL CHG
DORMANT					
2002	461	20,466,638.94	177.39	-1,242,411.11	-1,242,233.72
2003	1,133	31,129,272.19	1,683.24	-3,926,370.11	-3,924,686.87
2004	1,781	47,466,244.31	323,513.59	-2,813,302.79	-2,489,789.20
2005	3,428	86,405,586.75	525,112.93	-5,053,289.31	-4,528,176.38
2006	28,770	577,587,996.26	3,970,924.41	-28,007,446.30	-24,036,521.89
2007	8,060	29,589,796.74	2,355,683.20	-1,459,243.10	896,440.10
DEOBLIG					
2002	77	497,145.75	0.00	-85,619.24	-85,619.24
2003	259	3,385,766.52	0.00	-65,059.94	-65,059.94
2004	2,658	7,860,110.04	115,887.88	-1,176,985.00	-1,061,097.12
2005	7,018	20,638,435.29	6,915.82	-4,530,763.40	-4,523,847.58
2006	16,042	35,265,960.14	186,029.27	-3,012,474.99	-2,826,445.72



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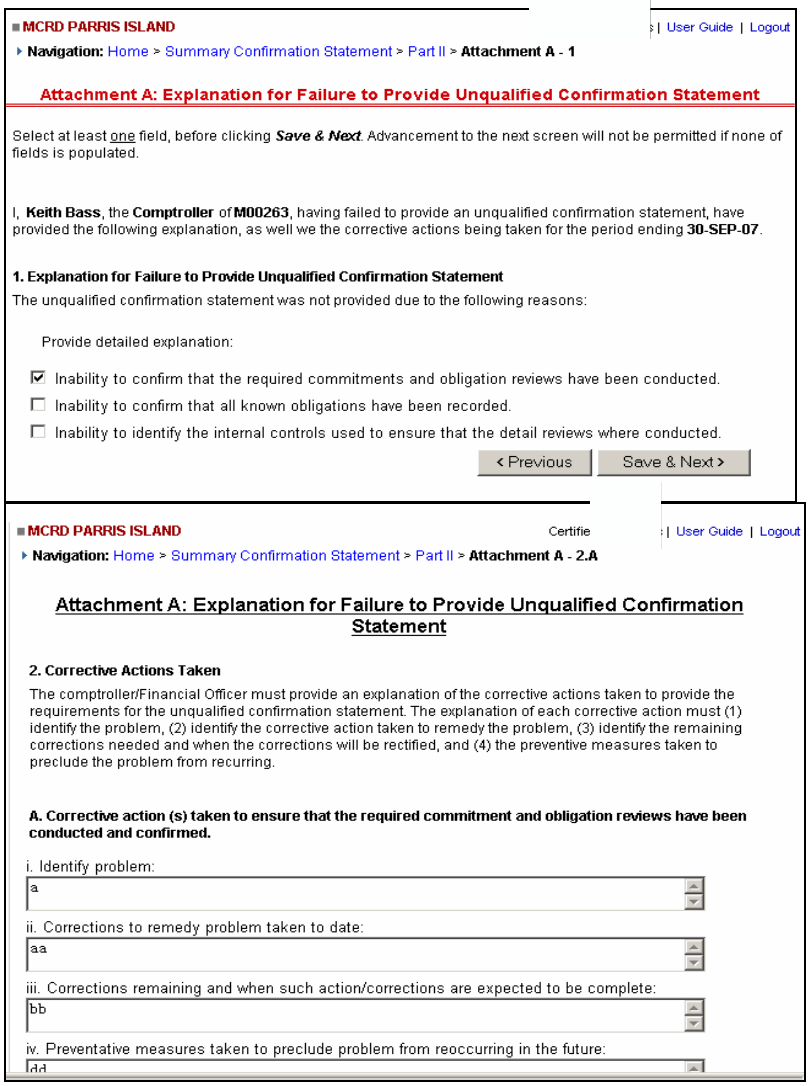
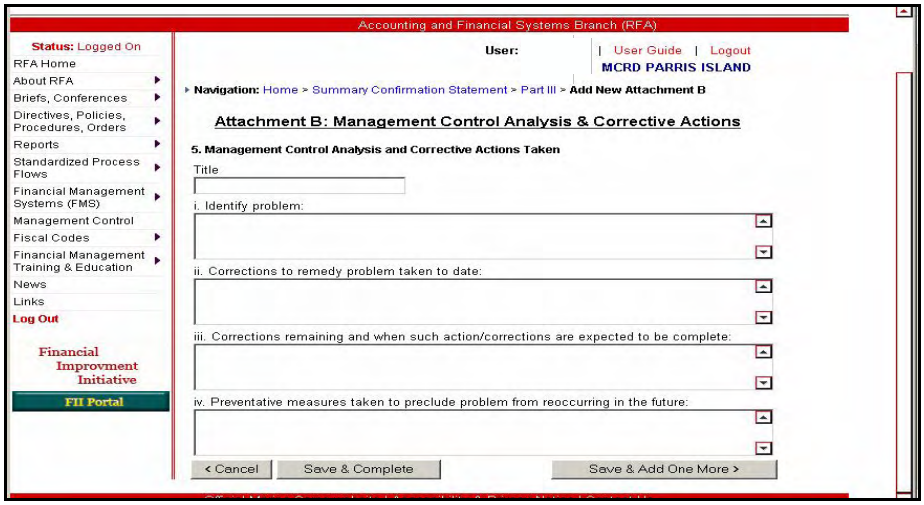
	A	B	C	D	E	F	G	H	I	J	K
1		FY	MRI	# of Trans Reviewed	Triannual ULO Amt	Increase in OBL Amt	Decrease in OBL Amt	Net OBL Chg			
2	DORMANT	2002	M00027	15	$3,161,648.04	$0.00	-$130,187.46	-$130,187.46			
3	DORMANT	2002	M00243	6	$45,675.99	$0.00	$0.00	$0.00			
4	DORMANT	2002	M00263	2	$5,757.85	$0.00	-$4,420.04	-$4,420.04			
5	DORMANT	2002	M00264	4	$245,219.56	$0.00	$0.00	$0.00			
6	DORMANT	2002	M48396	2	$3,599.78	$0.00	$0.00	$0.00			
7	DORMANT	2002	M67004	4	$1,961,101.83	$0.00	-$1,921,118.32	-$1,921,118.32			
8	DORMANT	2002	M67025	114	$5,275,320.35	$1,416.23	-$383,849.13	-$382,432.90			
9	DORMANT	2002	M67026	5	$63,132.47	$0.00	-$65.18	-$65.18			
10	DORMANT	2002	M67854	133	$8,855,996.40	$0.00	$0.00	$0.00			
11	DORMANT	2002	M67884	2	$10,266.74	$0.00	-$10,266.74	-$10,266.74			
12	DORMANT	2003	M00027	52	$2,627,098.68	$16,605.26	-$98,531.64	-$81,926.38			
13	DORMANT	2003	M00243	9	$130,849.03	$0.00	-$16,668.30	-$16,668.30			
14	DORMANT	2003	M00263	12	$535,864.71	$100.00	$0.00	$100.00			
15	DORMANT	2003	M00264	14	$379,367.64	$0.00	-$46,619.20	-$46,619.20			
16	DORMANT	2003	M39878	1	$44,062.29	$0.00	-$44,062.29	-$44,062.29			
17	DORMANT	2003	M48396	4	$11,599.34	$0.00	$0.00	$0.00			
18	DORMANT	2003	M67004	27	$5,604,651.27	$1,100.00	-$11,913.06	-$10,813.06			
19	DORMANT	2003	M67025	291	$8,001,685.27	$138.56	-$2,239,257.49	-$2,239,118.93			
20	DORMANT	2003	M67026	67	$779,611.35	$533.00	-$37,864.15	-$37,331.15			
21	DORMANT	2003	M67029	2	$170,300.26	$0.00	$0.00	$0.00			
22	DORMANT	2003	M67854	294	$8,061,094.99	$0.00	$0.00	$0.00			
23	DORMANT	2003	M67861	1	$49.76	$0.00	$0.00	$0.00			
24	DORMANT	2003	M67895	1	$219,832.84	$0.00	-$219,832.84	-$219,832.84			
25	DORMANT	2004	M00027	98	$7,834,435.91	$872,182.61	-$2,624,887.99	-$1,752,705.38			
26	DORMANT	2004	M00243	24	$300,344.91	$0.00	-$98,901.28	-$98,901.28			
27	DORMANT	2004	M00263	13	$390,874.74	$0.00	$0.00	$0.00			
28	DORMANT	2004	M00264	25	$637,144.26	$10,308.00	-$129,509.60	-$119,201.60			
29	DORMANT	2004	M39878	3	$3,961.73	$0.00	-$1,576.93	-$1,576.93			
30	DORMANT	2004	M48396	4	$7,777.85	$0.00	-$1,162.00	-$1,162.00			
31	DORMANT	2004	M67004	73	$1,170,038.50	$0.00	-$99,203.38	-$99,203.38			
32	DORMANT	2004	M67024	1	$22,669.00	$0.00	$0.00	$0.00			
33	DORMANT	2004	M67025	360	$8,066,133.80	$0.00	-$1,287,898.93	-$1,287,898.93			
34	DORMANT	2004	M67026	150	$2,391,258.26	$1,184.58	-$43,899.40	-$42,714.82			
35	DORMANT	2004	M67029	4	$38,250.67	$0.00	-$668.50	-$668.50			
36	DORMANT	2004	M67386	2	$80,579.20	$0.00	$0.00	$0.00			
37	DORMANT	2004	M67854	517	$19,140,506.88	$0.00	$0.00	$0.00			
38	DORMANT	2004	M67856	165	$134,307.56	$0.00	-$119,674.51	-$119,674.51			
39	DORMANT	2004	M67861	20	$5,155.85	$0.00	$0.00	$0.00			
40	DORMANT	2004	M67895	9	$309,842.05	$0.00	-$109,842.05	-$109,842.05			
41	DORMANT	2005	M00027	188	$13,013,638.75	$3,256.07	-$752,103.73	-$748,847.66			

Post Triann Rvw 1106

B.17.1 "Attachment A"

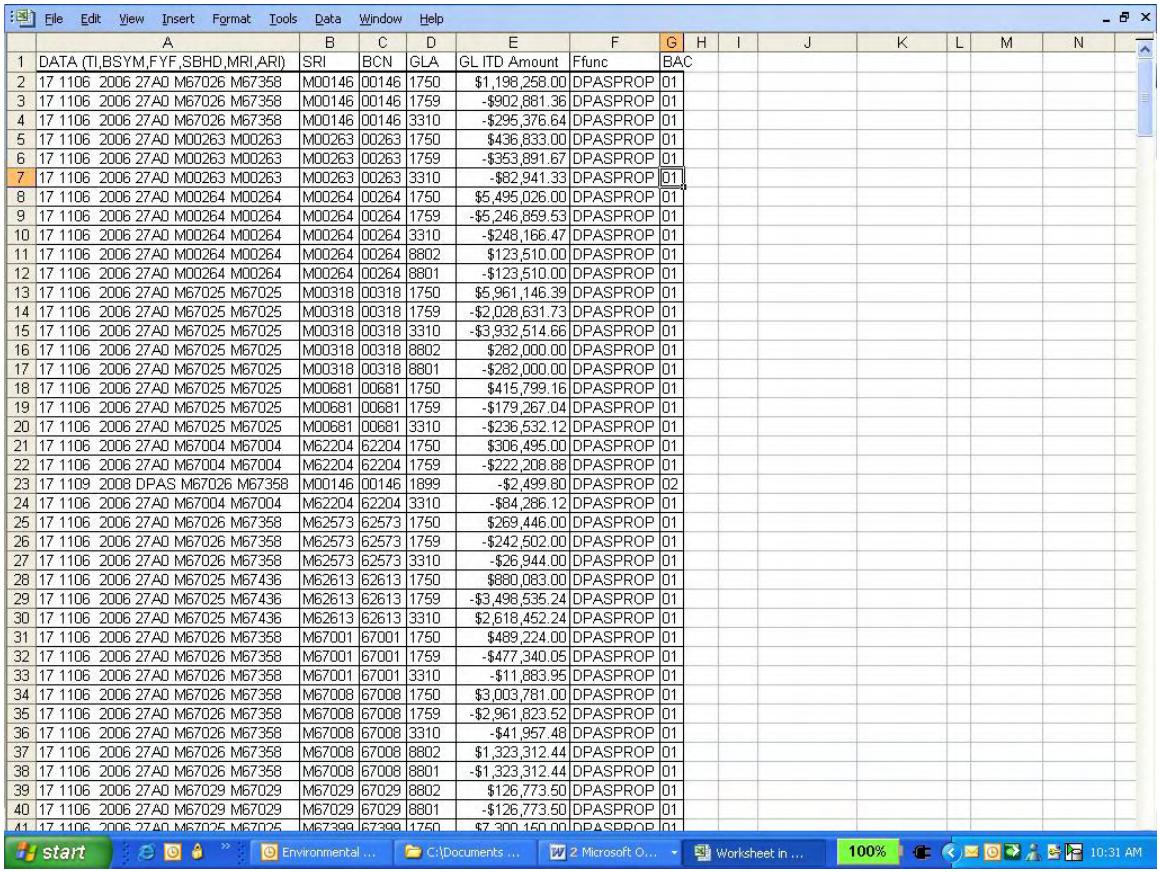


B.17.2 "Attachment B"



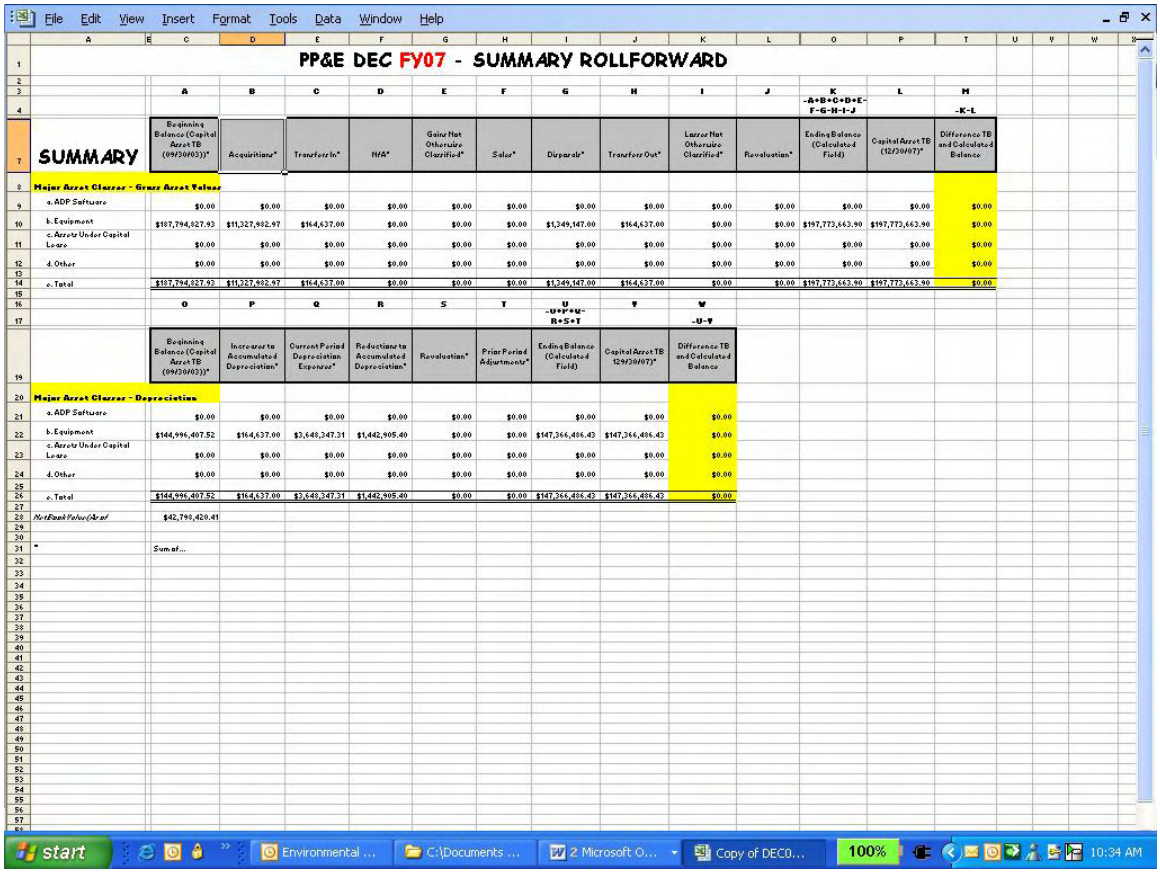
B.18 DPAS to SABRS Monthly Reconciliation

B.18.1 G/L SABRS Data



	A	B	C	D	E	F	G
1	DATA (TI,BSYM,FYF,SBHD,MRI,ARI)	SRI	BCN	GLA	GL ITD Amount	Ffunc	BAC
2	17 1106 2006 27A0 M67026 M67358	M00146	00146	1750	$1,198,258.00	DPASPROP	01
3	17 1106 2006 27A0 M67026 M67358	M00146	00146	1759	-$902,881.36	DPASPROP	01
4	17 1106 2006 27A0 M67026 M67358	M00146	00146	3310	-$295,376.64	DPASPROP	01
5	17 1106 2006 27A0 M00263 M00263	M00263	00263	1750	$436,833.00	DPASPROP	01
6	17 1106 2006 27A0 M00263 M00263	M00263	00263	1759	-$353,891.67	DPASPROP	01
7	17 1106 2006 27A0 M00263 M00263	M00263	00263	3310	-$82,941.33	DPASPROP	01
8	17 1106 2006 27A0 M00264 M00264	M00264	00264	1750	$5,495,026.00	DPASPROP	01
9	17 1106 2006 27A0 M00264 M00264	M00264	00264	1759	-$5,246,859.53	DPASPROP	01
10	17 1106 2006 27A0 M00264 M00264	M00264	00264	3310	-$248,166.47	DPASPROP	01
11	17 1106 2006 27A0 M00264 M00264	M00264	00264	8802	$123,510.00	DPASPROP	01
12	17 1106 2006 27A0 M00264 M00264	M00264	00264	8801	-$123,510.00	DPASPROP	01
13	17 1106 2006 27A0 M67025 M67025	M00318	00318	1750	$5,961,146.39	DPASPROP	01
14	17 1106 2006 27A0 M67025 M67025	M00318	00318	1759	-$2,028,631.73	DPASPROP	01
15	17 1106 2006 27A0 M67025 M67025	M00318	00318	3310	-$3,932,514.66	DPASPROP	01
16	17 1106 2006 27A0 M67025 M67025	M00318	00318	8802	$282,000.00	DPASPROP	01
17	17 1106 2006 27A0 M67025 M67025	M00318	00318	8801	-$282,000.00	DPASPROP	01
18	17 1106 2006 27A0 M67025 M67025	M00681	00681	1750	$415,799.16	DPASPROP	01
19	17 1106 2006 27A0 M67025 M67025	M00681	00681	1759	-$179,267.04	DPASPROP	01
20	17 1106 2006 27A0 M67025 M67025	M00681	00681	3310	-$236,532.12	DPASPROP	01
21	17 1106 2006 27A0 M67004 M67004	M62204	62204	1750	$306,495.00	DPASPROP	01
22	17 1106 2006 27A0 M67004 M67004	M62204	62204	1759	-$222,208.88	DPASPROP	01
23	17 1109 2008 DPAS M67026 M67358	M00146	00146	1899	-$2,499.80	DPASPROP	02
24	17 1106 2006 27A0 M67004 M67004	M62204	62204	3310	-$84,286.12	DPASPROP	01
25	17 1106 2006 27A0 M67026 M67358	M62573	62573	1750	$269,446.00	DPASPROP	01
26	17 1106 2006 27A0 M67026 M67358	M62573	62573	1759	-$242,502.00	DPASPROP	01
27	17 1106 2006 27A0 M67026 M67358	M62573	62573	3310	-$26,944.00	DPASPROP	01
28	17 1106 2006 27A0 M67025 M67436	M62613	62613	1750	$880,083.00	DPASPROP	01
29	17 1106 2006 27A0 M67025 M67436	M62613	62613	1759	-$3,498,535.24	DPASPROP	01
30	17 1106 2006 27A0 M67025 M67436	M62613	62613	3310	$2,618,452.24	DPASPROP	01
31	17 1106 2006 27A0 M67026 M67358	M67001	67001	1750	$489,224.00	DPASPROP	01
32	17 1106 2006 27A0 M67026 M67358	M67001	67001	1759	-$477,340.05	DPASPROP	01
33	17 1106 2006 27A0 M67026 M67358	M67001	67001	3310	-$11,883.95	DPASPROP	01
34	17 1106 2006 27A0 M67026 M67358	M67008	67008	1750	$3,003,781.00	DPASPROP	01
35	17 1106 2006 27A0 M67026 M67358	M67008	67008	1759	-$2,961,823.52	DPASPROP	01
36	17 1106 2006 27A0 M67026 M67358	M67008	67008	3310	-$41,957.48	DPASPROP	01
37	17 1106 2006 27A0 M67026 M67358	M67008	67008	8802	$1,323,312.44	DPASPROP	01
38	17 1106 2006 27A0 M67026 M67358	M67008	67008	8801	-$1,323,312.44	DPASPROP	01
39	17 1106 2006 27A0 M67029 M67029	M67029	67029	8802	$126,773.50	DPASPROP	01
40	17 1106 2006 27A0 M67029 M67029	M67029	67029	8801	-$126,773.50	DPASPROP	01
41	17 1106 2006 27A0 M67025 M67025	M67399	67399	1750	$7,300,150.00	DPASPROP	01

B.18.2 Summary Rollforward from DPAS



PP&E DEC FY07 - SUMMARY ROLLFORWARD

SUMMARY	Beginning Balance (Capital Asset TB (09/30/03))*	Acquisitions*	Transfers In*	N/A*	Gains Not Otherwise Classified*	Sales*	Disposals*	Transfers Out*	Losses Not Otherwise Classified*	Revaluation*	Ending Balance (Calculated Field)	Capital Asset TB (12/30/07)*	Difference TB and Calculated Balance
	A	B	C	D	E	F	G	H	I	J	K -A+B+C+D+E-F-G-H-I-J	L	M -K-L
Major Asset Classes - Gross Asset Value													
a. ADP Software	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
b. Equipment	$187,794,827.93	$11,327,982.97	$164,637.00	$0.00	$0.00	$0.00	$1,349,147.00	$164,637.00	$0.00	$0.00	$197,773,663.90	$197,773,663.90	$0.00
c. Assets Under Capital Lease	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
d. Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
e. Total	$187,794,827.93	$11,327,982.97	$164,637.00	$0.00	$0.00	$0.00	$1,349,147.00	$164,637.00	$0.00	$0.00	$197,773,663.90	$197,773,663.90	$0.00

	Beginning Balance (Capital Asset TB (09/30/03))*	Increases to Accumulated Depreciation*	Current Period Depreciation Expense*	Reductions to Accumulated Depreciation*	Revaluation*	Prior Period Adjustments*	Ending Balance (Calculated Field)	Capital Asset TB 12/30/07)*	Difference TB and Calculated Balance
	O	P	Q	R	S	T	U -U+P+Q-R+S+T	V	W -U-V
Major Asset Classes - Depreciation									
a. ADP Software	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
b. Equipment	$144,996,407.52	$164,637.00	$3,648,247.31	$1,442,905.40	$0.00	$0.00	$147,366,486.43	$147,366,486.43	$0.00
c. Assets Under Capital Lease	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
d. Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
e. Total	$144,996,407.52	$164,637.00	$3,648,247.31	$1,442,905.40	$0.00	$0.00	$147,366,486.43	$147,366,486.43	$0.00
Net Book Value (All as)	$42,798,420.41								

* Sum of...

B.19 OM&S Daily Transaction General Ledger Balance Reconciliation Report

PRTOMSRR OM&S (NON-AMMO) RECON DATE RAN: 20080111
PAGE : 1 HIST TO GEN-LDGR

TIBSYM FY SBHD	MRI	ARI	SRI	BCN	GLAN	GL ITD AMT	FUNDFUNC	BA
171106200527A0	M67026	M67026	M20133	20133	1511	94,048.47	1A1A	01
171106200527A0	M67025	M67025	M67898	67898	1511	1,473.45	1A1A	01
171106200627A0	M67026	M67026	M20133	20133	1511	69,839.60	1A1A	01
171106200627A0	M67025	M67025	M67438	67438	1511	11,184.56	1A1A	01
171106200627A0	M67898	M67898	M67898	67898	1511	701,803.77	1A1A	01
171106200627A0	M67025	M67025	M68450	68450	1511	20,609,144.19	1A1A	01
171106200727A0	M67026	M67026	M20133	20133	1511	118,479,914.44	1A1A	01
171106200727A0	M67026	M67026	M20133	20133	1514	15,676,864.23	1A1A	01
171106200727A0	M67004	M67004	M67004	67004	1511	22,774,250.21	1A2A	01
171106200727A0	M67004	M67004	M67004	67004	1514	2,143,192.59	1A2A	01
171106200727B0	M67025	M67025	M67438	67438	1513	3,921.28	1B1B	01
171106200727M0	M00264	M00264	M00264	00264	1511	18,378,431.70	3B1D	03
171106200727M0	M00264	M00264	M00264	00264	1514	2,135,252.37	3B1D	03
171106200727M0	M00264	M00264	M00264	00264	1513	8,884,960.59	3B1D	03
171106200827A0	M00264	M00264	M00264	00264	1511	-38,484.82	1A1A	01
171106200827A0	M67025	M67428	M00681	00681	1511	-51,400.96	1A1A	01
171106200827A0	M67026	M67026	M20133	20133	1511	-123,158,733.31	1A1A	01
171106200827A0	M67026	M67026	M20133	20133	1514	113,164,713.26	1A1A	01
171106200827A0	M67004	M67004	M67004	67004	1511	1,692,594.10	1A1A	01
171106200827A0	M67025	M67025	M67025	67025	1511	-190,538.07	1A1A	01
171106200827A0	M67025	M67025	M67438	67438	1511	-8,625,495.18	1A1A	01
171106200827A0	M67025	M67025	M67438	67438	1514	1,199,346.68	1A1A	01
171106200827A0	M67898	M67898	M67898	67898	1511	-162,947,275.96	1A1A	01
171106200827A0	M67898	M67898	M67898	67898	1514	1,116,422.79	1A1A	01
171106200827A0	M67906	M67906	M67906	67906	1511	-7,024,376.33	1A1A	01
171106200827A0	M67025	M67025	M68450	68450	1511	-25,982,121.96	1A1A	01
171106200827A0	M67025	M67025	M68450	68450	1514	1,125,740.94	1A1A	01
171106200827A0	M67004	M67004	M67004	67004	1511	79,284.32	1A2A	01
171106200827A0	M67854	M67854	M68909	68909	1511	-2,183,250.80	1A2A	01
171106200827A0	M67854	M67854	M68909	68909	1514	2,495,024.12	1A2A	01
171106200827M0	M00264	M00264	M00264	00264	1511	-378,212.87	3B1D	03
171106200827M0	M00264	M00264	M00264	00264	1514	379,493.87	3B1D	03
171106200827M0	M67856	M67856	M67856	67856	1511	-1,262,208.13	3B1D	03
171107200727A0	M67861	M67861	M67861	67861	1511	50,682,364.55	1A1A	01
171107200727A0	M67861	M67861	M67861	67861	1514	754,229.93	1A1A	01
171107200727A0	M67861	M67861	M67861	67861	1513	21,569,484.68	1A1A	01
171107200827A0	M67861	M67861	M67861	67861	1511	-102,049,896.76	1A1A	01
171107200827A0	M67861	M67861	M67861	67861	1514	51,271.11	1A1A	01

	TOTAL	263,138,296.97
GEN LDGR 08010A BALANCE		263,538,480.06
	SUM D6*	923,653.39
	SUM D7*	-779,116.03
	SUM D8*	146,415.75
	SUM D9*	-691,136.20
COMPUTED HIST BALANCE		263,138,296.97
GEN LDGR 08011A BALANCE		263,138,296.97
DIFFERENCE		0.00

SUMMARY

HELD FOR USE	1511	68,763,043.16
	1513	30,458,366.55
	1514	163,916,887.26

B.20 DCPS to SABRS – Gross Pay Report

PRTGPRCN DCPS GROSSPAY INTO SABRS RECON DATE RAN: 20080111
PAGE : 1 FOR PPED : 080105

EMP ACT	DCPS GROSS PAY AMOUNT	SABRS OBLIGATION AMOUNT	DIFFERENCE AMOUNT
000027	4,358,883.76	4,358,883.76	0.00
000146	2,409,106.65	2,409,106.65	0.00
000243	660,192.91	660,192.91	0.00
000260	86,055.44	86,055.44	0.00
000263	1,110,902.11	1,110,902.11	0.00
000264	4,400,332.13	4,400,332.13	0.00
000318	1,304,313.87	1,304,313.87	0.00
000681	3,970,071.24	3,970,071.24	0.00
020229	14,559.03	14,559.03	0.00
039878	127,456.61	127,456.61	0.00
048396	663,123.36	663,123.36	0.00
048401	47,532.61	47,532.61	0.00
054078	17,882.50	17,882.50	0.00
059901	16,688.65	16,688.65	0.00
060169	837,361.06	837,361.06	0.00
062204	1,187,527.41	1,187,527.41	0.00
062573	434,693.65	434,693.65	0.00
062613	355,433.13	355,433.13	0.00
062974	1,161,430.56	1,161,430.56	0.00
063026	53,015.51	53,015.51	0.00
067001	4,522,229.68	4,522,229.68	0.00
067004	2,915,020.71	2,915,020.71	0.00
067008	1,086,308.11	1,086,308.11	0.00
067011	112,466.24	112,466.24	0.00
067013	88,916.01	88,916.01	0.00
067015	87,100.44	87,100.44	0.00
067016	79,686.35	79,686.35	0.00
067017	110,692.25	110,692.25	0.00
067019	87,944.87	87,944.87	0.00
067023	40,565.46	40,565.46	0.00
067024	13,352.12	13,352.12	0.00
067025	365,524.63	365,524.63	0.00
067026	402,478.97	402,478.97	0.00
067029	187,812.93	187,812.93	0.00
067271	25,482.09	25,482.09	0.00
067355	28,295.18	28,295.18	0.00
067386	182,576.73	182,576.73	0.00
067389	19,823.45	19,823.45	0.00
067399	1,903,471.67	1,903,471.67	0.00
067400	1,418,382.37	1,418,382.37	0.00
067604	191,810.83	191,810.83	0.00
067854	4,141,174.26	4,141,174.26	0.00
067861	318,507.24	318,507.24	0.00
067865	1,188,562.77	1,188,562.77	0.00
067884	464,904.54	464,904.54	0.00
067890	6,125.27	6,125.27	0.00
067895	538.25	538.25	0.00
068522	191,843.30	191,843.30	0.00
068909	721,799.60	721,799.60	0.00
TOTALS	44,119,958.51	44,119,958.51	0.00

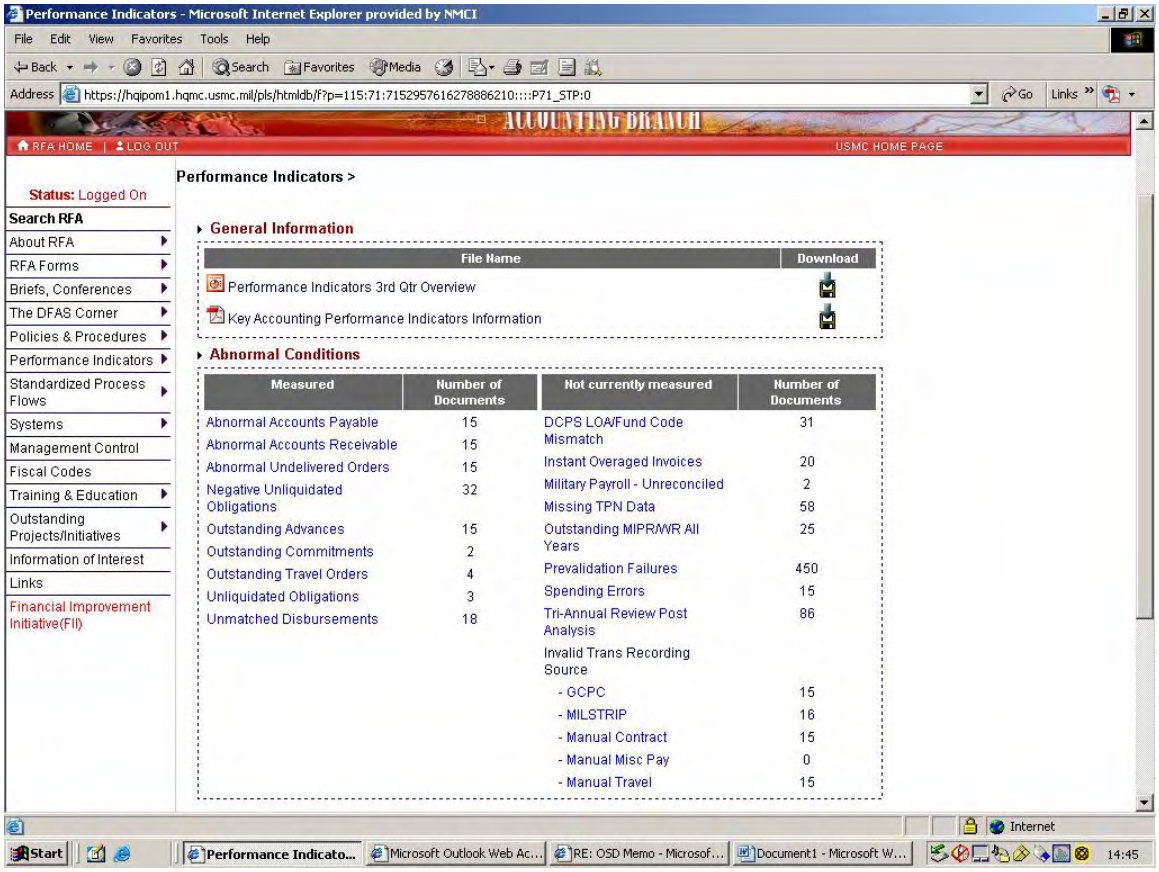
B.21 Available Courses - Curriculum

Course Number	Course Description
Comptroller Instructional Section	
Basic	
FBTC 0102	Financial Management Organization and Responsibilities
FBTC 0202	Appropriation Data: Fund Flows and Organizational Data Elements
FBTC 0203	Appropriation Data: Document Numbers and Accounting Classification Codes (ACC)
FBTC 0204	SABRS Fund Control Key and Financial Information Pointer (FIP)
FBTC 0205	Introduction To SABRS
FBTC 0201	Introduction To The Marine Corps Supply System
FBTC 0206	Process Spending Transactions and Source Documents
FBTC 0207	Process Temporary Additional Duty/Temporary Duty (TAD/TDY) Orders
FBTC 0214	Reimbursable Accounting
FBTC 0213	Error Correction
FBTC 0208	Vendor Invoices and Payment Vouchers
FBTC 0209	Monitor Expenditures and Collections Transactions
FBTC 0211	Memorandum/Official Accountant Reconciliation
FBTC 0212	Outstanding Obligation/Advance Validation
FBTC 0215	REPORT GENERATING SOFTWARE
Advanced	
FMCC 0100	Appropriation Data: Fund Flow and Organizational Data Elements
FMCC 0101	Appropriation Data: FIP and Standard Fiscal Codes
FMCC 0200	Planning, Program, Budgeting, Execution
FMCC 0201	Develop a Program Objective Memorandum
FMCC 0202	Prepare an Operating Budget
FMCC 0203	Publish a Financial Plan and Issue an Authorization
FMCC 0102	Standard Accounting Reporting Budgeting System
FMCC 0103	Monitor Financial Operations: Local Tables
FMCC 0104	Monitor Financial Operations: Expenditures/Collections
FMCC 0105	Monitor Financial Operations: Reimbursable Accounts
FMCC 0108	Monitor Financial Operations: Allocations
FMCC 0106	Monitor Financial Operations: Govt-Wide Purchase Card
FMCC 0107	Monitor Financial Operations: Report Gen Software
FMCC 0204	Monitor Current and Prior Year Appropriations
FMCC 0205	Fiscal Year Closeout Procedures
FMCC 0300	Coordinate Audits by External Agencies
FMCC 0302	Internal Management Control Program
Officer	
FMO 0100	Overview of Financial Management Officer Responsibilities
FMO 0301	Fund Flow and Organizational Data Elements
FMO 0303	Fip and Standard Fiscal Codes
FMO 0302	Document Numbers and Accounting Classification Codes
FMO 0201	Planning, Program, Budgeting, Execution
FMO 0202	Program Objective Memorandum (POM)

Course Number	Course Description
FMO 0203	Operating Budget
FMO 0304	Standard Accounting Reporting Budgeting System
FMO 0305	SABRS Table Management
FMO 0204	Financial Plan and Authorizations
FMO 0300	Marine Corps Supply/Procurement System
FMO 0315	Government Purchase Card Program
FMO 0306	Material and Service Transactions
FMO 0307	TAD Transactions
FMO 0309	Reimbursable Accounting and Support Agreements
FMO 0308	SABRS Expenditure and Collections Process
FMO 0314	Allocations
FMO 0310	Memorandum/Official Accounting Record Reconciliation
FMO 0311	Monitor Unliquidated Obligation/Advance Validation
FMO 0313	Report Generating Software Programs
FMO 0312	Civilian Labor
FMO 0206	Fiscal Year Close-Out Procedures
FMO 0402	Internal Management Control Procedures
FMO 0319	Appropriation Law
Finance Section	
Basic	
BFTC 0103	Operate Customer Information Control System
BFTC 0104	On-Line Diary System
BFTC 0105	Process On-Line Diary Feedback Reports
BFTC 0201	Basic Pay
BFTC 0202	Special Pay
BFTC 0203	Allowances
BFTC 0204	Miscellaneous Payments
BFTC 0205	Deductions/Collections
BFTC 0301	Compute Temporary Duty Entitlements
BFTC 0302	Permanent Change of Station
Advanced	
AFC 0101	Audit MCTFS Online Diary
AFC 0102	Audit Indebtedness and/or Waiver of Indebtedness
AFC 0103	Audit Payments
AFC 0104	Audit Withholdings
AFC 0105	Research Comptroller General Decision
AFC 0106	Audit Separation/Retirement
AFC 0201	Audit Temporary Duty Entitlements
AFC 0202	Audit Temporary Permanent Change of Station Claims
AFC 0301	Audit Fiscal Vouchers
AFC 0302	Audit Unavailable Recertified Checks
AFC 0303	Financial Reports
AFC 0309	Foreign Currency
AFC 0310	Additional Fiscal Responsibilities
Officer	
FMOC 0101	Overview of Financial Management Officer Responsibilities

Course Number	Course Description
FMOC 0106	Operate Customer Information Control System
FMOC 0107	On-Line Diary System
FMOC 0108	Certify On-Line Diary Feedback Reports
FMOC 0503	Basic Pay and Special Pay
FMOC 0505	Allowances
FMOC 0506	Miscellaneous Payments
FMOC 0508	Deductions/Collections
FMOC 0601	Certify Temporary Duty Entitlements
FMOC 0602	Permanent Change Of Station
FMOC 0701	Certify Fiscal Vouchers
FMOC 0702	Financial Reports
FMOC 0703	Deputy Disbursing Officer Responsibilities

B.22 Performance Indicator Section of the RFA Portal



APPENDIX C – POINTS OF CONTACT

Subject Matter Areas	Section	Title	Contact	Phone
Overall Point of Contact	RFA - Financial Improvement Initiative	RFA Readiness Program Manager		
Deadly Sins Reports & Tri-Annual Review (3.1 & 3.2)	RFA - Analysis and Review	Chief Warrant Officer		
SABRS Application Controls (2.0)	RFA - SABRS	Acct. System Analyst		
DCPS to SABRS – Gross Pay Report (2.3.3)	RFA - SABRS	Acct. System Analyst		
OM&S Daily & DPAS - SABRS Reconciliation (2.3.3)	RFA - Financial Improvement Initiative	Application Analyst		
Errors from Reports Above (2.3.3)	RFA - HQMC/LFS	Program Analyst		
MCFEAT Reports (3.3)	MCFEAT	Director		
Training and Tools (USMC Financial Management School)	Comptroller Instruction Section OIC	Chief Warrant Officer		

APPENDIX D - REFERENCES

Document Referenced	Location
1) FIN_MCOP7300.21	www.quantico.usmc.mil/download.aspx?Path=./Uploads/Files/**FIN_MCO**%20P7300.21.pdf
2) Lesson 4 Abnormal Transactions Balances [1]	https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=115:80:3553538782600803885
3) SABRS Authorization Users Manual	https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=108:3:11456955181049693532::NO:::
4) SABRS Spending Manual	https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=108:3:11456955181049693532::NO:::
5) SABRS Central Tables Manual	https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=108:3:11456955181049693532::NO:::
6) SABRS Local Tables Manual	https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=108:3:11456955181049693532::NO:::
7) SABRS Access Help SCR SOP v1	https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=115:1:6651853340941052050
8) Tri-Annual Review User Guide	https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=115:1:6651853340941052050
9) Key Accounting Performance Indicators Information	https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=115:71:2182292701971492045::::P71_STP:0
10) USMC Organizational Flow	http://www.hqmc.usmc.mil/
11) DD2875	http://www.dlis.dla.mil/PDFs/DD2875.pdf
12) 31 US Code 1517	http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t29t32+1826+51++%2831%20US%2
13) DoD FMR 7000_14_R	http://www.defenselink.mil/comptroller/fmr/
14) DoD FMR Volume 03_Chapter 08	http://www.defenselink.mil/comptroller/fmr/03/03_08.pdf

Document Referenced	Location
15) DoD FMR Volume 03_Chapter 11	http://www.defenselink.mil/comptroller/fmr/03/03_11.pdf
16) Financial Management School	http://www.lejeune.usmc.mil/mccsss/schools/fms/fms.shtml
17) Standardized Process Flows	https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=115:1:4206516787442962203#
18) Statement of Federal Financial Accounting Concepts (SFFAC) No. 2, "Entity and Display."	http://www.fasab.gov/concepts.html

ACCOUNTING AND FINANCIAL SYSTEMS BRANCH (RFA)

FINANCIAL STATEMENT COMPILATION PACKAGE

APPENDIX D – PROCEDURAL DOCUMENTS

MAY 15, 2008

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3. Compilation of Report 8
4. Desktop - AR Source Retrieval
5. Desktop - AR Supplemental Reports
6. Desktop - GWA Pull
7. Desktop - Pulling CHOOSE
8. Desktop - Pulling DCAS
9. FIN_MCOP7300.21
10. Lesson 4 Abnormal Transaction Balances[1]
11. Rpt 8 Desktop Procedures Rev20070613
12. SABRS Access Help SCR SOP v1
13. Tri-Annual Review User Guide
14. USMC MCO 7300 Draft _Chpt 10
15. MCFMOS Roles and Responsibilities ver 3-8 Jan 08

SABRS

TABLE MANAGEMENT
For
CENTRAL TABLES

USER'S MANUAL

DEFENSE FINANCE AND ACCOUNTING SERVICE
KANSAS CITY CENTER

September 2000

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FIGURE 6.1 - 146: ADD 5TO4BCN SCREEN 97
FIGURE 6.1 - 147: UPDATE 5TO4BCN SCREEN 98
FIGURE 6.1 - 148: DELETE 5TO4BCN SCREEN 98
FIGURE 6.1 - 149: OM-SRI MAINTENANCE SCREEN 99
FIGURE 6.1 - 150: ADD OM-SRI SCREEN 99
FIGURE 6.1 - 151: UPDATE OM-SRI SCREEN 100
FIGURE 6.1 - 152: DELETE OM-SRI SCREEN 100
FIGURE 6.1 - 153: OM-SBHDBA MAINTENANCE SCREEN 101
FIGURE 6.1 - 154: ADD OM-SBHDBA SCREEN 101
FIGURE 6.1 - 155: UPDATE OM-SBHDBA SCREEN 102
FIGURE 6.1 - 156: DELETE OM-SBHDBA 102
FIGURE 6.1 - 157: GLA-DSMRY MAINTENANCE SCREEN 103
FIGURE 6.1 - 158: ADD GLA-DSMRY SCREEN 103
FIGURE 6.1 - 159: UPDATE GLA-DSMRY SCREEN 104
FIGURE 6.1 - 160: DELETE GLA-DSMRY SCREEN 104
FIGURE 6.1 - 161: BSYM-SPONS MAINTENANCE SCREEN 105
FIGURE 6.1 - 162: ADD BSYM-SPONS SCREEN 105
FIGURE 6.1 - 163: UPDATE BSYM-SPONS SCREEN 106
FIGURE 6.1 - 164: DELETE BSYM-SPONS SCREEN 107
FIGURE 6.1 - 165: BSARISPONS MAINTENANCE SCREEN 107
FIGURE 6.1 - 166: ADD BSARISPONS SCREEN 108
FIGURE 6.1 - 167: UPDATE BSARISPONS SCREEN 108
FIGURE 6.1 - 168: DELETE BSARISPONS SCREEN 109
FIGURE 6.1 - 169: PA-CODE MAINTENANCE SCREEN 109
FIGURE 6.1 - 170: ADD PA-CODE SCREEN 110
FIGURE 6.1 - 171: UPDATE PA-CODE SCREEN 110
FIGURE 6.1 - 172: DELETE PA-CODE SCREEN 111
FIGURE 6.1 - 173: GLYRENROLL MAINTENANCE SCREEN 111
FIGURE 6.1 - 174: ADD GLYRENROLL SCREEN 112
FIGURE 6.1 - 175: UPDATE GLYRENROLL SCREEN 112
FIGURE 6.1 - 176: DELETE GLYRENROLL SCREEN 113
FIGURE 6.1 - 177: GLAROLLUP MAINTENANCE SCREEN 114
FIGURE 6.1 - 178: ADD GLAROLLUP SCREEN 114
FIGURE 6.1 - 179: UPDATE GLAROLLUP SCREEN 115
FIGURE 6.1 - 180: DELETE GLAROLLUP SCREEN 115
FIGURE 6.1 - 181: DCRPS-DFLT MAINTENANCE SCREEN 116
FIGURE 6.1 - 182: ADD DCRPS-DFLT SCREEN 116
FIGURE 6.1 - 183: UPDATE DCRPS-DFLT 117
FIGURE 6.1 - 184: DELETE DCRPS-DFLT 117
FIGURE 6.1 - 185: SPEND-GLA MAINTENANCE SCREEN 118
FIGURE 6.1 - 186: ADD SPEND-GLA SCREEN 119
FIGURE 6.1 - 187: UPDATE SPEND-GLA SCREEN 120
FIGURE 6.1 - 188: DELETE SPEND-GLA SCREEN 120
FIGURE 6.1 - 189: AUTH-DIC MAINTENANCE SCREEN 121
FIGURE 6.1 - 190: ADD AUTH-DIC SCREEN 122
FIGURE 6.1 - 191: UPDATE AUTH-DIC SCREEN 123
FIGURE 6.1 - 192: DELETE AUTH-DIC SCREEN 123
FIGURE 6.1 - 193: CONTRA-GLA MAINTENANCE SCREEN 124
FIGURE 6.1 - 194: ADD CONTRA-GLA SCREEN 125
FIGURE 6.1 - 195: UPDATE CONTRA-GLA SCREEN 126
FIGURE 6.1 - 196: DELETE CONTRA-GLA SCREEN 126
FIGURE 6.1 - 197: PRE-CLOSE MAINTENANCE SCREEN 127
FIGURE 6.1 - 198: ADD PRE-CLOSE SCREEN 127
FIGURE 6.1 - 199: UPDATE PRE-CLOSE SCREEN 128

FIGURE 6.1 - 200: DELETE PRE-CLOSE SCREEN 129
FIGURE 6.1 - 201: POST-CLOSE MAINTENANCE SCREEN 129
FIGURE 6.1 - 202: ADD POST-CLOSE SCREEN 130
FIGURE 6.1 - 203: UPDATE POST-CLOSE SCREEN 131
FIGURE 6.1 - 204: DELETE POST-CLOSE SCREEN 131
FIGURE 6.1 - 205: DWCF-4930 MAINTENANCE SCREEN 132
FIGURE 6.1 - 206: ADD DWCF-4930 SCREEN 132
FIGURE 6.1 - 207: UPDATE DWCF-4930 SCREEN 133
FIGURE 6.1 - 208: DELETE DWCF-4930 SCREEN 134
FIGURE 6.1 - 209: C-S1CNVDUP MAINTENANCE SCREEN 135
FIGURE 6.1 - 210: ADD C-S1CNVDUP SCREEN 135
FIGURE 6.1 - 211: UPDATE C-S1CNVDUP SCREEN 136
FIGURE 6.1 - 212: DELETE C-S1CNVDUP SCREEN 137
FIGURE 6.1 - 213: SYM-SBHFUN MAINTENANCE SCREEN 138
FIGURE 6.1 - 214: ADD SYM-SBHFUN SCREEN 138
FIGURE 6.1 - 215: UPDATE SYM-SBHFUN SCREEN 139
FIGURE 6.1 - 216: DELETE SYM-SBHFUN SCREEN 140
FIGURE 6.1 - 217: UDF-EDIT MAINTENANCE SCREEN 140
FIGURE 6.1 - 218: ADD UDF-EDIT SCREEN 141
FIGURE 6.1 - 219: UPDATE UDF-EDIT SCREEN 141
FIGURE 6.1 - 220: DELETE UDF-EDIT SCREEN 142
FIGURE 6.1 - 221: CONTRA-OFFC MAINTENANCE SCREEN 142
FIGURE 6.1 - 222: ADD CONTR-OFFC SCREEN 143
FIGURE 6.1 - 223: UPDATE CONTR-OFFC SCREEN 144
FIGURE 6.1 - 224: DELETE CONTR-OFFC SCREEN 144
FIGURE 6.1 - 225: TRANS-SET TABLE MAINTENANCE SCREEN 144
FIGURE 6.1 - 226: ADD TRANS-SET SCREEN 145
FIGURE 6.1 - 227: UPDATE TRANS-SET SCREEN 145
FIGURE 6.1 - 228: DELETE TRANS-SET SCREEN 146
FIGURE 6.1 - 229: EDI-ERRCOD MAINTENANCE SCREEN 146
FIGURE 6.1 - 230: ADD EDI-ERRCOD SCREEN 147
FIGURE 6.1 - 231: UPDATE EDI-ERRCOD SCREEN 147
FIGURE 6.1 - 232: DELETE EDI-ERRCOD SCREEN 148
FIGURE 6.1 - 233: SYSTABLE MAINTENANCE SCREEN 148
FIGURE 6.1 - 234: ADD SYSTABLE SCREEN 149
FIGURE 6.1 - 235: UPDATE SYSTABLE SCREEN 149
FIGURE 6.1 - 236: DELETE SYSTABLE SCREEN 150
FIGURE 6.1 - 237: CENSYS MAINTENANCE SCREEN 151
FIGURE 6.1 - 238: ADD CENSYS SCREEN 151
FIGURE 6.1 - 239: UPDATE CENSYS SCREEN 152
FIGURE 6.1 - 240: DELETE CENSYS SCREEN 152
FIGURE 6.1 - 241: LOCAL-UPD MAINTENANCE SCREEN 153
FIGURE 6.1 - 242: ADD LOCAL-UPD SCREEN 153
FIGURE 6.1 - 243: UPDATE LOCAL-UPD SCREEN 154
FIGURE 6.1 - 244: DELETE LOCAL-UPD SCREEN 155
FIGURE 6.1 - 245: BATCHLOCK MAINTENANCE SCREEN 155
FIGURE 6.1 - 246: UPDATE BATCHLOCK SCREEN 156
FIGURE 6.1 - 247: DELETE BATCHLOCK SCREEN 156

INTRODUCTION

The User's Manual provides the User with definitions of key terms, processing procedures, transaction illustrations, and explanations of various items relating to the Standard Accounting, Budgeting, and Reporting System (SABRS2). Separate User's Manuals are available for each of the following functional areas: Authorization Processing, Spending Transaction Processing, Reports (On-line) Inquiry, Batch Reports, Correction Processing, Local Tables, and Central Tables.

This specific User's Manual is for **Central Tables**. The Central Tables User's Manual provides the User with illustrations of the various tables that will be managed Centrally. This User's Manual will also provided the User with the procedures for adding, changing and deleting data on each Central Table.

Requirements Prior to Processing

The User is responsible for obtaining a valid Access Identification Code (ACID), also called a User-ID, and password from the Terminal Area Security Officer (TASO). Any User can view and/or print any tables as long as the User is loaded onto either Table 204 or 205. However, the User cannot be loaded on both.

Some Local Tables may need to be loaded before certain Central Tables can be completed, and the User must be loaded to Table 501 to add, change, or delete any Central tables.

Table 6.1 - 1: Required Table Access for Table Maintenance

Table Number	Table Title	Action
501 Cen/Sys	The Central Security Table	User-ID must be loaded to this table if Central and/or System Tables need to be updated.
502 Local-Upd	The Local Update Table	User-ID must be loaded on this table if Local Tables need to be update.

Some Central Tables need to be validated against Local and/or Central Tables in one way or another to add or change a record. Central Table Validation (Table 6.1 - 2) lists the Central Tables being used by Local and/or Central Tables.

Table 6.1 - 2: Central Table Validation	
Central Table Name and Number	**Local / Central Table Name and Number being used**
AUTHSPEND Table 204	VALDIC Table 200, BASIC-SYM Table 206, and ACT Table 223
WRK-CTR-ID Table 207	AAC-ID Table 208
USER-DFLT Table 224	OBJ-CLASS Table 227 and BCN-TABLE Table 229
L-SPCL-INT Table 234	AAC-ID Table 208
F-LVL-RPT Table 235	ACT Table 223
FAN-LINE Table 237	SYM-SBHDBA Table 217, FUND-FUNC Table 218
LINE-CODE Table 238	FUND-FUNC Table 218
GLA-QTRUPD Table 239	GLADESCR Table 203
5TO4BCN Table 242	BCN-TABLE Table 229
OM-SRI Table 243	ACT Table 223
OM-SBHDBA Table 244	SYM-BUDACT Table 216, SYM-SBHDBA Table 217, and FUND-FUNC Table 218
GLA-DSMRY Table 245	GLADESCR Table 203
BSYM-SPONS Table 246	BASIC-SYM Table 206 and AAC-ID Table 208
BSARISPONS Table 247	BCN-TABLE Table 229 and BSYM-SPONS Table 246
GLYRENROLL Table 249	GLADESCR Table 203
GLAROLLUP Table 250	GLADESCR Table 203
DCRPS-DFLT Table 250	BCN-TABLE Table 229
SPEND-GLA Table 300	VALDIC Table 200, JV-GLSUMRY Table 210, MAJ-RSC Table 213, and OBJ-CLASS Table 227
AUTH-DIC Table 301	VALDIC Table 200 and GLA-DESCR Table 203
CIF-DFLT Table 302	S-FUNDCODE Table 020, BASIC-SYM Table 206, WRK-CTR-ID Table 207, AAC-ID Table 208, SYM-SBHDBA Table 217, and BCN-TABLE Table 229
LATDIC Table 305	VALDIC Table 200
CONTRA-GLA Table 306	GLADESCR Table 203
PRE-CLOSE Table 307	GLADESCR Table 203
POST-CLOSE Table 308	GLADESCR Table 203
DWCF-4930 Table 309	VALDIC Table 200 and GLADESCR Table 203
SYM-SBHFUN Table 311	VALDIC Table 217 and FUND-FUNC Table 218

Keyboard Conventions

SABRS identifies function keys to perform specific commands. The proper use of the function key commands is dependent on the User's keyboard setup. Table 6.1 - 3 provides the specific function keys and key combinations corresponding to the desired command.

* NOTE: KEY1 + KEY2 signifies key combinations. If key combinations are used, both keys are pressed simultaneously.

FUNCTION KEYS/KEY COMBINATIONS			**DEFINED COMMANDS**
<PF1>	<ALT> + <PF1>	<ALT> + 1	On Line Help Screen.
<PF2>	<ALT> + <PF2>	<ALT> + 2	Print
<PF3>	<ALT> + <PF3>	<ALT> + 3	Return to previous screen.
<PF4>	<ALT> + <PF4>	<ALT> + 4	Return to SABRS Main Menu
<PF6>	<ALT> + <PF6>	<ALT> + 6	Exit
<PF7>	<ALT> + <PF7>	<ALT> + 7	Page-Up (Scroll up 1 screen)
<PF8>	<ALT> + <PF8>	<ALT> + 8	Page-Down (Scroll down 1 screen)
<PF10>	<ALT> + <PF10>	<ALT> + 10	Left (Scroll Left)
<PF11>	<ALT> + <PF11>	<ALT> + 11	Right (Scroll Right) <PF1>
<PF12>	<ALT> + <PF12>	<ALT> + 12	Confirm (Confirm a transaction)
->I	->I	<TAB>	Advances the cursor to the next field on the screen.
I<-	I<-	<Shift> + <Tab>	Backs up the cursor to the previous field on a screen.
<Reset>	<Reset>	<END> or <F10>	Resets terminal.
		<CONTROL>	Used in place of <ENTER> key on some keyboards.

Table 6.1 - 3: Keyboard Function Keys / Key Combinations Definitions

Document Conventions

The guide listed below is provided to help the User interpret information within this manual.

ALL CAPITALS	Explains fields (terms & definitions) shown on screen needing to be keyed.
"QUOTES (ALL CAPS)"	Designates information to be keyed into the system.
<ANGLE BRACKETS (ALL CAPS)>	Designates 'keys' to be punched.

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SYSTEM LOGON PROCEDURES

The Logon process contains specific requirements, which are uniform throughout the Marine Corps. Once an Access Identification Code (ACID) or User Identification Code (User-ID) is obtained and all applicable profiles are set up, the User is ready to access the Standard Accounting, Budgeting, and Reporting System (SABRS). The Logon procedures are a series of steps required to give the User access to SABRS. The Logon process for SABRS access at the Quantico domain is shown on the following pages.

Marine Corps Data Network (MCDN)

Figure L - 1, the MCDN screen, is the first screen in the Logon process. It provides the User with the domain options.

```
         MMMM       MMMM       CCCCCCC         DDDDDDDD        NNN     NNN
        MMMMM     MMMMM      CCCCCCCCCC       DDDDDDDDDD      NNNN    NNN
       MMMMMM   MMMMMM      CCC     CC       DDD    DDD      NNNNN   NNN
      MMMM MM MM MMMM      CCC              DDD    DDD      NNN NN  NNN
     MMMM  MMM  MMMM      CCC              DDD    DDD      NNN  NN NNN
    MMMM       MMMM      CCC     CC       DDD    DDD      NNN   NNNNN
   MMMM       MMMM      CCCCCCCCCC       DDDDDDDDD       NNN    NNNN
  MMMM       MMMM       CCCCCCC         DDDDDDDD        NNN     NNN
*******************************************************************************
THIS IS A DEPARTMENT OF DEFENSE INTEREST COMPUTER SYSTEM. INFORMATION PLACED IN
THE SYSTEM IS SUBJECT TO MONITORING AND IS NOT SUBJECT TO ANY FORMS OF PRIVACY.
TERMINAL ID=VSHF8041      HELPDESK: COMM (314) 263 - 9077     DSN: 693 - 9077
*******************************************************************************
   A - ALAMENU               B - CLBMENU               G - MQGMENU
   P - CPPMENU               R - OKRMENU               T - KCTMENU
   N - DDN                   I - SNI                   X - MQXMENU
   S - SIM32781              D - DITCO
*******************************************************************************
ENTER SELECTION BELOW:  ENTER MENU FOR KCT OR ALPHA CHARACTER OR MENU NAME FOR
OTHER MENU SELECTIONS. ENTER  "MARINE"  FOR THE MARINE CORPS CATALOG SYSTEM.
SELECTION=>  G
```

Figure L - 1: MCDN Screen

Once the User has reached the Marine Corps Data Network (MCDN) screen, enter the letter "G", to access the Quantico Financial Data Base where SABRS2 is located, and press <ENTER>.

```
                 DDDDDDD     IIIIII     SSSSS      AAAA
                DDD   DDD     III      SS    S    AA  A
               DDD    DDD    III       SSS      AAAAAA
              DDD    DDD    III     SS    SS    AA    A
             DDDDDDDDD   IIIIIII     SSSSS     AA     A

                      DISA SYSTEM ST. LOUIS, MO

 Use of this or any other DEPARTMENT OF DEFENSE interest computer
 system (DODICS) constitutes your consent to monitoring, for the purpose
 of system management and security, by authorize DOD personnel. This
 DODICS and all related equipment are to be used for communication,
 transmission, processing, manipulation and storage of official U.S.
 Government or other authorized information only.  UNAUTHORIZED USE OF
 THIS COMPUTER MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.
                    PRESS 'ENTER' TO CONTINUE.
```

Figure L - 2: Department of Defense Compliance Warning Screen

The user will next encounter the Department of Defense Compliance Warning Screen as shown above. Press <ENTER> once more.

```
                              NOTICE

 TO COMPLY WITH DISA STANDARDS, ADABAS FILES ASR AND HMF WILL BE RENUMBERED EFFECTIVE
THURSDAY, 27 AUGUST 1998. THIS IS THE ONLY CHANGE BEING MADE TO THESE FILES.

 ALL NATURAL PROGRAMS THAT CURRENTLY ACCESS THE ASR AND HMF FILES WILL CEASE TO
 FUNCTION PROPERLY AFTER THE RENUMBERING HAS TAKEN PLACE.

 TO MAKE THESE PROGRAMS FUNCTION AGAIN, ADHOC USERS SHOULD ONLY HAVE TO RESTOW THEIR
 PROGRAM(S).

 POC REGARDING THIS MESSAGE IS:  WO1 ROGOWSKY OR GYSGT BALLARD, DSN 224-4115.

 PRESS 'ENTER' TO CONTINUE.
```

Figure L - 3: Notice Screen

The third screen encountered is the Notice Screen (Figure L - 3). This serves as a bulletin board to post information relevant to the different applications contained within this System.

System Logon Information Screen

The fourth screen in the Logon process is the System Logon Information screen (Figure L - 4). Data items to be entered on this screen are User-ID and password. A valid User-ID is required to continue the Logon process. Contact the Terminal Area Security Officer (TASO) for assistance if a valid User-ID is needed.

```
KLGLGON1 ŠŠŠŠŠŠŠŠŠŠŠŠŠŠ      Entry Validation    ŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠ
Date: 07/09/98                                                System: GG0A
Time: 15:10:26                                              Device: VSHF8185

        Identification:
            Userid.......
            Password.....           Change Password ?       N (Y or N)

        Additional Information:
            Group.....
            Acct......
            Proc......

Bulletins:              DEFENSE MEGACENTER ST. LOUIS
                                  QUANTICO DOMAIN

                          FOR PROBLEMS CALL: DSN 6
                               TOLL FREE

ENTER USERID
Enter  F1=Help  F3=Exit
```

Figure L - 4: System Logon Screen

The following fields need to be keyed:

USERID: This is a 6-digit alphanumeric code assigned to the User by the TASO (For this example, the User-ID is G9AXXX). Enter the appropriate User-ID.

PASSWORD. This is a 7 or 8 digit alphanumeric code assigned by the User. This password must be at least 7 and no more than 8 digits long; it cannot contain repeating letters (i.e., ee, 11; tt) , it cannot be the same word as the User ID; and cannot be the name of a month, day of the week, nor any other common words. Check with the TASO for other words not allowed for use as passwords, or for any other questions pertaining to the password construction. Enter the appropriate password and press <ENTER>.

* NOTE: If the Password entered by the User is incorrect for any reason (e.g., typed wrong, or a prohibited word), the message "Wrong Password" will appear at the bottom of the screen. The User will be given two additional opportunities to enter the correct password before the system suspends the logon attempt. When the User enters the password, it will not be displayed on the screen. This is a security measure, which prevents other individuals from knowing and using the User-ID and password to access the system. On the System Logon Screen, passwords have been displayed for instructional purposes only.

NEW PASSWORD: This field can be used by first time Users as well as old Users whose password has been aged by the system.

Enter the password provided by the TASO in the PASSWORD field (An example of a TASO-provided password could be "PASSWORD" as shown in the figure below) and press <ENTER>.

```
KLGLGON1 ŠŠŠŠŠŠŠŠŠŠŠŠŠŠ      Entry Validation    ŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠ
Date: 07/09/98                                                 System: GG0A
Time: 15:10:26                                               Device: VSHF8185

        Identification:
            Userid
            Passwor                        Change Password?  N (Y or N)

        Additional Information:
            Group.....
            Acct......
            Proc......

Bulletins:              DEFENSE MEGACENTER ST. LOUIS
                                  QUANTICO DOMAIN

                          FOR PROBLEMS CALL: DSN
                               TOLL FREE

ENTER USERID
Enter  F1=Help  F3=Exit
```

Figure L - 5: Entry Validation Screen Showing Password as Provided by the TASO

The screen shown below is used to change the password. Indicate the need to change the password to one that is User-created by typing an "Y" to the right of "Change Password?". Press <ENTER>.

```
  ŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠ…
    KLGNPWD1             Change Password

          Type in your new password twice, and press ENTER.

                  Enter new password.......
                  Verify new password......



    Command ===>
    Enter  F1=Help  F3=Exit  F12=Cancel
 †ŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠ
```

Figure L - 6: Change Password Screen

In the NEW PASSWORD field enter a new password, which conforms, to the standard previously mentioned. (The example shown in the following figure gives FINLAND as the new User-created password).

```
KLGLGON1 ŠŠŠŠŠŠŠŠŠŠŠŠŠŠ      Entry Validation    ŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠ
Date: 07/09/98                                                 System: GG0A
```

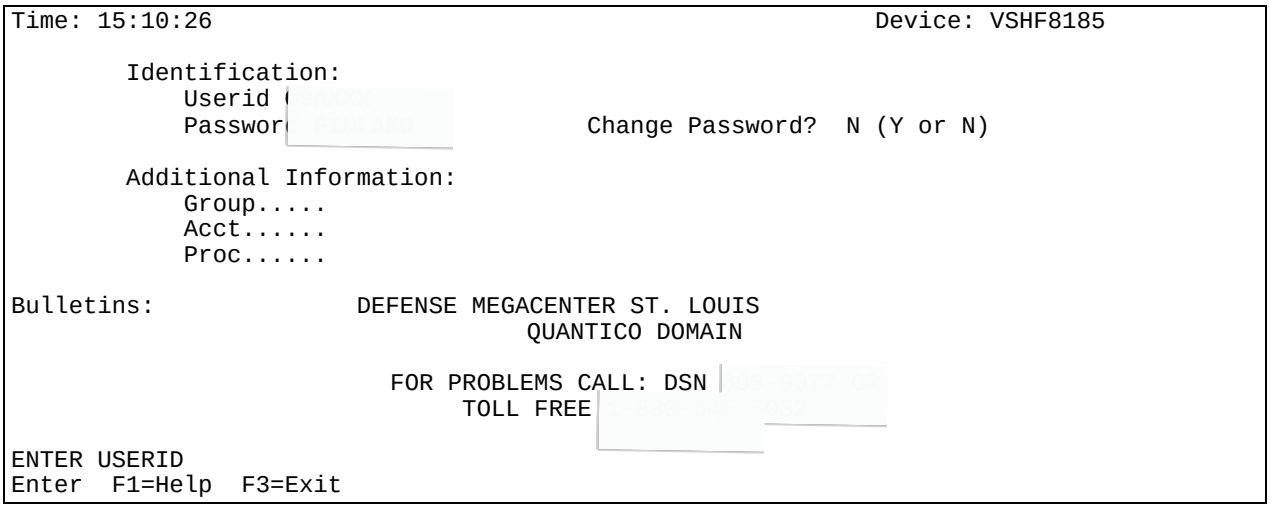

Figure L - 7: Entry Validation Screen Showing User-password Set-Up

Press <ENTER>. A message will appear on the bottom of the screen:

ULG0028 - CONFIRM PASSWORD CHANGE

Enter the new password again. Press <ENTER>. A message will appear confirming the password has been changed.

* NOTE: Passwords cannot be changed more than once per day. When a password is aged by the system it means a password is valid for only a specified period and requires changing passwords after this specified time. The TASO determines the duration of the password. Contact the TASO for this information.

Press <ENTER> to access the system. The following message will appear briefly on your screen:

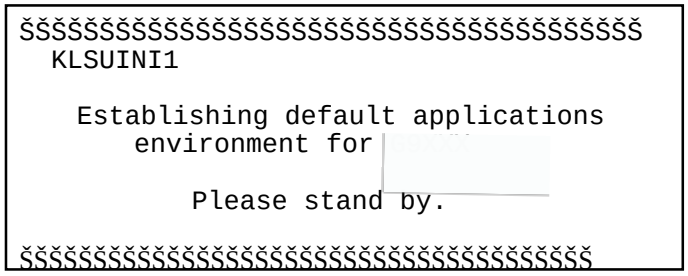

Figure L - 8: Stand-by Screen

Supersession Main Menu

The next screen in the Logon process is the Supersession Main Menu.

```
Actions  Options  Commands  Features  Help
ŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠŠ
                          CL/SUPERSESSION Main Menu              More:

 Select sessions with a "/" or an action code.

    Session ID  Description                        Type     Status
    ----------  -------------------------------  -------- ------------
    TSO         TSO                                Multi
    CICS        CICS USMC PRODUCTION               Multi
    CICS2       CICS USMC PRODUCTION               Multi
    CICSD       CICS USMC DEVELOPMENT              Multi
    CICSCSS     CSS CICS REGION                    Multi
    INFOPAC     INFOPAC RDS                        Multi
    INFOPACM    INFOPAC RDS MAINTENANCE            Multi
    ALA         SUPERSESSION ALA                   Multi
    CLB         SUPERSESSION CLB                   Multi
    CPP         SUPERSESSION CPP                   Multi
    KCT         SUPERSESSION KCT                   Multi
    OKR         SUPERSESSION OKR                   Multi

 Command ===>                                                GG0A/VSHF801D
 Enter  F1=Help  F3=Exit  F5=Refresh  F9=Retrieve  F10=Action
```

Figure L - 9: Supersession Main Menu

The User will want to access the Customer Information Control System (CICS) application. Select CICS by entering an "S" on the action line next to that application. "S" is the Action Code, which begins or resumes a Session of a specified application. Press <ENTER> to get to the CICS Selection Menu.

CICS Selection Menu

Figure L - 10 shows the next screen in the Logon process, which is the CICS Selection Menu. The User's access to various applications is determined by what profile(s) has been authorized by the TASO. SABRS is a Natural application.

```
                                   CICS SELECTION MENU                          10/01/97
                                       GGCICSP0                                 08:00:00

  01. LOGOFF OF CICS
  02. PRODUCTION NATURAL
  03. PRODUCTION HAS
  04. NATURAL CLASS1
  05. SET UP PRINTER (S)
  06. BULLETIN BOARD
  07. DIRECTORY SERVICES
  08. CMA-SPOOL MENU

 SELECTION=>  4                  (PA2) DEFAULT PRINTER=>  17

 PF: 1 LOGOFF                                         7 BWD  8 FWD
```

Figure L - 10: CICS Selection Menu

From this menu enter "4" for NATURAL CLASS1 and press <ENTER>. The screen displayed in Figure L - 11 is designed for information distribution to system Users.

```
     18:05:02               *** NATURAL LOGON PROCEDURE ***                98-07-10
                                                - Mailbox Display -
          This mailbox: MAIL+SBR  was mailed on: 98-07-10  at: 06:29:20  by: TGF0A1
                ************************************************************
                *           DFAS-KC SYSTEMS ADMINISTRATION ADVISORY            *
                * ___________________________________________________________ *
                * 07/10:  SB2DAILY (WITH JV/GLA UPDATE) @ 2300 EDT.            *
                *         SABRS2 WAS UNLOCKED AT 0610 EDT TODAY.               *
                *                                                              *
                * 07/31:  FINAL SABRS2 DAILY; SABRS2 MONTHLY @ 2300 EDT.       *
                * ___________________________________________________________ *
                * 07/10:  SABRDLY1; SABRDYAR; SABRWKLY @ 1900 EDT.             *
                *                                                              *
                * 08/04:  FINAL SABRDLY1; TRIAL BILLS; SABRWKLY @ 1800 EDT.    *
                * ---------------------------------------------------------- *
                * ALS POCS ARE WILL ADAMS / JENNEAN REED AT DSN 465-3943/3956  *
                * ___________________________________________________________ *
                * FIELD ACCOUNTING DIRECTORATE PERSONNEL CAN BE REACHED 24     *
                * HRS A DAY BY CALLING THE PAGER AT 1-800-796-7363.  ENTER     *
                * PIN 1010552.  PLEASE LEAVE COMMERCIAL NUMBER TO BE CALLED.   *
                ************************************************************:
```

Figure L - 11: Mailbox Display Screen

After reviewing the Mailbox Display, press <ENTER>, and the Financial Data Base Main Menu screen (Figure L - 12) will appear.

```
18:14:47                    FINANCIAL DATA BASE                          GFM0000
  05 JAN 1999                     MAIN MENU                              GFP0000
 ------------------------------------------------------------------------------

                              SELECT OPTION:  0_

                           1.  SABRS1 (1106 & 1107)
                           2.  SABRS2 (ALL OTHER APPNS)
                           3.  PREVALIDATION OF PAYMENTS
                           4.  SABRS BUDGET DEF TRACKING      (OPBUD LEVEL)
                           5.  SABRS BUDGET DEF TRACKING      (HQMC  LEVEL)
                           6.  DEFINE PRINTER
                           7.  G9S&ATG - DFAS ADHOC LIBRARY   (RESTRICTED)
                           8.  DF&ADHC - SABRS2 ADHOC LIBRARY (RESTRICTED)
                           9.  SABRS MAILBOX                  (RESTRICTED)
                          10.  TERMINATE NATURAL SESSION
                          11.  MCMAAS

OPTIONAL ENTER OTHER APPLICATION NAME  _________
```

Figure L - 12: Financial Data Base Main Menu

Select the desired option within SABRS. This will be Option "2" for "SABRS (ALL OTHER APPNS)". Press <ENTER>. The SABRS Main Menu (Figure L -13) will appear.

SABRS Main Menu

The SABRS Main Menu shown below provides the User with seven SABRS functional options. For the purpose of this manual Option 6: Table Management is selected (Reminder: the User will have access only to the options which are identified in the SABRS profile for that User-ID. Contact the SABRS Security Representative if access to an option is required).

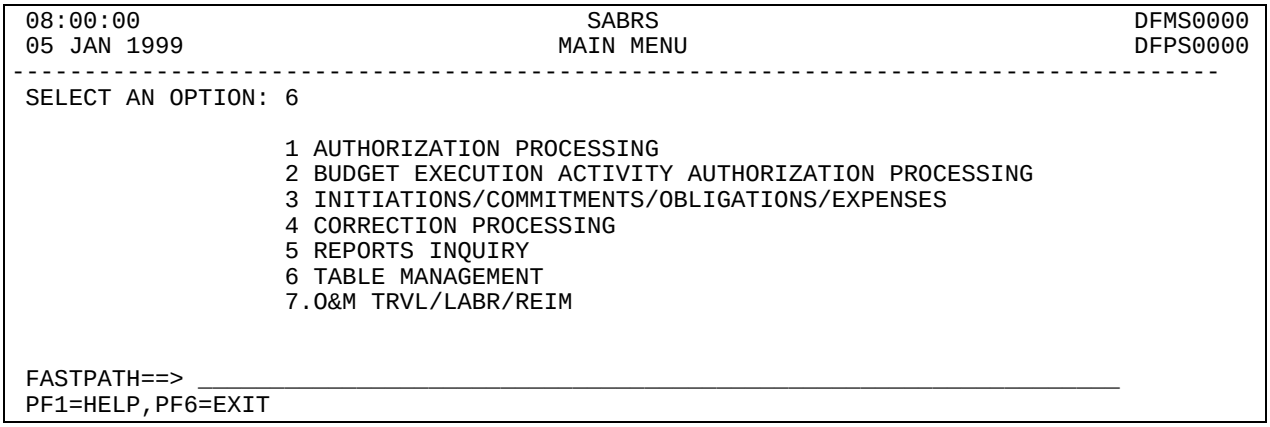

Figure L - 13: SABRS Main Menu

6.1. CENTRAL / SYSTEM TABLES

6.1.0. Table Maintenance Main Menu

The SABRS Table Maintenance Main Menu is the main screen for table maintenance. All tables can be accessed from this screen.

***** NOTE: Only those tables for which the USER-ID is authorized can be updated, added, changed, or deleted.

```
 08:00:00                              SABRS                                DFMT0000
 05 JAN 1999                TABLE MAINTENANCE MAIN MENU                     DFPT0000
 ------------------------------------------------------------------------------
ENTER A TABLE NAME/NUMBER HERE: ___________

(OR LEAVE BLANK TO RECEIVE A LIST OF TABLE NAMES)

FASTPATH==> ____________________________________________________________________
 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 1: Table Maintenance Main Menu

Enter the TABLE SHORT NAME or the TABLE NUMBER and press <ENTER>.

Example 1: `ENTER A TABLE NAME/NUMBER HERE: AUTHSPEND__`
Example 2: `ENTER A TABLE NAME/NUMBER HERE: 204_____`

The maintenance screen of the table keyed will appear allowing updating. See the appropriate chapters for the table of your interest.

If the TABLE NAME or NUMBER is unknown, leave this field "BLANK", and press <ENTER>. The Table Selection Listing menu will appear. It lists all tables (Central, System, and Local) found on the SABRS System.

If on-line help is needed, press <PF1>. Press <PF3> to return to the previous screen or <PF4> to return to the SABRS Main Menu. Press <PF6> to return to the CICS Main Menu. These commands are available at the bottom of any table screen.

6.1.0.1. Table Selection Listing

```
 15:25:17                          SABRS                                DFMT0001
 06 Jul 1999                TABLE SELECTION LISTING                     DFPT0000
--------------------------------------------------------------------------------
 PLACE AN X IN FRONT OF THE TABLE YOU WISH TO ACCESS

 _  VALDIC     200  _  ERR-UNMAT  215  _  RPTRECIPID 230  _  BSARISPONS 247
 _  DOCTYPE    201  _  SYM-BUDACT 216  _  MILS-DFLT  231  _  PA-CODE    248
 _  MCCRECIPID 202  _  SYM-SBHDBA 217  _  L-SPCL-INT 234  _  GLYRENROLL 249
 _  GLADESCR   203  _  FUND-FUNC  218  _  F-LVL-RPT  235  _  GLAROLLUP  250
 _  AUTHSPEND  204  _  UNF-RSCRON 219  _  DOV-SEQ-CD 236  _  DCRPS-DFLT 251
 _  FUND-DIC   205  _  TGT-AUTHCD 220  _  FAN-LINE   237  _  SPEND-GLA  300
 _  BASIC-SYM  206  _  FIP-CTR    221  _  LINE-CODE  238  _  AUTH-DIC   301
 _  WRK-CTR-ID 207  _  BLLNG-OFFC 222  _  GLA-QTRUPD 239  _  CIF-DFLT   302
 _  AAC-ID     208  _  ACT-TABLE  223  _  CONT-OFCLN 240  _  IDB-DFLT   303
 _  CYCLE-INFO 209  _  USER-DFLT  224  _  BILL-ADVCD 241  _  MAX-ADJ    304
 _  JV-GLSUMRY 210  _  SPCL-FUNC  225  _  5TO4BCN    242  _  LAT-DIC    305
 _  CERT-OFFCL 211  _  FUND-CODE  226  _  OM-SRI     243  _  CONTRA-GLA 306
 _  CORRACCESS 212  _  OBJ-CLASS  227  _  OM-SBHDBA  244  _  PRE-CLOSE  307
 _  MAJ-RSC    213  _  SPCLINTRST 228  _  GLA-DSMRY  245  _  POST-CLOSE 308
 _  FYDPCODE   214  _  BCN-TABLE  229  _  BSYM-SPONS 246  _  DWCF-4930  309
 _  UDF-EDIT   400  _  CONTR-OFFC 401  _  TRANS-SET  402  _  EDI-ERRCOD 499
 _  SYSTABLE   500  _  CENSYS     501  _  LOCAL-UPD  502  _  BATCHLOCK  503

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 2: Table Selection Listing

The Table Selection Listing screen is a listing of all tables found on the SABRS System. These tables are used for Authorization Processing, Spending Transactions, Correction Processing, and both Reports (On-line) Inquiry and Batch Reports. However, this manual only deals with Central / System Tables. For direction on Local Tables please refer to the respective User's Manuals. Central Tables can be found in the following sections of this manual in order by Table Number (200 - 503).

Press <TAB> or move cursor to desired table. Enter an "X", then press <ENTER>.

* NOTE: Proceed to the section, which deals with the table selected.

6.1.1. VALDIC Maintenance Table (200)

The Valid Document Identifier Code (VALDIC) Table (200) is an on-line Central table that provides a listing of the Document Identifier Codes and their descriptions that are processed in the various on-line batch processes in SABRS. Document Identifier Codes (DICs) that are keyed into any of the on-line processes are validated against this table to insure that they are correct.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501 all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 200 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the VALDIC Maintenance screen will appear.

```
08:00:00                              SABRS                                DFMT200A
05 JAN 1999                    VALDIC MAINTENANCE                          DFPT200M
-------------------------------------------------------------------------------

 SEARCH KEY: _____________________________________________
 ACT DOC-ID-CODE DIC-INDIC              DIC-DESCR
 --- ----------- ---------  ------------------------------------------------
  _      ADW         A      APPROVED ALLOCATION WITHHELD
  _      ALD         H      ALLOT RECIP AUTH TR DIR


FASTPATH==>
_______________________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 3: VALDIC Maintenance Screen

6.1.1.1. Adding a New Record (200)

From the VALDIC Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add VALDIC screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                              SABRS                                DFMT200B
05 JAN 1999                         ADD   VALDIC                           DFPT200M
-------------------------------------------------------------------------------

TABLE-KEY
DOC-ID-CODE: ___
TABLE-DATA
DIC-INDIC:   _
DIC-DESCR:   ____________________________________________


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 4: Add VALDIC Screen

Refer to Appendix A and / or the SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED fields.

REQUIRED
DOC-ID-CODE
DIC-INDIC
DIC-DESCR

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.1.2. Editing an Existing Record (200)

From the VALDIC Maintenance screen, type the chosen "DOC-ID-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update VALDIC screen will appear.

```
08:00:00                                  SABRS                                  DFMT200B
05 JAN 1999                             UPDATE   VALDIC                          DFPT200M
--------------------------------------------------------------------------------
TABLE-KEY
DOC-ID-CODE: ADW

TABLE-DATA
DIC-INDIC:   A
DIC-DESCR:   APPROVED ALLOCATION WITHHELD__________

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 5: Update VALDIC Screen

After changes have been made to all required fields, press <ENTER>. The following message will appear:

```
**CHANGES MADE PRESS ENTER**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.1.3. Deleting an Existing Record (200)

From the VALDIC Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete VALDIC screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                  SABRS                                  DFMT200B
05 JAN 1999                             DELETE   VALDIC                          DFPT200M
--------------------------------------------------------------------------------
TABLE-KEY
DOC-ID-CODE: ADW

TABLE-DATA
DIC-INDIC:   A
DIC-DESCR:   APPROVED ALLOCATION WITHHELD_____________

                        **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 6: Delete VALDIC Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed a deleted record cannot be recovered.

Press <ENTER>. The User may continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.2. DOCTYPE Maintenance Table (201)

The Document Type Code (DOCTYPE) Table (201) is an on-line Central table that provides a listing of the Document Type Codes and their descriptions, which are processed in both on-line and batch processes in SABRS. Document Type Codes (DOCTYPE) that are keyed into the SABRS system are validated against this table to insure that they are correct.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 201 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the DOCTYPE Maintenance screen will appear.

```
08:00:00                                SABRS                                DFMT201A
05 JAN 1999                       DOCTYPE MAINTENANCE                        DFPT201M
-------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________________________
ACT  DOC-TYPE-CODE           DOC-TYPE-DESCR
---  -------------   ------------------------------
 _        AA         APPRT ANTICIPATED UNFUND REIM
 _        AB         REQ & VCHR FOR ADV OF CIV PAY
 _        AC         AWARD CONTRACT
 _        AD         ADVICE OF PRICE REVISION
 _        AF         ADVICE OF PROJECT FUNDS
 _        AH         APPROVED ALLOC WITHHELD
 _        AL         COLLECTION VOUCHER
 _        AO         APPROVED ALLOC DEFERRED
 _        AP         APPROVED PROGRAM BASE
 _        AR         ADMINISTRATIVE SERVICE REQUEST

FASTPATH==> ____________________________________________________________
F1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 7: DOCTYPE Maintenance Screen

6.1.2.1. Adding a New Record (201)

From the DOCTYPE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add DOCTYPE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT201B
05 JAN 1999                          ADD DOCTYPE                             DFPT201M
-------------------------------------------------------------------------------
TABLE-KEY
DOC-TYPE-CODE   : __

TABLE-DATA
DOC-TYPE-DESCR  : ______________________________

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 8: Add DOCTYPE Screen

Refer to Appendix A and / or the SABRS Data Dictionary for definitions. For the previous screen the following identifies REQUIRED fields.

<u>REQUIRED</u>
DOC-TYPE-CODE
DOC-TYPE-DESCR

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.2.2. Editing an Existing Record (201)

From the DOCTYPE Maintenance screen, type the chosen "DOC-TYPE-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the

correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update DOCTYPE screen will appear.

```
08:00:00                                SABRS                                DFMT201B
05 JAN 1999                        UPDATE   DOCTYPE                          DFPT201M
-------------------------------------------------------------------------------
TABLE-KEY
DOC-TYPE-CODE   : AA

TABLE-DATA
DOC-TYPE-DESCR  : APPRT ANTICIPATED UNFUND REIM_





F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 9: Update DOCTYPE Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

```
**CHANGES MADE PRESS ENTER**
```

Press <ENTER>. The User can continue to make changes or may exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.2.3. Deleting an Existing Record (201)

From the DOCTYPE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete DOCTYPE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT201B
05 JAN 1999                         DELETE   DOCTYPE                         DFPT201M
-------------------------------------------------------------------------------
TABLE-KEY
DOC-TYPE-CODE   : AA

TABLE-DATA
DOC-TYPE-DESCR  : APPRT ANTICIPATED UNFUND REIM______

                       **** PRESS PF12 TO CONFIRM DELETION ****
F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 10: Delete DOCTYPE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed, a record cannot be recovered.

Press <ENTER>. The User can continue to make changes or may exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.3. MCCRECIPID Maintenance Table (202)

The Major Command Recipient Identification (MCCRECIPID) Table (202) is an on-line Central table that provides English descriptions for Major Command Recipients and identifies those which may pass authorizations down to the Work Center Recipient level. MCC-RECIP-IDs keyed into the SABRS system are validated against this table to insure accuracy.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 202 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the MCCRECIPID Maintenance screen will appear.

```
08:00:00                              SABRS                                DFMT202A
05 JAN 1999                   MCCRECIPID MAINTENANCE                       DFPT202M
------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________________
 ACT MCC-REIP-ID   MCC-RECIP-ID-DESCR-FLAG     MCC-RECIP-ID-DESCR
 --- -----------   ------------------------     ---------------------
  _     M00027                                 HQMC
  _     M00243               X                 MCRD SAN DIEGO, CA
  _     M00263               X                 MCRD PARRIS IS, SC
  _     M00264                                 MCCDC QUANTICO, VA
  _     M11111                                 7TH MEF (SCH)
  _     M39878                                 MARCOR RECR CMD
  _     M48396               X                 DRPM
  _     M67004                                 MARCOR LOG BASES
  _     M67025                                 HQ, FMFPAC

FASTPATH==> ____________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 11: MCCRECIPID Maintenance Screen

6.1.3.1. Adding a New Record (202)

From the MCCRECIP-ID Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add MCCRECIP-ID screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                              SABRS                                DFMT202B
05 JAN 1999                       ADD   MCCRECIPID                         DFPT202M
------------------------------------------------------------------------------
TABLE-KEY
MCC-RECIP-ID:            ______

TABLE-DATA
MCC-RECIP-ID-DESCR-FLAG: _
MCC-RECIP-ID-DESCR:      ____________________




F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 12: Add MCCRECIPID Screen

Refer to Appendix A and / or the SABRS Data Dictionary for definitions. For the previous screen the following identifies REQUIRED and OPTIONAL fields.

REQUIRED	OPTIONAL
MCC-RECIP-ID	MCC-RECIP-ID-DESCR-FLAG
MCC-RECIP-ID-DESCR	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.3.2. Editing an Existing Record (202)

From the MCCRECIP-ID Maintenance screen, type the chosen "MCC-RECIP-ID" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update MCCRECIP-ID screen will appear.

```
08:00:00                              SABRS                                DFMT202B
05 JAN 1999                         UPDATE   MCCRECIPID                    DFPT202M
--------------------------------------------------------------------------------
TABLE-KEY
MCC-RECIP-ID:            M00243

TABLE-DATA
MCC-RECIP-ID-DESCR-FLAG: X
MCC-RECIP-ID-DESCR:      MCRD SAN DIEGO_____


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 13: Update MCCRECIPID Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.3.3. Deleting an Existing Record (202)

From the MCCRECIP-ID Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete MCCRECIP-ID screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                DFMT202B
05 JAN 1999                         DELETE   MCCRECIPID                    DFPT202M
--------------------------------------------------------------------------------
TABLE-KEY

MCC-RECIP-ID:            M00243

TABLE-DATA

MCC-RECIP-ID-DESCR-FLAG: X
MCC-RECIP-ID-DESCR:      MCRD PARRIS ISLAND___


                       **** PRESS PF12 TO CONFIRM DELETION ****


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 14: Delete MCCRECIPID Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.4. GLADESCR Maintenance Table (203)

The General Ledger Account Description (GLADESCR) Table (203) is an on-line Central table that provides a listing of the General Ledger Account Numbers, descriptions, and normal account balance indicators. General Ledger Account Numbers (GEN-LDGR-ACCT-NO) that are keyed into the SABRS system or assigned through a batch process, are validated against this table to insure that they are correct.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 203 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the GLADESCR Maintenance screen will appear for input.

```
08:00:00                              SABRS                                DFMT203A
05 JAN 1999                   GLADESCR MAINTENANCE                         DFPT203M
--------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________

     GEN      NORML                                                  GLA  GLA
     LDGR     ACCT                                                   LVL  CTRL
 ACT ACCT-NO  BAL-IND GENERAL LEDGER ACCOUNT DESCRIPTION             IND NUMBER
 --- -------- ------- ------------------------------------------- --- -------
  _  1000.       D    ASSETS                                       1  1000
  _  1010.       D    FUND BALANCE W/ TREASURY                     1  1000
  _  1011.       D    FUNDS COLLECTED                              1  1010
  _  1011.1      D    FUNDS COLLECTED-OPERATION-DBOF               1  1011
  _  1011.2      D    FUNDS COLLECTED-CAPITAL ASSET-DBOF           1  1011
  _  1012.       C    FUNDS DISBURSED                              1  1010
  _  1012.1      C    FUNDS DISBURSED-OPERATION PROGRAM-DBOF       1  1012
  _  1012.2      C    FUNDS DISBURSED-CAPITAL PROGRAM-DBOF         1  1012
  _  1012.3      C    FUNDS DISBURSED-DIRECT PROGRAM               1  1012

 FASTPATH=>
_______________________________________________________________________________
 PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT, PF7 =PGUP,PF8=PGDN
```

Figure 6.1 - 15: GLADESCR Maintenance Screen

6.1.4.1. Adding a New Record (203)

From the GLADESCR Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add GLADESCR screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                    SABRS                                    DFMT203B
05 JAN 1999                               ADD   GLADESCR                             DFPT203M
-------------------------------------------------------------------------------------------
TABLE-KEY

GEN-LDGR-ACCT-NO:     _______

TABLE-DATA

NORML-ACCT-BAL-INDIC: _
GLA-DESCR:            _____________________________________________________
GLA-LEVEL-INDIC:      _
GLA-CTRL-NO:          _______


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 16: Add GLADESCR Screen

Refer to Appendix A and / or the SABRS Data Dictionary for definitions. For the previous screen the following identifies REQUIRED fields.

REQUIRED	OPTIONAL
GEN-LDGR-ACCT-NO	GLA-CTRL-NO
NORML-ACCT-BAL-INDIC	
GLA-DESCR	
GLA-LEVEL-INDIC	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.4.2. Editing an Existing Record (203)

From the GLADESCR Maintenance screen, type the chosen "GEN-LDGR-ACCT-NO" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update GLADESCR screen will appear.

```
08:00:00                                    SABRS                                    DFMT203B
05 JAN 1999                               UPDATE   GLADESCR                          DFPT203M
-------------------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO:     1010___

TABLE-DATA
NORML-ACCT-BAL-INDIC: D
GLA-DESCR:            FUND BALANCE W/ TREASURY_____________________
GLA-LEVEL-INDIC:      1
GLA-CTRL-NO:          1000___


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 17: Update GLADESCR Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.4.3. Deleting an Existing Record (203)

From the GLADESCR Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete GLADESCR screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                DFMT203B
05 JAN 1999                      DELETE   GLADESCR                         DFPT203M
--------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO:     1010___

TABLE-DATA
NORML-ACCT-BAL-INDIC: D
GLA-DESCR:            FUND BALANCE W/ TREASURY_____________________
GLA-LEVEL-INDIC:      1
GLA-CTRL-NO:          1000___


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 18: Delete GLADESCR Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.5. FUND-DIC Maintenance Table (205)

The Fund Control DIC (FUND-DIC) Table (205) is an on-line Central table that provides security for creating and updating funding transactions. Any User loaded on Table 205 (FUND-DIC) cannot also be loaded to Table 204 (AUTH-SPEND) and vice versa. This table is designed to ensure FFMR compliance (System Controls), specifically in reference to separation of duties.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 205 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the FUND-DIC Maintenance screen will appear.

```
 08:00:00                                SABRS                                DFMT205A
 05 JAN 1999                      FUND-DIC MAINTENANCE                        DFPT205M
 ------------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________________________
                      BASIC  MCC       ALLOT     SUBALLOT  REPORT
 ACT  USER-ID   DIC   SYM   RECIP-ID  RECIP-ID  RECIP-ID  LEVEL
 ---  --------  ---  -----  --------  --------  --------  ----------
  _   G9AXXX    WAR   1109   M67004

FASTPATH==>
____________________________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 19: FUND-DIC Maintenance Screen

6.1.5.1. Adding a New Record (205)

From the FUND-DIC Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add FUND-DIC screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT205B
05 JAN 1999                            ADD   FUND-DIC                          DFPT205M
------------------------------------------------------------------------------------
TABLE-KEY
USER-ID:            ________
DOC-ID-CODE:        ___
BASIC-SYM:          ____
MCC-RECIP-ID:       ______

TABLE-DATA
ALLOT-RECIP-ID:     ______
SUBALLOT-RECIP-ID:  ______




F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 20: Add FUND-DIC

* NOTE: The USER-ID of the person working with this table must be resident on the Central / System Security Table (501) with a TABLE-ACCESS-INDICATOR of "C" (Central). Refer to Appendix A and / or the SABRS Data Dictionary for definitions. For the previous screen, the following identifies REQUIRED or OPTIONAL fields.

REQUIRED	OPTIONAL
USER-ID	MCC-RECIP-ID
DOC-ID-CODE	ALLOT-RECIP-ID
BASIC-SYM	SUBALLOT-RECIP-ID

* NOTE: Each USER-ID will be considered within one DIC-INDIC group only. Once a USER-ID/DOC-ID-CODE combination appears on the FUND-DIC Table (205), that USER-ID is linked to a level by the DIC-INDIC on the VAL-DIC Table (200). Example: On the VAL-DIC Table the DOC-ID-Code "WAR" has a DIC-INDIC of "D" for Departmental. If a USER-ID has been loaded with a Departmental level DOC-ID-Code, all entries with that USER-ID must be loaded with only Departmental level DOC-ID-CODES. This means the User cannot create transactions with a Doc-ID-Code of "AL3". If a USER-ID is loaded with a DOC-ID-Code that has a DIC-INDIC of "H" on the VAL-DIC Table, all entries with that USER-ID must have DOC-ID-Codes with a DIC-INDIC of "H".

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or may exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.5.2. Editing an Existing Record (205)

From the FUND-DIC Maintenance screen, type the chosen "USER-ID/DOC-ID-CODE/BASIC-SYM/MCC-RECIP-ID" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update FUND-DIC screen will appear.

```
08:00:00                              SABRS                                DFMT205B
05 JAN 1999                         UPDATE   FUND-DIC                    DFPT205M
--------------------------------------------------------------------------------
TABLE-KEY
USER-ID:            G9AXXX
DOC-ID-CODE:        WAR
BASIC-SYM:          1109
MCC-RECIP-ID:       M67004

TABLE-DATA
ALLOT-RECIP-ID:     ______
SUBALLOT-RECIP-ID:  ______


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 21: Update FUND-DIC Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.5.3. Deleting an Existing Record (205)

From the FUND-DIC Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete FUND-DIC screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                DFMT205B
05 JAN 1999                         DELETE   FUND-DIC                    DFPT205M
--------------------------------------------------------------------------------
TABLE-KEY
USER-ID:            G9AXXX
DOC-ID-CODE:        WAR
BASIC-SYM:          1109
MCC-RECIP-ID:       M67004

TABLE-DATA
ALLOT-RECIP-ID:     ______
SUBALLOT-RECIP-ID:  ______

                        **** PRESS PF12 TO CONFIRM DELETION ****

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 22: Delete FUND-DIC Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.6. BASIC-SYM Maintenance Table (206)

The Basic Symbol (BASIC-SYM) Table (206) is an on-line Central table that provides Basic Symbol data and verification for transactions. Combinations of BASIC-SYM and Fiscal Year Full (FY-FULL) that are keyed on on-line screens in the SABRS system or processed through the various batch processes, are validated against this table to insure verification. Some fields retrieve default values (determined from BASIC-SYM and FY-FULL combinations) from this table.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 206 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the BASIC-SYM Maintenance screen will appear.

```
 08:00:00                              SABRS                                DFMT206A
 05 JAN 1999                  BASIC-SYM MAINTENANCE                         DFPT206M
 ------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________
                                              <---- BASIC-SYM ----->  PUB-LAW-5-133-
LINE
     BASIC   FY    YR   DEPT   FISCAL    FUND  CAT   OBL   ACCTG  PMT  PUB-LAW-6E-133-
LINE
 ACT  SYM   FULL  CODE  CODE    YEAR     INDIC CODE  TERM   PRD   DUR  PUB-LAW-A-133-
FOOTNOTE
 --- -----  ----  ----  ----  ---------  ----  ----  ----  -----  ---  -------------
  _  1109   1995         17   1995/1997   P     B     3     A      08
     BASIC-SYM-SHORT-DESCR: PROC, MC
     BASIC-SYM-LONG-DESCR : PROCUREMENT, MARINE CORPS

  _  1109   1996         17   1996/1998   P     B     3     A      08
     BASIC-SYM-SHORT-DESCR: PROC, MC
     BASIC-SYM-LONG-DESCR : PROCUREMENT, MARINE CORPS

  _  1109   1997         17   1996/1999   P     B     3     A      08
     BASIC-SYM-SHORT-DESCR: PROC, MC
     BASIC-SYM-LONG-DESCR : PROCUREMENT, MARINE CORPS

 FASTPATH==>
_______________________________________________________________________________
 PF1=HELP, PF2=PRINT, PF3=PREV, PF4=MAIN, PF6=EXIT, PF7=PGUP, PF8=PGDN, PF10=<<, PF11=>
```

Figure 6.1 - 23: BASIC-SYM Maintenance Screen

6.1.6.1. Adding a New Record (206)

From the BASIC-SYM Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add BASIC-SYM screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                              SABRS                                    DFMT206B
05 JAN 1999                       ADD   BASIC-SYM                              DFPT206M
-------------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:                 ____
FY-FULL:                   ____

TABLE-DATA
YR-CODE:                   _
DEPT-CODE:                 __
FISCAL-YEAR:       FROM: ____ TO: ____
BASIC-SYM-FUND-INDIC:      _
BASIC-SYM-CAT-CODE:        _
BASIC-SYM-OBL-TERM:        _
BASIC-SYM-ACCTG-PRD:       _
BASIC-SYM-PMT-DUR:         __
BASIC-SYM-SHORT-DESCR:     __________
BASIC-SYM-LONG-DESCR:      ________________________________________________
PUB-LAW-5-133-LINE:        ________________
PUB-LAW-6E-133-LINE:       ________________
PUB-LAW-A-133-FOOTNOTE:    ________________

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 24: Add BASIC-SYM Screen

Refer to Appendix A and / or the SABRS Data Dictionary for definitions. For the previous screen the following identifies REQUIRED or OPTIONAL fields.

REQUIRED	OPTIONAL
BASIC-SYM	PUB-LAW-5-133-LINE
FY-FULL	PUB-LAW-6E-133-LINE
YR-CODE	PUB-LAW-A-133-FOOTNOTE
DEPT-CODE	
FISCAL-YEAR	
BASIC-SYM-FUND-INDIC	
BASIC-SYM-CAT-CODE	
BASIC-SYM-OBL-TERM	
BASIC-SYM-ACCTG-PRD	
BASIC-SYM-PMT-DUR	
BASIC SYM SHORT DESCR	
BASIC-SYM-LONG-DESCR	

Press <ENTER> after all required fields are keyed, A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.6.2. Editing an Existing Record (206)

From the BASIC-SYM Maintenance screen, type the chosen "BASIC-SYM/FY-FULL" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update BASIC-SYM screen will appear.

```
08:00:00                                SABRS                                DFMT206B
05 JAN 1999                          UPDATE   BASIC-SYM                      DFPT206M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:               1109
FY-FULL:                 1995

TABLE-DATA
YR-CODE:
DEPT-CODE:               17
FISCAL-YEAR:       FROM: 1995 TO: 1997
BASIC-SYM-FUND-INDIC:    P
BASIC-SYM-CAT-CODE:      B
BASIC-SYM-OBL-TERM:      3
BASIC-SYM-ACCTG-PRD:     A
BASIC-SYM-PMT-DUR:       08
BASIC-SYM-SHORT-DESCR:   PROC, MC___
BASIC-SYM-LONG-DESCR:    PROCUREMENT, MARINE CORPS__________
PUB-LAW-5-133-LINE:      _________________
PUB-LAW-6E-133-LINE:     _________________
PUB-LAW-A-133-FOOTNOTE:  _________________

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 25: Update BASIC-SYM Screen

After changes have been made to all required fields press <ENTER> and the following message will appear.

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.6.3. Deleting an Existing Record (206)

From the BASIC-SYM Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete BASIC-SYM screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                DFMT206B
05 JAN 1999                        DELETE   BASIC-SYM                      DFPT206M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:               1109
FY-FULL:                 1995

TABLE-DATA
YR-CODE:
DEPT-CODE:               17
FISCAL-YEAR:       FROM: 1995 TO: 1997
BASIC-SYM-FUND-INDIC:    P
BASIC-SYM-CAT-CODE:      B
BASIC-SYM-OBL-TERM:      3
BASIC-SYM-ACCTG-PRD:     A
BASIC-SYM-PMT-DUR:       08
BASIC-SYM-SHORT-DESCR:   PROC, MC___
BASIC-SYM-LONG-DESCR:    PROCUREMENT, MARINE CORPS__________
PUB-LAW-5-133-LINE:      _________________
PUB-LAW-6E-133-LINE:     _________________
PUB-LAW-A-133-FOOTNOTE:  _________________
                      **** PRESS PF12 TO CONFIRM DELETION ****
F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 26: Delete BASIC-SYM Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.7. AAC-ID Maintenance Table (208)

The Activity Address Code Identification (AAC-ID) Table (208) is an on-line Central table that provides Activity Address Code Information. Any Activity Address Code keyed into the SABRS system or processed through the various batch processes, will retrieve corresponding activity information from this table. Fields in this table will be validated against the ACT Table (223)

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 208 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the AAC-ID Maintenance screen will appear.

```
08:00:00                          SABRS                                DFMT208A
05 JAN 1999                       AAC-ID MAINTENANCE                   DFPT208M
-------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________________

ACT    ACTY         MCC       ALLOT     SUBALLOT    ACCTG    WORK-CTR   DOMAIN
     ADDR-CODE   RECIP-ID  RECIP-ID   RECIP-ID   INSTALL      ID      INDIC
     ACTY-NAME
     ACTY-ADDR:
--- -----------  --------  --------  ----------  --------  ---------  ------
_    M00003       M00264    M00264    M00264      067443    M00003      G
     DIR CENTRAL DESIGN/PROGRAMMING

     QUANTICO        VA 00002-2134

_    MOOOO4       M00264    M00264    M00264      067443    M00004      G
     DIR FACILITIES DIVISION

     QUANTICO        VA 00002-2134

FASTPATH==> ____________________________________________________________
F1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 27: AAC-ID Maintenance Screen

6.1.7.1. Adding a New Record (208)

From the AAC-ID Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add AAC-ID screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                  SABRS                                  DFMT208B
05 JAN 1999                             ADD    AAC-ID                            DFPT208M
--------------------------------------------------------------------------------
TABLE-KEY
ACTY-ADDR-CODE:     ______

TABLE-DATA
MCC-RECIP-ID:   ______
ALLOT-RECIP-ID:     ______
SUBALLOT-RECIP-ID:      ______
ACCTG-INSTALL:  ______
WORK-CTR-ID:    ______
DOMAIN-INDIC:   _
ACTY-NAME:      ______________________________
ACTY-ADDR:
STREET1:    ______________________________
STREET2:    ______________________________
CITY:   ________________
STATE:      __
ZIP:    _____ - ____

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 28: Add AAC-ID Screen

Refer to Appendix A and / or the SABRS Data Dictionary for definitions. For the previous screen the following identifies REQUIRED or OPTIONAL fields.

REQUIRED	OPTIONAL
ACTY-ADDR-CODE	ACTY-ADDR STREET2
MCC-RECIP-ID	
ALLOTMENT-RECIP-ID	
SUBALLOT-RECIP-ID	
ACCTG-INSTALL	
WORK-CTR-ID	
DOMAIN-INDIC	
ACTY-NAME	
ACTY-ADDR STREET1	
ACTY-ADDR CITY	
ACTY-ADDR STATE	
ACTY-ADDR ZIP	

* NOTE: The keyed combination of WORK-CTR-ID, MCC-RECIP-ID, ALLOT-RECIP-ID, and SUBALLOT-RECIP-ID must be present in the same combination on the Activity Table (223).

Press <ENTER> after all required fields are keyed and a confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.7.2. Editing an Existing Record (208)

From the AAC-ID Maintenance screen, type the chosen "ACTY-ADDR-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update AAC-ID screen will appear.

```
08:00:00                                SABRS                                DFMT208B
05 JAN 1999                        UPDATE    AAC-ID                          DFPT208M
-------------------------------------------------------------------------------------
TABLE-KEY
ACTY-ADDR-CODE:  M00003

TABLE-DATA
MCC-RECIP-ID:  M00264
ALLOT-RECIP-ID:  M00264
SUBALLOT-RECIP-ID:  M00264
ACCTG-INSTALL:  067443
WORK-CTR-ID:  M00003_
DOMAIN-INDIC:  G
ACTY-NAME:  DIR CENTRAL DESIGN/PROGRAMMING______________
ACTY-ADDR:
STREET1:  ___________________________
STREET2:  ________________________________
CITY:  QUANTICO________
STATE:  VA
ZIP:  M00264-2134

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 29: Update AAC-ID Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.7.3. Deleting an Existing Record (208)

From the AAC-ID Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete AAC-ID screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT208B
05 JAN 1999                         DELETE    AAC-ID                         DFPT208M
-------------------------------------------------------------------------------------
TABLE-KEY
ACTY-ADDR-CODE:  M00003

TABLE-DATA
MCC-RECIP-ID:  M00264
ALLOT-RECIP-ID:  M00264
SUBALLOT-RECIP-ID:  M00264
ACCTG-INSTALL:  067443
WORK-CTR-ID:  M00003_
DOMAIN-INDIC:  G
ACTY-NAME:  DIR CENTRAL DESIGN/PROGRAMMING______________
ACTY-ADDR:
STREET1:  ___________________________
STREET2:  ________________________________
CITY:  QUANTICO________
STATE:  VA
ZIP:  M00264-2134
                       **** PRESS PF12 TO CONFIRM DELETION ****
F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 30: Delete AAC-ID Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.8. CYCLE-INFO Maintenance Table (209)

The Cycle Information (CYCLEINF) Table (209) is an on-line Central table that provides processing dates for various cycle accounting reports. Combinations of Current Indicators and Cycle Numbers that are keyed into the SABRS system will retrieve default values for Current Fiscal Year, Current Monthly Accounting Period, Bureau Level Report Date, and CERPS Process Month from this table.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 209 from the Table Maintenance Main Menu or the Table Selection Listing menu, press <ENTER>. The CYCLE-INFO Maintenance screen will appear.

```
 08:00:00                                SABRS                                DFMT209A
 05 JAN 1999                  CYCLE-INFO MAINTENANCE                          DFPT209M
 ------------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________

      CURR  CYCLE   CURR  CURR-MO      CYCLE  CURR  BUR-LVL   CURR-MO   CERPS
 ACT  IND    NO     FY   ACTG-PRD     DATE    QTR  RPT-DATE  RPT-DATE  PR-MO
 ---  ---   ------  ----  --------   --------  ---  --------  --------  -----
  _    C    97258A  1997     9       15091997   4   30091997  3110997     997
  _    P    97257A  1997     9       14091997   4   30091997  3110997     997


FASTPATH>> ____________________________________________________________________
F1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 31: CYCLEINF Maintenance Screen

6.1.8.1. Adding a New Record (209)

From the CYCLE-INFO Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add CYCLE-INFO screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT209B
05 JAN 1999                          ADD   CYCLE-INFO                        DFPT209M
------------------------------------------------------------------------------------
TABLE-KEY
CURR-INDIC:            _
CYCLE-NO
JULIAN-DATE:           _____
SEQUENCE-CTR:          _

TABLE-DATA
CURR-FY:                     ____
CURR-MONTHLY-ACCT-PERIOD:    __


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 32: Add CYCLE-INFO Screen

Refer to Appendix A and / or the SABRS Data Dictionary for definitions. For the previous screen the following identifies REQUIRED fields.

REQUIRED
CURR-INDIC
CYCLE-NO
JULIAN-DATE
SEQUENCE-CTR
CURR-FY
CURR-MONTHLY-ACCT-PERIOD

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

* NOTE: After the above data has been keyed the first time, the system will derive other data to be displayed on this table. The table will then appear as shown below. Refer to Appendix A or the SABRS Data Dictionary for definitions.

```
08:00:00                                SABRS                                DFMT209B
05 JAN 1999                  SABRS CYCLE-INFO                                DFPT209M
--------------------------------------------------------------------------------
TABLE-KEY
CURR-INDIC:                 C
CYCLE-NO
JULIAN DATE          97258A
SEQUENCE CTR             A

TABLE-DATA
CURR-FY:                    1997
CURR-MONTHLY-ACCT-PERIOD:   9
CYCLE-DATE:                 15091997
CURR-QTR-IND:                           4
BUR-LEVEL-REPORT-DATE:                  30091997
CURR-MONTHLY-REPORT-DATE:               31101997
CERPS-PROCESS-MONTH:                    997


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 33: CYCLE-INFO Screen

The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.8.2. Editing an Existing Record (209)

From the CYCLE-INFO Maintenance screen, type the chosen "CURR-INDIC/CYCLE-NO/JULIAN-DATE/SEQUENCE/CTR" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update CYCLE-INFO screen will appear.

```
08:00:00                              SABRS                                    DFMT209B
05 JAN 1999                       UPDATE   CYCLE-INFO                         DFPT209M
-------------------------------------------------------------------------------------
TABLE-KEY
CURR-INDIC:                 C
CYCLE-NO
JULIAN-DATE:           97258A
SEQUENCE-CTR:          A

TABLE-DATA
CURR-FY:                    1997
CURR-MONTHLY-ACCT-PERIOD:   9

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 34: Update CYCLE-INFO Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.8.3. Deleting an Existing Record (209)

From the CYCLE-INFO Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete CYCLE-INFO screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                    DFMT209C
05 JAN 1999                       DELETE CYCLE-INFO-TABLE                      DFPT209M
-------------------------------------------------------------------------------------
TABLE-KEY
CURR-INDIC:                 C
CYCLE-NO:
JULIAN-DATE:           97258A
SEQUENCE-CTR:          A

TABLE-DATA
CURR-FY:                    1997
CURR-MONTHLY-ACCT-PERIOD:   9
CYCLE-DATE:                 15081997
CURR-QTR-IND:               4
BUR-LEVEL-REPORT-DATE:      30091997
CURR-MONTHLY-REPORT-DATE:   31101997
CERPS-PROCESS-MONTH:        997

                      ****  PRESS PF12 TO CONFIRM DELETION  ****

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 35: Delete CYCLE-INFO Screen

* NOTE: Records with CURR-INDIC equal to "P" cannot be deleted.

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is keyed this record cannot be recovered.
Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.9. JV-GLSUMRY Maintenance Table (210)

The Journal Voucher General Ledger Summary (JV-GLSUMRY) Table (210) is an on-line Central table that provides a means to update Summary General Ledger Account numbers for the Journal Voucher Process.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 210 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the JV-GLSUMRY Maintenance screen will appear.

```
08:00:00                                SABRS                                DFMT210A
05 JAN 1999                    JV-GLSUMRY MAINTENANCE                       DFPT210M
-------------------------------------------------------------------------------
 SEARCH KEY: _____________________________________________________________
                GLA   JV
      GEN-LDGR POST AUTH GEN-LDGR   GEN-LDGR   GEN-LDGR   GEN-LDGR   GEN-LDGR
 ACT  ACCT-NO  FLAG FLAG ACCT-NO-2  ACCT-NO-3  ACCT-NO-4  ACCT-NO-5  ACCT-NO-6
 ---  -------- ---- ---- ---------  ---------  ---------  ---------  ---------
  _   1000      S
  _   1010      S    G    1000
  _   1011      D    G    1010       1000
  _   10111     D         1011       1010       1000
  _   10112     D         1011       1010       1000
  _   1012      S    G    1010       1000
  _   10121     D         1012       1010       1000
  _   10122     D         1012       1010       1000
  _   10123     D    G    1012       1010       1000
  _   10124     D    G    1012       1010       1000
  _   1012401   D    G    10124      1012       1010       1000
  _   1012402   D    G    10124      1012       1010       1000
FASTPATH==> _____________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 36: JV-GLSUMRY Maintenance Screen

6.1.9.1. Adding a New Record (210)

From the JV-GLSUMRY" Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add JV-GLSUMRY screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT210B
05 JAN 1999                          ADD   JV-GLSUMRY                       DFPT210M
--------------------------------------------------------------------------------

TABLE-KEY
GEN-LDGR-ACCT-NO: _______

TABLE-DATA
GLA-POST-FLAG: _
JV-AUTH-FLAG: _
GEN-LDGR-ACCT-NO-2: _______
GEN-LDGR-ACCT-NO-3: _______
GEN-LDGR-ACCT-NO-4: _______
GEN-LDGR-ACCT-NO-5: _______
GEN-LDGR-ACCT-NO-6: _______

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 37: Add JV-GLSUMRY Screen

Refer to Appendix A and / or the SABRS Data Dictionary for definitions. For the previous screen the following identifies REQUIRED and OPTIONAL fields.

REQUIRED	OPTIONAL
GEN-LDGR-ACCT-NO	JV-AUTH-FLAG
GLA-POST-FLAG	GEN-LDGR-ACCT-NO 2
GEN-LDGR-ACCT-NO 3	
GEN-LDGR-ACCT-NO 4	
GEN-LDGR-ACCT-NO 5	
GEN-LDGR-ACCT-NO 6	

NOTE 1: All General Ledger Account Numbers are 4 - 7 digits in length. If the field is required a minimum of 4 of the 7 are required. Don't use decimals.

NOTE 2: GEN-LEDGER-ACCT-NO 2 through 6 cannot equal the GEN-LDGR-ACCT-NO for the Table-Key.

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.9.2. Editing an Existing Record (210)

From the JV-GLSUMRY Maintenance screen, type the chosen "GEN-LDGR-ACCT-NO" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update JV-GLSUMRY screen will appear.

```
08:00:00                              SABRS                                    DFMT210B
05 JAN 1999                        UPDATE   JV-GLSUMRY                        DFPT210M
-------------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO: 1011___

TABLE-DATA
GLA-POST-FLAG: D
JV-AUTH-FLAG: G
GEN-LDGR-ACCT-NO-2: 1010
GEN-LDGR-ACCT-NO-3: 1000___
GEN-LDGR-ACCT-NO-4: ________
GEN-LDGR-ACCT-NO-5: ________
GEN-LDGR-ACCT-NO-6: ________

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 38: Update JV-GLSUMRY Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.9.3. Deleting an Existing Record (210)

From the JV-GLSUMRY Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete JV-GLSUMRY screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                    DFMT210B
05 JAN 1999                        DELETE   JV-GLSUMRY                        DFPT210M
-------------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO: 1011___

TABLE-DATA
GLA-POST-FLAG: D
JV-AUTH-FLAG: J
GEN-LDGR-ACCT-NO-2: 1010
GEN-LDGR-ACCT-NO-3: 1000___
GEN-LDGR-ACCT-NO-4: ________
GEN-LDGR-ACCT-NO-5: ________
GEN-LDGR-ACCT-NO-6: ________

                      **** PRESS PF12 TO CONFIRM DELETION ****

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 39: Delete JV-GLSUMRY Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.10. CERT-OFFCL-ID Table (211)

The CERT-OFFCL-ID Maintenance Table (211) is an on-line Central table that provides information about the certifying official, for Bureau Level Reports.

After choosing Table 211 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the Add CERT-OFFCL-ID screen will appear. This screen will add a new record once the chosen "USER-ID" keys are entered.

```
SCREEN NOT AVAILABLE AT THIS TIME
```

Figure 6.1 - 40: CERT-OFCL-ID Maintenance Screen

6.1.10.1. Adding a New Record (211)

From the CERT-OFFCL Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add CERT-OFFCL screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
11:30:48                              SABRS                                DFMT211B
05 JAN 1999                       ADD    CERT-OFFCL                       DFPT211M
--------------------------------------------------------------------------------

TABLE-DATA
CERT-OFFCL-ID: _____________________
NAME: ______________________________________
POSIT-TITLE: _____________________
OFFC-CODE: ___________
COM-TEL-NO: ___________
DEF-SWITCH-NTWK: ________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 41: Add CERT-OFFCL-ID Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED	OPTIONAL
CERT-OFFCL-ID	OFFC-CODE
NAME	DEF-SWITCH-NTWK
POST-TITLE	
COM-TEL-NO	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.10.2. Editing an Existing Record (211)

From the CERT-OFFCL Maintenance screen, type the chosen "CERT-OFFCL-ID" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update "TABLE-NAME" screen will appear.

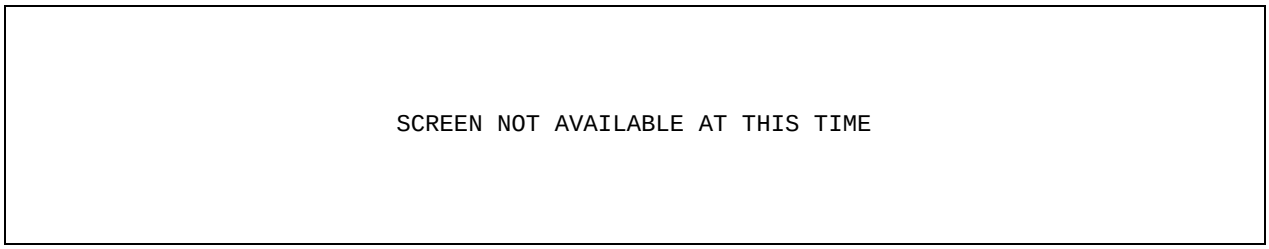

Figure 6.1 - 42: Update CERT-OFFCL-ID Screen

After changes have been made to all required fields, press <ENTER>, and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.10.3. Deleting an Existing Record (211)

From the CERT-OFFCL Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete CERT-OFFCL screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

Figure 6.1 - 43: Delete CERT-OFFCL-ID Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.11. CORRACCESS Maintenance Table (212)

The Correction Process Access Table (CORRACCESS) Table (212) is an on-line Central table that provides system security for accessing the various correction processes for SABRS. All attempts to perform correction processes within the SABRS system will result in the USER-ID being validated against this table for authorization.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT `column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 212 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the CORRACCESS Maintenance screen will appear.

```
08:00:00                                SABRS                                DFMT212A
05 JAN 1999                     CORRACCESS MAINTENANCE                       DFPT212M
-------------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________________
                        CORR   UNMATCH         IDB    TRAN  SPEND      IDB
                 JV     621    IDB     DNR     ERROR  SMIT  ERROR  IDB PMT  NC2035
ACT  USER-ID  PROCESS PROCESS CORR    PROCESS CORR   621   CORR   ADJ CORR  FLAG
---  -------- ------- ------- ------- ------- ----- ------ ------ --- ---- -------
 _   EXA001        X                             X
 _   EXB001                X               X             X

FASTPATH==> ____________________________________________________________________
F1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 44: CORRACCESS Maintenance Screen

6.1.11.1. Adding a New Record (212)

From the CORRACCESS Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add CORRACCESS screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                    SABRS                            DFMT212B
05 JAN 1999                             ADD   CORRACCESS                     DFPT212M
-------------------------------------------------------------------------------------
TABLE-KEY
USER-ID: ________

TABLE-DATA

ENTER 'X' BESIDE EACH FLAG TO BE SELECTED
JV-PROCESS-FLAG: _
CORR-621-PROCESS-FLAG: _
UNMATCH-IDB-CORR-FLAG: _
DNR-PROCESS-FLAG: _
IDB-ERROR-CORR-FLAG: _
TRANSMIT-621-FLAG: _
SPEND-ERROR-CORR-FLAG: _
IDB-ADJ-FLAG: _
IDB-PMT-CORR-FLAG: _
NC2035-FLAG: _

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 45: Add CORRACCESS Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

<u>REQUIRED</u>
USER-ID
*JV-PROCESS-FLAG
*CORR-621-PROCESS-FLAG
*UNMATCH-IDB-CORR-FLAG
*DNR-PROCESS-FLAG
*IDB-ERROR-CORR-FLAG
*TRANSMIT-621-FLAG
*SPEND-ERROR-CORR-FLAG
*IDB-ADJ-FLAG
*IDB-PMT-CORR-FLAG

*NC2035-FLAG

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

* NOTE: At least one of the TABLE-DATA flag items must be selected with an 'X'. Failure to key an "X" into one of the Table Data fields will result in the following error message:

YOU MUST SELECT AT LEAST ONE FLAG WITH AN 'X', PLEASE ENTER OR PF3

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.11.2. Editing an Existing Record (212)

From the CORRACCESS Maintenance screen, type the chosen "USER-ID" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update CORRACCESS screen will appear.

```
08:00:00                                SABRS                                DFMT212B
05 JAN 1999                      UPDATE   CORRACCESS                          DFPT212M
--------------------------------------------------------------------------------

TABLE-KEY
USER-ID: EXB001__

TABLE-DATA
ENTER 'X' BESIDE EACH FLAG TO BE SELECTED
JV-PROCESS-FLAG: _
CORR-626-PROCESS-FLAG: X
UNMATCH-IDB-CORR-FLAG: _
DNR-PROCESS-FLAG: X
IDB-ERROR-CORR-FLAG: _
TRANSMIT-626-FLAG: X
SPEND-ERROR-CORR-FLAG: _
IDB-ADJ-FLAG: _
IDB-PAY-CORR-FLAG: _
NC2035-FLAG: _

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 46: Update CORRACCESS Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.11.3. Deleting an Existing Record (212)

From the CORRACCESS Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete CORRACCESS screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT212B
05 JAN 1999                      DELETE   CORRACCESS                          DFPT212M
--------------------------------------------------------------------------------

TABLE-KEY
USER-ID: EXB001___

TABLE-DATA
JV-PROCESS-FLAG: _
CORR-626-PROCESS-FLAG: X
UNMATCH-IDB-CORR-FLAG: _
DNR-PROCESS-FLAG: X
IDB-ERROR-CORR-FLAG: _
TRANSMIT-626-FLAG: X
SPEND-ERROR-CORR-FLAG: _
IDB-ADJ-FLAG: _
IDB-PAY-CORR-FLAG: _
NC2035-FLAG: _

                        **** PRESS PF12 TO CONFIRM DELETION ****
F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 47: Delete CORRACCESS Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.12. MAJ-RSC Maintenance Table (213)

The Major Reimbursable Source Code (MAJ-RSC) Table (213) is an on-line Central table that provides a 1-digit code to identify funded or unfunded reimbursables and their source descriptions.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 213 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the MAJ-RSC Maintenance screen will appear.

```
 08:00:00                               SABRS                                DFMT213A
 05 JAN 1999                      MAJ-RSC MAINTENANCE                        DFPT213M
 --------------------------------------------------------------------------------

SEARCH KEY: ____________________________________________________
 ACT MAJ-RSC MAJ-RSC-INDIC          MAJ-RSC-DESCR
 --- ------- ------------- ------------------------------------------------------
  _     A          F       FUNDED OFF BUDGET FEDERAL AGENCIES
  _     B          U       UNFUND OFF BUDGET FEDERAL AGENCIES

FASTPATH==> ____________________________________________________________________
 F1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 48: MAJ-RSC Maintenance Screen

6.1.12.1. Adding a New Record (213)

From the MAJ-RSC Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add MAJ-RSC screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                    SABRS                                DFMT213B
05 JAN 1999                               ADD   MAJ-RSC                          DFPT213M
--------------------------------------------------------------------------------
  TABLE-KEY
          MAJ-RSC:       _

 TABLE-DATA
          MAJ-RSC-INDIC: _
          MAJ-RSC-DESCR: ____________________________________________________


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 49: Add MAJ-RSC Screen

Refer to Appendix A and /or the SABRS Data Dictionary for definitions. For the previous screen the following identify the REQUIRED.

REQUIRED
MAJ-RSC
MAJ-RSC-INDIC
MCI-RSC-DESCR

Press <ENTER> after all required fields are keyed and a confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.12.2. Editing an Existing Record (213)

From the MAJ-RSC Maintenance screen, type the chosen "MAJ-RSC" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update MAJ-RSC screen will appear.

```
08:00:00                                    SABRS                                DFMT213B
05 JAN 1999                               UPDATE   MAJ-RSC                       DFPT213M
--------------------------------------------------------------------------------
  TABLE-KEY
          MAJ-RSC:       A

 TABLE-DATA
          MAJ-RSC-INDIC: F
          MAJ-RSC-DESCR: FUNDED OFF BUDGET FEDERAL AGENCIES____________________

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 50: Update MAJ-RSC Screen

After changes have been made to all required fields, press <ENTER>, and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.12.3. Deleting an Existing Record (213)

From the MAJ-RSC Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete MAJ-RSC screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT213B
05 JAN 1999                      DELETE   MAJ-RSC                             DFPT213M
-------------------------------------------------------------------------------------
  TABLE-KEY
          MAJ-RSC:       A

 TABLE-DATA
          MAJ-RSC-INDIC: F
          MAJ-RSC-DESCR: FUNDED OFF BUDGET FEDERAL AGENCIES_________________




                                **** PRESS PF12 TO CONFIRM DELETION ****
F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 51: Delete MAJ-RSC Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.13. FYDPCODE Maintenance Table (214)

The Five Year Defense Plan Program Code (FYDPCODE) Table (214) is an on-line Central table that identifies codes used in the Five Year Defense Plan and their English descriptions.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 214 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the FYDPCODE Maintenance screen will appear.

```
08:00:00                            SABRS                                    DFMT214A
05 JAN 1999                     FYDPCODE MAINTENANCE                         DFPT214M
-------------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________________
       FYDP-CODE           FYDP-CODE-DESCR
       BUD-ACTY-CODE       BUD-ACTY-CODE DESCR
ACT    BUD-SUBACTY-CODE    BUD-SUBACTY-CODE-DESCR
---    ----------------    ---------------------------------------------------------


FASTPATH==> ____________________________________________________________________
PF1=HELP, FP2=PRINT, PF3=PREV, PF4=MAIN, PF6=EXIT, PF7=PGUP, PF8=PGDN
```

Figure 6.1 - 52: FYDPCODE Maintenance Screen

6.1.13.1. Adding a New Record (214)

From the FYDPCODE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add FYDPCODE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                              SABRS                                DFMT214B
05 JAN 1999                    ADD    FYDPCODE                             DFPT214M
--------------------------------------------------------------------------------
  TABLE-KEY
                  FYDP-CODE: _______________
              BUD-ACTY-CODE: ___
           BUD-SUBACTY-CODE: ___

 TABLE-DATA
             FYDP-CODE-DESCR: ____________________________________________
         BUD-ACTY-CODE-DESCR: ____________________________________________
      BUD-SUBACTY-CODE-DESCR: ____________________________________________




 PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT
```

Figure 6.1 - 53: Add FYDPCODE Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies The REQUIRED fields:

REQUIRED
FYDP-CODE
BUD-ACTY-CODE
BUD-SUBACTY-CODE
FYDP-CODE-DESCR
BUD-ACTY-CODE-DESCR

Press <ENTER> after all required fields are keyed, a confirming message will appear:

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.13.2. Editing an Existing Record (214)

From the FYDPCODE Maintenance screen, type the chosen "FYDP-CODE/BUD-ACTY-CODE/BUDSUB-ACTY-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update FYDPCODE screen will appear.

```
08:00:00                                SABRS                                DFMT214B
05 JAN 1999                          UPDATE   FYDPCODE                       DFPT214M
--------------------------------------------------------------------------------
  TABLE-KEY
                    FYDP-CODE: _________________
                BUD-ACTY-CODE: ___
             BUD-SUBACTY-CODE: ___

 TABLE-DATA
              FYDP-CODE-DESCR: ____________________________________________
          BUD-ACTY-CODE-DESCR: ____________________________________________
       BUD-SUBACTY-CODE-DESCR: ____________________________________________

 PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT
```

Figure 6.1 - 54: Update FYDPCODE Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

```
***CHANGES MADE, PRESS ENTER TO CONTINUE***
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.13.3. Deleting an Existing Record (214)

From the FYDPCODE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete FYDPCODE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT214B
05 JAN 1999                          DELETE   FYDPCODE                       DFPT214M
--------------------------------------------------------------------------------

  TABLE-KEY
                    FYDP-CODE: _________________
                BUD-ACTY-CODE: ___
             BUD-SUBACTY-CODE: ___

 TABLE-DATA
              FYDP-CODE-DESCR: ____________________________________________
          BUD-ACTY-CODE-DESCR: ____________________________________________
       BUD-SUBACTY-CODE-DESCR: ____________________________________________

PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT
```

Figure 6.1 - 55: Delete FYDPCODE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is keyed this record cannot be recovered.
Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.14. ERR-UNMAT Maintenance Table (215)

The Error/Unmatched Reason Code (ERROR-UNMATCH-CODE) Table (215) is an on-line Central table that provides the User a list of system assigned Error Codes and/or Unmatched Reason Codes. Table 215 also provides the English description of each Error Code and/or Unmatched Reason Code and the applicable corrective action.

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID

is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 215 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the ERR-UNMAT Maintenance screen will appear for input.

```
08:00:00                                SABRS                                DFMT215A
05 JAN 1999                     ERR-UNMAT MAINTENANCE                        DFPT215M
-------------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________

        ERROR
 ACT UNMATCH-CODE    ERROR-UNMATCH-CODE-DESCR           CORR-PROC-DESCR
 --- ------------ ------------------------------ --------------------------------
  _       E01     DOC# NOT FOUND ON ACTIVE-FILE   N/A

  _       E02     ACCTG DATA NE ACTIVE-FILE REC   N/A


FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN,PF10=<<,PF11=>>
```

Figure 6.1 - 56: ERR-UNMAT Maintenance Screen

6.1.14.1. Adding a New Record (215)

From the ERR-UNMAT Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add ERR-UNMAT screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT215B
05 JAN 1999                         ADD   ERR-UNMAT                          DFPT215M
-------------------------------------------------------------------------------------
   TABLE-KEY
        ERROR-UNMATCH-CODE: ___

  TABLE-DATA
  ERROR-UNMATCH-CODE-DESCR: ________________________________
           CORR-PROC-DESCR: ____________________________________________________
                            ____________________________________________________
                            ____________________________________________________
                            ____________________________________________________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 57: Add ERR-UNMAT Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED or OPTIONAL fields.

REQUIRED	OPTIONAL
ERROR-UNMATCH-CODE	CORR-PROC-DESCR
ERROR-UNMATCH-CODE-DESCR	

Press <ENTER> after all required fields are keyed and a confirming message will appear:

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.14.2. Editing an Existing Record (215)

From the ERR-UNMAT Maintenance screen, type the chosen "ERROR-UNMATCH-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update ERR-UNMAT screen will appear.

```
08:00:00                                SABRS                                DFMT215B
05 JAN 1999                      UPDATE   ERR-UNMAT                           DFPT215M
--------------------------------------------------------------------------------
   TABLE-KEY
        ERROR-UNMATCH-CODE: I02

  TABLE-DATA
  ERROR-UNMATCH-CODE-DESCR: INACTIVE MATCHING REC FOUND___
           CORR-PROC-DESCR: ____________________________________________________
                            ____________________________________________________
                            ____________________________________________________
                            ____________________________________________________



 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 58: Update ERR-UNMAT Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.14.3. Deleting an Existing Record (215)

From the ERR-UNMAT Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete ERR-UNMAT screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT215B
05 JAN 1999                      DELETE   ERR-UNMAT                           DFPT215M
--------------------------------------------------------------------------------
   TABLE-KEY
        ERROR-UNMATCH-CODE: I02

  TABLE-DATA
  ERROR-UNMATCH-CODE-DESCR: INACTIVE MATCHING REC FOUND___
           CORR-PROC-DESCR: ____________________________________________________
                            ____________________________________________________
                            ____________________________________________________
                            ____________________________________________________

                      **** PRESS PF12 TO CONFIRM DELETION ****

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 59: Delete ERR-UNMAT Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.15. SYM-BUDACT Maintenance Tables (216)

The Basic Symbol/Budget Activity Code (SYM-BUDACT) Table (216) is an on-line Central table that provides the User a list of all valid Basic Symbol and Budget Activity Code combinations and the corresponding English description of the Budget Activity Code. Table 216 is used to validate Basic Symbol and Budget Activity Code combinations that are entered into SABRS through on-line and batch processes. In some of the batch processes the system will assign a valid Budget Activity Code from Table 216. In the case of on-line processes the system will display a pop-up screen with the valid combinations for the User to choose from. When adding and/or changing data on Table 216, some fields will be validated against Tables 206 (BASIC-SYM) and 217 (SYM-SBHDBA).

* NOTE: The following options require the USER-ID to be loaded on the CENSYS Table (501). If the USER-ID is loaded to Table 501, all following table screens will have a column to the left called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 the ACT column will not be displayed and the User not authorized to perform table maintenance.

After choosing Table 216 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the SYM-BUDACT Maintenance screen will appear for input.

```
 08:00:00                                SABRS                                DFMT216A
 05 JAN 1999                         SYM-BUDACT MAINTENANCE                    DFPT216M
 ------------------------------------------------------------------------------------
  SEARCH KEY: ____________________________________________________

  ACT  BASIC-SYM  BUD-ACTY-CODE       BUD-ACTY-CODE-DESCR
  ---  ---------  -------------  ------------------------------
   _     0100          45        FAMILY ADVOCACY
   _     0100          85        TRANSITION PROGRAM
   _     0100          95        RELOCATION PROGRAM
   _     0131          00        REAL PROPERTY MAINT, MARCOR

FASTPATH==> ____________________________________________________________________
 PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 60: SYM-BUDACT Maintenance Screen

6.1.15.1. Adding a New Record (216)

From the SYM-BUDACT Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add SYM-BUDACT screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:40:28                                SABRS                                DFMT216B
05 JAN 1999                      ADD   SYM-BUDACT                         DFPT216M
------------------------------------------------------------------------------------
 TABLE-KEY
           BASIC-SYM:  ____
       BUD-ACTY-CODE:  __

TABLE-DATA
 BUD-ACTY-CODE-DESCR:  ________________________________


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 61: Add SYM-BUDACT Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies REQUIRED fields:

REQUIRED
BASIC-SYM
BUD-ACTY-CODE
BUD-ACTY-CODE-DESCR

* NOTE: A BASIC-SYM/BUD-ACTY-CODE combination cannot be added nor changed unless it exists on Table 217. If this situation occurs a pop-up screen will appear showing valid combinations.

```
                BASIC    BASIC-SYM                  BASIC    BASIC-SYM
     SELECT     SYMBOL   SHORT-DESCR       SELECT   SYMBOL   SHORT-DESCR
     ------     ------   ------------      ------   ------   ------------
       _        0030     RETPAY,DEF          _      0030     RETPAY,DEF
       _        0030     RETPAY,DEF          _      0100     O&M,DEFACY
       _        0100     O&M,DEFACY          _      0102     CLAIMS,DEF

              PRESS PF3 TO EXIT OR ENTER-KEY TO PAGE-FORWARD
```

Figure 6.1 - 62: Valid Combo of BASIC-SYM and BUD-ACTY-CODE

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.15.2. Editing an Existing Record (216)

From the SYM-BUDACT Maintenance screen, type the chosen "BASIC-SYM/BUD-ACTY-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update SYM-BUDACT screen will appear.

```
08:00:00                              SABRS                                    DFMT216B
05 JAN 1999                        UPDATE   SYM-BUDACT                        DFPT216M
-------------------------------------------------------------------------------------
TABLE-KEY
           BASIC-SYM:  0100
       BUD-ACTY-CODE:  45

TABLE-DATA
 BUD-ACTY-CODE-DESCR:  FAMILY ADVOCACY__


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 63: Update SYM-BUDACT Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.15.3. Deleting an Existing Record (216)

From the SYM-BUDACT Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the

Delete SYM-BUDACT screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT216B
05 JAN 1999                      DELETE   SYM-BUDACT                        DFPT216M
--------------------------------------------------------------------------------
TABLE-KEY
           BASIC-SYM:  0100
       BUD-ACTY-CODE:  45

TABLE-DATA
 BUD-ACTY-CODE-DESCR:  FAMILY ADVOCACY_____________________

                        **** PRESS PF12 TO CONFIRM DELETION ****

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 64: Delete SYM-BUDACT Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.16. SYM-SBHDBA Maintenance Table (217)

The Basic Symbol Subhead Budget Activity (SYM-SBHDBA) Table (217) is an on-line Central table designed to provide a listing of the Basic Symbol and Subhead combinations and their related Subhead Budget Activity Codes. When a combination of a Basic Symbol and a Subhead is entered into the system (or left blank), the combination will be validated against this table, sometimes the system will generate the correct Subhead or will display a pop-up screen with the correct combinations. When adding and/or changing data on Table 217, the Basic Symbol field will be validated against Table 206 (BASIC-SYM).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 217 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the SYM-SBHDBA Maintenance screen will appear for input.

```
 08:00:00                               SABRS                                DFMT217A
 05 JAN 1999                    SYM-SBHDBA MAINTENANCE
DFPT217M
 --------------------------------------------------------------------------------
  SEARCH KEY: ____________________________________________________
  ACT  BASIC-SYM  SUBHEAD  BUD-ACTY-CODE
  ---  ---------  -------  -------------
   _      0100      6095         95
   _      0131      0400         00
   _      0131      6034         34
   _      0300      2004         04



 FASTPATH==> ____________________________________________________________________
 PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 65: SYM-SBHDBA Maintenance Screen

6.1.16.1. Adding a New Record (217)

From the SYM-SBHDBA Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add SYM-SBHDBA screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT217B
05 JAN 1999                          ADD   SYM-SBHDBA                        DFPT217M
--------------------------------------------------------------------------------

  TABLE-KEY
           BASIC-SYM:  ____
             SUBHEAD:  ____

 TABLE-DATA
       BUD-ACTY-CODE:  __




 F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 66: Add SYM-SBHDBA Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED fields:

REQUIRED
BASIC-SYM
SUBHEAD
BUD-ACTY-CODE

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.16.2. Editing an Existing Record (217)

From the SYM-SBHDBA Maintenance screen, type the chosen "BASIC-SYM/SUBHEAD" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update SYM-SBHDBA screen will appear.

```
08:00:00                              SABRS                                DFMT217B
05 JAN 1999                        UPDATE   SYM-SBHDBA                      DFPT217M
--------------------------------------------------------------------------------
  TABLE-KEY
           BASIC-SYM:  0100
             SUBHEAD:  5095

TABLE-DATA
       BUD-ACTY-CODE:  95


F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 67: Update SYM-SBHDBA Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.16.3. Deleting an Existing Record (217)

From the SYM-SBHDBA Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete SYM-SBHDBA screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS
DFMT217B
05 JAN 1999                      DELETE   SYM-SBHDBA                              DFPT217M
--------------------------------------------------------------------------------
TABLE-KEY
           BASIC-SYM:  0108
             SUBHEAD:  5095

TABLE-DATA
       BUD-ACTY-CODE:  95

                        **** PRESS PF12 TO CONFIRM DELETION ****

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 68: Delete SYM-SBHDBA Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.17. FUND-FUNC Maintenance Table (218)

The Funding Function (FUND-FUNC) Table (218) is an on-line Central table created to provide a listing of valid Basic Symbol and Funding Function combinations and the English description of the Funding Function (NOTE: the Funding Function is a field that will contain either a Resource Category Number (RCN, or Line Number (LINE-NO), or Project Number (PROJ-TASK-BUD-SUBLINE), or Activity Group (AG), or a Subhead/ Budget Project combination). When a Basic Symbol and Funding Function combination is entered into the system (or left blank), the combination will be validated against Table 218. Sometimes the system will generate the correct Funding Function and/or description. In the case of the on-line processes the system will display a pop-up screen with the valid combinations applicable to the User. When adding and/or changing data on Table 218, the Basic Symbol entered will be validated against Table 206 (BASIC-SYM).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 218 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the FUND-FUNC Maintenance screen will appear for input.

```
08:00:00                                SABRS                                DFMT218A
05 JAN 1999                       FUND-FUNC MAINTENANCE                      DFPT218M
--------------------------------------------------------------------------------

SEARCH KEY: ____________________________________________________
 ACT  BASIC-SYM  FUND-FUNC          FUND-FUNC-DESCR
 ---  ---------  ---------  ------------------------------
  _      0131      603410     A
  _      0300      200400     ALT FUEL S)
  _      0300      250400     BMDO (HAWK)

FASTPATH==>
_______________________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 69: FUND-FUNC Maintenance Screen

6.1.17.1. Adding a New Record (218)

From the FUND-FUNC Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add FUND-FUNC screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT218B
05 JAN 1999                         ADD   FUND-FUNC                        DFPT218M
--------------------------------------------------------------------------------

  TABLE-KEY
            BASIC-SYM:  ____
            FUND-FUNC:  ________

 TABLE-DATA
      FUND-FUNC-DESCR:  ___________________________________


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 70: Add FUND-FUNC Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
BASIC-SYM	FUND-FUNC-DESCR
FUND-FUNC	

BASIC SYMBOL	BASIC-SYM-SHORT-DESCR	BASIC SYMBOL	BASIC-SYM-SHORT-DESCR
1109	PROCU-USMC	1319	RDT&E, NAVY

Figure 6.1 - 71: BASIC-SYMBOL Pop Up Screen

Table 6.1 - 4: Funding-Functions-Entry-Guidelines Table

#	IF BASIC-SYM IS....	THEN FUND-FUNC IS.....	Field Char.	ERROR MESSAGES
1	Not listed on line 2 through 5	Blank (Basic-Sym not required on Table 218)		None
2.	1106, 1107	Equal to the field length of ACTY-GRP	2 digits	None
3.	1319, 0400	Equal to the field length of PROJ-TASK.	5 digits	None
4.	1109	Equal to the field length of RESRCE-CAT-NO	8 digits	None
5.	1105, 1108	Equal to the field length of LINE-NO	4 digits	None

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.17.2. Editing an Existing Record (218)

From the FUND-FUNC Maintenance screen, type the chosen "BASIC-SYM/FUND-FUNC" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update FUND-FUNC screen will appear.

```
08:00:00                              SABRS                                    DFMT218B
05 JAN 1999                        UPDATE   FUND-FUNC                         DFPT218M
-------------------------------------------------------------------------------

 TABLE-KEY
            BASIC-SYM:  0131
            FUND-FUNC:  503410

 TABLE-DATA
      FUND-FUNC-DESCR:  A_____________________________



PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 72: Update FUND-FUNC Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.17.3. Deleting an Existing Record (218)

From the FUND-FUNC Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete FUND-FUNC screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS
DFMT218B
05 JAN 1999                           DELETE   FUND-FUNC                        DFPT218M
-------------------------------------------------------------------------------

  TABLE-KEY
            BASIC-SYM:  0131
            FUND-FUNC:  503410

 TABLE-DATA
      FUND-FUNC-DESCR:  A_____________________________

                         **** PRESS PF12 TO CONFIRM DELETION ****

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 73: Delete FUND-FUNC Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.18. UNF-RSCRON Maintenance Table (219)

The UNF-RSCRON Maintenance Table (219) is an on-line Central table used to validate the Unfunded RON along with the BASIC SYMBOLS 1106 and 1107.

After choosing Table 219 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the UNF-RSCRON Maintenance screen will appear.

```
 12:17:50                          SABRS                                DFMT219A
 18 May 1999                UNF-RSCRON MAINTENANCE                      DFPT219M
-------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
     MAJ  SABRS
 ACT RSC   RON   SABRS-RON-DESCR
 --- ---  -----  ------------------------------
  _   5    RJ0   RENEE'S RON
  _
  _
  _
  _
  _
  _

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 74: UNF-RSCRON Maintenance Screen

6.1.18.1. Adding a New Record (219)

From the UNF-RSCRON Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add UNF-RSCRON screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
12:33:04                          SABRS                                DFMT219B
18 May 1999                    ADD   UNF-RSCRON                        DFPT219M
-------------------------------------------------------------------------------
   TABLE-KEY
             MAJ-RSC: _
           SABRS-RON: ___

  TABLE-DATA
     SABRS-RON-DESCR: ____________________________


 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 75: Add UNF-RSCRON Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED
MAJ-RSC
SABRS-RON
SABRS-RON-DESCR

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

*NOTE: the following fields must be validated against the listed Tables.

Field	Table
MAJ-RSC	MAJ-RSC Table (213)

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.18.2. Editing an Existing Record (219)

From the UNF-RSCRON Maintenance screen, type the chosen "MAJ-RSC/SABRS-RON" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update UNF-RSCRON screen will appear.

```
12:40:59                          SABRS                              DFMT219B
18 May 1999                  UPDATE   UNF-RSCRON                     DFPT219M
--------------------------------------------------------------------------------
   TABLE-KEY
            MAJ-RSC: 5
          SABRS-RON: RJ0

  TABLE-DATA
     SABRS-RON-DESCR: RENEE'S RON____________________




 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 76: Update UNF-RSCRON Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.18.3. Deleting an Existing Record (219)

From the UNF-RSCRON Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete UNF-RSCRON screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
13:03:02                              SABRS                                DFMT219B
18 May 1999                    DELETE   UNF-RSCRON                         DFPT219M
--------------------------------------------------------------------------------
   TABLE-KEY
             MAJ-RSC: 5
           SABRS-RON: RJ0

  TABLE-DATA
     SABRS-RON-DESCR: RENEE'S RON____________________


                 **** PRESS PF12 TO CONFIRM DELETION ****

 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 77: Delete UNF-RSCRON Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.19. TGT-AUTHCD Maintenance Table (220)

The Target Authorization Code (TGT-AUTHCD) Table (220) is an on-line Central table created to provide the User a list of valid Target Codes for Direct, Funded, and Unfunded Reimbursables Programs assigned spending limitations and the corresponding English description of the Target Code. Table 220 will be used to validate TGT-CODE and SABRS-RON combinations when entered into the system (or left blank) through on-line processes. And in some instances, the system will display a pop-up screen with the valid TGT-CODE and SABRS-RON combinations for the User to select from.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 220 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the TGT-AUTHCD Maintenance screen will appear for input.

```
 08:00:00                              SABRS                                DFMT220A
 05 JAN 1999                  TGT-AUTHCD MAINTENANCE
        DFPT220M
 --------------------------------------------------------------------------------

 SEARCH KEY: ____________________________________________________
 ACT  TGT-CODE   SABRS-RON            TGT-TITLE-CODE
 ---  --------   ---------    ------------------------------
  _      A                   MNT REAL PROP FAC N/A OTH PRUP
  _      B                   PRIOR-RECRUITING
  _      C                   RECRUITING ADVERTISING
  _      D          AGR      AGRICULTURAL OUTLEASE

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 78: TGT-AUTHCD Maintenance Screen

6.1.19.1. Adding a New Record (220)

From the TGT-AUTHCD Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add TGT-AUTHCD screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                              SABRS                                    DFMT220B
05 JAN 1999                        ADD   TGT-AUTHCD                            DFPT220M
--------------------------------------------------------------------------------

  TABLE-KEY
          TGT-CODE:         _
          SABRS-RON:        ___

 TABLE-DATA
          TGT-CODE-TITLE:   _____________________________

F1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 79: Add TGT-AUTHCD Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies REQUIRED fields.

REQUIRED
TGT-CODE
SABRS-RON
TGT-CODE-TITLE

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User may continue deleting records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.19.2. Editing an Existing Record (220)

From the TGT-AUTHCD Maintenance screen, type the chosen "TGT-CODE/SABRS-RON" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update TGT-AUTHCD screen will appear.

```
08:00:00                              SABRS
DFMT220B
05 JAN 1999                        UPDATE   TGT-AUTHCD                           DFPT220M
--------------------------------------------------------------------------------

  TABLE-KEY
           TGT-CODE:         B
           SABRS-RON:        999

 TABLE-DATA
           TGT-CODE-TITLE:   SUBSISTENCE IN KIND___________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 80: Update TGT-AUTHCD Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.19.3. Deleting an Existing Record (220)

From the TGT-AUTHCD Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete TGT-AUTHCD screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                          SABRS                                DFMT220B
05 JAN 1999                DELETE   TGT-AUTHCD                        DFPT220M
--------------------------------------------------------------------------------

  TABLE-KEY
           TGT-CODE:         B
           SABRS-RON:        999

 TABLE-DATA
           TGT-CODE-TITLE:   SUBSISTENCE IN KIND___________

                       **** PRESS PF12 TO CONFIRM DELETION ****

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 81: Delete TGT-AUTHCD Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.20. FIP-CTR Maintenance Table (221)

The Financial Information Processing Center (FIP-CTR) Table (221) is an on-line Central table used to provide the User a list of valid Financial Information Processing Center Codes and corresponding address information. Table 221 is used within edit check processes for Expenditures and Collections. FIPC Codes keyed into SABRS on-line processes will be validated against this table and the address information will be system loaded for the User.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 221 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the FIP-CTR Maintenance screen will appear for input.

```
 08:00:00                                SABRS                                DFMT221A
 05 JAN 1999                     FIP-CTR MAINTENANCE
DFPT221M
 ---------------------------------------------------------------------------------

 SEARCH KEY: ____________________________________________________________

      FIPC STREET1                                          COUNTRY
 ACT  CODE STREET2                       CITY            ST  CODE    ZIP
 ---  ---- ---------------------------  --------------- -- -------- ------------
 _     E   DFAS-CL/PENSACOLA OPLOC/FD   PENSACOLA       FL          32508-5120
           130 WEST AVENUE, SUIT A

 _     H   DFAS-CL/HONOLU OPLOC/A       PEARL HARBOR    HI          96860-7552
           BUILDING 77, BOX 1292, FORD IS

FASTPATH==>_____________________________________________________________________
PF1=HELP, PF2=PRINT, PF3=PREV, PF4=MAIN, PF6=EXIT, PF7=PGUP, PF8=PGDN
```

Figure 6.1 - 82: FIP-CTR Maintenance Screen

6.1.20.1. Adding a New Record (221)

From the FIP-CTR Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add FIP-CTR screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS
DFMT221B
05 JAN 1999                         ADD    FIP-CTR                            DFPT221M
---------------------------------------------------------------------------------

      TABLE-KEY
        FIPC-CODE:   _

     TABLE-DATA
          STREET1:   ________________________________
          STREET2:   ________________________________
             CITY:   ________________
            STATE:   __
     COUNTRY-CODE:   __
              ZIP:   _____  - ____

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 83: Add FIP-CTR Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the above screen the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
FIPC-CODE	COUNTRY-CODE
STREET1	
STREET2	
CITY	
STATE	
ZIP	

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.20.2. Editing An Existing Record (221)

From the FIP-CTR Maintenance screen, type the chosen "FIPC-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update FIP-CTR screen will appear.

```
08:00:00                          SABRS                                DFMT221B
05 JAN 1999                     UPDATE    FIP-CTR                      DFPT221M
--------------------------------------------------------------------------------
 TABLE-KEY
        FIPC-CODE:   E

     TABLE-DATA
          STREET1:   DFAS-CL/PENSACOLA OPLOC/FD____
          STREET2:   130 WEST AVENUE, SUIT A_______
             CITY:   PENSACOLA
            STATE:   FL
     COUNTRY-CODE:   __
              ZIP:   32508 - 5120

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 84: Update FIP-CTR Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.20.3 Deleting A Record (221)

From the FIP-CTR Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete FIP-CTR screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                          SABRS
DFMT221B
05 JAN 1999                     DELETE    FIP-CTR                      DFPT221M
--------------------------------------------------------------------------------
TABLE-KEY
        FIPC-CODE:   E

     TABLE-DATA
          STREET1:   DFAS-CL/PENSACOLA OPLOC/FD____
          STREET2:   130 WEST AVENUE, SUIT A_______
             CITY:   PENSACOLA
            STATE:   FL
     COUNTRY-CODE:   __
              ZIP:   32508 - 5120

                       **** PRESS PF12 TO CONFIRM DELETION ****

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 85: Delete FIP-CTR Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.21. BLLNG-OFFC Table (222)

The BLLNG-OFFC Maintenance Table (222) is an on-line Central table that is used to create a bill number for Expenditures and Collections.

After choosing Table 222 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the Add BLLNG-OFFC screen will appear.

```
                        SCREEN NOT AVAILABLE AT THIS TIME
```

Figure 6.1 - 86: BLLNG-OFFC Maintenance Screen

6.1.21.1 Adding a New Record (222)

From the BLLNG-OFFC Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add BLLNG-OFFC screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
14:29:55                          SABRS                              DFMT222B
05 JAN 1999                   ADD   BLLNG-OFFC                       DFPT222M
--------------------------------------------------------------------------------

  TABLE-KEY

         BILL-OFFC:     _______


  TABLE-DATA

         ACTY-NAME:     ____________________________________
         FIPC-CODE:     _
         BILL-NO-CODE:  _____

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 87: Add BLLNG-OFFC Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED
BILL-OFFC(KEY)
ACTY-NAME
FIPC-CODE

BILL-NO-CODE
Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

**NOTE: the following fields must be validated against the listed Tables.

Field	Table
FIPC-CODE	FIP-CTR Table (221)

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.21.2 Editing an Existing Record (222)

From the BLLNG-OFFC Maintenance screen, type the chosen "BILL-OFFC" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update BLLNG-OFFC screen will appear.

```
14:29:55                              SABRS                                DFMT222C
05 JAN 1999                     UPDATE BLLNG-OFFC                          DFPT222M
--------------------------------------------------------------------------------

  TABLE-KEY

         BILL-OFFC:     ______

TABLE-DATA

         ACTY-NAME:     ____________________________________
         FIPC-CODE:     _
         BILL-NO-CODE:  _____


 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 88: Update BLLNG-OFFC Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.21.3 Deleting an Existing Record (222)

From the BLLNG-OFFC Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete BLLNG-OFFC screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
SCREEN NOT AVAILABLE AT THIS TIME
```

Figure 6.1 - 89: Delete BLLNG-OFFC Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.22. ACT Maintenance Table (223)

The Activity (ACT-TABLE) Table (223) is an on-line Central table used to provide the User with a list valid Major Command Recipient Identifier (MCC-RECIP-ID), Allotment Recipient Identifier (ALLOT-RECIP-ID), Suballotment Recipient Identifier (SUBALLOT-RECIP-ID), and Work Center Identifier (WORK-CTR-ID) combinations. When any of the aforementioned fields are keyed into the system, the other 3 fields will be system generated for the User from this table. When adding or changing data to Table 223, the MCC-RECIP-ID field will be validated against Table 202 (MCCRECIPID).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 223 from the Table Selection Main Menu or from the Table Selection Listing menu, the ACT-TABLE Maintenance screen will appear for input.

```
08:00:00                          SABRS                                    DFMT223A
05 JAN 1999                   ACT-TABLE MAINTENANCE                        DFPT223M
-------------------------------------------------------------------------------

SEARCH KEY: ____________________________________________________
ACT  MCC-RECIP-ID     ALLOT-RECIP-ID    SUBALLOT-RECIP-ID    WORK-CTR-ID
---  ------------     --------------    -----------------    -----------
 _      M00027         M00027              M00027              M00027
 _      M00027         M00027              M00027              M00027
 _      M00243         M00243              M00243              M00243

FASTPATH==> ____________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 90: ACT-TABLE Maintenance Screen

6.1.22.1. Adding a New Record (223)

From the ACT-TABLE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add ACT-TABLE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                          SABRS                                    DFMT223B
05 JAN 1999                   ADD   ACT-TABLE                              DFPT223M
-------------------------------------------------------------------------------

  TABLE-KEY
           MCC-RECIP-ID:          ______
           ALLOT-RECIP-ID:        ______
           SUBALLOT-RECIP-ID:     ______
           WORK-CTR-ID:           _______

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 91: Add ACT-TABLE Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen, the following identifies the REQUIRED fields:

REQUIRED
MCC-RECIP-ID
ALLOT-RECIP-ID
SUBALLOT-RECIP-ID
WORK-CTR-ID

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.22.2. Editing an Existing Record (223)

From the ACT-TABLE Maintenance screen, type the chosen "MCC-RECIP-ID/ALLOT-RECIP-ID/SUBALLOT-RECIP-ID/WORK-CTR-ID" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update ACT-TABLE screen will appear.

```
08:00:00                                    SABRS                                DFMT223B
05 JAN 1999                        UPDATE   ACT-TABLE                            DFPT223M
-------------------------------------------------------------------------------------

  TABLE-KEY
            MCC-RECIP-ID:         M00027
            ALLOT-RECIP-ID:       M00027
            SUBALLOT-RECIP-ID:    M00027
            WORK-CTR-ID:          M00027

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 92: Update ACT-TABLE Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.22.3. Deleting an Existing Record (223)

From the ACT-TABLE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete ACT-TABLE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                    SABRS                                DFMT223B
05 JAN 1999                        DELETE   ACT-TABLE                            DFPT223M
-------------------------------------------------------------------------------------

 TABLE-KEY
           MCC-RECIP-ID:         M00027
           ALLOT-RECIP-ID:       M00027
           SUBALLOT-RECIP-ID:    M00027
           WORK-CTR-ID:          M00027

                       **** PRESS PF12 TO CONFIRM DELETION ****

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 93: Delete ACT-TABLE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.23. SPCL-FUNC Maintenance Table (225)

The SPCL-FUNC Maintenance Table (225) is an on-line Central table that provides a listing of special function indicator codes for use in the Spending Authorization process.

After choosing Table 225 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the SPCL-FUNC Maintenance screen will appear.

```
15:11:46                                SABRS                                DFMT225A
 05 JAN 1999                  SPCL-FUNC MAINTENANCE                          DFPT225M
 ------------------------------------------------------------------------------
  SEARCH KEY: _____________________________________________________
  ACT SPCL-FUNC-INDIC         SPCL-FUNC-DESCR
  --- ---------------  ----------------------------
   _         V         UTLZD WHEN CNDCTNG ULO VALID
   _         X         ACT FILE AMTS ADJUSTED UP
   _         Y         COMBO OF SFI 'V' AND 'X'
   _
   _
   _
   _
   _
   _
   _
   _
   _

 FASTPATH==> _____________________________________________________________________
 PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 94: SPCL-FUNC Maintenance Screen

6.1.23.1 Adding a New Record (225)

From the SPCL-FUNC Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add SPCL-FUNC screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
15:20:53                          SABRS                                DFMT225B
18 May 1999                    ADD   SPCL-FUNC                         DFPT225M
------------------------------------------------------------------------------

TABLE-KEY
SPCL-FUNC-INDIC: _

TABLE-DATA
SPCL-FUNC-DESCR:                DFMT225A______

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 95: Add SPCL-FUNC Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For Figure 6.1. – 93: Add SPCL-FUNC Screen, the following identify the REQUIRED fields.

REQUIRED	OPTIONAL
SPCL-FUNC-INDIC	
SPCL-FUNC-DESCR	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.23.2 Editing an Existing Record (225)

From the SPCL-FUNC Maintenance screen, type the chosen "SPCL-FUNC-INDIC" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update SPCL-FUNC screen will appear.

```
15:29:01                          SABRS                              DFMT225B
18 May 1999                  UPDATE   SPCL-FUNC                     DFPT225M
--------------------------------------------------------------------------------

TABLE-KEY
SPCL-FUNC-INDIC: V

TABLE-DATA
SPCL-FUNC-DESCR: UTLZD WHEN CNDCTNG ULO VALID__









PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 96: Update SPCL-FUNC Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.23.3 Deleting an Existing Record (225)

From the SPCL-FUNC Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete SPCL-FUNC screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
15:33:31                              SABRS                                DFMT225B
18 May 1999                    DELETE   SPCL-FUNC                         DFPT225M
--------------------------------------------------------------------------------

TABLE-KEY
SPCL-FUNC-INDIC: V

TABLE-DATA
SPCL-FUNC-DESCR: UTLZD WHEN CNDCTNG ULO VALID__
**** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 97: Delete SPCL-FUNC Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.24. FUND-CODE Maintenance Table (226)

The Fund-Code Table (226) is an on-line Central table used to provide the User with valid Fund Codes and the corresponding Basic Symbols (BASIC-SYM), Budget Activity Codes (BUD-ACTY-CODE), Activity Groups (ACTY-GRP), Subheads, and Sub-Allotments. When the Fund Code is entered into the SABRS system by means of on-line or batch process, the system generates the BASIC-SYM, BUD-ACTY-CODE, ACTY-GRP, SUBHEAD, and SUB-ALLOTMENT that corresponds to the FUND-CODE. When adding or changing data on Table 226, some of the fields are validated against Table 206 (BASIC-SYM) and 216 (SYM-BUDACT).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 226 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the FUND-CODE Maintenance screen will appear for input.

```
08:00:00                              SABRS                                DFMT226A
05 JAN 1999                     FUND-CODE MAINTENANCE                      DFPT226M
--------------------------------------------------------------------------------

SEARCH KEY: ____________________________________________________

        FUND      BASIC     BUD ACTY     ACTY                    SUB
 ACT    CODE       SYM       CODE       GRP       SUBHEAD     ALLOTMENT
 ---    -----     -----     --------     ----      -------     ---------
  _      EY       1106        04         4A        27T0
  _      EZ       1106        04         4A        27T0
  _      FA       1107        01         1A        27A0
  _      FB       1107        01         1A        27A0

FASTPATH==> ____________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 98: FUND-CODE Maintenance Screen

6.1.24.1. Adding a New Record (226)

From the FUND-CODE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add FUND-CODE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:                                  SABRS                                  DFMT226B
05 JAN 1999                          ADD   FUND-CODE                           DFPT226M
--------------------------------------------------------------------------------

  TABLE-KEY
             FUND-CODE:  __

 TABLE-DATA
             BASIC-SYM:  ____
         BUD-ACTY-CODE:  __
              ACTY-GRP:  __
               SUBHEAD:  ____
         SUB-ALLOTMENT:  _

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 99: Add FUND-CODE Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
FUND-CODE	SUBHEAD
BASIC-SYM	SUB-ALLOTMENT
BUD-ACTY-CODE	
ACTY-GRP	

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.24.2. Editing an Existing Record (226)

From the FUND-CODE Maintenance screen, type the chosen "FUND-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update FUND-CODE screen will appear.

```
08:00:00                                SABRS                                DFMT226B
05 JAN 1999                      UPDATE   FUND-CODE                           DFPT226M
--------------------------------------------------------------------------------

   TABLE-KEY
              FUND-CODE:  EY

  TABLE-DATA
              BASIC-SYM:  1105
          BUD-ACTY-CODE:  04
               ACTY-GRP:  4A
                SUBHEAD:  27T0
          SUB-ALLOTMENT:  _

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 100: Update FUND-CODE Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.24.3. Deleting an Existing Record (226)

From the FUND-CODE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete FUND-CODE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT226B
05 JAN 1999                      DELETE   FUND-CODE                           DFPT226M
--------------------------------------------------------------------------------

  TABLE-KEY
              FUND-CODE:  EY

 TABLE-DATA
              BASIC-SYM:  1105
          BUD-ACTY-CODE:  04
               ACTY-GRP:  4A
                SUBHEAD:  27T0
          SUB-ALLOTMENT:  _

                        **** PRESS PF12 TO CONFIRM DELETION ****

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 101: Delete FUND-CODE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.25. OBJECT-CLASS Maintenance Table (227)

The Object Class (OBJ-CLASS) Table (227) provides a listing of Object Class Codes and the Object Class Descriptions.

After choosing Table 227 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the OBJ-CLASS Maintenance screen will appear for input.

```
 08:00:00                                SABRS                                DFMT227A
 05 JAN 1999                  OBJ-CLASS MAINTENANCE                            DFPT227M
 ------------------------------------------------------------------------------------

  SEARCH KEY: ____________________________________________________
  ACT OBJ-CLASS-CODE         OBJ-CLASS-DESCR
  --- --------------  ------------------------------
   _       013        BENEFITS FOR FORMER PERSONNEL
   _       021        TRAVEL & TRANSPORTATION
   _       022        TRANSPORTATION OF THINGS
   _       024        PRINTING AND REPRODUCTION
   _       025        OTHER SERVICES
   _       026        SUPPLY AND MATERIALS
   _       031        EQUIPMENT
   _       032        LAND AND STRUCTURES

FASTPATH==> ____________________________________________________________________
 PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 102: OBJ-CLASS Maintenance Screen

6.1.25.1. Adding a New Record (227)

From the OBJ-CLASS Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add OBJ-CLASS screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT227B
05 JAN 1999                          ADD   OBJ-CLASS                          DFPT227M
------------------------------------------------------------------------------------

  TABLE-KEY
        OBJ-CLASS-CODE: ___

 TABLE-DATA
       OBJ-CLASS-DESCR: _____________________________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 103: Add OBJ-CLASS Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED fields:

REQUIRED
OBJ-CLASS-CODE
OBJ-CLASS-DESCR
Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.25.2. Editing an Existing Record (227)

From the OBJ-CLASS Maintenance screen, type the chosen "OBJ-CLASS-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update OBJ-CLASS screen will appear.

```
08:00:00                              SABRS                                  DFMT227B
05 JAN 1999                        UPDATE   OBJ-CLASS                      DFPT227M
--------------------------------------------------------------------------------

  TABLE-KEY
        OBJ-CLASS-CODE: 013

 TABLE-DATA
       OBJ-CLASS-DESCR: BENEFITS FOR FORMER PERSONNEL_______

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 104: Update OBJ-CLASS Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.25.3. Deleting an Existing Record (227)

From the OBJ-CLASS Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete OBJ-CLASS screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                  DFMT227B
05 JAN 1999                        DELETE   OBJ-CLASS                      DFPT227M
--------------------------------------------------------------------------------
  TABLE-KEY
        OBJ-CLASS-CODE: 013

 TABLE-DATA
       OBJ-CLASS-DESCR: BENEFITS FOR FORMER PERSONNEL_______

                         **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 105: Delete OBJ-CLASS Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.
Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.26. SPCLINTRST Maintenance Table (228)

The Special-Interest (SPCLINTRST) Table 228 is an on-line Central table that provides a listing of the Special Interest Codes and their descriptions for use by Headquarters only. Any Special Interest Codes that are entered into the SABRS system either through batch processes or on-line processes (to include blank fields) will be validated against this table. If the Special Interest Code is entered wrong or left blank through an on-line process the User will be notified and provided a listing of the Codes.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 228 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the SPCLINTRST Maintenance screen will appear for input.

```
 08:00:00                                    SABRS                                DFMT228A
 05 JAN 1999                              SPCLINTRST MAINTENANCE                     DFPT228M
 ------------------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________________
  ACT SPCL-INTRST-CODE        SPCL-INTRST-DESCR
  --- ----------------  ------------------------------
   _        BG0         BATTLE GRIFFIN
   _        CC0         CORR CON
   _        CD0         CNTR DRUG
   _        CE0         COLLAT EQUIP MILCON


FASTPATH==>
_____________________________________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 106: SPCLINTRST Maintenance Screen

6.1.26.1. Adding a New Record (228)

From the SPCLINTRST Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add SPCLINTRST screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                              SABRS                                    DFMT228B
05 JAN 1999                        ADD   SPCLINTRST                            DFPT228M
------------------------------------------------------------------------------------------

  TABLE-KEY
      SPCL-INTRST-CODE: ___

 TABLE-DATA
     SPCL-INTRST-DESCR: _____________________________


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 107: Add SPCLINTRST Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED fields:

REQUIRED
SPCL-INTRST-CODE
SPCL-INTRST-DESCR

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.26.2. Editing an Existing Record (228)

From the SPCLINTRST Maintenance screen, type the chosen "SPCL-INTRST-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update SPCLINTRST screen will appear.

```
08:00:00                              SABRS                                    DFMT228B
05 JAN 1999                        UPDATE   SPCLINTRST                         DFPT228M
--------------------------------------------------------------------------------

  TABLE-KEY
      SPCL-INTRST-CODE: BG0

 TABLE-DATA
     SPCL-INTRST-DESCR: BATTLE GRIFFIN__________


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 108: Update SPCLINTRST Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.26.3. Deleting an Existing Record (228)

From the SPCLINTRST Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete SPCLINTRST screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                    DFMT228B
05 JAN 1999                        DELETE   SPCLINTRST                       DFPT228M
--------------------------------------------------------------------------------

  TABLE-KEY
      SPCL-INTRST-CODE: BG0

 TABLE-DATA
     SPCL-INTRST-DESCR: BATTLE GRIFFIN________________

                          **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 109: Delete SPCLINTRST Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.27. BCN Maintenance Table (229)

The Bureau Control Number (BCN-TABLE) Table (229) is an on-line Central table that provides the User with a listing of valid Bureau Control Numbers (BCN), Accounting Installations (ACCTG-INSTALL), Standard Accounting & Reporting System (STARS) Accounting Installations, and BCN Descriptions.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 229 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the BCN-TABLE Maintenance screen will appear for input.

```
 08:00:00                                SABRS                                  DFMT229A
 05 JAN 1999                         BCN-TABLE MAINTENANCE                      DFPT229M
 ------------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
       BUR      ALLOT    ACCTG                                   STARS-ACCTG
 ACT CTRL-NO  RECIP-ID  INSTALL              BCN-DESCR           INSTALL-FLAG
 --- -------  --------  -------  ------------------------------  ------------
  _   10012    M67026    067443   ECIP PROGRAM
  _   10014    M67025    000318   COMBATTING TERROISM (CBT)
  _   10017    M67358    067443   QUALITY OF LIFE
  _   10018    M67428    067443   QUALITY OF LIFE
  _   10026    M67026    067443   FAMILY ADVOCACY

FASTPATH==>
____________________________________________________________________________________
 PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 110: BCN-TABLE Maintenance Screen

6.1.27.1. Adding a New Record (229)

From the BCN-TABLE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add BCN-TABLE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                  DFMT229B
05 JAN 1999                         ADD   BCN-TABLE                         DFPT229M
------------------------------------------------------------------------------------

  TABLE-KEY
             BUR-CTRL-NO: _____
          ALLOT-RECIP-ID: ______
           ACCTG-INSTALL: ______

 TABLE-DATA
               BCN-DESCR: ________________________________
STARS-ACCTG-INSTALL-FLAG: _

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 111: Add BCN-TABLE Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
BUR-CTL-NO	STRS-ACCTG-INSTALL FLAG
ALLOT-RECIP-ID	
ACCTG-INSTALL	
BCN-DESCR	

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.27.2. Editing an Existing Record (229)

From the BCN-TABLE Maintenance screen, type the chosen "BUR-CTRL-NO/ALLOT-RECIP-ID/ACCTG-INSTALL" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update BCN-TABLE screen will appear.

```
08:00:00                                SABRS                                DFMT229B
05 JAN 1999                       UPDATE   BCN-TABLE                         DFPT229M
-------------------------------------------------------------------------------

  TABLE-KEY
              BUR-CTRL-NO: 10012
           ALLOT-RECIP-ID: M67026
            ACCTG-INSTALL: 067443

 TABLE-DATA
                BCN-DESCR: ECIP PROGRAM__________________
 STARS-ACCTG-INSTALL-FLAG: _

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 112: Update BCN-TABLE Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.27.3. Deleting an Existing Record (229)

From the BCN-TABLE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete BCN-TABLE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                  SABRS                                  DFMT229B
05 JAN 1999                             DELETE   BCN-TABLE                       DFPT229M
--------------------------------------------------------------------------------

    TABLE-KEY
       BUR-CTRL-NO:              10012
       ALLOT-RECIP-ID:           M67026
       ACCTG-INSTALL:            067443

    TABLE-DATA

       BCN-DESCR: ECIP PROGRAM   ____________________
       STARS-ACCTG-INSTALL-FLAG: _

                         **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 113: Delete BCN-TABLE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.28. RPTRECIPID Maintenance Table (230)

The Report Recipient Identification (RPTRECIPID) Table (230) is an on-line Central table created to provide the User with mailing addresses and information for designated Reports.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 230 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the RPTRECIPID Maintenance screen will appear for input.

```
 08:00:00                                  SABRS                              DFMT230A
 05 JAN 1999                        RPTRECIPID MAINTENANCE                    DFPT230M
 ------------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
                             ACTY-NAME
                             STREET1
                             STREET2
 ACT  RPT-RECIP-ID           CITY            STATE  ZIP
 ---  --------------------   ------------------------------------------------------

  _   FMS                    UNITED STATES MARINE CORPS
                             HEADQUARTERS, US MARINE CORPS

                             WASHINGTON       DC     22202-0001

  _   RECOVERY REPORT        UNITED STATES MARINE CORPS
                             HEADQUARTERS, US MARINE CORPS

                             WASHINGTON       DC     22202-0001

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 114: RPTRECIPID Maintenance Screen

6.1.28.1. Adding a New Record (230)

From the RPTRECIPID Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add RPTRECIPID screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                  SABRS                              DFMT230B
05 JAN 1999                          ADD    RPTRECIPID                     DFPT230M
------------------------------------------------------------------------------------

      TABLE-KEY
        RPT-RECIP-ID: ____________________

     TABLE-DATA
           ACTY-NAME: ________________________________
           ACTY-ADDR:
             STREET1: ________________________________
             STREET2: ________________________________
                CITY: ________________
               STATE: __
                 ZIP: _____ - ____

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 115: Add RPTRECIPID Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the above screen the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
RPT-RECIP-ID	STREET2
ACTY-NAME	
STREET1	
CITY	
STATE	
ZIP	

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.28.2. Editing an Existing Record (230)

From the RPTRECIPID Maintenance screen, type the chosen "RPT-RECIP-ID" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update RPTRECIPID screen will appear.

```
08:00:00                            SABRS                                  DFMT230B
05 JAN 1999                      UPDATE    RPTRECIPID                      DFPT230M
-------------------------------------------------------------------------------
      TABLE-KEY
        RPT-RECIP-ID: FMS_______________

     TABLE-DATA
           ACTY-NAME: UNITED STATES MARINE CORPS______
           ACTY-ADDR:
             STREET1: HEADQUARTERS, US MARINE CORPS_
             STREET2: _____________________________
                CITY: WASHINGTON____
               STATE: DC
                 ZIP: 22202 - 0001

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 116: Update RPTRECIPID Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.28.3. Deleting an Existing Record (230)

From the RPTRECIPID Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete RPTRECIPID screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT230B
05 JAN 1999                        DELETE    RPTRECIPID                      DFPT230M
--------------------------------------------------------------------------------
      TABLE-KEY
        RPT-RECIP-ID: FMS_______________

     TABLE-DATA
           ACTY-NAME: UNITED STATES MARINE CORPS______
           ACTY-ADDR:
             STREET1: HEADQUARTERS, US MARINE CORPS_
             STREET2: _____________________________
                CITY: WASHINGTON____
               STATE: DC
                 ZIP: 22202 - 0001

                      **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 117: Delete RPTRECIPID Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

*NOTE: Once <PF12> is keyed this record cannot be recovered.
Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.29. MILS-DFLT Maintenance Table (231)

The MILSTRIP Default (MILS-DFLT) Table (231) is an on-line Central table created to provide financial data verification for incoming Direct Supply Support Center (DSSC) transactions. The system will generate financial data to the User for Activity Address Code and Fund-Code combinations keyed into the SABRS system through on-line processes.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 231 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the MILS-DFLT Maintenance screen will appear for input.

```
 08:00:00                               SABRS                                DFMT231A
 05 JAN 1999                    MILS-DFLT MAINTENANCE                        DFPT231M
 ------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________

    ACTY-ADDR-CD    DEPT-CODE       FUND-FUNC       ALLOT-RECIP-ID      BUD-EXEC-ACTY
    FUND-CODE       BUD-ACTY-CD     BUR-CTRL-NO     SUBALLOT-RECIP-ID   BUD-EXEC-SUBACTY
    ACT  BASIC-SYM  SUBHEAD         MCC-RECIP-ID    WORK-CTR-ID         ACCTG-INSTALL

 ---  ------------  ------------    ------------    -----------------   --------------
  _     G9AXXX           97               R55000          G9AXXX              X7
        X7               2A               X7701           G9AXXX              00
        4930             NC2A             G9AXXX          G9AXXX              067443



FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 118: MILS-DFLT Maintenance Screen

6.1.29.1. Adding a New Record (231)

From the MILS-DFLT Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add MILS-DFLT screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                    SABRS                                DFMT231B
05 JAN 1999                              ADD   MILS-DFLT                         DFPT231M
--------------------------------------------------------------------------------
  TABLE-KEY
               ACTY-ADDR-CODE: ______
                FUND CODE: __
 TABLE-DATA
                BASIC-SYM: ____
                DEPT-CODE:
            BUD-ACTY-CODE:
                  SUBHEAD: ___
                FUND-FUNC: ________
              BUR-CTRL-NO: _____
            MCC-RECIP-ID:
          ALLOT-RECIP-ID:
        SUBALLOT-RECIP-ID:
              WORK-CTR-ID:
            BUD-EXEC-ACTY: __
         BUD-EXEC-SUBACTY: __
            ACCTG-INSTALL:

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 119: Add MILS-DFLT Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the above screen the following identifies the REQUIRED fields:

REQUIRED
ACTY-ADDR-CODE
FUND-CODE
BASIC-SYM
DEPT-CODE
SUBHEAD
FUND-FUNC
BUR-CTRL-NO
BUD-EXEC-ACTY
BUD-EXEC-SUBACTY

***** NOTE: If the AAC is found on the AAC-ID Table then the following fields will automatically be extracted from that table and copied into this table in the appropriate fields.

MCC-RECIP-ID
ALLOT-RECIP-ID
SUBALLOT-RECIP-ID
WORK-CTR-ID
ACCT-INSTALL

***** NOTE: If the BASIC-SYM/SUBHEAD combo is found on Table 217 then the following field will automatically be extracted from that table and copied into this table in the appropriate field.

BUD-ACTY-CODE

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.29.2. Editing An Existing Record (231)

From the MILS-DFLT Maintenance screen, type the chosen "ACTY-ADDR-CODE/FUND-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update MILS-DFLT screen will appear.

```
08:00:00                              SABRS                                DFMT231B
05 JAN 1999                       UPDATE   MILS-DFLT                      DFPT231M
--------------------------------------------------------------------------------
  TABLE-KEY
           ACTY-ADDR-CODE: G9AXXX
                FUND CODE: X7
 TABLE-DATA
                BASIC-SYM: 4930
                DEPT-CODE: 97
            BUD-ACTY-CODE: 2A
                  SUBHEAD: NC2A
                FUND-FUNC: R55000
              BUR-CTRL-NO: X7701
             MCC-RECIP-ID: G9AXXX
           ALLOT-RECIP-ID: G9AXXX
        SUBALLOT-RECIP-ID: G9AXXX
              WORK-CTR-ID: G9AXXX
            BUD-EXEC-ACTY: X7
         BUD-EXEC-SUBACTY: 00
            ACCTG-INSTALL: 067443

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 120: Update MILS-DFLT Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.29.3. Deleting A Record (231)

From the MILS-DFLT Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete MILS-DFLT screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT231B
05 JAN 1999                        DELETE   MILS-DFLT                        DFPT231M
--------------------------------------------------------------------------------
  TABLE-KEY
            ACTY-ADDR-CODE: G9AXXX
                 FUND-CODE: X7
 TABLE-DATA
                 BASIC-SYM: 4930
                 DEPT-CODE: 97
              BUD-EXEC-ACTY: 2A
                    SUBHEAD: NC2A
                 FUND-FUNC: R55000
               BUR-CTRL-NO: X7701
              MCC-RECIP-ID: G9AXXX
            ALLOT-RECIP-ID: G9AXXX
          SUBALLOT-RECIP-ID: G9AXXX
                WORK-CTR-ID: G9AXXX
              BUD-EXEC-ACTY: X7
           BUD-EXEC-SUBACTY: 00
              ACCTG-INSTALL: 067443

                        **** PRESS PF12 TO CONFIRM DELETION ****

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 121: Delete MILS-DFLT Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.30. F-LVL-RPT Maintenance Table (235)

The Field Level Report (F-LVL-RPT) Table (235) is an on-line Central table created to provide a list of mailing addresses and information on each accounting installation for field level activities. Mailing addresses will be system generated (based on the MCC-RECIP-ID and ALLOT-RECIP-ID combination keyed) for reports from this Table 235 for the individual accounting installation when they request a report.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 235 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the F-LVL-RPT Maintenance screen will appear for input.

```
 08:00:00                                SABRS                                DFMT235A
 05 JAN 1999                    F-LVL-RPT MAINTENANCE                         DFPT235M
 ---------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
    ACCTG-INSTALL                          ACTY-NAME
     GRADE-RANK       POSIT-TITLE          NAME
     CMDR-FULL-NAME                        STREET1
     CMDR-GRADE-RANK  CMDR-TEL-NO          STREET2
 ACT DUTY-TEL-NO      COUNTRY              CITY                        STATE   ZIP
 --- ---------------------------------------------------------------------------------
----------
  _  000318                                DFAS-CL/PACIFIC OPLOC
     GS12             DIRECTOR, CODE AOM   ANGELA BURGESS
                                           BLDG 77, BOX 1392
                      8084729860           FORD ISLAND
     DSN4729860       US                   PEARL HARBOR                HI
    968607553

FASTPATH==>
_____________________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 122: F-LVL-RPT Maintenance Screen

6.1.30.1. Adding a New Record (235)

From the F-LVL-RPT Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add F-LVL-RPT screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT235B
05 JAN 1999                         ADD   F-LVL-RPT                          DFPT235M
---------------------------------------------------------------------------------
TABLE-KEY
ACCTG-INSTALL: _______
TABLE-DATA
ACTY-NAME: ________________________________
NAME: ______________________________________
GRADE-RANK: ____
POSIT-TITLE: ____________________
CMDR-FULL-NAME: ________________________________
CMDR-GRADE-RANK: _____
DUTY-TEL-NO: ___________    CMDR-TEL-NO: ___________
ACTY-ADDR:
STREET1: ________________________________
STREET2: ________________________________
CITY: ________________   STATE: __   ZIP: __________
COUNTRY: ____________________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 123: Add F-LVL-RPT Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the above screen the following identifies the REQUIRED and OPTIONAL fields:

REQUIRED	OPTIONAL
ACCTG-INSTALL	POSIT-TITLE
ACTY-NAME	CMDR-FULL-NAME
NAME	CMDR-GRADE-RANK
GRADE-RANK	DUTY-TEL-NO
STREET1	CMDR-TEL-NO

CITY STREET2
STATE COUNTRY
ZIP

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.30.2. Editing An Existing Record (235)

From the F-LVL-RPT Maintenance screen, type the chosen "ACCTG-INSTALL" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update F-LVL-RPT screen will appear.

```
08:00:00                              SABRS                                DFMT235B
05 JAN 1999                         UPDATE   F-LVL-RPT                    DFPT235M
--------------------------------------------------------------------------------
TABLE-KEY
ACCTG-INSTALL: 000318
TABLE-DATA
ACTY-NAME: DFAS-CL/PACIFIC OPLOC_____________
NAME: ANGELA BURGESS_____________________
GRADE-RANK: GS12
POSIT-TITLE: DIRECTOR, CODE AOM__
CMDR-FULL-NAME: _____________________________
CMDR-GRADE-RANK: _____
DUTY-TEL-NO: DSN4729860   CMDR-TEL-NO: 8084729860
ACTY-ADDR:
STREET1: BLDG 77, BOX 1392________
STREET2: FORD ISLAND______________
CITY: PEARL HARBOR___   STATE: HI   ZIP: 968607553
COUNTRY: US___________________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 124: Update F-LVL-RPT Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.30.3. Deleting A Record (235)

From the F-LVL-RPT Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete F-LVL-RPT screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT235B
05 JAN 1999                           DELETE   F-LVL-RPT                     DFPT235M
--------------------------------------------------------------------------------
TABLE-KEY
ACCTG-INSTALL: 000318

TABLE-DATA
ACTY-NAME: DFAS-CL/PACIFIC OPLOC_____________
NAME: ANGELA BURGESS_____________________
GRADE-RANK: GS12
POSIT-TITLE: DIRECTOR, CODE AOM__
CMDR-FULL-NAME: _____________________________
CMDR-GRADE-RANK: _____
DUTY-TEL-NO: DSN4729860   CMDR-TEL-NO: 8084729860
ACTY-ADDR:
STREET1: BLDG 77, BOX 1392________
STREET2: FORD ISLAND______________
CITY: PEARL HARBOR___   STATE: HI   ZIP: 968607553
COUNTRY: US__________________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 125: Delete F-LVL-RPT Screen

Press <PF12> to confirm deletion of this F-LVL-RPT record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.31. DOV-SEQ-CD Maintenance Table (236)

The Disbursing Officer Voucher Sequence Code (DOV-SEQ-CD) Table (236) is an on-line Central table used to assign the DOV numbers for Register 36 (621 Corrections). This table is initially loaded by the system and will not need to be changed or deleted except in the case of system problems.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 236 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the DOV-SEQ-CD Maintenance screen will appear for input.

```
08:00:00                                SABRS                                DFMT236A
05 JAN 1999                      DOV-SEQ-CD MAINTENANCE                      DFPT236M
--------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________

 ACT    MO-INDIC      DOV-SEQ-NO
 ---    --------      ----------

  _        C             A028

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 126: DOV-SEQ-CD Maintenance Screen

6.1.31.1. Adding a New Record (236)

* NOTE: YOU CANNOT ADD A SECOND RECORD, YOU CAN ONLY CHANGE OR DELETE THE PRESENT RECORD

A new record will be system loaded only if the old one has been deleted.

MONTH INDICATOR (MO-INDIC): This is a 1-digit alphanumeric, system generated date.
(A=Jan., B=Feb., C=Mar., D=Apr., E=May, F=Jun., G=Jul., H=Aug., I=Sep., J=Oct., K=Nov., L=Dec.)

DISBURSING OFFICER VOUCHER SEQUENCE NUMBER (DOV-SEQ-NO): This is a 4-digit alphanumeric number. Special characters are not allowed. This field starts with a number of A001. This must be manually keyed the first time. Each time a new 621 correction notice is created during the month, this number will increment 1 more than the previous (A002, A003, A004, etc...). When the MO-INDIC changes each month the DOV-SEQ-NO is reset.

6.1.31.2. Editing the Existing Record (236)

From the DOV-SEQ-CD Maintenance screen, type the chosen "MO-INDIC" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update DOV-SEQ-CD screen will appear.

```
08:00:00                              SABRS                                DFMT236B
05 JAN 1999                       UPDATE   DOV-SEQ-CD                     DFPT236M
--------------------------------------------------------------------------------
TABLE-KEY
MO-INDIC:    C

TABLE-DATA
DOV-SEQ-NO:  A028

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 127: Update DOV-SEQ-CD Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.31.3. Deleting an Existing Record (236)

From the DOV-SEQ-CD Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete DOV-SEQ-CD screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                DFMT236B
05 JAN 1999                       DELETE   DOV-SEQ-CD                     DFPT236M
--------------------------------------------------------------------------------
TABLE-KEY
MO-INDIC:    C

TABLE-DATA
DOV-SEQ-NO:  A028

                        **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 128: Delete DOV-SEQ-CD Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.32. FAN-LINE Maintenance Table (237)

The Functional Account Number / Line (FAN-LINE) Table (237) is an on-line Central table that provides the User with list of FAN and Line Number combinations. Table 237 data will be used to construct standard document numbers (SDN) in the Spending and E&C process. The line number will be assigned as the serial in the SDN. When adding or changing records on this table, the Basic-Symbol and Subhead combinations will be validated with Table 217 (SYM-SBHDBA). The Bureau Control Number (BCN) will be validated against Table 229 (BCN-TABLE), and the BASIC-SYM/LINE-NO combination will be validated against Table 218 (FUND-FUNC).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 237 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the FAN-LINE Maintenance screen will appear for input.

```
08:00:00                                SABRS                                DFMT237A
05 JAN 1999                    FAN-LINE MAINTENANCE                         DFPT237M
--------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________________

      BASIC  SUB     BUR     FUNC    DIR-REIM
 ACT   SYM   HEAD  CTRL-NO  ACCT-NO   INDIC    LINE-NO   PAY-GRP
 ---  -----  ----  -------  -------  --------  --------  -------
  _   1105   2702   12691    71151      D       02A0      ENL
  _   1105   2702   12691    71401      D       02A0      ENL
  _   1105   2702   12691    72042      D       02A0      ENL
  _   1105   2702   12691    72043      D       02A0      ENL

FASTPATH==>
_______________________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 129: FAN-LINE Maintenance Screen

6.1.32.1. Adding a New Record (237)

From the FAN-LINE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add FAN-LINE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                  SABRS                                  DFMT237B
05 JAN 1999                             ADD   FAN-LINE                           DFPT237M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:  ____
SUBHEAD:  ____
BUR-CTRL-NO:  _____
FUNC-ACCT-NO:  _____
DIR-REIM-INDIC:  _

TABLE-DATA
LINE-NO:  ________
PAY-GRP:  ___

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 130: Add FAN-LINE Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the above screen, the following identifies the REQUIRED fields:

REQUIRED
BASIC-SYM
SUBHEAD
BUR-CTRL-NO
FUNC-ACCT-NO
DIR-REIM-INDIC
LINE-NO
PAY-GRP

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.32.2. Editing an Existing Record (237)

From the FAN-LINE Maintenance screen, type the chosen "BASIC-SYM/SUBHEAD/BUR-CTRL-NO/FUNC-ACCT-NO/DIR-REIM-INDIC" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update FAN-LINE screen will appear.

```
08:00:00                                  SABRS                                  DFMT237B
05 JAN 1999                           UPDATE   FAN-LINE                          DFPT237M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:  1105
SUBHEAD:  2701
BUR-CTRL-NO:  12691
FUNC-ACCT-NO:  71151
DIR-REIM-INDIC:  D

TABLE-DATA
LINE-NO:  02A0____
PAY-GRP:  ENL

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 131: Update FAN-LINE Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.32.3. Deleting an Existing Record (237)

From the FAN-LINE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete FAN-LINE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                DFMT237B
05 JAN 1999                       DELETE   FAN-LINE                        DFPT237M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:  1105
SUBHEAD:  2702
BUR-CTRL-NO:  12691
FUNC-ACCT-NO:  71151
DIR-REIM-INDIC:  D

TABLE-DATA
LINE-NO:  02A0
PAY-GRP:  ENL

                         **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 132: Delete FAN-LINE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.
Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.33. LINE-CODE Maintenance Table (238)

The Line Code Table (238) is an on-line Central table that was established to system assign line codes utilized in batch report processes.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 238 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the LINE-CODE Maintenance screen will appear for input.

```
08:00:00                              SABRS                                DFMT238A
05 JAN 1999                   LINE-CODE MAINTENANCE                        DFPT238M
--------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________
 ACT  BASIC-SYM   FUND-FUNC   LINE-CODE          LINE-CODE-DESCR
 ---  ---------   ---------   ---------   ----------------------------
  _      0400       250400      250400      RECORD
  _      0450       MHHA00      MHHA00      FCT
  _      0500       MENU10      MENU10      ECIP

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 133: LINE-CODE Maintenance Screen

6.1.33.1. Adding a New Record (238)

From the LINE-CODE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add LINE-CODE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                              SABRS                                DFMT238B
05 JAN 1999                     ADD   LINE-CODE                            DFPT238M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:  ____
FUND-FUNC:  ________

TABLE-DATA
LINE-CODE:  ________
LINE-CODE-DESCR:  ____________________________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 134: Add LINE-CODE Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen, the following identifies the REQUIRED fields:

REQUIRED
BASIC-SYM
FUND-FUNC
LINE-CODE
LINE-CODE-DESCR

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.33.2. Editing an Existing Record (238)

From the LINE-CODE Maintenance screen, type the chosen "BASIC-SYM/FUND-FUNC" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update LINE-CODE screen will appear.

```
08:00:00                                  SABRS                                  DFMT238B
05 JAN 1999                         UPDATE   LINE-CODE                           DFPT238M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:  0400
FUND-FUNC:  250400

TABLE-DATA
LINE-CODE:  250400_
LINE-CODE-DESCR:  RECORD_____________________________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 135: Update LINE-CODE Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.33.3. Deleting an Existing Record (238)

From the LINE-CODE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete LINE-CODE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                  SABRS                                  DFMT238B
05 JAN 1999                         DELETE   LINE-CODE                           DFPT238M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:  0400
FUND-FUNC:  250400_

TABLE-DATA
LINE-CODE:  250400___
LINE-CODE-DESCR:  RECORD_____________________________

                        **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 136: Delete LINE-CODE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.34. GLA-QTRUPD Maintenance Table (239)

The General Ledger Account Quarterly Update Process (GLA-QTRUPD) Table (239) is an on-line Central table that provides a means to update general ledger account numbers for the quarterly update process.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 239 from the Table Maintenance Main Menu or from the Table Selection Listing Menu, the GLA-QTRUPD Maintenance screen will appear for input.

```
08:00:00                                SABRS                                DFMT239A
05 JAN 1999                     GLA-QTRUPD MAINTENANCE                       DFPT239M
-------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________________

       GEN-LDGR     OPR    GEN-LDGR     OPR    GEN-LDGR    REC-TYPE
 ACT   ACCT-NO    INDIC-1  ACCT-NO-1  INDIC-2  ACCT-NO-2  LEVEL-INDIC
 ---  ---------   -------  ---------  -------  ---------  -----------
  _    4511          S      4511         A       4512         1
  _    4541          S      4541         A       4542         1
  _    4561          S      4561         A       4562         3
  _    4563001       S      4563001      A       4564001      5

FASTPATH==>
_____________________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 137: GLA-QTRUPTD Maintenance Screen

6.1.34.1. Adding a New Record (239)

From the GLA-QTRUPD Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add GLA-QTRUPD screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT239B
05 JAN 1999                          ADD   GLA-QTRUPD                        DFPT239M
-------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO: _______ (GLA1)

TABLE-DATA
OPR-INDIC-1: _   GLA1: _______      OPR-INDIC-2: _   GLA2: _______

REC-TYPE-LEVEL-INDIC: _

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 138: Add GLA-QTRUPD

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED fields:

<u>REQUIRED</u>
GEN-LDGR-ACCT-NO
OPR-INDIC-1
GLA-NO1
OPR-INDIC-1
GLA-NO2
REC-TYPE-LEVEL-INDIC

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.34.2 Editing an Existing Record (239)

From the GLA-QTRUPD Maintenance screen, type the chosen "GEN-LDGR-ACCT-NO" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update GLA-QTRUPD screen will appear.

```
08:00:00                              SABRS                                DFMT239B
05 JAN 1999                     UPDATE   GLA-QTRUPD                        DFPT239M
--------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO: 4511__ (GLA1)

TABLE-DATA
OPR-INDIC-1: S   GLA1: 4511__      OPR-INDIC-2: A   GLA2: 4512___

REC-TYPE-LEVEL-INDIC: 1

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 139: Update GLA-QTRUPD

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.34.3 Deleting an Existing Record (239)

From the GLA-QTRUPD Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete GLA-QTRUPD screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                DFMT239B
05 JAN 1999                    DELETE   GLA-QTRUPD                        DFPT239M
--------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO: 4511__ (GLA1)

TABLE-DATA
OPR-INDIC-1: S   GLA1: 4511__      OPR-INDIC-2: A   GLA2: 4512___

REC-TYPE-LEVEL-INDIC: 1

                       **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 140: Delete GLA-QTRUPD Screen

Press <PF12> to confirm deletion of this GLA-QTRUP record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.35. BILL-ADVCD Maintenance Table (241)

The Bill Advice Code (BILL-ADVCD) Table (241) is an on-line Central table that provides a listing of all valid Bill Advice Codes and descriptions used in requests for billing adjustments.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 241 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the BILL-ADVCD Maintenance screen will appear for input.

```
 08:00:00                          SABRS                                DFMT241A
 05 JAN 1999               BILL-ADVCD MAINTENANCE                       DFPT241M
-------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
 ACT BILL-ADVICE-CODE      BILL-ADVICE-CODE-DESCR
 --- ----------------  -------------------------------
  _         011        DUP BILL RECORD RECEIVED
  _         012        WRONG AMT BILLED
  _         013        WRONG OFFICE BILLED

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 141: BILL-ADVCD Maintenance Screen

6.1.35.1. Adding a New Record (241)

From the BILL-ADVCD Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add BILL-ADVCD screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                          SABRS                                DFMT241B
05 JAN 1999                 ADD   BILL-ADVCD                           DFPT241M
-------------------------------------------------------------------------------
TABLE-KEY
BILL-ADVICE-CODE: ___

TABLE-DATA
BILL-ADVICE-CODE-DESCR: ____________________________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 142: Add BILL-ADVCD Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the above screen, the following identifies the REQUIRED fields:

REQUIRED
BILL-ADVICE-CODE
BILL-ADVICE-CODE-DESCR

Press <ENTER> after all required fields are keyed, a confirming message will appear:
RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.35.2. Editing an Existing Record (241)

From the BILL-ADVCD Maintenance screen, type the chosen "BILL-ADVICE-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update BILL-ADVCD screen will appear.

```
08:00:00                                SABRS                                DFMT241B
05 JAN 1999                       UPDATE   BILL-ADVCD                        DFPT241M
--------------------------------------------------------------------------------
TABLE-KEY
BILL-ADVICE-CODE: 011

TABLE-DATA
BILL-ADVICE-CODE-DESCR: DUP BILL RECORD RECEIVED___________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 143: Update BILL-ADVCD Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.35.3. Deleting an Existing Record (241)

From the BILL-ADVCD Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete BILL-ADVCD screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT241B
05 JAN 1999                      DELETE   BILL-ADVCD                        DFPT241M
--------------------------------------------------------------------------------
TABLE-KEY
BILL-ADVICE-CODE: 011

TABLE-DATA
BILL-ADVICE-CODE-DESCR: DUP BILL RECORD RECEIVED_________________

                        **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 144: Delete BILL-ADVCD Screen

Press <PF12> to confirm deletion of this BILL-ADVCD record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.
Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.36. 5TO4BCN Maintenance Table (242)

The 5 TO 4 Bureau Control Number (5TO4BCN) Table (242) is an on-line Central table that is used to find a 4 record using the Bureau Control Number of a 5 record.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called

Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 242 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the 5TO4BCN Maintenance screen will appear for input.

```
08:00:00                                SABRS                                DFMT242A
05 JAN 1999                     5TO4BCN MAINTENANCE                          DFPT242M
-------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________

 ACT    SRI-BCN    ARI-BCN
 ---    -------    -------
  _      1A702      1A702
  _      1A705      1A705
  _      1B002      1B012
  _      1B003      1B003

FASTPATH==> ____________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 145: 5TO4BCN Maintenance Screen

6.1.36.1. Adding a New Record (242)

From the 5TO4BCN Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add 5T04BCN screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT242B
05 JAN 1999                         ADD   5TO4BCN                            DFPT242M
-------------------------------------------------------------------------------
TABLE-KEY
SRI-BCN: _____

TABLE-DATA
ARI-BCN: _____


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 146: Add 5TO4BCN Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the above screen, the following identifies the REQUIRED fields:

<u>REQUIRED</u>
SRI-BCN
ARI-BCN

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.36.2. Editing an Existing Record (242)

From the 5T04BCN Maintenance screen, type the chosen "SRI-BCN" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or

<PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update 5TO4BCN screen will appear.

```
08:00:00                                SABRS                                DFMT242B
05 JAN 1999                          UPDATE   5TO4BCN                        DFPT242M
--------------------------------------------------------------------------------
TABLE-KEY
SRI-BCN: 1B002

TABLE-DATA
ARI-BCN: 1B012

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 147: Update 5TO4BCN Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.36.3. Deleting an Existing Record (242)

From the 5TO4BCN Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete 5TO4BCN screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT242B
05 JAN 1999                          DELETE   5TO4BCN                        DFPT242M
--------------------------------------------------------------------------------
TABLE-KEY
SRI-BCN: 1B002

TABLE-DATA
ARI-BCN: 1B012

                        **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 148: Delete 5TO4BCN Screen

Press <PF12> to confirm deletion of this 5TO4BCN record and the system will return the message:

** RECORD DELETED, PRESS ENTER TO CONTINUE**

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.37. OM-SRI Maintenance Table (243)

The Operations and Maintenance Suballotment Recipient Identification (OM-SRI) Table (243) is an on-line Central table that is used to system assign the Major Command Recipient Identifier and Allotment Recipient Identifier to Operations and Maintenance General Ledger transactions when the User keys in a Suballotment Recipient Identification.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 243 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the OM-SRI Maintenance screen will appear for input.

```
08:00:00                                SABRS                                DFMT243A
05 JAN 1999                         OM-SRI MAINTENANCE                       DFPT243M
-------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________________
ACT   SUBALLOT-RECIP-ID   MCC-RECIP-ID   ALLOT-RECIP-ID
---   -----------------   ------------   --------------
 _         M00027            M00027         M00027
 _         M00146            M00146         M00146
 _         M00243            M00243         M00243
 _         M00260            M00260         M00260

FASTPATH==> ____________________________________________________________
PF1=HELP, PF2=PRINT, PF3=PREV, PF4=MAIN, PF6=EXIT, PF7=PGUP, PF8=PGDN
```

Figure 6.1 - 149: OM-SRI Maintenance Screen

6.1.37.1. Adding a New Record (243)

From the OM-SRI Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add OM-SRI screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT243A
05 JAN 1999                          ADD   OM-SRI                            DFPT243M
-------------------------------------------------------------------------------
TABLE-KEY
SUBALLOT-RECIP-ID:  _______

TABLE-DATA
MCC-RECIP-ID:  _______
ALLOT-RECIP-ID:  _______

PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT
```

Figure 6.1 - 150: Add OM-SRI Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen, the following identifies the REQUIRED fields:

<u>REQUIRED</u>
SUBALLOT-RECIP-ID
MCC-RECIP-ID
ALLOT-RECIP-ID

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.37.2. Editing an Existing Record (243)

From the OM-SRI Maintenance screen, type the chosen "SUBALLOT-RECIP-ID" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update OM-SRI screen will appear.

```
08:00:00                                SABRS                                DFMT243A
05 JAN 1999                           UPDATE    OM-SRI                       DFPT243M
--------------------------------------------------------------------------------
TABLE-KEY
SUBALLOT-RECIP-ID:  M00027

TABLE-DATA
MCC-RECIP-ID:  M00027
ALLOT-RECIP-ID:  _______


PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT
```

Figure 6.1 - 151: Update OM-SRI Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.37.3. Deleting an Existing Record (243)

From the OM-SRI Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete OM-SRI screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT243A
05 JAN 1999                          DELETE   OM-SRI                         DFPT243M
--------------------------------------------------------------------------------
TABLE-KEY
SUBALLOT-RECIP-ID:  M00027

TABLE-DATA
MCC-RECIP-ID:  M00027
ALLOT-RECIP-ID:  M00027







PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT
```

Figure 6.1 - 152: Delete OM-SRI Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

** RECORD DELETED, PRESS ENTER TO CONTINUE**

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.38. OM-SBHDBA Maintenance Table (244)

The Operations and Maintenance Subhead Budget Activity Funding Function (OM-SBHDBA) Table (244) is an on-line Central table that is used to system assign the Budget Activity Code and Fund Function to Operations and Maintenance General Ledger transactions when the User keys in a Subhead.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 244 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the OM-SBHDBA Maintenance screen will appear for input.

```
 08:00:00                                  SABRS                                DFMT244A
 05 JAN 1999                    OM-SBHDBA MAINTENANCE                           DFPT244M
-------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
 ACT  SUBHEAD    BUD-ACTY-CODE    FUND-FUNC
 ---  -------    -------------    ---------
  _     27A0          01           01A
  _     27B0          01           01B
  _     27L0          03           03A
  _     27M0          03           03B

FASTPATH==> ____________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 153: OM-SBHDBA Maintenance Screen

6.1.38.1. Adding a New Record (244)

From the OM-SBHDBA Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add OM-SBHDBA screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT244B
05 JAN 1999                      ADD   OM-SBHDBA                             DFPT244M
-------------------------------------------------------------------------------
TABLE-KEY
SUBHEAD: ____

TABLE-DATA
BUD-ACTY-CODE: __
FUND-FUNC: ________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 154: Add OM-SBHDBA Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED fields:

<u>REQUIRED</u>
SUBHEAD
BUD-ACTY-CODE
FUND-FUNC

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.38.2. Editing an Existing Record (244)

From the OM-SBHDBA Maintenance screen, type the chosen "SUBHEAD" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update OM-SBHDBA screen will appear.

```
08:00:00                              SABRS                                DFMT244B
05 JAN 1999                    UPDATE   OM-SBHDBA                          DFPT244M
--------------------------------------------------------------------------------
TABLE-KEY
SUBHEAD: 27A0

TABLE-DATA

BUD-ACTY-CODE: 01
FUND-FUNC: 00000000

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 155: Update OM-SBHDBA Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.38.3. Deleting an Existing Record (244)

From the OM-SBHDBA Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete OM-SBHDBA screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                DFMT244B
05 JAN 1999                    DELETE   OM-SBHDBA                          DFPT244M
--------------------------------------------------------------------------------
TABLE-KEY
SUBHEAD: 27A0

TABLE-DATA

BUD-ACTY-CODE: 01
FUND-FUNC: 01A

                        **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 156: Delete OM-SBHDBA

Press <PF12> to confirm deletion of this OM-SBHDBA record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.39. GLA-DSMRY Maintenance Table (245)

The Detailed Summary General Ledger (GLA-DSMRY) Table (245) is an on-line Central table that is used for the daily updating of Summary General Ledger Account Numbers from the respective detail accounts. Any General Ledger Account Number keyed into this table must be validated against Table 203 (GLADESCR).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 245 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the GLA-DSMRY Maintenance screen will appear for input.

```
 08:00:00                                  SABRS                                          DFMT245A
 05 JAN 1999                       GLA-DSMRY MAINTENANCE                                  DFPT245M
-------------------------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________
    GEN-LDGR <----------------------------------GEN-LDGR-ACCT-NO---------------------------------
ACT ACCT-NO  1 & 13  2 & 14  3 & 15  4 & 16  5 & 17  6 & 18  7 & 19  8 & 20  9 & 21  10 & 22  11 & 23  12 & 24
--- -------- ------- ------- ------- ------- ------- ------- ------- ------- ------- -------- -------- -------
 _  1010     1010    1100    1200    1300    1400    1500    1600    1700    1800    1900

 _  1010     1011    1012    1013    1014    1015

 _  1012     10121   10122   10123   10124

 _  10124    1012401 1012402 1012403 1012404 1012405 1012406 1012407 1012408 1012409 1012410  1012411  1012413

FASTPATH==>
_________________________________________________________________________________________________
PF1=HELP, PF2=PRINT, PF3=PREV, PF4=MAIN, PF6=EXIT, PF7=PGUP, PF8=PGDN, PF10=<<, PF11=>>
```

Figure 6.1 - 157: GLA-DSMRY Maintenance Screen

6.1.39.1. Adding A New Record (245)

From the GLA-DSMRY Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add GLA-DSMRY screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                  SABRS                                          DFMT245B
05 JAN 1999                             ADD GLA-DSMRY                                     DFPT245M
-------------------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO:   ________

TABLE-DATA
GEN-LDGR-ACCT-NO-1:    ________  ________  ________  ________
                       ________  ________  ________  ________
                       ________  ________  ________  ________
                       ________  ________  ________  ________
                       ________  ________  ________  ________
                       ________  ________  ________  ________

PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT
```

Figure 6.1 - 158: Add GLA-DSMRY Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED fields:

<u>REQUIRED</u>
GEN-LDGR-ACCT-NO

GEN-LDGR-ACCT-NO-1 (Array 1:24)
Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.39.2. Editing An Existing Record (245)

From the GLA-DSMRY Maintenance screen, type the chosen "GEN-LDGR-ACCT-NO" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update GLA-DSMRY screen will appear.

```
08:00:00                                SABRS                                DFMT245B
05 JAN 1999                        UPDATE   GLA-DSMRY                        DFPT245M

TABLE-KEY
GEN-LDR-ACCT-NO:    1000___

TABLE-DATA
GEN-LDGR-ACCT-NO-1: 1010____  1100____  1200____  1300____
                    1400____  1500____  1600____  1700____
                    1800____  1900____  _________  _________
                    _________  _________  _________  _________
                    _________  _________  _________  _________
                    _________  _________  _________  _________

PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT
```

Figure 6.1 - 159: Update GLA-DSMRY Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE PRESS ENTER

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.39.3. Deleting A Record (245)

From the GLA-DSMRY Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete GLA-DSMRY screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT245B
05 JAN 1999                       DELETE   GLA-DSMRY                        DFPT245M
--------------------------------------------------------------------------------
TABLE-KEY
GEN-LDR-ACCT-NO:    1000___

TABLE-DATA
GEN-LDGR-ACCT-NO-1:     1010____  1100____  1200____  1300____
                       1400____  1500____  1600____  1700____
                       1800____  1900____  _________  _________
                       _________  _________  _________  _________
                       _________  _________  _________  _________
                       _________  _________  _________  _________

                        **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT, PF12=CONFIRM
```

Figure 6.1 - 160: Delete GLA-DSMRY Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.40. BSYM-SPONS Maintenance Table (246)

The Basic Symbol Sponsor (BSYM-SPONS) Table (246) is an on-line Central table that assigns Basic-Symbol Sponsors to Appropriations for use in Authorization processing. When a Basic Symbol is added to this table it will be validated against Table 206 (BASIC-SYM), and the Basic Symbol Sponsor will be validated against Table 208 (AAC-ID).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 246 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the BSYM-SPONS Maintenance screen will appear for input.

```
 08:00:00                              SABRS                                  DFMT246A
 05 JAN 1999                  BSYM-SPONS MAINTENANCE                          DFPT246M
 ------------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
      BASIC   BASIC SYM
 ACT  SYMBOL    SPONS    BASIC-SYM-SPONS-NAME
 ---  ------  ---------  ------------------------------
  _    0100    M95520     MANPOWER
  _    0300    M67854     MCSYSCOM
  _    0350    M67854     MCSYSCOM
  _    0400    M67854     MCSYSCOM
  _    1105    M95490     I&L

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 161: BSYM-SPONS Maintenance Screen

6.1.40.1. Adding a New Record (246)

From the BSYM-SPONS Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add BSYM-SPONS screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                  DFMT246B
05 JAN 1999                          ADD   BSYM-SPONS                          DFPT246M
------------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM: ____
BASIC-SYMS-SPONS: ______

TABLE-DATA
BASIC-SYM-SPONS-NAME: ____________________________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 162: Add BSYM-SPONS Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen, the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
BASIC-SYM	BASIC-SYMS-SPONS
BASIC-SYM-SPONS-NAME	

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.40.2. Editing An Existing Record (246)

From the BSYM-SPONS Maintenance screen, type the chosen "BASIC-SYM/BASIC-SYMS-SPONS" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update BSYM-SPONS screen will appear.

```
08:00:00                              SABRS                                DFMT246B
05 JAN 1999                         UPDATE   BSYM-SPONS                   DFPT246M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM: 0100
BASIC-SYMS-SPONS: M95520

TABLE-DATA
BASIC-SYM-SPONS-NAME: MANPOWER_____________________


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 163: Update BSYM-SPONS Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.40.3. Deleting A Record (246)

From the BSYM-SPONS Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete BSYM-SPONS screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                              SABRS                                    DFMT246B
05 JAN 1999                    DELETE   BSYM-SPONS                             DFPT246M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM: 0100
BASIC-SYMS-SPONS: M95520

TABLE-DATA
BASIC-SYM-SPONS-NAME: MANPOWER____________________


**** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 164: Delete BSYM-SPONS Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.41. BSARISPONS Maintenance Table (247)

The Allotment Recipient Identifier Basic Symbol Sponsor (BSARISPONS) Table (247) is an on-line Central table is used to assign Basic Symbol Sponsors to appropriations for use in processing Authorizations at the Allotment Recipient Identifier level. When the User keys in a BASIC-SYM/ALLOT-RECIP-ID/BUR-CTRL-NO combination, a Basic Symbol Sponsor will be system assigned from this table. When adding or changing records to this table, the data will be validated against Table 229 (BCN-TABLE).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 247 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the BSARISPONS Maintenance screen will appear for input.

```
 08:00:00                                SABRS                                 DFMT247A
 05 JAN 1999                       BSARISPONS MAINTENANCE                      DFPT247M
 --------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
      BASIC   ALLOT     BUR    BASIC-SYM
 ACT  SYMBOL  RECIP   CTRL-NO    SPONS
 ---  ------  ------  -------  ---------
  _    0100   M95520   5I705    M95520
  _    0100   M95520   5J705    M95520
  _    0131   M00243   10006

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 165: BSARISPONS Maintenance Screen

6.1.41.1. Adding a New Record (247)

From the BSARISPONS Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add BSARISPON screen will

appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT247B
05 JAN 1999                          ADD   BSARISPONS                        DFPT247M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM: ____
ALLOT-RECIP-ID: ______
BUR-CTRL-NO: _____

TABLE-DATA
BASIC-SYM-SPONS: ______

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 166: Add BSARISPONS Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
BASIC-SYM	BASIC-SYM-SPONS
ALLOT-RECIP-ID	
BUR-CTRL-NO	

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.41.2. Editing An Existing Record (247)

From the BSARISPONS Maintenance screen, type the chosen "BASIC-SYM/ALLOT-RECIP-ID/BUR-CTRL-NO" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update BSARISPONS screen will appear.

```
08:00:00                                SABRS                                DFMT247B
05 JAN 1999                          UPDATE   BSARISPONS                      DFPT247M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM: 0100
ALLOT-RECIP-ID: M95520
BUR-CTRL-NO: 5I705

TABLE-DATA
BASIC-SYM-SPONS: M95520

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 167: Update BSARISPONS Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.41.3. Deleting A Record (247)

From the BSARISPONS Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete BSARISPONS screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT247B
05 JAN 1999                    DELETE   BSARISPONS                           DFPT247M
--------------------------------------------------------------------------------
TABLE-KEY

BASIC-SYM: 0100
ALLOT-RECIP-ID: M95520
BUR-CTRL-NO: 5I705

TABLE-DATA

BASIC-SYM-SPONS: M95520_

                      **** PRESS PF12 TO CONFIRM DELETION *******
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 168: Delete BSARISPONS Screen

Press <PF12> to confirm deletion of this BSARISPONS record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.42. PA-CODE Table (248)

The PA-CODE Maintenance Table (248) is an on-line Central table that provides a listing of all valid pay and allowance codes, and the descriptions used in SABRS.

After choosing Table 248 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the PA-CODE Maintenance screen will appear.

SCREEN NOT AVAILABLE AT THIS TIME

Figure 6.1 - 169: PA-CODE Maintenance Screen

6.1.42.1 Adding a New Record (248)

From the PA-CODE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add PA-CODE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
16:35:35                              SABRS                                DFMT248B
19 May 1999                         ADD   PA-CODE                         DFPT248M
--------------------------------------------------------------------------------
TABLE-KEY
PAY-ALLOW-CODE: ____
TABLE-DATA
PAY-ALLOW-CODE-DESCR: _____________________________


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 170: Add PA-CODE Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED	OPTIONAL
PAY-ALLOW-CODE	
PAY-ALLOW-CODE-DESCR	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.42.2. Editing an Existing Record (248)

From the PA-CODE Maintenance screen, type the chosen "PAY-ALLOW-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update PA-CODE screen will appear.

```
SCREEN NOT AVAILABLE AT THIS TIME
```

Figure 6.1 - 171: Update PA-CODE Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.42.3. Deleting an Existing Record (248)

From the PA-CODE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete PA-CODE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
SCREEN NOT AVAILABLE AT THIS TIME
```

Figure 6.1 - 172: Delete PA-CODE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.43. GLYRENROLL Maintenance Table (249)

The General Ledger Year End Roll-Up Account (GLYRENROLL) Table (249) is an on-line Central table used to identify the General Ledger accounts that are rolled up into current FY in the Year End process. When working with this table, the fields Basic Symbol and General Ledger Account Number will need to validated against Tables 206 (BASIC-SYM) and 203 (GLADESCR).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 249 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the GLYRENROLL Maintenance screen will appear for input.

```
08:00:00                              SABRS                                DFMT249A
05 JAN 1999                   GLYRENROLL MAINTENANCE                       DFPT249M
--------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________________

                GEN-LDGR
ACT   BASIC-SYM ACCT-NO    JV-DESCR
---   --------- --------   ---------------------------------------------
 _      0030     1511       OPER MATL & SUPPS HELD FOR USE
 _      0030     1512       OPER MATL & SUPPS HELD IN RSRVE FOR FUT USE
 _      0030     1513       OPER MATL & SUPPS EXCESS, OBS, BEYOND RPR

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 173: GLYRENROLL Maintenance Screen

6.1.43.1. Adding a New Record (249)

From the GLYRENROLL Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add GLYRENROLL screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT249B
05 JAN 1999                          ADD   GLYRENROLL                       DFPT249M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:  ____
GEN-LDGR-ACCT-NO:  _______

TABLE-DATA
JV-DESCR:  ________________________________________________


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 174: Add GLYRENROLL Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
BASIC-SYM	JV-DESCR
GEN-LDGR-ACCT-NO	

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.43.2. Editing An Existing Record (249)

From the GLYRENROLL Maintenance screen, type the chosen "BASIC-SYM/GEN-LDGR-ACCT-NO" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update GLYRENROLL screen will appear.

```
08:00:00                                SABRS                                DFMT249B
05 JAN 1999                        UPDATE   GLYRENROLL                       DFPT249M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:  0030
GEN-LDGR-ACCT-NO:  1511

TABLE-DATA
JV-DESCR:  OPER MATL & SUPPS HELD FOR USE_________


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 175: Update GLYRENROLL Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.43.3. Deleting A Record (249)

From the GLYRENROLL Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the

Delete GLYRENROLL screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT249B
05 JAN 1999                          DELETE   GLYRENROLL                     DFPT249M
--------------------------------------------------------------------------------
TABLE-KEY
BASIC-SYM:  0030
GEN-LDGR-ACCT-NO:  1511

TABLE-DATA
JV-DESCR:  OPER MATL & SUPPS HELD FOR USE_________


**** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 176: Delete GLYRENROLL Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.44. GLAROLLUP Maintenance Table (250)

The General Ledger Operation & Maintenance Roll-Up (GLYRENROLL) Table (250) is an on-line Central table used to provide a means to update General Ledger Account Numbers from SABRS O&M. When adding or changing records on Table 250, the General Ledger Account Number, Normal Account Balance Indicator, and GLA Description combination will be validated against Table 203 (GLADESCR).

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 250 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the GLAROLLUP Maintenance screen will appear for input.

```
 08:00:00                                SABRS                                DFMT250A
 05 JAN 1999                    GLAROLLUP MAINTENANCE                         DFPT250M
-------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
     GEN       GEN      NORML
     LDGR      LDGR     ACCT
 ACT ACCT-NO   ACCT-NO  BAL-IND  GENERAL LEDGER ACCOUNT DESCRIPTION
 --- --------  -------- ------- ---------------------------------------------
  _  10000     1000.       D     ASSETS
  _  10100     1010.       D     FUND BALANCE W/ TREASURY
  _  10110     1011.       D     FUNDS COLLECTED
  _  10120     1012.       C     FUNDS DISBURSED
  _  10130     1013.       D     FUNDS W/ TREASURY
  _  10140     1014.       C     UNDISTRIBUTED COLLECTIONS
  _  10150     1015.       D     UNDISTRIBUTED DISBURSEMENTS
  _  11000     1100.       D     CASH

FASTPATH=> ____________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 177: GLAROLLUP Maintenance Screen

6.1.44.1. Adding a New Record (250)

From the GLAROLLUP Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add GLAROLLUP screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT250B
05 JAN 1999                         ADD   GLAROLLUP                          DFPT250M
-------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO:     _____

TABLE-DATA
GEN-LDGR-ACCT-NO:     _______
NORML-ACCT-BAL-INDIC:
GLA-DESCR:

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 178: Add GLAROLLUP Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the above screen the following identifies the REQUIRED fields:

<u>REQUIRED</u>
GEN-LDGR-ACCT-NO
GEN-LDGR-ACCT-NO
NORML-ACCT-BAL-INDIC
GLA-DESCR

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.44.2. Editing An Existing Record (250)

From the GLAROLLUP Maintenance screen, type the chosen "GEN-LDGR-ACCT-NO" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the

correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update GLAROLLUP screen will appear.

```
08:00:00                                SABRS                                DFMT250B
05 JAN 1999                          UPDATE   GLAROLLUP                      DFPT250M
--------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO:     10000

TABLE-DATA
GEN-LDGR-ACCT-NO:     1000___
NORML-ACCT-BAL-INDIC: D
GLA-DESCR:            ASSESTS

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 179: Update GLAROLLUP Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.44.3. Deleting A Record (250)

From the GLAROLLUP Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete GLAROLLUP screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT250B
05 JAN 1999                          DELETE   GLAROLLUP                      DFPT250M
--------------------------------------------------------------------------------
TABLE-KEY
GEN-LDGR-ACCT-NO:     10000

TABLE-DATA
GEN-LDGR-ACCT-NO:     1000___
NORML-ACCT-BAL-INDIC: D
GLA-DESCR:            ASSESTS

                       **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 180: Delete GLAROLLUP Screen

Press <PF12> to confirm deletion of this GLAROLLUP record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.45. DCRPS-DFLT Maintenance Table (251)

The Detail Centralized Expenditure and Reimbursable Processing System Default (DCRPS-DFLT) Table (251) is an on-line Central table used to provide default values for DCERPS transactions that process the batch process where no active file record is found.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 251 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the DCRPS-DFLT Maintenance screen will appear for input.

```
08:00:00                                SABRS                                DFMT251A
05 JAN 1999                      DCRPS-DFLT MAINTENANCE                      DFPT251M
--------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________________

       BUR       MCC        ALLOT     SUBALLOT    ACCTG
ACT   CTRL-NO   RECIP-ID   RECIP-ID   RECIP-ID   INSTALL
---   -------   --------   --------   --------   -------
 _     12509     M67861     M67861     M68522    067443
 _     12630     M00027     M00027     M00027    000027
 _     12631     M00027     M00027     M00027    000027

FASTPATH=>
________________________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 181: DCRPS-DFLT Maintenance Screen

6.1.45.1. Adding a New Record (251)

From the DCRPS-DFLT Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add DCRPS-DFLT screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                SABRS                                DFMT251A
05 JAN 1999                        ADD   DCRPS-DFLT                          DFMT251M
--------------------------------------------------------------------------------
TABLE-KEY
BUR-CTRL-NO: ________

TABLE-DATA
MCC-RECIP-ID: ________
ALLOT-RECIP-ID: ________
SUBALLOT-RECIP-ID: ________
ACCTG-INSTALL: ________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 182: Add DCRPS-DFLT Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen, the following identifies the REQUIRED fields:

REQUIRED
BUR-CTRL-NO
MCC-RECIP-ID
SUBALLOT-RECIPID-ID
ACCTG-INSTALL

Press <ENTER> after all required fields are keyed, a confirming message will appear:

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.45.2. Editing An Existing Record (251)

From the DCRPS-DFLT Maintenance screen, type the chosen "BUR-CTRL-NO" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update DCRPS-DFLT screen will appear.

```
08:00:00                                SABRS                                DFMT251A
05 JAN 1999                        UPDATE   DCRPS-DFLT                       DFMT251M
--------------------------------------------------------------------------------
TABLE-KEY
BUR-CTRL-NO: 12509

TABLE-DATA
MCC-RECIP-ID: M67861_
ALLOT-RECIP-ID: M67861_
SUBALLOT-RECIP-ID: M68522_
ACCTG-INSTALL: 000000_




PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 183: Update DCRPS-DFLT

After changes have been made to all required fields press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.45.3. Deleting A Record (251)

From the DCRPS-DFLT Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete DCRPS-DFLT screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT251A
05 JAN 1999                        DELETE   DCRPS-DFLT                       DFMT251M
--------------------------------------------------------------------------------
TABLE-KEY
BUR-CTRL-NO: 12509__

TABLE-DATA
MCC-RECIP-ID: M67861_
ALLOT-RECIP-ID: M67861_
SUBALLOT-RECIP-ID: M68522_
ACCTG-INSTALL: 067443_


                      **** PRESS PF12 TO CONFIRM DELETION ****


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 184: Delete DCRPS-DFLT

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.46. SPEND-GLA Maintenance Table (300)

The SPEND-GLA Maintenance Table (300) is an on-line Central table that assist with assigning General Ledger Account Numbers from Budget Execution Transaction, and Financial Transaction Records received from SABRS and O & M.

After choosing Table 300 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the SPEND-GLA Maintenance screen will appear.

```
 15:14:13                              SABRS                              DFMT300A
 05 JAN 1999                  SPEND-GLA MAINTENANCE                      DFPT300M
--------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
 ACT
 ---  TABLE-KEY
  _    DOC-ID-CODE:          ADV
       MAJ-RSC:
       YR-CODE:
       GLA-ADJ-INDIC:
       OBJ-CLASS-CODE:
       GOVT-PUB-SECTR-ID:
       TRANS-TYPE-CODE:      1K
      TABLE-DATA
       DB-GLA:               1411


       CR-GLA:               10157

FASTPATH>> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 185: SPEND-GLA Maintenance Screen

6.1.46.1. Adding a New Record (300)

From the SPEND-GLA Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add SPEND-GLA screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
15:00:39                              SABRS                              DFMT300B
05 JAN 1999                     ADD  SPEND-GLA                          DFPT300M
--------------------------------------------------------------------------------
TABLE-KEY
DOC-ID-CODE:
MAJ-RSC:
YR-CODE:
GLA-ADJ-INDIC:
OBJ-CLASS-CODE:
GOVT-PUB-SECTR-ID:
TRANS-TYPE-CODE:

TABLE-DATA
DB-GLA:
CR-GLA:
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 186: Add SPEND-GLA Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED	OPTIONAL
DOC-ID-CODE	MAJ-RSC
DB-GLA (1 Required)	YR-CODE
CR-GLA (1 Required)	GLA-ADJ-INDIC
	OBJ-CLASS-CODE
	GOVT-PUB-SECTR-ID
	TRANS-TYPE-CODE

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

*Note the following fields must be validated against the listed Tables.

Field	Table
DIC	VALDIC Table (200)
MAJ-RSC	MAJ-RSC Table (213)
OBJ-CLASS-CODE	OBJ-CLASS Table (227)
DB-GLA/CR-GLA	JV-GLA-SUMMRY Table (210)

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.46.2. Editing an Existing Record (300)

From the SPEND-GLA Maintenance screen, type the chosen "DOC-ID-CODE/MAJ-RSC/YR-CODE/GLA-ADJ-INDIC/OBJ-CLASS-CODE/GOVT-PUB-SECTR-ID/TRANS-TYPE-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update SPEND-GLA screen will appear.

```
15:52:17                              SABRS                              DFMT300B
05 JAN 1999                    UPDATE  SPEND-GLA                         DFPT300M
--------------------------------------------------------------------------------
TABLE-KEY
DOC-ID-CODE:           ADV
MAJ-RSC:               _
YR-CODE:               _
GLA-ADJ-INDIC:         _
OBJ-CLASS-CODE:        ___
GOVT-PUB-SECTR-ID:     _
TRANS-TYPE-CODE:       1K_

TABLE-DATA
DB-GLA:                1411___  ________  ________  ________
                        ________  ________  ________  ________
                        ________  ________  ________  ________
CR-GLA:                10157__  ________  ________  ________
                        ________  ________  ________  ________
                        ________  ________  ________  ________

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 187: Update SPEND-GLA Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.46.3. Deleting an Existing Record (300)

From the SPEND-GLA Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete SPEND-GLA screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
17:10:08                              SABRS                              DFMT300B
05 JAN 1999                   DELETE  SPEND-GLA                         DFPT300M
--------------------------------------------------------------------------------
TABLE-KEY
DOC-ID-CODE:           ADV
MAJ-RSC:               _
YR-CODE:               _
GLA-ADJ-INDIC:         _
OBJ-CLASS-CODE:        ___
GOVT-PUB-SECTR-ID:     _
TRANS-TYPE-CODE:       1K_

TABLE-DATA
DB-GLA:                1411___  ________  ________  ________
                        ________  ________  ________  ________
                        ________  ________  ________  ________
CR-GLA:                10157__  ________  ________  ________
                        ________  ________  ________  ________
                        ________  ________  ________  ________

                    **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 188: Delete SPEND-GLA Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.47. AUTH-DIC Maintenance Table (301)

The AUTH-DIC Table (301) is an on-line Central table that assist with assigning General Ledger Account Numbers from Authorization Transaction Records processed in SABRS3.

After choosing Table 301 from the Table Maintenance Main Menu or the Table Selection Listing menu, the AUTH-DIC Maintenance screen will appear.

```
 17:20:18                              SABRS                              DFMT301A
 05 JAN 1999                  AUTH-DIC MAINTENANCE                        DFPT301M
--------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
     DOC-ID-CODE DB-GLA   DB-GLA   DB-GLA   DB-GLA   DB-GLA   DB-GLA   DB-GLA
     DB-GLA      DB-GLA   DB-GLA   CR-GLA   CR-GLA   CR-GLA   CR-GLA   CR-GLA
     CR-GLA      CR-GLA   CR-GLA   CR-GLA   CR-GLA   MAP-GLA  MAP-GLA  MAP-GLA
 ACT MAP-GLA     MAP-GLA  MAP-GLA  MAP-GLA  MAP-GLA  MAP-GLA  MAP-GLA
 --- -------     -------  -------  -------  -------  -------  -------  -------
  _  ADG         42310    4588     4589     4563     4564
                                   42210    4614     4616     4573     4574

  _  ADW         4511
                                   4513
FASTPATH>> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 189: AUTH-DIC Maintenance Screen

6.1.47.1. Adding a New Record (301)

From the AUTH-DIC Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add AUTH-DIC screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

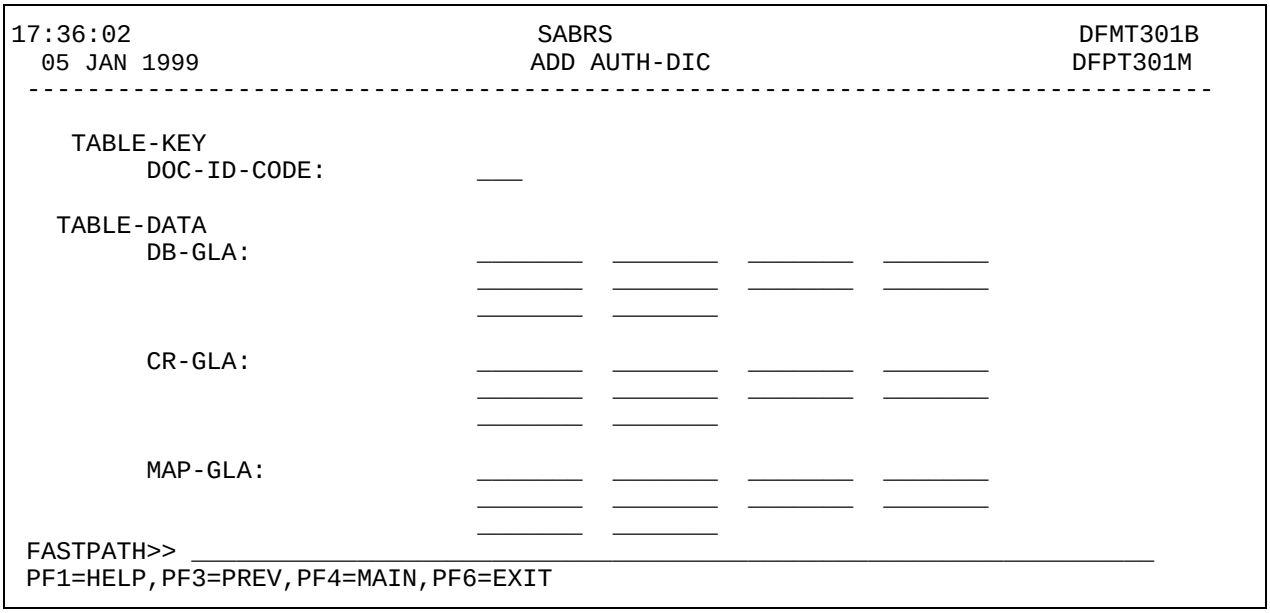

Figure 6.1 - 190: Add AUTH-DIC Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED
DOC-ID-CODE
DB-GLA (1 Required)
CR-GLA (1 Required)
MAP-GLA (1 Required)

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.47.2. Editing an Existing Record (301)

From the AUTH-DIC Maintenance screen, type the chosen "DOC-ID-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update AUTH-DIC screen will appear.

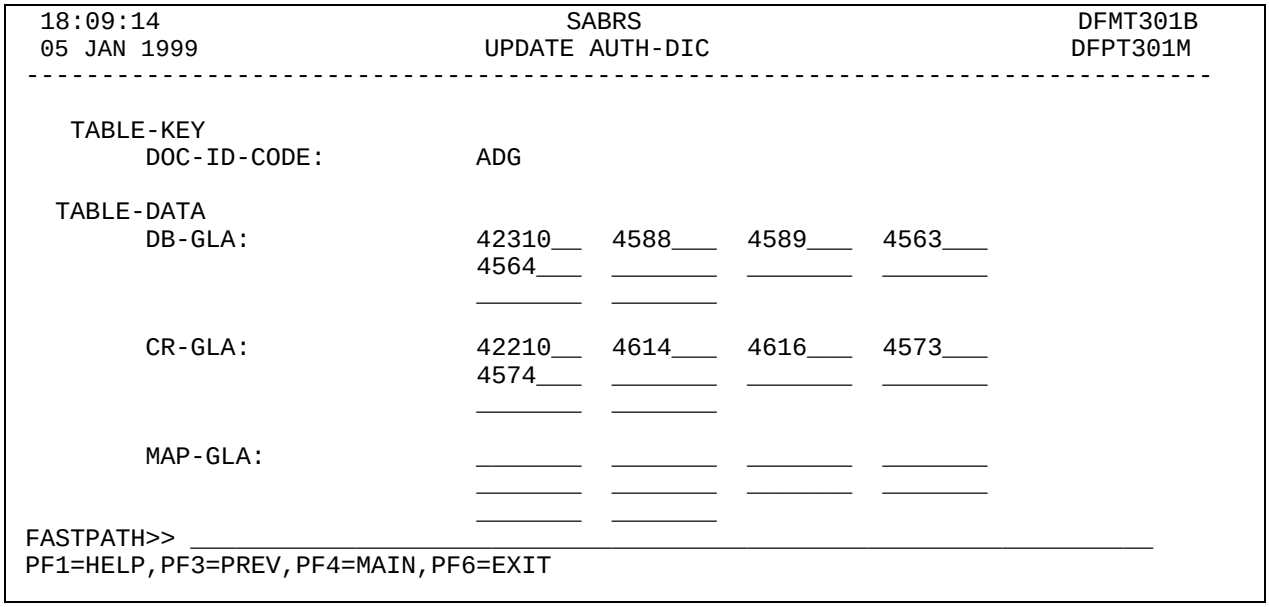

Figure 6.1 - 191: Update AUTH-DIC Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.47.3. Deleting an Existing Record (301)

From the AUTH-DIC Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete AUTH-DIC screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

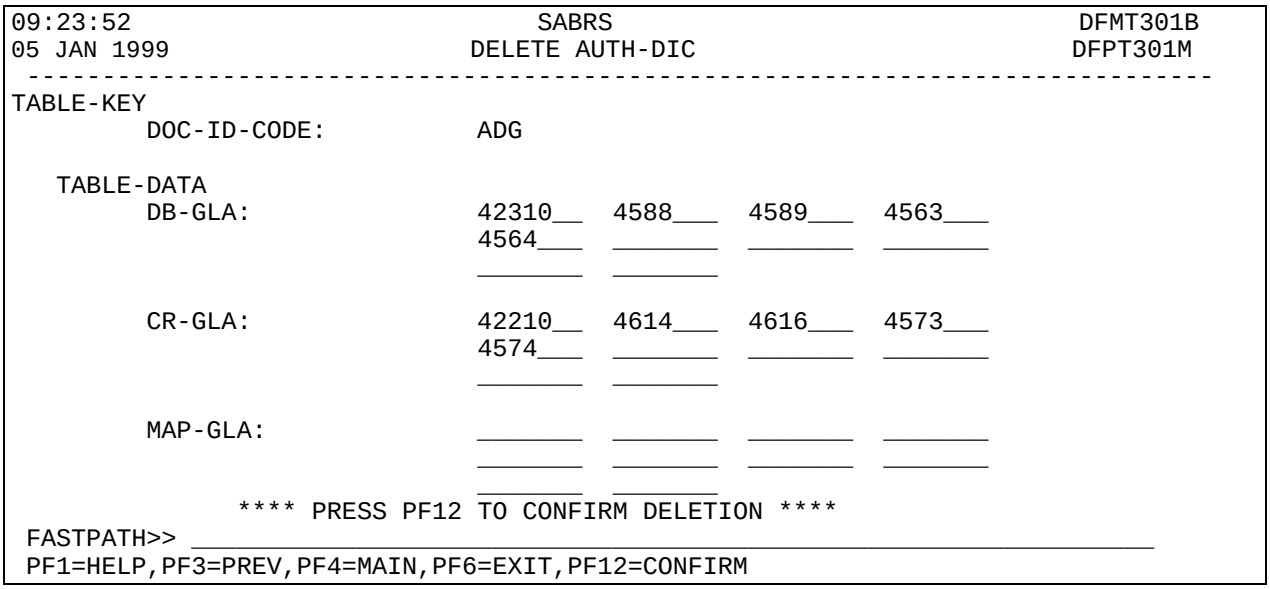

Figure 6.1 - 192: Delete AUTH-DIC Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.48. CONTRA-GLA Maintenance Table (306)

The CONTRA-GLA Maintenance Table (306) is an on-line Central table that provides a means to verify the General Ledger Account Numbers on Tables 300 and 301 are in proper balance.

After choosing Table 306 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the CONTRA-GLA Maintenance screen will appear.

```
 16:57:46                          SABRS                                DFMT306A
 05 JAN 1999                CONTRA-GLA MAINTENANCE                      DFPT306M
--------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________

 ACT      GLA            CONTRA-GLA
 ---  ------------     --------------
 _     1411             10157

 _     2111             6111

 _     4000             4221001  4201     48023    49011    4221006  4802215
                        480231   4870     4118     4880     49012
 _     4614001          4588001

 _     4650             4710

 _     4710             48011
FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 193: CONTRA-GLA Maintenance Screen

6.1.48.1. Adding a New Record (306)

From the CONTRA-GLA Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add CONTRA-GLA screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
17:01:38                          SABRS                              DFMT306B
  05 JAN 1999                   ADD   CONTRA-GLA                     DFPT306M
 ------------------------------------------------------------------------------

  TABLE-KEY    GLA:        _______
  TABLE-DATA
               CONTRA-GLA (ARRAY 1) : _______
               CONTRA-GLA (ARRAY 2) : _______
               CONTRA-GLA (ARRAY 3) : _______
               CONTRA-GLA (ARRAY 4) : _______
               CONTRA-GLA (ARRAY 5) : _______
               CONTRA-GLA (ARRAY 6) : _______
               CONTRA-GLA (ARRAY 7) : _______
               CONTRA-GLA (ARRAY 8) : _______
               CONTRA-GLA (ARRAY 9) : _______
               CONTRA-GLA (ARRAY 10): _______
               CONTRA-GLA (ARRAY 11): _______
               CONTRA-GLA (ARRAY 12): _______
FASTPATH==> ____________________________________________________________________
 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 194: Add CONTRA-GLA Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen, the following identify the REQUIRED fields.

REQUIRED	OPTIONAL
GLA	CONTRA-GLA (Array 2-50)
CONTRA-GLA (1 Required)	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

* NOTE: the following fields must be validated against the listed Tables.

Field	Table
GLA	GLADESCR Table 203
CONTRA-GLA	GLADESCR Table 203

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.48.2. Editing an Existing Record (306)

From the CONTRA-GLA Maintenance screen, type the chosen "GLA" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update CONTRA-GLA screen will appear.

```
17:47:19                          SABRS                                DFMT306B
  05 JAN 1999                  UPDATE   CONTRA-GLA                     DFPT306M
 ------------------------------------------------------------------------------
  TABLE-KEY    GLA:        1411___

  TABLE-DATA
               CONTRA-GLA (ARRAY 1) : 10157__
               CONTRA-GLA (ARRAY 2) : _______
               CONTRA-GLA (ARRAY 3) : _______
               CONTRA-GLA (ARRAY 4) : _______
               CONTRA-GLA (ARRAY 5) : _______
               CONTRA-GLA (ARRAY 6) : _______
               CONTRA-GLA (ARRAY 7) : _______
               CONTRA-GLA (ARRAY 8) : _______
               CONTRA-GLA (ARRAY 9) : _______
               CONTRA-GLA (ARRAY 10): _______
               CONTRA-GLA (ARRAY 11): _______
               CONTRA-GLA (ARRAY 12): _______
 FASTPATH==> ____________________________________________________________________
 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 195: Update CONTRA-GLA Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.48.3. Deleting an Existing Record (306)

From the CONTRA-GLA Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete CONTRA-GLA screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
  17:54:00                          SABRS                                DFMT306B
  05 JAN 1999                  DELETE   CONTRA-GLA                     DFPT306M
 ------------------------------------------------------------------------------
  TABLE-KEY    GLA:        1411___

  TABLE-DATA
               CONTRA-GLA (ARRAY 1) : 10157__
               CONTRA-GLA (ARRAY 2) : _______
               CONTRA-GLA (ARRAY 3) : _______
               CONTRA-GLA (ARRAY 4) : _______
               CONTRA-GLA (ARRAY 5) : _______
               CONTRA-GLA (ARRAY 6) : _______
               CONTRA-GLA (ARRAY 7) : _______
               CONTRA-GLA (ARRAY 8) : _______
               CONTRA-GLA (ARRAY 9) : _______
               CONTRA-GLA (ARRAY 10): _______
               CONTRA-GLA (ARRAY 11): _______
               CONTRA-GLA (ARRAY 12): _______

                **** PRESS PF12 TO CONFIRM DELETION ****
 FASTPATH==> ____________________________________________________________________
 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 196: Delete CONTRA-GLA Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.49. PRE-CLOSE Maintenance Table (307)

The PRE-CLOSE Maintenance Table (307) is an on-line Central table that provides a means to verify the General Ledger Account Numbers for closing and posting during the YEAR END Pre-Close process.

After choosing Table 307 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the PRE-CLOSE Maintenance screen will appear.

```
 08:43:41                          SABRS                                DFMT307A
 08 Jul 1999              PRE-CLOSE MAINTENANCE                         DFPT307M
-------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
        CLOSE     CLOSE
        SEQ       CONDITION       CLOSE        POST
 ACT    CODE      CODE            GLA          GLA
 ---    -----     ---------       -------      -------
 _         1          C           4710         4611
 _         2          C           4580         4610
 _         3          C           4611         4350
 _         3          E           4611         4650
 _         4          C           4620         4350
 _         4          E           4620         4650
 _         5          C           4160         4450
 _         5          E           4160         4450
 _         6          C           4420         4650
 _         7          C           4650         4350

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 197: PRE-CLOSE Maintenance Screen

6.1.49.1. Adding a New Record (307)

From the PRE-CLOSE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add PRE-CLOSE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
 08:44:01                          SABRS                                DFMT307B
 08 Jul 1999                    ADD   PRE-CLOSE                         DFPT307M
-------------------------------------------------------------------------------
 TABLE-KEY:
          CLOSE-SEQ-CODE:           __

 TABLE-DATA:
          CLOSE-CONDITION-CODE:     _
          CLOSE-GLA:                _______
          POST-GLA:                 _______


FASTPATH==> ____________________________________________________________________
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 198: Add PRE-CLOSE Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED FIELDS
CLOSE-SEQ-CODE
CLOSE-CONDITION-CODE
CLOSE-GLA
POST-GLA

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

* NOTE: the following fields must be validated against the listed Tables.

Field	Table
CLOSE-GLA	GLADESCR Table 203
POST-GLA	GLADESCR Table 203

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.49.2. Editing an Existing Record (307)

From the PRE-CLOSE Maintenance screen, type the chosen "CLOSE-SEQ-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update PRE-CLOSE screen will appear.

```
 08:44:28                          SABRS                                DFMT307B
 08 Jul 1999                 UPDATE   PRE-CLOSE                        DFPT307M
--------------------------------------------------------------------------------
 TABLE-KEY:
          CLOSE-SEQ-CODE:            1

 TABLE-DATA:
          CLOSE-CONDITION-CODE:      C
          CLOSE-GLA:                 4710___
          POST-GLA:                  4611___


FASTPATH==> ____________________________________________________________________
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 199: Update PRE-CLOSE Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.49.3. Deleting an Existing Record (307)

From the PRE-CLOSE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete PRE-CLOSE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
 08:44:47                          SABRS                                DFMT307B
 08 Jul 1999                 DELETE   PRE-CLOSE                         DFPT307M
--------------------------------------------------------------------------------
 TABLE-KEY:
          CLOSE-SEQ-CODE:            1

 TABLE-DATA:
          CLOSE-CONDITION-CODE:      C
          CLOSE-GLA:                 4710___
          POST-GLA:                  4611___




              **** PRESS PF12 TO CONFIRM DELETION ****
FASTPATH==> ____________________________________________________________________
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 200: Delete PRE-CLOSE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.50. POST-CLOSE Maintenance Table (308)

The POST-CLOSE Maintenance Table (308) is an on-line Central table that provides a means to verify the General Ledger Account Number for closing and posting during the YEAR END Post Close process.

After choosing Table 308 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the POST-CLOSE Maintenance screen will appear.

```
 08:45:50                          SABRS                                DFMT308A
 08 Jul 1999                POST-CLOSE MAINTENANCE                      DFPT308M
--------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
        CLOSE      CLOSE                                          POST
        SEQ        CONDITION       CLOSE          POST            FILE
 ACT    CODE       CODE            GLA            GLA             CODE
 ---    -----      ---------       -------        -------         ----
 _         1           C           1011           1013
 _         1           E           1011           1013
 _         1           O           1011           1013
 _         1           U           1011           1013
 _         2           C           1012           1013
 _         2           E           1012           1013
 _         2           O           1012           1013
 _         2           U           1012           1013
 _         3           C           10147          1013
 _         3           E           10147          1013

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 201: POST-CLOSE Maintenance Screen

6.1.50.1. Adding a New Record (308)

From the POST-CLOSE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add POST-CLOSE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
 08:46:09                          SABRS                                DFMT308B
 08 Jul 1999                     ADD   POST-CLOSE                      DFPT308M
-------------------------------------------------------------------------------
 TABLE-KEY:
          CLOSE-SEQ-CODE:            __

 TABLE-DATA:
          CLOSE-CONDITION-CODE:      _
          CLOSE-GLA:                 _______
          POST-GLA:                  _______

          POST-FILE-CODE:            _

FASTPATH==> ____________________________________________________________________
 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 202: Add POST-CLOSE Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED FIELDS	OPTIONAL FIELDS
CLOSE-SEQ-CODE	POST-FILE-CODE
CLOSE-CONDITION-CODE	
CLOSE-GLA	
POST-GLA	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

* NOTE: the following fields must be validated against the listed Tables.

Field	Table
CLOSE-GLA	GLADESCR Table 203
POST-GLA	GLADESCR Table 203

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.50.2 Editing an Existing Record (308)

From the POST-CLOSE Maintenance screen, type the chosen "CLOSE-SEQ-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update POST-CLOSE screen will appear.

```
 08:46:29                          SABRS                                DFMT308B
 08 Jul 1999                UPDATE   POST-CLOSE                        DFPT308M
--------------------------------------------------------------------------------
 TABLE-KEY:
           CLOSE-SEQ-CODE:             1

 TABLE-DATA:
           CLOSE-CONDITION-CODE:      E
           CLOSE-GLA:                 1011___
           POST-GLA:                  1013___

           POST-FILE-CODE:            _



FASTPATH==> ____________________________________________________________________
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 203: Update POST-CLOSE Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.50.3. Deleting an Existing Record (308)

From the POST-CLOSE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete POST-CLOSE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
 08:46:48                          SABRS                                DFMT308B
 08 Jul 1999                DELETE   POST-CLOSE                        DFPT308M
--------------------------------------------------------------------------------
 TABLE-KEY:
           CLOSE-SEQ-CODE:             3

 TABLE-DATA:
           CLOSE-CONDITION-CODE:      C
           CLOSE-GLA:                 10147__
           POST-GLA:                  1013___

           POST-FILE-CODE:            _


                **** PRESS PF12 TO CONFIRM DELETION ****
FASTPATH==> ____________________________________________________________________
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 204: Delete POST-CLOSE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.51. DWCF-4930 Maintenance Table (309)

The DWCF-4930 Maintenance Table (306) is an on-line Central table that provides a means to assign posting General Ledger Account Numbers to the corresponding contra General Ledger Account Numbers for the YEAR END process.

Note: This table is used for Basic Symbol 4930 only.

After choosing Table 309 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the DWCF-4930 Maintenance screen will appear.

```
 F0F8:MM:SS                          SABRS                                DFMT309A
 08 Jul 1999                 DWCF-4930 MAINTENANCE                        DFPT309M
-------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
        CLOSE                DOC
        SEQ     READ         ID     REC    YR     POST      CONTRA
 ACT    CODE    GLA          CODE   TYPE   CODE   GLA       GLA
 ---    -----   -------      ----   ----   ----   -------   -------
 _          1   4710          SA1     5            4611      4710


 FASTPATH=>_____________________________________________________________________
 PF1=HELP,PF2=PRINT,PF3=PREV,PF=MAIN,PF6=EXIT,PF7=PGUP,PG8=PGDN
```

Figure 6.1 - 205: DWCF-4930 Maintenance Screen

6.1.51.1. Adding a New Record (309)

From the DWCF-4930 Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add DWCF-4930 screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
 F0F8:MM:SS                          SABRS                                DFMT309B
 08 Jul 1999                      ADD  DWCF-4930                          DFPT309M
-------------------------------------------------------------------------------
     TABLE-KEY:
           CLOSE-SEQ-CODE:    ____
           READ-GLA:          _______


     TABLE-DATA:
           DOC-ID-CODE:       ___

           REC-TYPE:     _               _               _               _
                         _               _               _               _
           YR-CODE:      _               _               _               _
                         _               _               _               _
           POST-GLA:     _______         _______         _______         _______
                         _______         _______         _______         _______
           CONTRA-GLA:   _______         _______         _______         _______
                         _______         _______         _______         _______


FASTPATH=>_____________________________________________________________________
PF1=HELP,PF3=PREV,PF=MAIN,PF6=EXIT
```

Figure 6.1 - 206: Add DWCF-4930 Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED FIELDS	OPTIONAL FIELDS
CLOSE-SEQ-CODE	YR-CODE 1:8
READ-GLA	
DOC-ID-CODE	
REC-TYPE 1:8 (1 Required)	
POST-GLA 1:8 (1 Required)	
CONTRA-GLA 1:8 (1 Required)	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

* NOTE: the following fields must be validated against the listed Tables.

Field	Table
READ-GLA	GLADESCR Table 203
POST-GLA	GLADESCR Table 203
CONTRA-GLA	GLADESCR Table 203
DOC-ID-CODE	VALDIC Table 200

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.51.2. Editing an Existing Record (309)

From the DWCF-4930 Maintenance screen, type the chosen "CLOSE-SEQ-CODE/READ-GLA" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update DWCF-4930 screen will appear.

```
 F0F8:MM:SS                        SABRS                              DFMT309B
 08 Jul 1999                  UPDATE  DWCF-4930                        DFPT309M
-------------------------------------------------------------------------------
     TABLE-KEY:
          CLOSE-SEQ-CODE:    ___1
          READ-GLA:          4710___


     TABLE-DATA:
          DOC-ID-CODE:       SA1

          REC-TYPE:     _              _              _              _
                        _              _              _              _
          YR-CODE:      _              _              _              _
                        _              _              _              _
          POST-GLA:     ________       ________       ________       ________
                        ________       ________       ________       ________
          CONTRA-GLA:   ________       ________       ________       ________
                        ________       ________       ________       ________

FASTPATH=>_____________________________________________________________________
PF1=HELP,PF3=PREV,PF=MAIN,PF6=EXIT
```

Figure 6.1 - 207: Update DWCF-4930 Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.51.3. Deleting an Existing Record (309)

From the DWCF-4930 Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete DWCF-4930 screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
 F0F8:MM:SS                          SABRS                                DFMT309B
 08 Jul 1999                  DELETE  DWCF-4930                           DFPT309M
-------------------------------------------------------------------------------
     TABLE-KEY:
          CLOSE-SEQ-CODE:    ___1
          READ-GLA:          4710___


     TABLE-DATA:
          DOC-ID-CODE:       SA1

          REC-TYPE:     _               _               _               _
                        _               _               _               _
          YR-CODE:      _               _               _               _
                        _               _               _               _
          POST-GLA:     ________        ________        ________        ________
                        ________        ________        ________        ________
          CONTRA-GLA:   ________        ________        ________        ________
                        ________        ________        ________        ________


                          **** PRESS PF12 TO CONFIRM DELETION ****

FASTPATH=>_____________________________________________________________________
PF1=HELP,PF3=PREV,PF=MAIN,PF6=EXIT
```

Figure 6.1 - 208: Delete DWCF-4930 Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.52. C-S1CNVDUP Maintenance Table (310)

The C-S1CNVDUP Maintenance Table (310) is an on-line Central table that provides a means to assign a new document number, ACRN and or RIC to corresponding old document number, ACRN and or RIC.

After choosing Table 310 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the C-S1CNVDUP Maintenance screen will appear.

```
 18:36:52                          SABRS                                DFMT310A
 25 Jun 2000              C-S1CNVDUP MAINTENANCE                        DFPT310M
--------------------------------------------------------------------------------
 SEARCH KEY: _____________________________________________________
 ACT   OLD-DOC-NO     OLD-ACRN  OLD-RIC     NEW-DOC-NO     NEW-ACRN  NEW-RIC
 --- --------------  --------  -------   --------------  --------  -------
  _  M6702999MD15002      AA              M6702999MD1G009     AA
  _  M6702999MD15003      AA              M6702999MD1G010     AA
  _  M6702999MD15004      AA              M6702999MD1G011     AA
  _  M6702999MD15005      AA              M6702999MD1G012     AA
  _  M6702999MD15006      AA              M6702999MD1G013     AA
  _  M6702999MD15007      AA              M6702999MD1G014     AA
  _  M6702999MD15008      AA              M6702999MD1G015     AA
  _  M6702999MD15009      AA              M6702999MD1G016     AA
  _  M6702999MD15010      AA              M6702999MD1G017     AA
  _  M6702999MD15011      AA              M6702999MD1G018     AA
  _  M6702999MD15012      AA              M6702999MD1G019     AA
  _  M6702999MD15013      AA              M6702999MD1G020     AA

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 209: C-S1CNVDUP Maintenance Screen

6.1.52.1. Adding a New Record (310)

From the C-S1CNVDUP Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add C-S1CNVDUP screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
 18:56:56                          SABRS                                DFMT310B
 25 Jun 2000                    ADD   C-S1CNVDUP                        DFPT310M
--------------------------------------------------------------------------------
 TABLE-KEY
            OLD-DOC-NO: M6702999MD15001
              OLD-ACRN: AA
               OLD-RIC: ___

 TABLE-DATA
            NEW-DOC-NO: M6702999MD1G008
              NEW-ACRN: AA
               NEW-RIC: ___









PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 210: Add C-S1CNVDUP Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED FIELDS	OPTIONAL FIELDS
OLD-DOC-NO	
OLD-ACRN	
OLD-RIC	
NEW-DOC-NO	
OLD-ACRN	
OLD-RIC	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.52.2. Editing an Existing Record (310)

From the C-S1CNVDUP Maintenance screen, type the chosen "OLD-DOC-NO" in the SEARCH KEY field or to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update C-S1CNVDUP screen will appear.

```
 18:59:51                          SABRS                                DFMT310B
 25 Jun 2000                  UPDATE   C-S1CNVDUP                      DFPT310M
--------------------------------------------------------------------------------
 TABLE-KEY
            OLD-DOC-NO: M6702999MD15001
              OLD-ACRN: AA
               OLD-RIC: ___

 TABLE-DATA
            NEW-DOC-NO: M6702999MD1G008
              NEW-ACRN: AA
               NEW-RIC: ___









PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 211: Update C-S1CNVDUP Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
 **CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.52.3. Deleting an Existing Record (310)

From the C-S1CNVDUP Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete C-S1CNVDUP screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
 18:55:31                              SABRS                                DFMT310B
 25 Jun 2000                    DELETE   C-S1CNVDUP                        DFPT310M
--------------------------------------------------------------------------------
 TABLE-KEY
            OLD-DOC-NO: M6702999MD15001
              OLD-ACRN: AA
               OLD-RIC: ___

 TABLE-DATA
            NEW-DOC-NO: M6702999MD1G008
              NEW-ACRN: AA
               NEW-RIC: ___









                 **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 212: Delete C-S1CNVDUP Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.53. SYM-SBHFUN Maintenance Table (311)

The SYM-SBHFUN Maintenance Table (311) is an on-line Central table that provides a means to assign or validate a Basic Symbol, Subhead, and Funding Function combination.

After choosing Table 311 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the SYM-SBHFUN Maintenance screen will appear.

```
 19:17:11                              SABRS                                DFMT311A
 25 Jun 2000                SYM-SBHFUN MAINTENANCE                          DFPT311M
 ------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
  ACT   BASIC-SYM      SUBHEAD      FUND-FUNC
  ---   ---------      -------      ---------
   _    0100           1104         NCERPS
   _    0100           1104         110400
   _    0100           1104         110410
   _    0100           1704         NCERPS
   _    0100           2305         NCERPS
   _    0100           2305         230500
   _    0100           2305         230510
   _    0100           27B0         NCERPS
   _    0100           27B0         27B000
   _    0100           27B0         27B010
   _    0100           27B0         27B020
   _    0100           27B0         27B030
   _    0100           27B0         27B040
   _    0100           27B0         27B050

FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 213: SYM-SBHFUN Maintenance Screen

6.1.53.1. Adding a New Record (311)

From the SYM-SBHFUN Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add SYM-SBHFUN screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
 19:20:13                              SABRS                                DFMT311B
 25 Jun 2000                    ADD    SYM-SBHFUN                           DFPT311M
 ------------------------------------------------------------------------------

 TABLE KEY:

       BASIC-SYM:    0100
       SUBHEAD:      1104
       FUND-FUNC:    NCERPS









FASTPATH==>
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=confirm
```

Figure 6.1 - 214: Add SYM-SBHFUN Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED FIELDS	OPTIONAL FIELDS
BASIC-SYM	
SUBHEAD	
FUND-FUNC	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.53.2. Editing an Existing Record (311)

From the SYM-SBHFUN Maintenance screen, type the chosen "BASIC-SYM" in the SEARCH KEY field or to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update SYM-SBHFUN screen will appear.

```
 19:23:47                              SABRS                                DFMT311B
 25 Jun 2000                  UPDATE   SYM-SBHFUN                           DFPT311M
 ------------------------------------------------------------------------------

 TABLE KEY:

       BASIC-SYM:    0100
       SUBHEAD:      1104
       FUND-FUNC:    NCERPS









FASTPATH==>
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=confirm
```

Figure 6.1 - 215: Update SYM-SBHFUN Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.53.3. Deleting an Existing Record (311)

From the SYM-SBHFUN Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete SYM-SBHFUN screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
 19:19:31                              SABRS                                DFMT311B
 25 Jun 2000                  DELETE   SYM-SBHFUN                           DFPT311M
 ------------------------------------------------------------------------------

 TABLE KEY:

       BASIC-SYM:    0100
       SUBHEAD:      1104
       FUND-FUNC:    NCERPS




              **** PRESS PF12 TO CONFIRM DELETION ****




FASTPATH==>
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=confirm
```

Figure 6.1 - 216: Delete SYM-SBHFUN Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.54. UDF-EDIT Table (400)

The UDF-EDIT Table (400) is an on-line Central table that will match the values of the input record against the table key provided.

After choosing Table 400 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the UDF-EDIT Maintenance screen will appear.

```
                        SCREEN NOT AVAILABLE AT THIS TIME
```

Figure 6.1 - 217: UDF-EDIT Maintenance Screen

6.1.54.1 Adding a New Record (400)

From the UDF-EDIT Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add UDF-EDIT screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

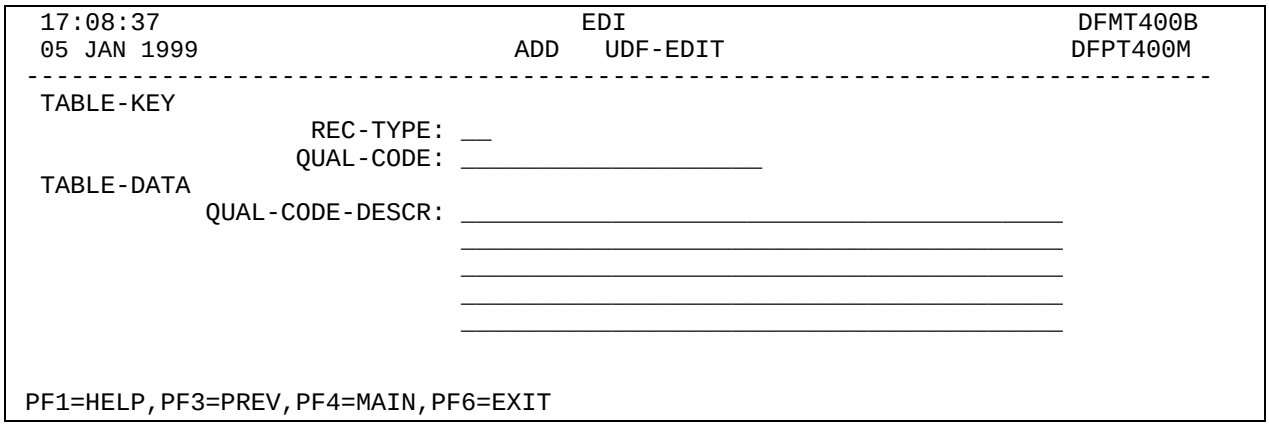

Figure 6.1 - 218: Add UDF-EDIT Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED	OPTIONAL
REC-TYPE	
QUAL-CODE	
QUAL-CODE-DESCR	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.54.2 Editing an Existing Record (400)

From the UDF-EDIT Maintenance screen, type the chosen "REC-TYPE/QUAL-CODE" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update UDF-EDIT screen will appear.

Figure 6.1 - 219: Update UDF-EDIT Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.54.3 Deleting an Existing Record (400)

From the UDF-EDIT Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete UDF-EDIT screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

Figure 6.1 - 220: Delete UDF-EDIT Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.55. CONTR-OFFC Table (401)

The CONTR-OFFC Table (401) is an on-line Central table that provides information about the EDI Interface 850/860 transactions.

After choosing Table 401 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the CONTR-OFFC Maintenance screen will appear.

Figure 6.1 - 221: CONTRA-OFFC Maintenance Screen

6.1.55.1 Adding a New Record (401)

From the CONTR-OFFC Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add CONTR-OFFC screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
 17:33:32                              SABRS                                DFMT401B
 05 JAN 1999                        ADD    CONTR-OFFC                     DFPT401M
--------------------------------------------------------------------------------
     TABLE-KEY
             DOD-AAC: ________________
     TABLE-DATA
         OFFICE-NAME: ____________________________________________________________
           ACTY-ADDR:
             STREET1: ____________________________________
             STREET2: ____________________________________
                CITY: ________________
               STATE:
                 ZIP: _____ - ____
        COUNTRY-CODE: __
          POINT-CONT: ____________________________________
     DEF-SWITCH-NTWK: _________
              COM-NO: ___ - ___ - ____
              FAX-NO: ___ - ___ - ____
    INTERNATL-TEL-NO: ___ - ___ - __ - ___ - _____

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 222: Add CONTR-OFFC Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED
DOD-AAC
OFFICE-NAME
ACTY-ADDR
STREET1
STREET2
CITY
STATE
ZIP
COUNTRY-CODE
POINT-CONT
DEF-SWITCH-NTWK
COM-NO
FAX-NO
INTERNATL-TEL-NO
ZIP

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.55.2 Editing an Existing Record (401)

From the CONTR-OFFC Maintenance screen, type the chosen "DOD-AAC" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update CONTR-OFFC screen will appear.

Figure 6.1 - 223: Update CONTR-OFFC Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.55.3 Deleting an Existing Record (401)

From the CONTR-OFFC Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete CONTR-OFFC screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

Figure 6.1 - 224: Delete CONTR-OFFC Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>

6.1.56. TRANS-SET Table (402)

The TRANS-SET Maintenance Table (402) is an on-line Central table that is a means to provide a listing of transaction sets by set number, set name, functional group, purpose and scope.

After choosing Table 402 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the TRANS-SET Maintenance screen will appear.

Figure 6.1 - 225: TRANS-SET Table Maintenance Screen

6.1.56.1 Adding a New Record (402)

From the TRANS-SET Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add TRANS-SET screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
 16:21:44                          SABRS                              DFMT402B
 05 JAN 1999                   ADD   TRANS-SET                        DFPT402M
-------------------------------------------------------------------------------

 TABLE-KEY
       TRANS-SET-NO:   ___
       TRANS-SET-NAME: _____________________________
       FUNC-GRP-ID:    __

 TABLE-DATA
       PURP-NARR:      ____________________________________________________
                       ____________________________________________________
                       ____________________________________________________
                       ____________________________________________________


PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 226: Add TRANS-SET Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED	OPTIONAL
TRANS-SET NO (KEY)	
TRANS-SET-NAME (KEY)	
FUNC-GRP (KEY)	
PURPOSE-NARR	

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.56.2 Editing an Existing Record (402)

From the TRANS-SET Maintenance screen, type the chosen "TRANS-SET-NO/TRANS-SET-NAME/FUNC-GRP" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update TRANS-SET screen will appear.

```
SCREEN NOT AVAILABLE AT THIS TIME
```

Figure 6.1 - 227: Update TRANS-SET Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

P**r**ess <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.56.3 Deleting an Existing Record (402)

From the TRANS-SET Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete TRANS-SET screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

Figure 6.1 - 228: Delete TRANS-SET Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.57. EDI-ERRCOD Table (499)

The EDI-ERRCOD Table (499) is an on-line Central table that provides a tool to report, track, notify, and process transactions.

After choosing Table 499 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the EDI-ERRCOD Maintenance screen will appear.

Figure 6.1 - 229: EDI-ERRCOD Maintenance Screen

6.1.57.1 Adding a New Record (499)

From the EDI-ERRCOD Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add EDI-ERRCOD screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

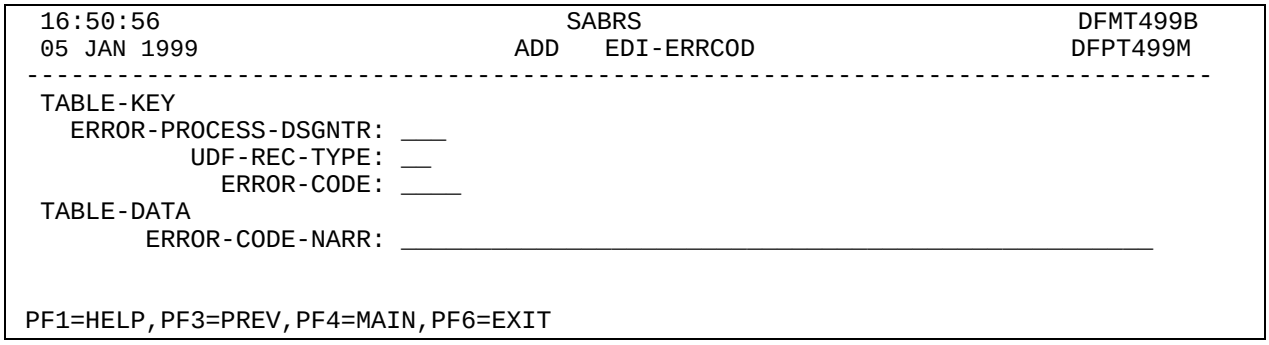

Figure 6.1 - 230: Add EDI-ERRCOD Screen

Refer to Appendix A and / or SABRS Data Dictionary for definitions. For the above screen the following identify the REQUIRED fields.

REQUIRED
ERROR-PROCESS-DSGNTR
UDF-REC-TYPE
ERROR-CODE
ERROR-CODE-NARR

Press <ENTER> after all required fields are keyed. A confirming message will appear.

```
**RECORD ADDED, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.57.2 Editing an Existing Record (499)

From the EDI-ERRCOD Maintenance screen, type the chosen "TABLE-KEY" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update EDI-ERRCOD screen will appear.

Figure 6.1 - 231: Update EDI-ERRCOD Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

```
**CHANGES MADE, PRESS ENTER TO CONTINUE**
```

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.57.3 Deleting an Existing Record (499)

From the EDI-ERRCOD Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete EDI-ERRCOD screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
SCREEN NOT AVAILABLE AT THIS TIME
```

Figure 6.1 - 232: Delete EDI-ERRCOD Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

```
**RECORD DELETED, PRESS ENTER TO CONTINUE**
```

* NOTE: Once <PF12> is pressed this record cannot be recovered.

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.58. SYSTABLE Maintenance Table (500)

The System (SYSTABLE) Table (500) is an on-line Central table that is used to list all the available table names, numbers, type and file.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 500 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the SYSTABLE Maintenance screen will appear for input.

```
08:00:00                              SABRS                                DFMT500A
05 JAN 1999                     SYSTABLE MAINTENANCE                       DFPT500M
--------------------------------------------------------------------------------
SEARCH KEY: ____________________________________________________
ACT   TABLE-NO   TABLE-NAME   TABLE-TYPE   TABLE-FILE
---   --------   ----------   ----------   ----------
 _      200      VALDIC            C           T
 _      201      DOCTYPE           C           T
 _      202      MCCRECIPID        C           T
 _      203      GLADESCR          C           T
 _      204      AUTHSPEND         L           S
 _      205      FUND-DIC          C           T
 _      206      BASIC-SYM         C           T
 _      207      WRK-CTR-ID        L           T
 _      208      AAC-ID            C           T

FASTPATH=>
_______________________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 233: SYSTABLE Maintenance Screen

6.1.58.1. Adding a New Record (500)

From the SYSTABLE Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add SYSTABLE screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
 08:00:00                                SABRS                                DFMT500B
 05 JAN 1999                             ADD    SYSTABLE                      DFPT500M
 ------------------------------------------------------------------------------------
 TABLE-KEY

            TABLE-NO:           ___

 TABLE-DATA

            TABLE-NAME:         _______________
            TABLE-TYPE:         _
            TABLE-FILE:         _

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 234: Add SYSTABLE Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen, the following identifies the REQUIRED fields:

REQUIRED
TABLE-NO
TABLE-NAME
TABLE-TYPE
TABLE-FILE

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.58.2. Editing An Existing Record (500)

From the SYSTABLE Maintenance screen, type the chosen "TABLE-NO" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update SYSTABLE screen will appear.

```
08:00:00                                SABRS                                DFMT500B
 05 JAN 1999                           UPDATE   SYSTABLE                      DFPT500M
 ------------------------------------------------------------------------------------
 TABLE-KEY
            TABLE-NO:           200

 TABLE-DATA
            TABLE-NAME:         VALDIC____
            TABLE-TYPE:         C
            TABLE-FILE:         T

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 235: Update SYSTABLE Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.58.3. Deleting A Record (500)

From the SYSTABLE Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete SYSTABLE screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
08:00:00                                SABRS                                DFMT500B
 05 JAN 1999                          DELETE   SYSTABLE                      DFPT500M
 ------------------------------------------------------------------------------------
 TABLE-KEY
            TABLE-NO:           200

 TABLE-DATA
            TABLE-NAME:         VALDIC____
            TABLE-TYPE:         C
            TABLE-FILE:         T



                        **** PRESS PF12 TO CONFIRM DELETION ****



 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 236: Delete SYSTABLE Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.59. CENSYS Maintenance Table (501)

The Central/System Security (CENSYS) Table (501) is an on-line Central table that provides update authority for all the SABRS Central and System Tables. In order to perform maintenance to a SABRS Central Table, a Users USER-ID must be loaded to this table (by the TASO) with the proper Table Access Indicator before access to update will be granted.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 501 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the CENSYS Maintenance screen will appear for input.

```
08:00:00                                    SABRS                                DFMT501A
05 JAN 1999                           CENSYS MAINTENANCE                         DFPT501M
 ---------------------------------------------------------------------------------
  SEARCH KEY: ____________________________________________________
  ACT   USER-ID   TABLE-ACCESS-INDIC
  ---   -------   ------------------
   _    G9AXXX              *
   _    G9AYYY              *

 FASTPATH==> ____________________________________________________________________
 PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 237: CENSYS Maintenance Screen

6.1.59.1. Adding a New Record (501)

From the CENSYS Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add CENSYS screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
08:00:00                                  SABRS                                  DFMT501B
  05 JAN 1999                         ADD   CENSYS                               DFPT501M
 ---------------------------------------------------------------------------------
  TABLE-KEY
            USER-ID:            ________

  TABLE-DATA
            TABLE-ACCESS-INDIC: _


 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 238: Add CENSYS Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED fields:

<u>REQUIRED</u>
USER-ID
TABLE-ACCESS-INDIC

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.59.2. Editing An Existing Record (501)

From the CENSYS Maintenance screen, type the chosen "USER-ID" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update CENSYS screen will appear.

```
 08:00:00                              SABRS                                DFMT501B
 05 JAN 1999                 UPDATE   CENSYS                               DFPT501M
--------------------------------------------------------------------------------
 TABLE-KEY

           USER-ID:            G9AXXX

 TABLE-DATA

           TABLE-ACCESS-INDIC: *




PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 239: Update CENSYS Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.59.3. Deleting A Record (501)

From the CENSYS Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete CENSYS screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
 08:00:00                              SABRS                                DFMT501B
 05 JAN 1999                 DELETE   CENSYS                               DFPT501M
--------------------------------------------------------------------------------
 TABLE-KEY
           USER-ID:            G9AXXX

 TABLE-DATA
           TABLE-ACCESS-INDIC: *



                **** PRESS PF12 TO CONFIRM DELETION ****



PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 240: Delete CENSYS Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.60. LOCAL-UPD Maintenance Table (502)

The Local Update (LOCAL-UPD) Table (502) is an on-line Central table that provides update authority for all the SABRS Local Tables. In order to perform maintenance to a SABRS Local Table, a Users USER-ID must be loaded

to this table (by the TASO) with the proper information (MCC-RECIP-ID, ALLOT-RECIP-ID, SUBALLOT-RECIP-ID, WORK-CTR-ID (Must be validated against Table 208 (AAC-ID))) before access to update will be granted.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 502 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the LOCAL-UPD Maintenance screen will appear for input.

```
 08:00:00                              SABRS                                DFMT502A
 05 JAN 1999                  LOCAL-UPD MAINTENANCE                         DFPT502M
--------------------------------------------------------------------------------
 SEARCH KEY: ____________________________________________________
                   MCC     ALLOT   SUBALLOT  WORK
 ACT  USER-ID  RECIP-ID RECIP-ID RECIP-ID CTR-ID
 ---  -------- -------- -------- -------- -------
  _    G9AXXX
  _    G9AYYY



FASTPATH==> ____________________________________________________________________
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
```

Figure 6.1 - 241: LOCAL-UPD Maintenance Screen

6.1.60.1. Adding a New Record (502)

From the LOCAL-UPD Maintenance screen, press the <TAB> key one or more times until the cursor is on the ACT line of a record. Type an "A" in the ACT field of a record, press <ENTER>, and the Add LOCAL-UPD screen will appear. If the key for the record the User is adding already exists on the table, the error message: "CANNOT ADD, KEY IS ALREADY ON FILE" will be displayed.

```
 08:00:00                              SABRS                                DFMT502B
 05 JAN 1999                       ADD   LOCAL-UPD                          DFPT502M
--------------------------------------------------------------------------------
 TABLE-KEY
           USER-ID:           ________

 TABLE-DATA
           MCC-RECIP-ID:      _______
           ALLOT-RECIP-ID:    _______
           SUBALLOT-RECIP-ID: _______
           WORK-CTR-ID:       ________



PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 242: Add LOCAL-UPD Screen

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen, the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
USER-ID	MCC-RECIP-ID
	ALLOT-RECIP-ID
	SUBALLOT-RECIP-ID

WORK-CTR-ID

Press <ENTER> after all required fields are keyed, a confirming message will appear:

RECORD ADDED, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to add records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.60.2. Editing An Existing Record (502)

From the LOCAL-UPD Maintenance screen, type the chosen "USER-ID" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update LOCAL-UPD screen will appear.

```
  08:00:00                              SABRS                                DFMT502B
  05 JAN 1999                     UPDATE   LOCAL-UPD                        DFPT502M
 ------------------------------------------------------------------------------
TABLE-KEY
            USER-ID:           G9AXXX

  TABLE-DATA
            MCC-RECIP-ID:      ______
            ALLOT-RECIP-ID:    ______
            SUBALLOT-RECIP-ID: ______
            WORK-CTR-ID:       _______

 PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
```

Figure 6.1 - 243: Update LOCAL-UPD Screen

After changes have been made to all required fields press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.60.3. Deleting A Record (502)

From the LOCAL-UPD Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete LOCAL-UPD screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
 08:00:00                              SABRS                                DFMT502B
 05 JAN 1999                      DELETE   LOCAL-UPD                        DFPT502M
--------------------------------------------------------------------------------
 TABLE-KEY
          USER-ID:           G9AXXX

 TABLE-DATA
          MCC-RECIP-ID:      _______
          ALLOT-RECIP-ID:    _______
          SUBALLOT-RECIP-ID: _______
          WORK-CTR-ID:       ________


                     **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT,PF12=CONFIRM
```

Figure 6.1 - 244: Delete LOCAL-UPD Screen

Press <PF12> to confirm deletion of this LOCAL-UPD record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.61. BATCHLOCK Maintenance Table (503)

The Batch Lock / Unlock Process (BATCHLOCK) Table (503) is an on-line Central table that is used to lock the system for batch processing.

* NOTE: The following options require the USER-ID to be loaded to the CENSYS Table (501). If the USER-ID is loaded to Table 501, then all following table screens will have the column on the left hand of the screen called Action (ACT) and maintenance will be allowed. If the USER-ID is not loaded on Table 501 then the ACT column will not be displayed and the User is not authorized to perform table maintenance.

After choosing Table 503 from the Table Maintenance Main Menu or from the Table Selection Listing menu, the BATCHLOCK Maintenance screen will appear for input.

```
 08:00:00                              SABRS                                DFMT503A
 05 JAN 1999                      BATCHLOCK MAINTENANCE                     DFPT503A
 ------------------------------------------------------------------------------

SEARCH KEY: ____________________________________________________________

        SABRS
 ACT  STATUS-INDIC                  FUNC-MSG
 ---  ------------  ------------------------------------------------------------
  _     UNLOCKED



FASTPATH>> ____________________________________________________________________
PF1=HELP, PF2=PRINT, PF3=PREV, PF4=MAIN, PF6=EXIT, PF7=PGUP, PF8=PGDN
```

Figure 6.1 - 245: BATCHLOCK Maintenance Screen

6.1.61.1. Adding a New Record (503)

* NOTE: YOU CANNOT ADD A SECOND RECORD, YOU CAN ONLY CHANGE OR DELETE THE PRESENT RECORD

Refer to Appendix A and/or SABRS Data Dictionary for definitions. For the previous screen the following identifies the REQUIRED or OPTIONAL fields:

REQUIRED	OPTIONAL
STATUS-INDIC	FUNC-MSG

- NOTE: The FUNC-MSG may vary from site to site.

6.1.61.2. Editing An Existing Record (503)

From the BATCHLOCK Maintenance screen, type the chosen "SABRS-STATUS-INDIC" in the SEARCH KEY field to move to the ACT line of the chosen record or press the <TAB> key one or more times until the cursor is on the correct ACT line of the desired record. The User can also scroll up and down the list of records by using <PF7=PGUP> or <PF8=PGDN>. Type an "C" in the ACT field of the desired record, press <ENTER>, and the Update BATCHLOCK screen will appear.

```
 08:00:00                                SABRS                                DFMT503B
 05 JAN 1999                          UPDATE BATCHLOCK                        DFPT503M
 ------------------------------------------------------------------------------------

TABLE-DATA

  SABRS-STATUS-INDIC: UNLOCKED__

            FUNC-MSG: ____________________________________________________________
                      ____________________________________________________________

PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT
```

Figure 6.1 - 246: Update BATCHLOCK Screen

After changes have been made to all required fields, press <ENTER> and the following message will appear:

CHANGES MADE, PRESS ENTER TO CONTINUE

Press <ENTER>. The User can continue to make changes or exit by pressing <PF3>, <PF4>, or <PF6>.

6.1.61.3. Deleting A Record (503)

From the BATCHLOCK Maintenance screen, the process for choosing a record to delete is the same as the process for choosing a record to edit. Move to the ACT line of the desired record, type "D", press <ENTER>, and the Delete BATCHLOCK screen will appear. The User will need to press <PF12> to confirm the deletion of the record.

```
 08:00:00                                SABRS                                DFMT503B
 05 JAN 1999                          DELETE BATCHLOCK                        DFPT503M
 ------------------------------------------------------------------------------------

TABLE-DATA

  SABRS-STATUS-INDIC: UNLOCKED__

            FUNC-MSG: ____________________________________________________________
                      ____________________________________________________________

                 **** PRESS PF12 TO CONFIRM DELETION ****
PF1=HELP, PF3=PREV, PF4=MAIN, PF6=EXIT, PF12=CONFIRM
```

Figure 6.1 - 247: Delete BATCHLOCK Screen

Press <PF12> to confirm deletion of this record and the system will return the message:

RECORD DELETED, PRESS ENTER TO CONTINUE

* NOTE: Once <PF12> is keyed this record cannot be recovered.

Press <ENTER>. The User can continue to delete records or exit by pressing <PF3>, <PF4>, or <PF6>.

APPENDIX A: SABRS GLOSSARY OF TERMS

Term	Acronym	Short Name	Definition
2035 Number			A 6-digit alphanumeric system assigned number that identifies the date NC2035/ Register 06 records were flagged as pending according to the Accounting Cycle Number. The Cycle Number consists of the two digit calendar year, Julian date and sequence counter. The counter is an alphabetically assigned alpha character beginning with 'A' and is used to identify multiple cycles with the same Fiscal Year and Julian date.
621 Batch Number			A 6-digit alphanumeric system generated number assigned to DNR 621 Correction records according to the cycle date, which the records were flagged as pending. It consists of a Data Process Installation Code in the first position, the last four positions of the Cycle Date, and a Daily Sequence Number.
Access Identification Code	ACID	USER-ID	A 6-digit alphanumeric code assigned by a TASO to each individual user of an on-line mainframe system. Profiles and access to various applications are assigned to the ACID which can then be tracked to identify who did what, when it was done, and where it was done. This is also known as a User-ID.
Accounting		ACCTG	The process of recording, summarizing and reporting, either in monetary or other quantitative means, transactions or occurrences (i.e., sales, purchases prepayments, losses, etc.) of a financial nature. It employs disciplined processes to receive, control, validate, record, classify and summarize financial transactions or events.
Accounting Classification Code	ACC		An alphanumeric code that is used to provide a uniform system of accumulating and reporting information related to public voucher disbursement/refunds.
Accounting Classification Reference Number	ACRN	ACCTG-CLASS-REF-NO	A 2-digit alphanumeric field that is assigned as a prefix in sequential order (AA, AB, AC, etc.) to uniquely identify each Accounting Classification code on a source document when multiple ACRNs are present. Use of the ACRN ensures that each Accounting Classification code is treated as a separate entity thus decreasing the chance of error through duplication. In conjunction with a unique document identifier (e.g., source document number, voucher number), the ACRN allows a user easy access to individual Accounting Classification codes in order to compile categories of cost, or otherwise manipulate the data.
Accounting Installation		ACCTG-INSTALL	A 6-digit alphanumeric data element that identifies the activity providing accounting services.
Action Date		ACT-DATE	An 8-digit numeric data element that specifies the Julian date and/or calendar date (YYYYMMDD), a status was received on an incoming MILSTRIP transaction, incoming transaction, or the breakout process on expanded or detail transaction.
Active File			Reflects valid Active File records that are not completed and are pending other transactions to be posted against the record.

Term	Acronym	Short Name	Definition
Activity Address Code	AAC	ACTY-ADDR-CODE	A 6-digit alphanumeric code identifying the branch of the military or service related organization and the specific unit, activity, or organization within that branch that is authorized to direct, ship, or receive material, documentation, or billing. The AAC is composed of the UIC (Unit Identification Code) preceded by the service designator (M for the Marine Corps, i.e., M67443) and is not to be confused with the AAA, which is the UIC, preceded by zero (067443). Also, see UIC.
Activity Name		ACTY-NAME	The textual name of an activity or non-government entity.
Adjust Commit, Obligate, and Expense to Liquidate	ADJ		DIC that is used to adjust the committed, obligated, and expensed amounts and quantities to equal the liquidated amounts and quantities of existing records found on the Active File.
Adjust Commit, Obligate, Expense to Credit Liquidate	ACE		DIC used to credit the committed, obligated, and expensed amounts and quantities to equal the liquidated amounts and quantities of existing records found on the Active File
Advance Pre-Authorization		ADV-PRE-AUTH	A 1-digit alphanumeric code that signifies that a reimbursable and an advance has been received.
Advice Code			A 3-digit alphanumeric code that furnishes qualifying information required for use in requests for billing adjustments, duplicate billing, or billing status.
Allocation		ALLOC	An authorization or approval from a DOD component (usually a military department) that grants certain funds to be made available to an operating agency for spending.
Allotment		ALLOT	The authority expressed in terms of a specific amount of funds, granted by a competent authority to commit, obligate, and expend funds for particular purpose. Obligation and expenditure of the funds may not exceed the amount specified in the allotment, and purpose for which the authorization is made must be adhered to. Allotments are granted for all appropriations except the operating accounts. All allotments must be accounted for until the appropriation lapses or until all obligations are liquidated, whichever occurs first.
Allotment Recipient Identifier	ARI	ALLOT-RECIP-ID	A 6-digit alphanumeric field that identifies the installation/activity receiving funds from the intermediate command or higher headquarters.
Allotment/ Suballotment			It is an authorization received by head of an operating agency, or other designated official, for subordinate commands and activities to incur obligations within specified amounts, pursuant appropriation or statutory provisions.
Amount	AMT	AMOUNT	A 15-digit (13.2) numeric field that identifies the total amount. This field does not distinguish between the quantity and unit price, and is completely independent of those entries. The monetary value of a given transaction.
Annual Appropriation			This is a one-year appropriation and is generally used for current administrative, maintenance, and operational programs including the procurement of items classified as "expense". These appropriations are available for obligation for 1 fiscal year and for expenditures for 5 additional years. This additional 5-year period for expenditures may be extended by congress. At the end of the total 5-year period of availability, or such other period as approved by congress, any unexpended balance in an annual appropriation is cancelled.

Term	Acronym	Short Name	Definition
Apportionment Amount	APPRT-AMT		A determination by the office of management and budget as to the amount of obligations which may be incurred during a specified period under an appropriation, contract authorization, other statutory authorizations or a combination thereof. An apportionment may relate either to all obligations to be incurred during the specified period within an appropriation account, or to obligations to be incurred for an activity, function, project, object, or combination thereof.
Appropriation	APPN		An establishment by congress of an agency's authority to obtain resources (spend public funds) to perform its mission. These funds are made available for obligation, and subsequent expenditure. Also known as no-year appropriations. These appropriations provide funds for completing long-range projects and the funds appropriated remain available for obligation and expenditure until the projects are completed and/or the funds are expended.
Appropriation (Direct)			An act of Congress authorizing a specified amount of funds to be used for designated purposes and for payments to be made out of the Treasury of the United States.
Appropriation (Indirect)			An appropriation provided to an activity for support of another agency within its cognizance.
Appropriation Account			A summary account established by treasury to record transaction(s), which influence that appropriation.
Appropriation Fiscal Year Full	APPN-FY		A 4-digit numeric field used to identify the beginning fiscal year required.
Appropriation Fund Charged Account		APPN-FUND-CHRG-ACCT	An 11-digit alphanumeric field that identifies the number of the appropriation funds disbursed on the summary billing record.
Appropriation Number		APPN-NO	A 4-digit alphanumeric field, which specifies the purpose of the funds, budgeted for obligation and expenditure (i.e. '1106' specifies Operations and Maintenance, Marine Corps, '1107' specifies Operations and Maintenance, Marine Corps Reserve).
Appropriation/Fund Account Credited		APPN-FUND-CR-ACCT	An 11-digit alphanumeric field that identifies the number of the appropriation/fund account reimbursed on the summary billing record.
Authorization	AUTH		Is legislation enacted by the congress, which grants funding authority to permit the operation of a federal program or agency, either indefinitely or for a specified period?
Authorization Accounting Activity	AAA	AUTH-ACCTG-ACTY	A 6-digit alphanumeric field used to identify an activity authorized to account for funds for an Expense Operating Budget or a Sub-Operating Budget (UIC preceded by a zero (067026). The AAA is not to be confused with the AAC (UIC preceded by the Service D designator (M67391).
Basic Symbol		BASIC-SYM	A 4-digit alphanumeric field that identifies that specific appropriation or account symbol assigned by Treasury.
Basic Symbol Code		BASIC-SYM-CODE	A 14-digit numeric field that identifies the Department Code-Fiscal Year-Basic Symbol within SABRS-3.
Basic Symbol Sponsor		BASIC-SYM-SPONS	A 6-digit alphanumeric field that identifies the unit that will receive the reallocation from HQMC. This unit will then accept the responsibility of processing further allocations to allotment recipients.

Term	Acronym	Short Name	Definition
Bill Number		BILL-NO	A 10-digit alphanumeric field that uniquely identifies each bill by specifying the fiscal year (digits one and two) and month (digits three and four) in which the bill is paid, and the sequence in which it is received within the month (character five). The bill numbers for Marine Corps stock fund bills are assigned by the Marine Corps Supply Activity, Albany. If the bill number is 9, it will be the last bill for the month. Bill numbers for navy bills are assigned by the Fiscal Officer.
Billed Office		BILLED-OFFC	A 6-digit alphanumeric field that identifies the office that process bills charged to the Basic Symbol/Funds of a buyer (i.e., an activity that orders materials and/or services) for material and/or services received.
Billed Office Indicator		BILLED-OFFC-INDIC	A single digit alphabetic field that indicates that a summary billing request was submitted by an office that received a bill.
Billing Office		BILL-OFFC	Identifies the agency that prepares bills for reimbursable costs of material and/or services rendered by a seller (i.e., the activity that provides material and/or services to a buyer). The billing office may not be the same as the activity that ships or provides the material/services.
Budget Execution Activity	BEA	BUD-EXEC-ACTY	A 2-digit alphanumeric field that identifies an organizational element designated by a work center identifier planning estimate or operating target holder to control a specific segment of funds. Legal responsibility for the proper use and management of the funds is retained by the OPBUD or SUBOPBUD. Budget execution activities may manage one or more budget execution subactivities.
Budget Execution Subactivity	BESA	BUD-EXEC-SUBACTY	A 2-digit alphanumeric field that identifies the level in the financial management structure at which financial transactions are initiated. One or more budget execution subactivities are administered by a budget execution activity.
Budget Reporting Code	SPCL-INT	BUD-RPT-CODE	3-digit, identifies and tracks specific programs of high-level interest that cannot be identified using other existing data elements.
Bureau Control Number	BCN	BUR-CTRL-NO	A 5-digit numeric field used to identify the holder of an appropriation or the purpose of an allotment and the specific sub-division of the budget to which the allotted funds will be applied. For appropriations, the BCN is synonymous with the operating budget number of the Activity holding the appropriation. For allotments, the BCN specifies the project on which the funds will be expended (first and second digits) and what the allotment is for (third through fifth digits).
Canceled Account Adjustment	CAN		DIC used to record and adjust appropriations that were previously canceled.
Centralized Billing Routing Identifier Code		CEN-BILL-RIC	A 3-digit alphanumeric field that identifies the billing activity, which prepares bills for other activities. In the case of GSA bills, the routing identifier codes contains in the summary record may not match the routing identifier codes in the detail records. Assigned by each service /agency to its facilities and activities to be used on logistical transactions to identify either the consignor (shipper) and billing activity of a supply-type release/receipt that is originated within the distribution systems.

Term	Acronym	Short Name	Definition
Class Code		CLASS-CODE	A single digit numeric code that specifies what action is being taken or has been taken on a financial document as recorded in the Disbursing Notification Record. If REG-NO on original DNR equals 05 or 22 then Class Code = 1 13 = 2 33 = 3 15 = 4 36 = 5 14 = 7
Commit and Obligate	COB		DIC used for committing and obligating records simultaneously.
Commit, Obligate, and Expense	COE		DIC used to committing, obligating, and expensing records simultaneously.
Commitment	CMT		A firm administrative reservation of funds based upon firm procurement directives, orders requisitions, authorizations to issue travel orders, or requests which authorize the recipient to create obligations without further recourse to the official responsible for certifying the availability of funds. The act of entering a commitment and the recording of that commitment on the records of the allotment is to reserve funds for future obligations. A commitment is subject to cancellation by the approving authority if it is not already obligated. Commitment is also referred to as reservation.
Contingent Liability	CLT		DIC used for entering contingent liability transactions for Non-MILSTRIP records.
Contract Line Item Number	CLIN	CONTR-LINE-ITEM-NO	A 4-digit alphanumeric field that identifies each line of accounting data that pertains to each individual item of supply or service that is listed on a contract (or component thereof). Each contract line item number is unique and may not be repeated on a document.
Contract Number			A 14-digit alphanumeric field that identifies the document number for contracts. This type of document number is assigned for specific items purchased via a contracting office. It is constructed exactly like a Milstrip number, but will NOT USE a RIC, and will only USE an ACRN.
Contract Subline Item Code	CSLIN	CONTR-SUBLINE-ITEM-CODE	A 2-digit alphanumeric field that identifies an individual line that pertains to an item of supply or service that is listed on a contract (or component thereof).
Cost Account Code	CAC	COST-ACCT-CODE	A 4 digit alphanumeric code which classifies each transaction made or budget formulated according to its purpose.
Cost Account File		COST-ACCT-FILE	File used to collect cost for the different elements at time of execution.
Cost Code	CC	COST-CODE	A 12-digit alphanumeric field that is the last element of the accounting classification code. This code identifies various accounting information such as who, what, what for, type, and purpose.
Credit Account Amount		CR-ACCT-AMT	A 13.2-digit numeric field. The amount input as a credit by the User and updated in the General Ledger Journal Voucher File and Fund Control Transaction History file as authorized.

Term	Acronym	Short Name	Definition
Cycle Number		CYCLE-NO	A 6-digit alphanumeric field that identifies an accounting cycle. The cycle number consists of the two digit calendar year, Julian date and sequence counter. The counter is an alphabetically assigned alpha character beginning with "A" and is used to identify multiple cycles with the same fiscal year and Julian date.
Data Element Change	DEC		DIC used for changing data elements for O&M records.
Delete Flag Code		DELETE-FLAG	A 1-digit alphanumeric field that specifies the deletion status of a record.
Deobligation			A downward adjustment of a previously recorded obligation. It is usually results because of a cancellation of a project or contract, or an error in initial recording of the obligation.
Department Code		DEPT-CODE	A 2-digit numeric field that identifies the governmental department to whom funds are appropriated or the department responsible for administering revolving funds, trust funds, deposit accounts, miscellaneous receipts, and transfer appropriations.
Department of Defense Code		DOD CODE	A 1-digit alphanumeric field that represents the two digits depart code. Codes used by the Navy and Marine Corps are as follows: Army = 1, Air Force = 2, Offc-Secretary-Def = 3, Navy 4, Coast Guard = 5, CS-Ret-Disabl-Fund = 6, Fed-Emgcy-Mgt-Fund = 7, NOAA = 8.
Allocations	DTD		DIC used for transferring funds from one O&M record to another.
Direct to Reimbursable	DTR		DIC used for transferring funds from a direct record to a reimbursable record or from a reimbursable record to a direct record.
Disbursement Notification Record	DNR		The method used to report payments for material and services obtained through contracts.
Disbursing Station Symbol Number	DSSN	DISB-STN-SYM-NO	An 8-digit alphanumeric field assigned by the Department of the Treasury to uniquely identify each disbursing office.
Document Identifier Code	DIC	DOC-ID-CODE	A 3-digit alphanumeric field that identifies a document according to the system to which it pertains and its intended use. The document identifier code used in the accounting system creates/causes different types of actions against a given document depending on the structure of the DIC.
Document Number	DN	DOC-NO	A 14 or 15-digit alphanumeric field, which assigned to each source document that, consolidates information about a financial document's type and origin into a unique identifier. This document number will be a MILSTRIP Number, a STANDARD Document Number, or a CONTRACT Number. The document number will consist of an AAC + FY + Doc Type Code + 5-digit serial number (user defined). Also referred to as a Standard Document Number (STD-DOC-NO). This field will be utilized for ALL direct processing and reimbursable. It is used for tracking a specific source document through the four phases of the accounting transaction cycle (i.e., Commit, obligate, expense, and liquidate). Document numbers enable users to locate a specific document anywhere within the SABRS-3 accounting system.
Document Reference Number		DOC-REF-NO	A 15-digit alphanumeric field that identifies the original commitment document. This number will be the same as the standard number except for transactions involving contractual obligations.

Term	Acronym	Short Name	Definition
Document Type Code		DOC-TYPE-CODE	A 2-digit alphanumeric field that indicates the type of document to which a standard document number is being assigned.
Effective Date		EFF-DATE	An 8-digit numeric field that identifies the date on which an action, allocation, or authorization becomes active, or goes into effect.
Error Unmatched Code		ERROR-UNMATCH-CODE	A 3-digit alphanumeric system generated code that is used to identify errors encountered during processing, and in some instances to initiate and automated process to correct or report the error to the appropriate authority.
Estimated (Est) Number Days		ESTD-NO-DAY	Specifies estimated number of days an employee is scheduled for Temporary additional duty (TAD, TDY) before commencement.
Estimated Completion Date		ESTD-COMPLT-DATE	An 8-digit numeric field, which specifies, in the travel subsystem, the date on which travel is to be completed. Specifies estimated completion date
Expected Credit	EXC		DIC used for recording a record, which a credit is expected to post to a budgetary account.
Expected Credit Amount		EXPCT-CR-AMT	A 13.2-digit numeric field that identifies a credit amount, which is expected to be received sometime in the future.
Expected Material Return	EMR		DIC used for recording an O&M record for which a credit is expected to post to a budgetary account for a material return.
Expenditure			An accounting term used to describe the satisfaction of an obligation either through the transfer or disbursement of funds. It is used interchangeably with liquidations and outlays.
Expense	EXP		Represents goods or services procured by the government, which were received and accepted by the purchasing agent, or other appropriate official. Occurs after goods or services contracted for by the Government have been received and accepted by the purchasing party.
Expense Amount		EXP-AMT	A 2-digit numeric field representing the monetary value of goods and/or services received during the accounting period.
Expense Code	EXP CODE	EXP-CODE	A 1 digit alphanumeric code used to receipt goods or services to be expensed or capitalized. This code describes how the accrual of expenses are to be posted to the General Ledger Accounts.
Extended Amount		EXTD-AMT	A 15-digit numeric field that equals the number or quantity of the items ordered multiplied by the corresponding Unit Price.
File Indicator		FILE-STATUS-INDIC	A single digit alphanumeric field that identifies the specific **DNR** file a transaction resides. The indicators are: H = History File, U = Unmatched File, M = 1105-1108 DNR History File, and T = 1105 Travel Advance File.
File Status Indicator		FILE-STATUS-INDIC	A single digit alphanumeric field that identifies the specific file a transaction resides. The indicators are: C = Complete Active File, R = Retired Active File, A = Active Material Service File, X = Transaction Moved From Retired. (These codes are the same for the RA-Active File.)
Financial Information Processing Center Code	FIPC	FIN-INFO-PROCESS-CTR	A single digit alphanumeric field that identifies the financial processing center responsible for processing and consolidating financial records into Navy Accounting Registers, Consolidated Civilian Employment Reports or Consolidated Financial Inventory Reports

Term	Acronym	Short Name	Definition
Fiscal Year	FY	FISCAL-YEAR	An 8-digit numeric field that identifies the beginning and ending period of availability for obligation purposes. For example: 19971999 for Basic Symbol 1109 indicates that the related funds were appropriated by Congress for the fiscal year 1997 with a three-year period of obligation availability.
Fiscal Year Full		FY-FULL	A 4-digit numeric field that identifies the twelve month period starting 1 October and ending 30 September that constitutes the official accounting period established by the Federal Government. It is the beginning year of the period of availability of funds for obligation purposes. (e.g. if funds are appropriated by Congress for Fiscal Year beginning 1997 and ending 1999 the Fiscal Year Full is 1997.)
Fiscal Year Single		FY-SINGLE	A 1-digit alphanumeric field converted from the 4-digit Fiscal Year Full that represents of a 12-month period starting 1 October and ending 30 September that constitutes the official accounting period established by the Federal Government.
Five Year Defense Plan Code		FYDP-CODE	The summation of all approved programs of all DOD components; in which resources (inputs) phased over a five year period, are combined with military outputs or programs phased over the same period. The FYDP is expressed in terms of three major components; programs, program elements, and resource categories.
FMF Commit, Obligate, and Expense Milstrip	CRO		DIC used for committing and obligating records simultaneously for Milstrip only.
From Budget Activity			A 2-digit alphanumeric field that identifies the budget activity or budget program that reflects a force mission or a support mission within DOD from which funds are to be transferred.
From Direct Document Number			A 14 or 15-digit alphanumeric field that consolidates information about a financial document's type and origin into a unique identifier.
Functional Account Number	FAN	FUNC-ACCT-NO	A 5-digit number that classifies accounting transactions according to the use, which the transactions were made.
Fund Administrator	FA	FUND-ADMIN	A 2-digit alphanumeric field, which identifies an organizational element, designated by an operating budget of sub-operating budget to control a specific segment of funds. Legal responsibility for the proper use and management of the funds is retained by the OPBUD and SUBOPBUD. Fund administrators may manage one or more work centers.
Fund Code	FC	FUND-CODE	A 2-digit alphanumeric field, which identifies a particular combination of an appropriation and subhead, charged for a particular item issued or service performed. Fund codes are assigned by the major claimant or service headquarters.
Fund Control			It is the system of administrative controls to ensure that: Funds are used exclusively for purposes authorized, and that obligations and expenditures do not exceed the amounts authorized and available (USC 31 - Anti-Deficiency Act of 1906).
Fund Control Spend File		FUND-CTRL-SPEND-FILE	A file used to set Fund Control limitations at the Work Center level.

Term	Acronym	Short Name	Definition
Funding Function		FUND-FUNC	A 1 to 8-digit alphanumeric field that is used to identify the purpose for which funds are intended. Current elements populating this field are: resource category number, line number, project number and activity group. The funding function can be 1 to 8 characters in length. There will be a funding function for each transaction.
General Ledger Account Number		GEN-LDGR-ACCT-NO	A 7-digit alphanumeric field. A number designed on the premise that all accounting transactions should be uniformly classified and coded at the source of input and subsequently reported and summarized by automatic data processes to the point that controls and appropriation status reports are prepared mechanically with a minimum of clerical intervention, as required by the office of the Secretary of Defense and the office of Management and Budget.
Government Transportation Request Number		GTR-NO	A 9-digit alphanumeric field that identifies the assigned Traffic Management Office (TMO) voucher number authorizing the payment for a ticket issued by a commercial carrier (e.g. airline, bus line, and rail line).
Grade-Rank		GRAD-RANK	Identifies a person's military or civilian grade, from which the general pay scale can be inferred.
Hardcopy			A paper printout of data or information produced by automated means.
History Transaction File		HIST-TRANS-FILE	An ADABAS file that contains detailed records that summarizes the matching transaction on the Active File.
Initiation	INT		DIC used for recording a record for an administrative uncertainty of funds in expectation of procurement action.
Interdepartmental Bills	IDB		Transactions involving credits to the operating fund/appropriation of a military department, the defense supply agency or the general services administration with contra-charges to the appropriation or fund of another military department, the defense supply agency or the general services administration.
Invoice Number		INVOICE-NO	A 1 to 9-digit alphanumeric field that identifies the invoice number for the expense transaction being processed. When an expense is recorded, the expense source document (invoice) should have an invoice number located on it. This invoice number is a means of tracking the expense, **but is not a required field**. If an invoice number is included on the source document, it should be included with the "EXP" DIC. The number assigned by an activity to record a billing change, or credit memorandum to a government agency.
Line Number		LINE-NO	The line number is a 7 byte alphanumeric descriptor that facilitates report preparation by corresponding to sub-entries. Although this field is 7 bytes, six bytes are the minimum required at present.
Liquidation	LIQ		Is payment for goods or services used by the Marine Corps. Liquidation occurs after the Disbursing Officer receives an invoice from a Vendor or another government agency requesting payment for these goods or services. Once the Disbursing Officer receives and validates the claim against the Government, payment will be made to the party providing the goods or services.

Term	Acronym	Short Name	Definition
Major Activity	WCI	MAJ-ACTY	Is the activity address code of the next senior comptroller in the financial management chain of responsibility. This is either a logical OPBUD holder or a major subordinate command of a SUBOPBUD holder.
Major Command Recipient Identifier		MCC-RECIP-ID	A 6-digit alphanumeric field that identifies the intermediate command receiving funds from the departmental level.
Military Standard Requisitioning and Issue Procedure		MILSTRIP	A 14-digit alphanumeric field. This type of document number is assigned to all requisitions and procurements that are made through a government source of supply and to all Federal Acquisition Regulation (FAR) documents. Contains the activity address code (6-digits), single fiscal year (1-digit), Julian date on which the document was prepared (3-digits), and the sequential requisition number (serial number) of an item ordered through the military standard requisitioning.
National Stock Number	NSN	NATL-STOCK-NO	A 15-digit alphanumeric field that uniquely identifies each item of stock within the Department of Defense inventory and is tracked by their material control functions.
Natural Program		NAT	The natural program is the programming language used in conjunction with the access of database files (ADABAS) and for retrieval of information
Next Month Business	NMB		A 1-digit alphanumeric field used to post transaction amounts for next month versus posting to the current month.
Object Class		OBJ-CLASS	2 digit, classifies expenditures by the general nature of goods and/or services for which funds are expended versus the specific use to which goods and/or services are put.
Object Class Code	OC	OBJ-CLASS-CODE	A 3-digit alphanumeric field that identifies the nature of goods or services purchased
Object Class/Subobject Class	OCSOC	OBJ-CLASS-SUBOBJ-CLASS	A 4-digit alphanumeric code found in positions 13-16 of the FIP. The first two digits classify financial transactions in terms of the nature of the services or articles for which obligations are incurred. The last two digits define, at the lowest level of detail, the specific nature of the material or service that is specified by the accompanying object class. This code will be used in O&M budget formulation for retrieval of special budget exhibits and preparation of reports.
Obligate and Expense	OEX		DIC used for obligating and expensing records simultaneously.
Obligation	OBL		A firm commitment or duty to make future payment because an order for goods or services has been placed, thus creating a liability and causing the government to make payment. When an official document describing a financial transaction exists, the Government is liable for the amount shown on the source document. Obligations are created when an order is placed, and without regard to whether goods were delivered or services were performed. Once funds are obligated, they may be de-obligated upon cancellation or reduction in amount providing supporting documentation is submitted to update the accounting system.

Term	Acronym	Short Name	Definition
Obligational Authority			Three definitions may apply: An authorization by act of congress to obtain goods and services within a specified amount by appropriation or other authorization. The administrative extension of such authority as by apportionment of funds. The amount of funding so granted.
On-Line			Real time interaction between a personal computer or work station and the host mainframe
On-Line Transaction File		ON-LINE-TRANS-FILE	An ADABASE File used to store reimbursable transactions of O&M (Obligate and Expense) for posting to the Reimbursable Billing File.
Original Document Identifier Code	ODIC	ORIG-DOC-ID-CODE	A 3-digit field that specifies the identity of actual transactions that caused an adjustment whose document identifier code changed in SABRS-3.
Password			A 7 or 8-digit alphanumeric code assigned by the User. This password must be at least 7 and no more than 8-digits long; cannot contain repeating letters of characters; cannot be the same word as the ACID; and cannot be the name of a month, day of the week, or other common words.
Pay Group		PAY-GRP	This is a 3-digit alphanumeric field designates a pay group, officer or enlisted, of a service member.
Per Diem Amount			This is the amount of per diem.
Proceed On or About Date	POA	PROCEED-ON-OR-ABOUT-DATE	Specifies the approximate date on which travel will commence.
Process Indicator			A single digit alphanumeric field identifying an indicator, which specifies the process status of a record.
Procurement Instrument Identification Number	PIIN	PRCRMNT-INSTR-ID-NO	A 1 to 22-digit alphanumeric field that identifies procurement data to a specific record or document. The Standard PIIN is structured to identify the organization requesting the purchase (contracting office "first 6-digits"), the year of the purchase, the type of purchase ("S" for supplies), and a serial number assigned to track the purchase. The Standard PIIN is assigned by purchasing and contracting personnel.
Program Element Number	PEN	PRGM-ELEM-NO	Up to an 8-digit alphanumeric field used to specify the mission to be undertaken and/or the organizational entity that will perform the mission (i.e. 26496m signifies base operations-forces (USMC). The program element can be forces, manpower, material, services, and/or associated costs as applicable
Property Accounting Activity Number	PAAN	PROP-ACCTG-ACTY-NO	A 6-digit alphanumeric code that identifies: The activity that will account for property purchased for a stores account, The activity for which plant property is purchased when the transaction type code indicates a purchase for a plant property account. The travel order number for travel documents, The major activity for reimbursable bills, or The voucher number on register 36's.
Purpose Code	PC	PURP-CODE	A 1-digit alphanumeric field that provides a means of identifying the reason for which an inventory balance is reserved and accounted for in inventory control records of a service agency.

Term	Acronym	Short Name	Definition
Quantity	QTY		An 11-digit numeric field that identifies the total number of items being processed based on the Unit of Issue.
Quarter	QTR		A three month period of the fiscal year divided as follows: 1st quarter: Oct, Nov, Dec 2nd quarter: Jan, Feb, Mar 3rd quarter: Apr, May, Jun 4th quarter: Jul, Aug, Sep
RA Active File		RA-ACT-FILE	Reflects valid RA Active File records that are not completed and are pending other transactions to be posted against the record.
RA Adjust Commit, Obligate, and Expense to Liquidate	XXA		DIC used to adjust the committed, obligated, and expensed amounts and quantities to equal the liquidated amounts and quantities of RA records found on the RA Active File.
RA Commit and Obligate	XGA		DIC used for committing and obligating RA Milstrip records.
RA Commit, Obligate, Expense, and Liquidate	X7X		DIC used for committing, obligating, expensing, and liquidating RA records.
RA Cost Account File		RA-COST-ACCT-FILE	File used to collect cost for the different elements at time of execution.
RA Data Element Change	XEC		DIC used for changing data elements for RA O&M records.
RA Expense and Liquidate	XG6		DIC used for expensing and liquidating existing RA MILSTRIP records on the RA Active File.
RA History Transaction File		RA-HIST-TRANS-FILE	An ADABAS file that contains stored records that all RA transactions are completed and have valid edit checks. These RA records are completed and no more transactions are expected to be posted.
Rec. Type AA		AA	The summary record retrieved from the History File COND SUMMARY-RECORD
Rec. Type BB		BB	The original detailed record retrieved from the IDB Detail History File COND DETAIL-RECORD
Rec. Type R1		R1	The original register record retrieved from the IDB Detail History File. (COND REG06-UNMATCH-DB-APPN-DATA)
Rec. Type R2		R2	The reversal register transaction for the IDB Detail History. (COND REG06-UNMATH-CR-APPN-DATA)
Rec. Type R3		R3	The corrected detail to be posted against the active record WHEN PROCESS INDIC = (BLANK). (COND REG06-ACTIVE-FILE-APPN-DATA)
Rec. Type R4		R4	The corrected record to be posted to the IDB-DETAIL-HIST-FILE for extraction to SABRS O&M when the PROCESS INDIC = M. (COND REG06-TO-OLD-SABRS)
Record			A record is a group of characters, data, or information.
Record Count	REC-CNT	REC-COUNT	A 3-digit numeric field that enumerates the records that are processed in an update or the active records that remain outstanding, by transaction type.
Record Number		REC-NO	The record number identifies the transaction number within the batch and is system generated. It defaults to one for the first record of any batch and increases by one each time a transaction is entered. It is a 2-digit numeric field that allows up to 99 transactions per batch.
Record Type		REC-TYPE	2 digit, indicates the type of record in a file.
Register Number		REG-NO	A 2-digit numeric field, which identifies expenditures, collections, refunds, and adjustments by type for the individual services or agencies.

Term	Acronym	Short Name	Definition
Reimbursable Billing Code	RBC	REIM-BILL-CODE	3 digit, assigned locally to relate a line of accounting data to a reimbursable customer identification number for billing purposes.
Reimbursable Order Number	RON	REIM-ORDER-NO	A 15-digit alphanumeric field that is a locally assigned number to identify a specific request for reimbursable work, which has been accepted. The RON will be constructed in the same manner as the standard document number, except that the RON during a spending transaction will be identical to the RON constructed for the OT1 and/or OT2 during authorization processing. Service designator and UIC (AAC), will identify HQMC. This AAC will be identified as: "M00027". The Document type code will always remain as the Work Request "WR".
Reimbursable Source Code	RSC	REIM-SRCE-CODE	A single digit alphanumeric field, which identifies the source(s) by general category, of the funds with which one activity is reimbursed for work, services, or goods, furnished to another activity. A single digit field that identifies the source of reimbursement to appropriations or funds by the various reimbursable categories for both specific and automatic types of reimbursable activity.
Reimbursable to Reimbursable	RTR		DIC used for transferring funds from on O&M reimbursable record to another.
Reimbursement	REIM		Amounts the government receives for goods and services it provides, as authorized by law, for credit to a specific appropriation or fund
Report Access Level		RPT-ACCESS-LEVEL	A single digit alphanumeric field, which shows the USERID level of access to SABRS Reports (based on the MCI, ARI, and SRI level that was keyed). Levels used are as follows: D = Departmental Level 3 = Major Command Identifier Level 4 = Allotment Recipient Identifier Level 5 = Suballotment Recipient Identifier Level 6 = Work Center Identifier Level 7 = Budget Execution Activity Level
Report Month		RPT-MO	A 2-digit alphanumeric field that identifies the month that a voucher gets reported (posted) to the official accounting records
Report Office Identifier		RPT-OFFC-ID	A 6-digit alphanumeric field that identifies a six-position identification code (AAC) of the payroll activity. This data is also used for civilian payroll transactions.
Report Recipient Identifier		RPT-RECIP-ID	This is a 20-digit alphanumeric field. Identifies the official designated to receive financial reports.
Reservation			An administrative action that reduces the unreserved balance. Funds are set aside funds for items that may be purchased in the future. However, reservations do not constitute an order for materials or services and therefore do not obligate, or otherwise establish a firm commitment to bind the government to make payment.
Revolving Fund			A fund established to finance a business cycle or operation(s) to which reimbursement and collections are returned for replenishing working capital. Such replenishment maintains continued operations (i.e., stock fund, and industrial fund operations). The defense business-operating fund (DBOF) is a revolving fund.

Term	Acronym	Short Name	Definition
Routing Identifier Code	RIC	RTNG-ID-CODE	A 3-digit alphanumeric field that is assigned by each service/agency to its facilities and activities to be used on logistical transactions to identify either the intended recipient of a document or the consignor (shipper) of a supply-type release/receipt that is originated within the distribution system.
SABRS Reimbursable Order Number		SABRS-RON	3 digit, A locally assigned number to identify a specific request for reimbursable work, which has been accepted. (former RON in SABRS-1)
Sale Price Condition Code		SALE-PRICE-COND-CODE	A single digit field, which indicates that the extended value of the detail material billing card is shown at, reduced value and that the unit price remains the standard price.
Sequence Counter		SEQ-CNTR	A single digit alphanumeric field. The last position of the cycle number that is system generated. The system will place an alphabetic character in the counter position after the Julian date. The system increments the sequence counter to the next alphabetic character.
Serial Date Number		SERIAL-DATE-NO	A 10-digit numeric field. The serial date is assigned by DFAS-CL to Interdepartmental Billings (IDBs). The first 6 bytes identifies the serial number with the last 4 bytes identifying the year and month that uniquely identifies a bill.
Serial Number		SERIAL-NO	A 5-digit alphanumeric field sequentially assigned to uniquely identify a document for travel documents the travel order number and serial number are synonymous.
Shipping Document Number		SHIPPING-DOC-NO	A 15-digit alphanumeric field that is assigned to assist in tracking shipments.
Signal Code		SIGNAL-CODE	A single digit field, which is designed to designate the field containing the intended consignee (ship to) and the activity that will receive and affect payment of bills (bill to), when applicable. Requisitions will cite the signal codes that indicate whether the requisitioner (CC 30-35), the supplemental addressee (CC 45-50), or the fund code (CC 52-53) is to be used to find the bill address. Marine Corps activities are authorized to use signal codes "E" and "N", which indicate that the "Bill to" address is in the remarks field.

Term	Acronym	Short Name	Definition
Special Function Indicator		SPCL-FUNC-INDIC	A single-digit alphanumeric field that identifies a specific function of a document identifier code (DIC) when a value is entered. The following is a list of these indicators: COMMITMENT V Used to identify a validation record. OBLIGATION Blank Will increase or decrease the commitment to match obligation. V Validation, same as blank. X Increase commitment to match input value. Y Same as X, except for validation. EXPENSE Blank Increase/Decrease commitment and obligation to match expense. V Validation, same as blank. X Increase commitment and obligation to match expense. Y Same as X, except for validation. COMMIT/OBLIGATE V Used to identify a validation record. COMMIT/OBLIGATE/EXPENSE V Used to identify a validation record. EXPECTED CREDIT V Used to identify a validation record. CANCELED ACCOUNT ADJUSTMENT V Used to identify a validation record.
Special Interest Code	SPCL INT	SPCL-INTRST-CODE	A 2 to 3-digit alphanumeric field that identifies specific functions within the budgetary sub-division field (i.e., MWR, Health Care, Etc.) or other unprogrammed, special visibility issue (i.e., Desert Shield/Desert Storm).
Standard Document Number	SDN	STD-DOC-NO	A 15-digit alphanumeric field assigned for purchases outside of the same parent Command or Service. The required use of Standard document numbers serves two purposes: (1) It ensures that the parent Command or Service is aware of an obligation at the time that the obligation is created and, (2) It ensures that the same document number structure is used throughout DOD. It contains the activity address code (6-digits), fiscal year (2-digits), document type code (2-digits), and serial number of the document (i.e. travel order number, reimbursable bill number, etc.) (5-digits).

Term	Acronym	Short Name	Definition
Status Code		STATUS-CODE	A 2-digit alphanumeric field that is used to transmit information relative to the status of requisition from the inventory manager and/or supply source or creator of a requisition, consignee, or designated control office. Status codes are used by the inventory manager/source of supply during the processing of requisitions/cancellation request/follow-ups and other MILSTRIP transactions. Supply status predicts shipment on time as specified by the priority delivery date or the required delivery date unless specific supply status is received advising of an anticipated delay or an estimated availability date
Sub-Activity Group	SAG	SUBACTY-GRP	A 2-digit alphanumeric field, which represents a finer functional break within the Activity Group. The SAG will replace the former Detail Budget Classification Code.
Suballotment	SA	SUB-ALLOTMENT	A single digit numeric field indicating authorization to use funds from an allotment issued by the service headquarters. The authorization is granted from the staff agency of the service headquarters that receives the primary allotment. It can also represent the sub-authorization number within the OPBUD in the line of accounting data on reimbursable billings.
Suballotment Recipient Identifier	SRI	SUBALLOT-RECIP- ID	A 6-digit alphanumeric field that identifies the installation/activity receiving funds from the allotment Recipient command.
Subhead	SUBH	SUBHEAD	A 4-digit alphanumeric field, which identifies charges and credits made to the first level of an appropriation. The first two characters of the subhead designates the administering office and are derived from the last two characters of the major claimants unit identification code (i.e. The HQMC unit identification code (UIC) is '00027'; therefore, the first two characters of the subheads administered by HQMC will be '27'). The last two characters of the subhead are a purpose code that is specific to the appropriations under which the subhead falls (i.e., subhead '2702' identifies funds administered by HQMC for pay and allowances of enlisted personnel).
Suffix Code		SUFFIX-CODE	A single digit alphanumeric field, which is used to identify multiple shipments on a requisition. Identifies and relates "partial actions" taken on an original requisition or material returns program (MRP) transaction without duplicating or changing the unique identity of the original document number.
Summary Status Flag		SUMRY-STATUS-FLAG	A 1-digit alphanumeric field identifies the status of a summary in the interdepartmental process.
Supplementary Address Code		SUPP-ADDR-CODE	A 6-digit alphanumeric field used to identify the address of an activity other than the requisitioning activity. It may be used as the billing or shipping address depending on the accompanying signal code.

Term	Acronym	Short Name	Definition
Transaction Type Code	TTC	TRANS-TYPE-CODE	A 2-digit alphanumeric code that classifies the transaction for its specific purpose (i.e. '1k' denotes travel advances for navy/marine corps personnel). A 3-digit alphanumeric field that identifies a transaction to specific categories within the accounting cycle and is used in conjunction with other standard accounting classification data elements to determine standard general ledger posting. The same transaction type code will be used for both data entry and reporting to higher headquarters.
Transmit 621 Flag		TRANSMIT-621-FLAG	A 1 character alpha non-required field. A flag that identifies user-ids authorized to access and transmit 621-correction process file.
Transportation Amount	TRANS-AMT		The total amount of transportation
Transportation Expense Amount	TRANS-EXP-AMT		The amount of the expense accrued for transportation cost.
Unit of Issue	U/I	UNIT-OF-ISSUE	A 2-digit alphabetical field that is the abbreviation of the standard item measurement, as indicated in the applicable catalog or stock list. Within the IDB-File and it's associated user views, the Unit of Issue field is used to contain the value of the a associated stores account code (SAC) or management code (MC), as applicable for items purchased from the Marine Corps Stock Fund.
Unit Price	U/P	UNIT-PRICE	A 15-digit (13.2) numeric field that identifies the standard cost per Unit of Issue.
Work Center	BESA	WORK-CTR	2-digit, Represents the level in the financial management structure at which financial transactions are initiated. One or more work centers are administered by a fund administrator.
Work Center Identifier	WCI	WORK-CTR-ID	A 6-digit alphanumeric field that identifies the installation/activity receiving funds from the Suballotment recipient command or higher headquarters.
Year Code		YR-CODE	A 1-character alpha required field. The three choices are: F = Future-Fiscal-Year, P = Prior-Fiscal-Year, Blank = Current-Fiscal-Year.
Year Decade Month Billed	YDM	YR-DECADE-MO-BILLED	A 3-digit numeric field that specifies the year within a decade and the month of a year in which the charge was entered in the accounting records of the billed

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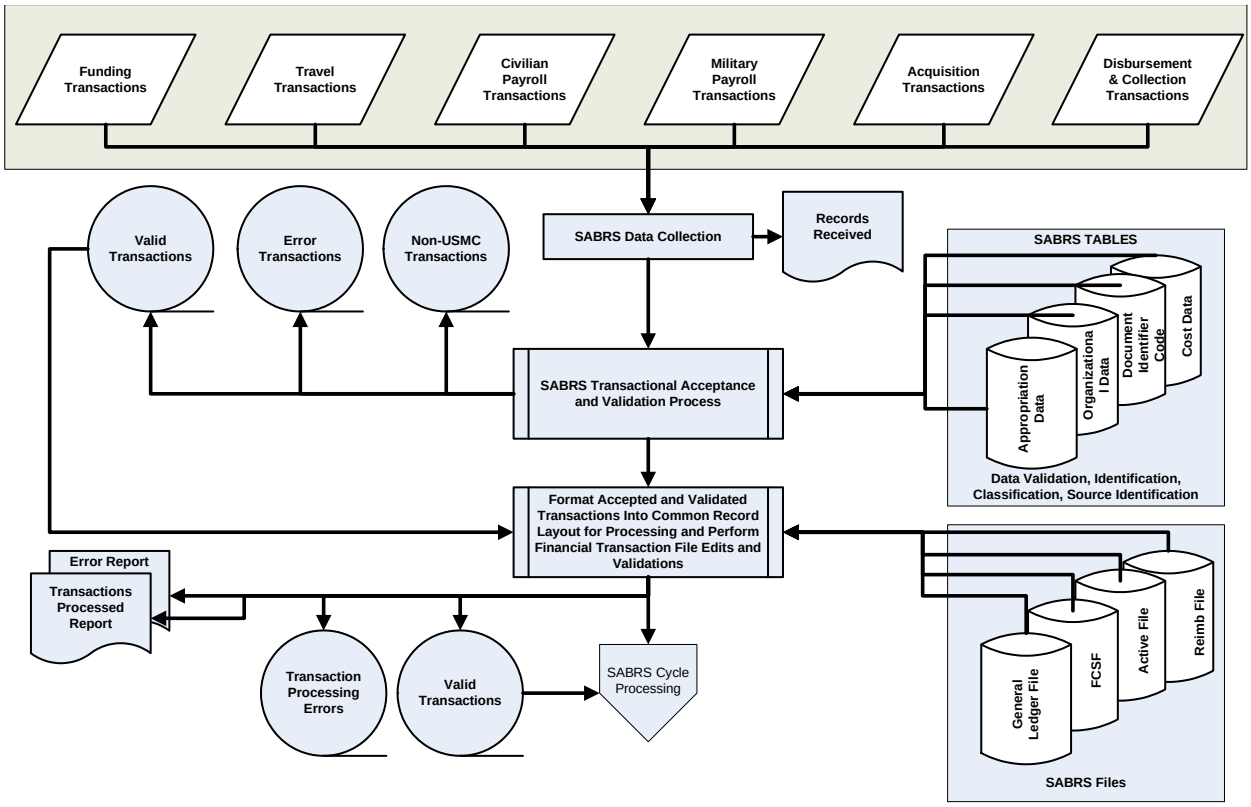
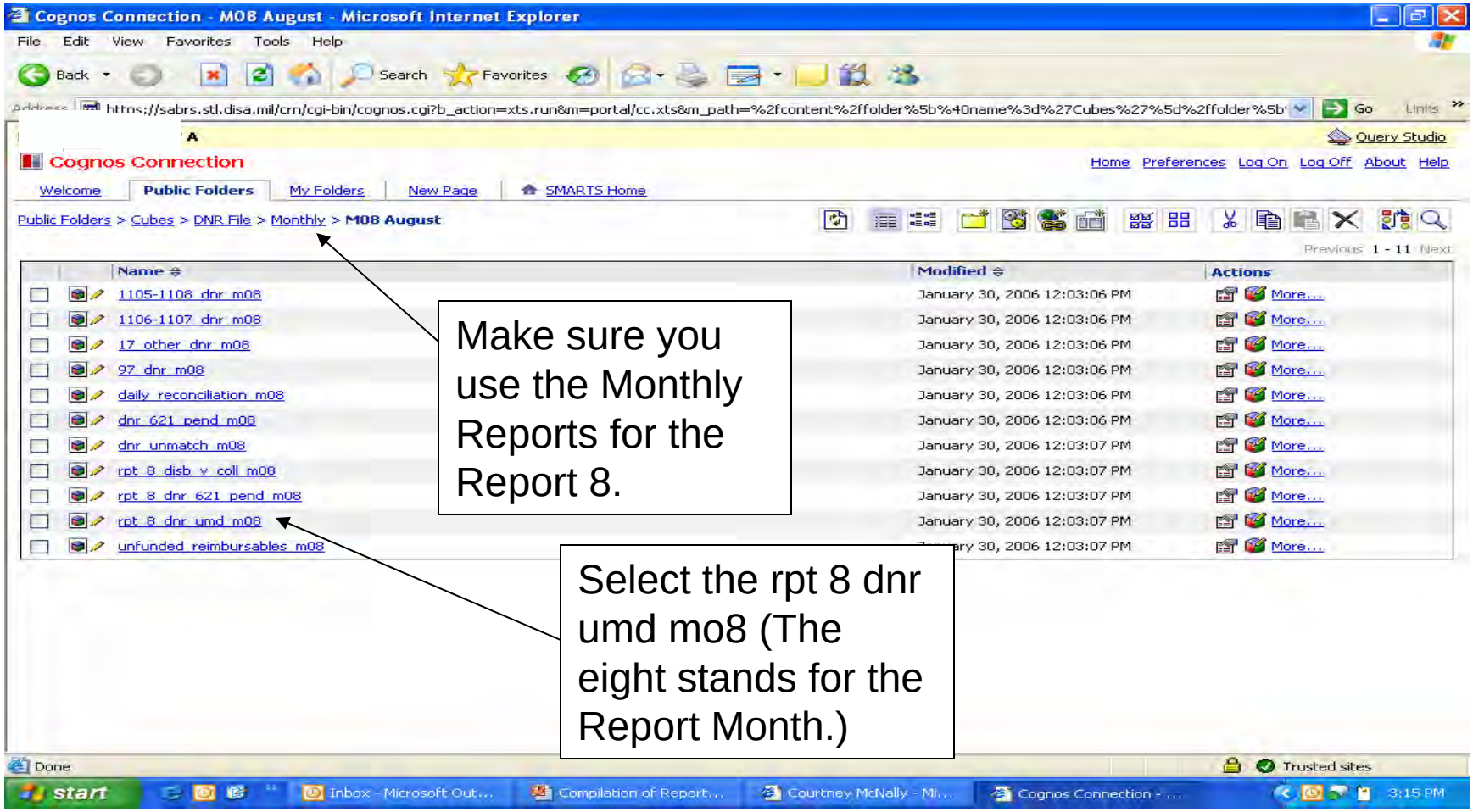
Common Interface File Process



Setup and Compilation of Report 8 “The Status of Undistributed”

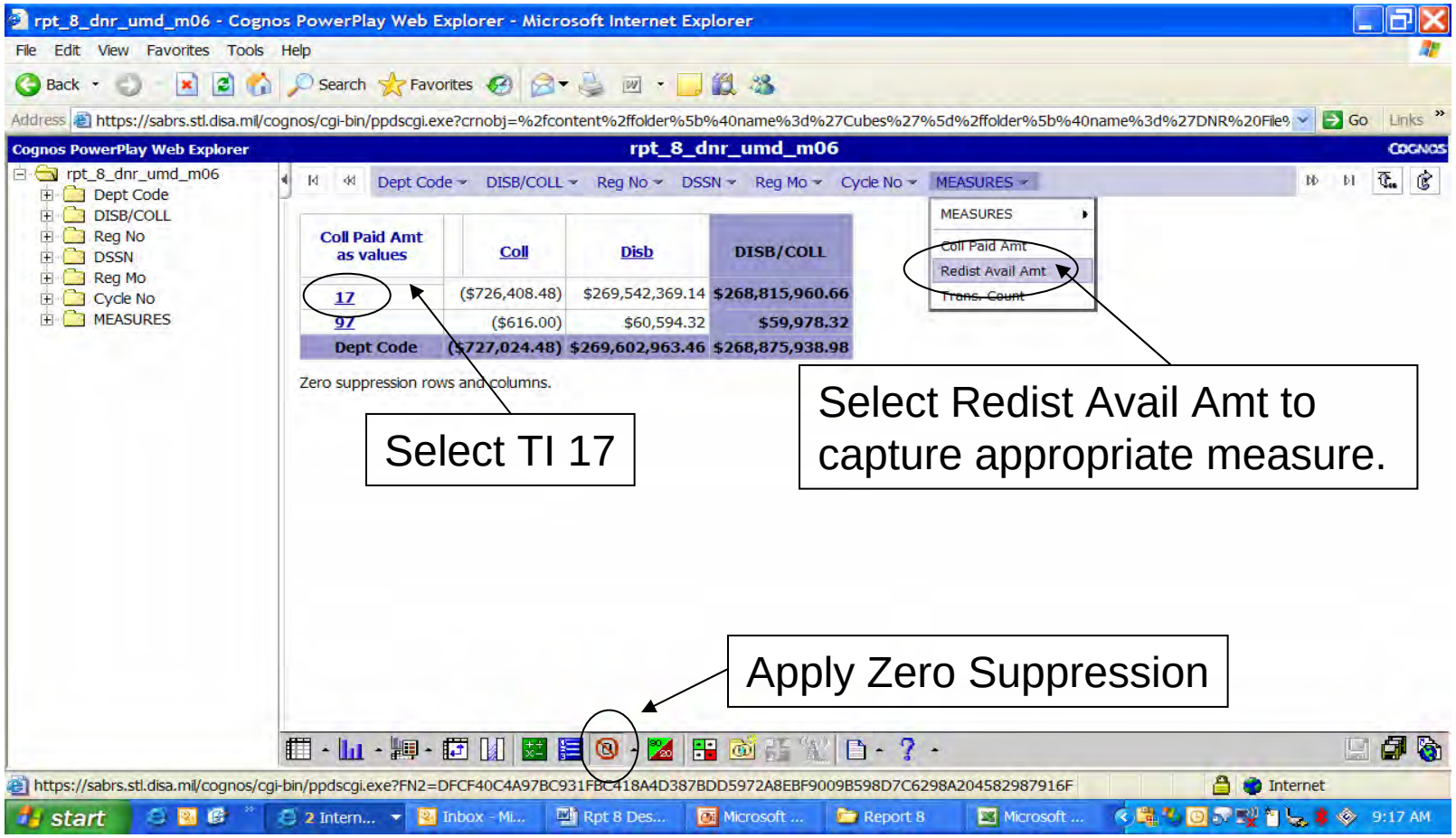
- Goal of Report 8 is to support all of the Undistributed resulting in $ 0.00 Unsupported Undistributed.

Compilation of Report 8 – Open Report Net to pull DNR UMD support

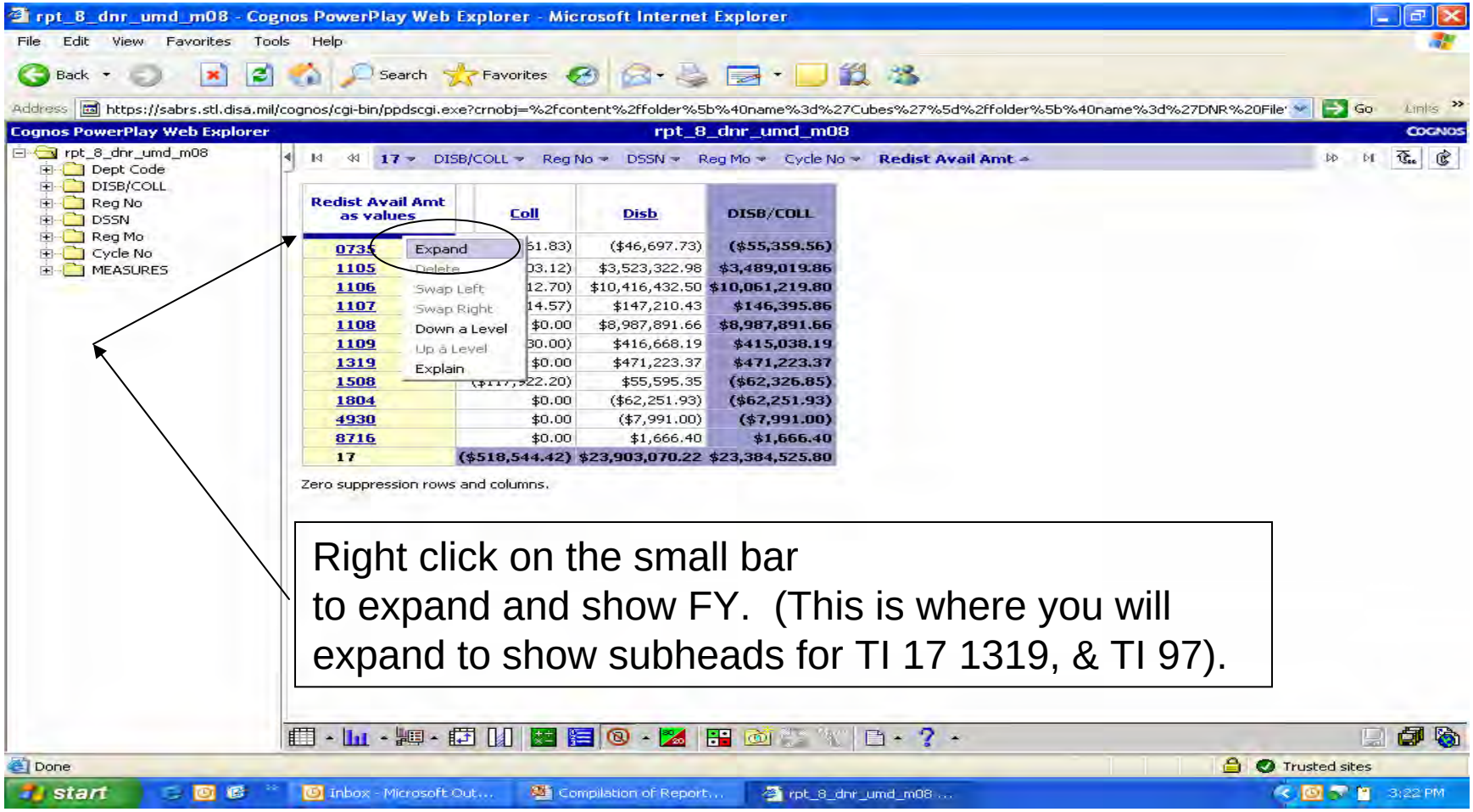


Select the appropriate “Dept Code,” ”Disb/Coll,” “Measures”, & “Apply Zero Suppression”, as shown below.

Note: You will return to these steps to complete TI 17 1319, & TI 97 to include the subheads.

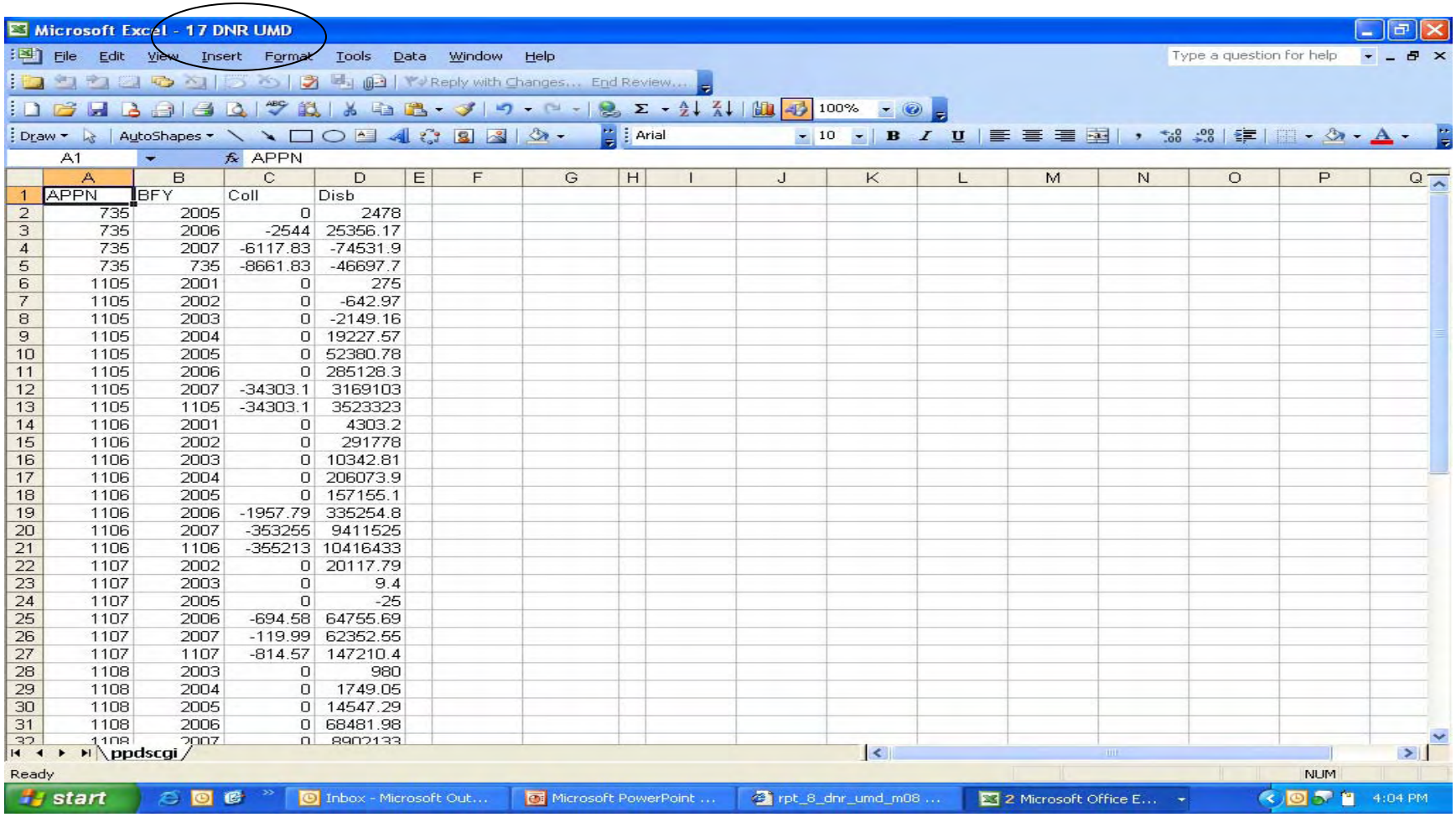


Expand the fund symbol to retrieve the Fiscal Year.



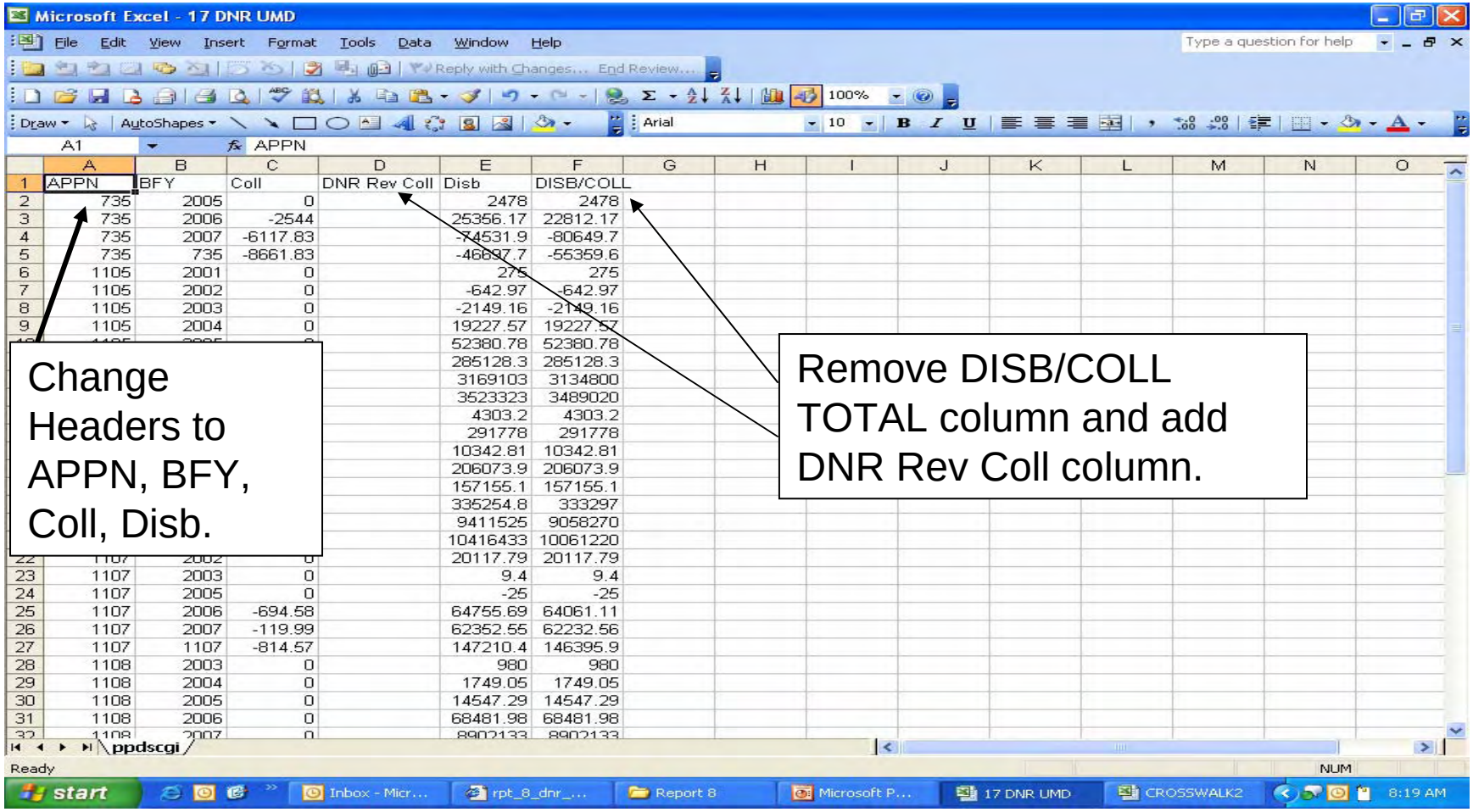
Check to be sure the appropriate items were selected. Then Export to CSV and open in Excel to save before formatting.

Save Copy as “17 DNR UMD” in .xls format to “K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Back up.”



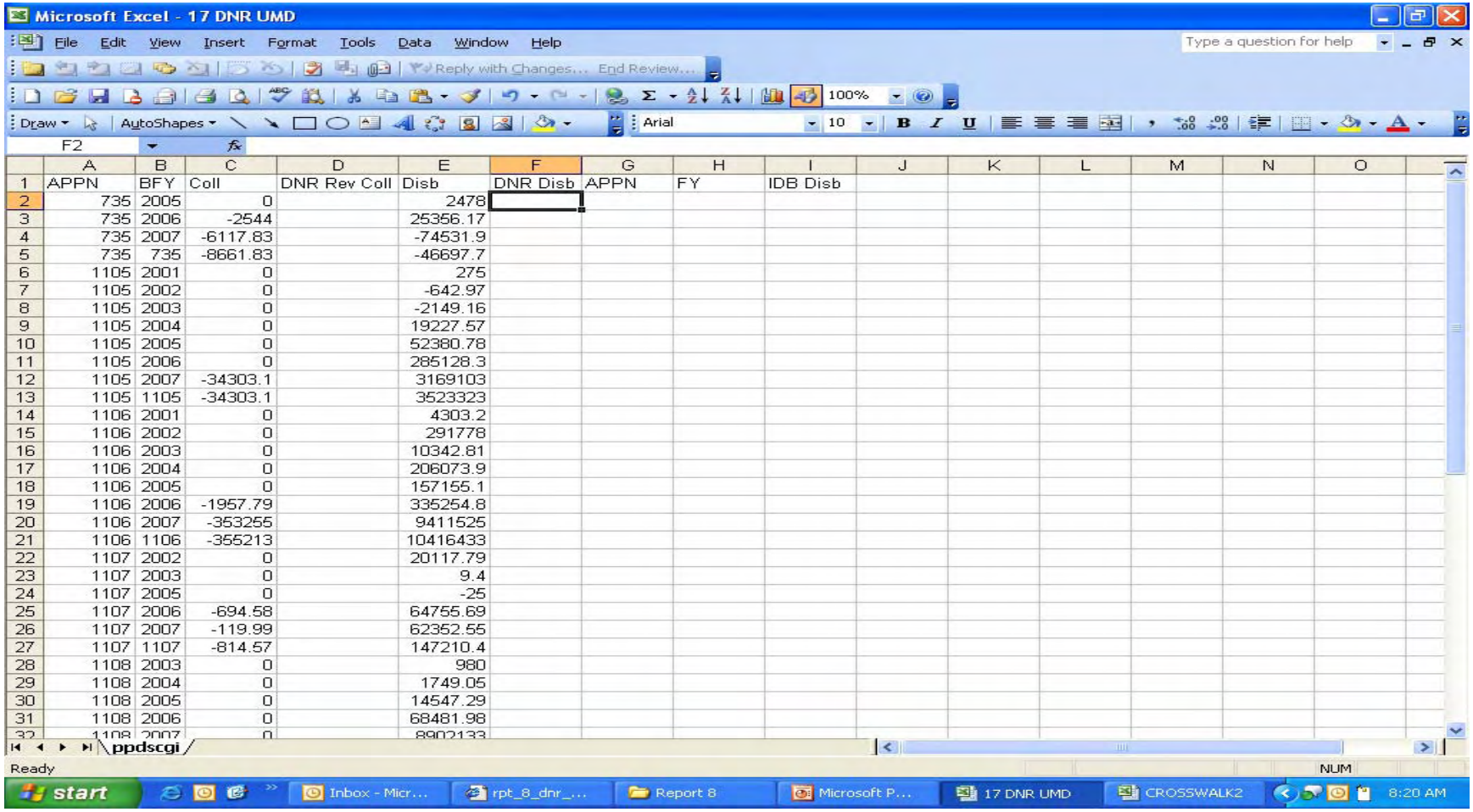
	A	B	C	D
1	APPN	BFY	Coll	Disb
2	735	2005	0	2478
3	735	2006	-2544	25356.17
4	735	2007	-6117.83	-74531.9
5	735	735	-8661.83	-46697.7
6	1105	2001	0	275
7	1105	2002	0	-642.97
8	1105	2003	0	-2149.16
9	1105	2004	0	19227.57
10	1105	2005	0	52380.78
11	1105	2006	0	285128.3
12	1105	2007	-34303.1	3169103
13	1105	1105	-34303.1	3523323
14	1106	2001	0	4303.2
15	1106	2002	0	291778
16	1106	2003	0	10342.81
17	1106	2004	0	206073.9
18	1106	2005	0	157155.1
19	1106	2006	-1957.79	335254.8
20	1106	2007	-353255	9411525
21	1106	1106	-355213	10416433
22	1107	2002	0	20117.79
23	1107	2003	0	9.4
24	1107	2005	0	-25
25	1107	2006	-694.58	64755.69
26	1107	2007	-119.99	62352.55
27	1107	1107	-814.57	147210.4
28	1108	2003	0	980
29	1108	2004	0	1749.05
30	1108	2005	0	14547.29
31	1108	2006	0	68481.98
32	1108	2007	0	8902133

Format 17 DNR UMD Report for input into Report 8



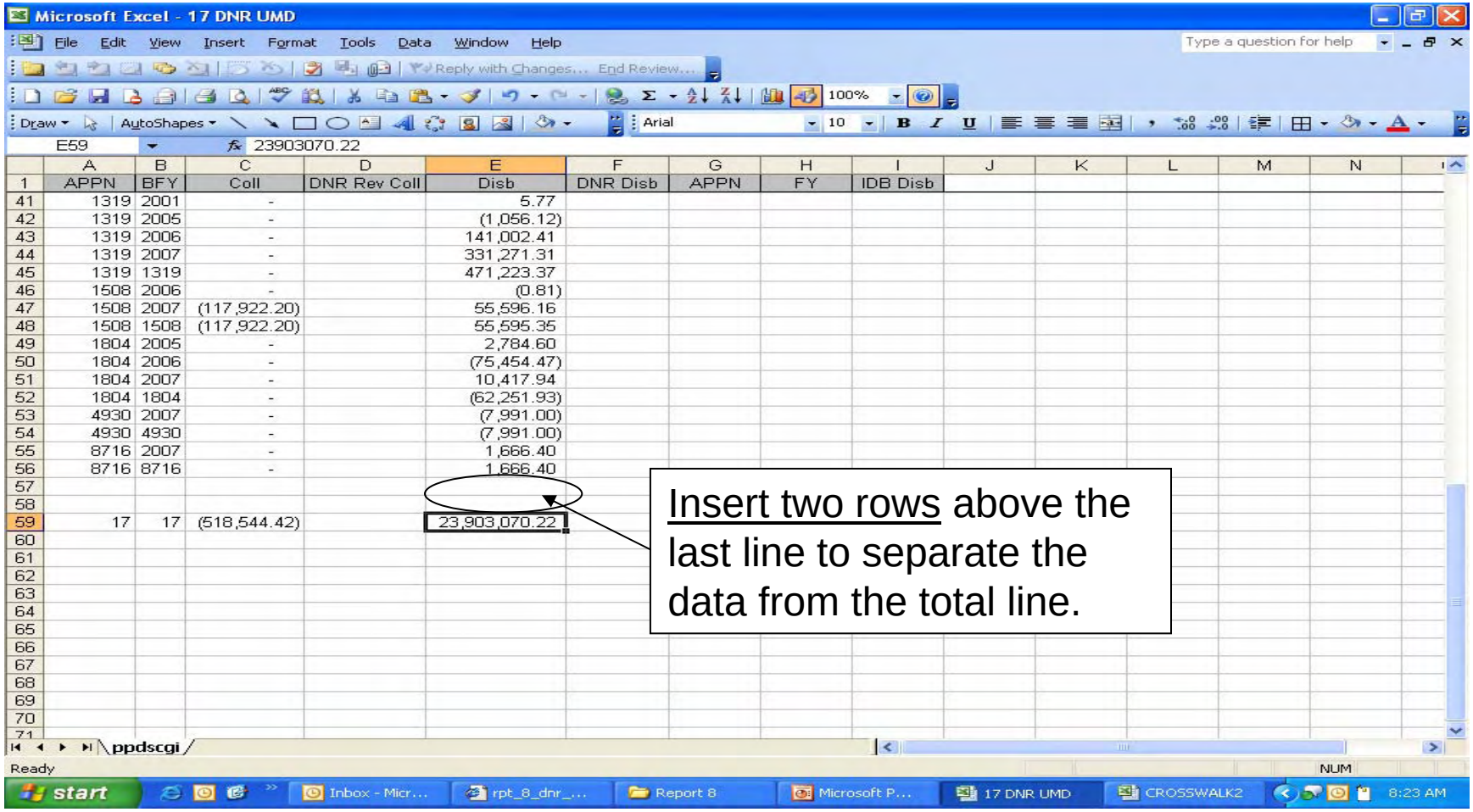
	A	B	C	D	E	F
1	APPN	BFY	Coll	DNR Rev Coll	Disb	DISB/COLL
2	735	2005	0		2478	2478
3	735	2006	-2544		25356.17	22812.17
4	735	2007	-6117.83		-74531.9	-80649.7
5	735	735	-8661.83		-46697.7	-55359.6
6	1105	2001	0		275	275
7	1105	2002	0		-642.97	-642.97
8	1105	2003	0		-2149.16	-2149.16
9	1105	2004	0		19227.57	19227.57
					52380.78	52380.78
					285128.3	285128.3
					3169103	3134800
					3523323	3489020
					4303.2	4303.2
					291778	291778
					10342.81	10342.81
					206073.9	206073.9
					157155.1	157155.1
					335254.8	333297
					9411525	9058270
					10416433	10061220
					20117.79	20117.79
23	1107	2003	0		9.4	9.4
24	1107	2005	0		-25	-25
25	1107	2006	-694.58		64755.69	64061.11
26	1107	2007	-119.99		62352.55	62232.56
27	1107	1107	-814.57		147210.4	146395.9
28	1108	2003	0		980	980
29	1108	2004	0		1749.05	1749.05
30	1108	2005	0		14547.29	14547.29
31	1108	2006	0		68481.98	68481.98

Continue to format for input by adding the following column heads:
DNR Disb, APPN, FY, & IDB Disb.
These will be filled in with the IDB information later.



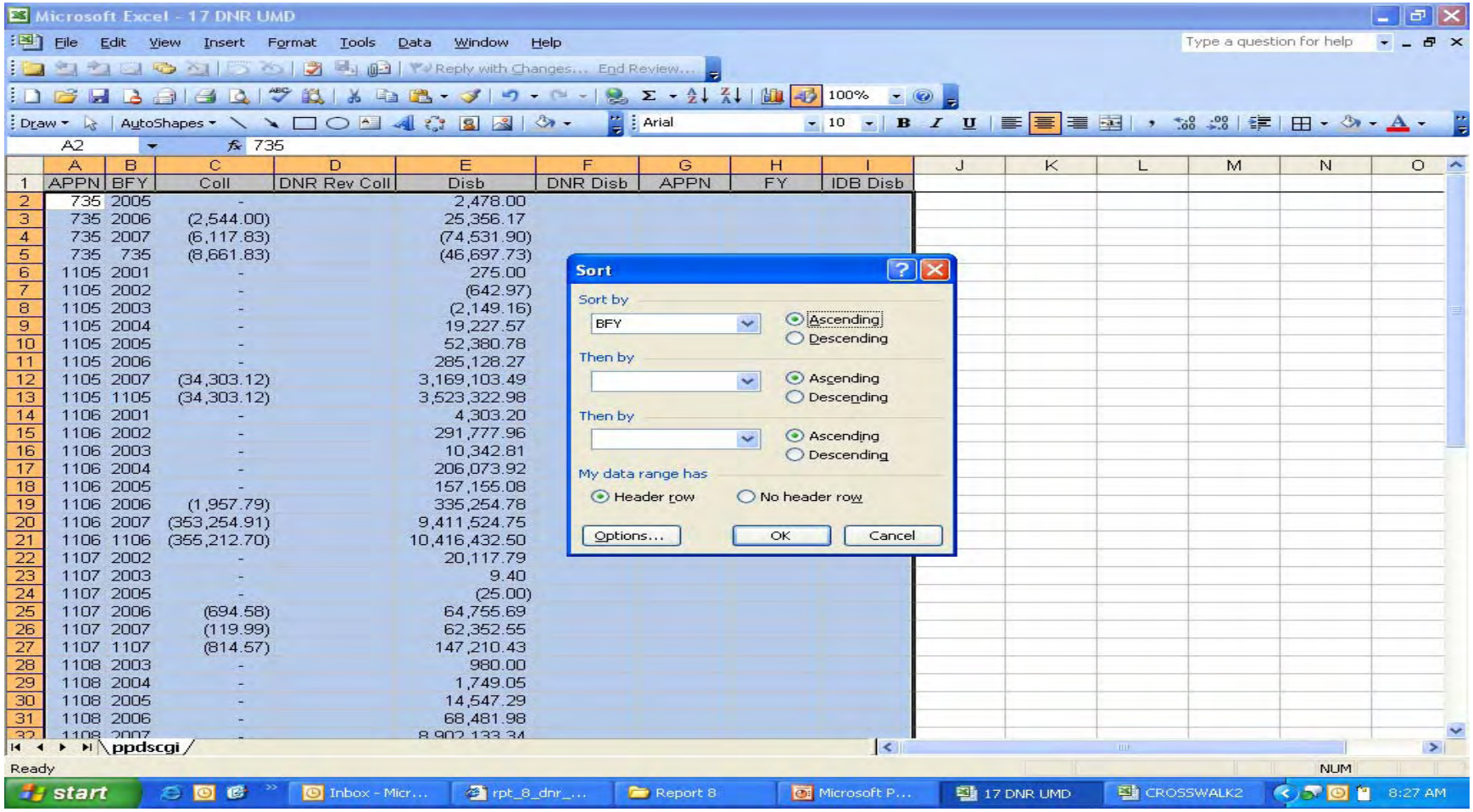
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	APPN	BFY	Coll	DNR Rev Coll	Disb	DNR Disb	APPN	FY	IDB Disb						
2	735	2005	0		2478										
3	735	2006	-2544		25356.17										
4	735	2007	-6117.83		-74531.9										
5	735	735	-8661.83		-46697.7										
6	1105	2001	0		275										
7	1105	2002	0		-642.97										
8	1105	2003	0		-2149.16										
9	1105	2004	0		19227.57										
10	1105	2005	0		52380.78										
11	1105	2006	0		285128.3										
12	1105	2007	-34303.1		3169103										
13	1105	1105	-34303.1		3523323										
14	1106	2001	0		4303.2										
15	1106	2002	0		291778										
16	1106	2003	0		10342.81										
17	1106	2004	0		206073.9										
18	1106	2005	0		157155.1										
19	1106	2006	-1957.79		335254.8										
20	1106	2007	-353255		9411525										
21	1106	1106	-355213		10416433										
22	1107	2002	0		20117.79										
23	1107	2003	0		9.4										
24	1107	2005	0		-25										
25	1107	2006	-694.58		64755.69										
26	1107	2007	-119.99		62352.55										
27	1107	1107	-814.57		147210.4										
28	1108	2003	0		980										
29	1108	2004	0		1749.05										
30	1108	2005	0		14547.29										
31	1108	2006	0		68481.98										
32	1108	2007	0		8902133										

Separate the total line for the UMD input sheet.

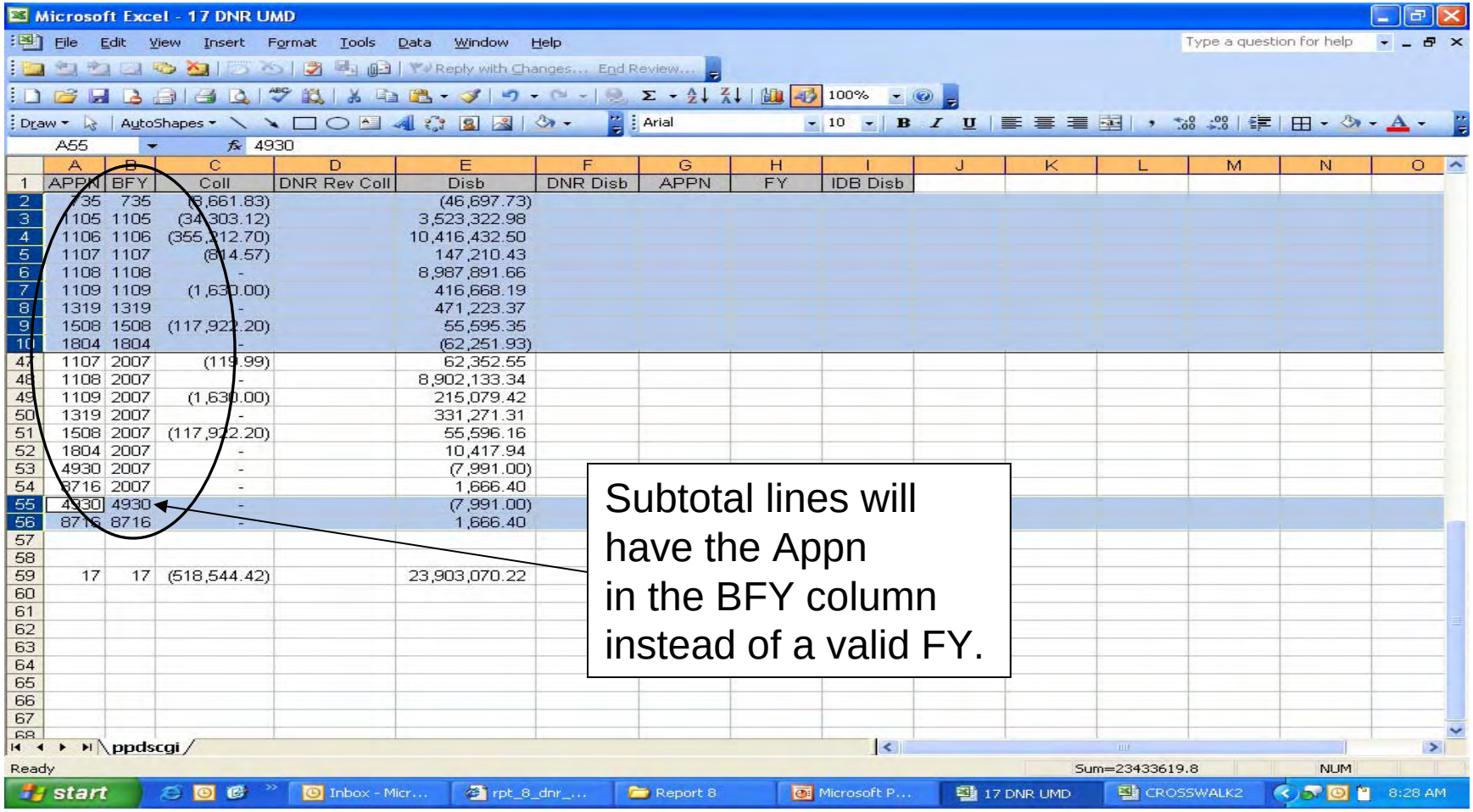


	A	B	C	D	E	F	G	H	I
1	APPN	BFY	Coll	DNR Rev Coll	Disb	DNR Disb	APPN	FY	IDB Disb
41	1319	2001	-		5.77				
42	1319	2005	-		(1,056.12)				
43	1319	2006	-		141,002.41				
44	1319	2007	-		331,271.31				
45	1319	1319	-		471,223.37				
46	1508	2006	-		(0.81)				
47	1508	2007	(117,922.20)		55,596.16				
48	1508	1508	(117,922.20)		55,595.35				
49	1804	2005	-		2,784.60				
50	1804	2006	-		(75,454.47)				
51	1804	2007	-		10,417.94				
52	1804	1804	-		(62,251.93)				
53	4930	2007	-		(7,991.00)				
54	4930	4930	-		(7,991.00)				
55	8716	2007	-		1,666.40				
56	8716	8716	-		1,666.40				
57									
58									
59	17	17	(518,544.42)		23,903,070.22				
60									
61									
62									
63									
64									
65									
66									
67									
68									
69									
70									

Sort BFY in ascending order to identify and remove summary lines (this is explained in the next slide).

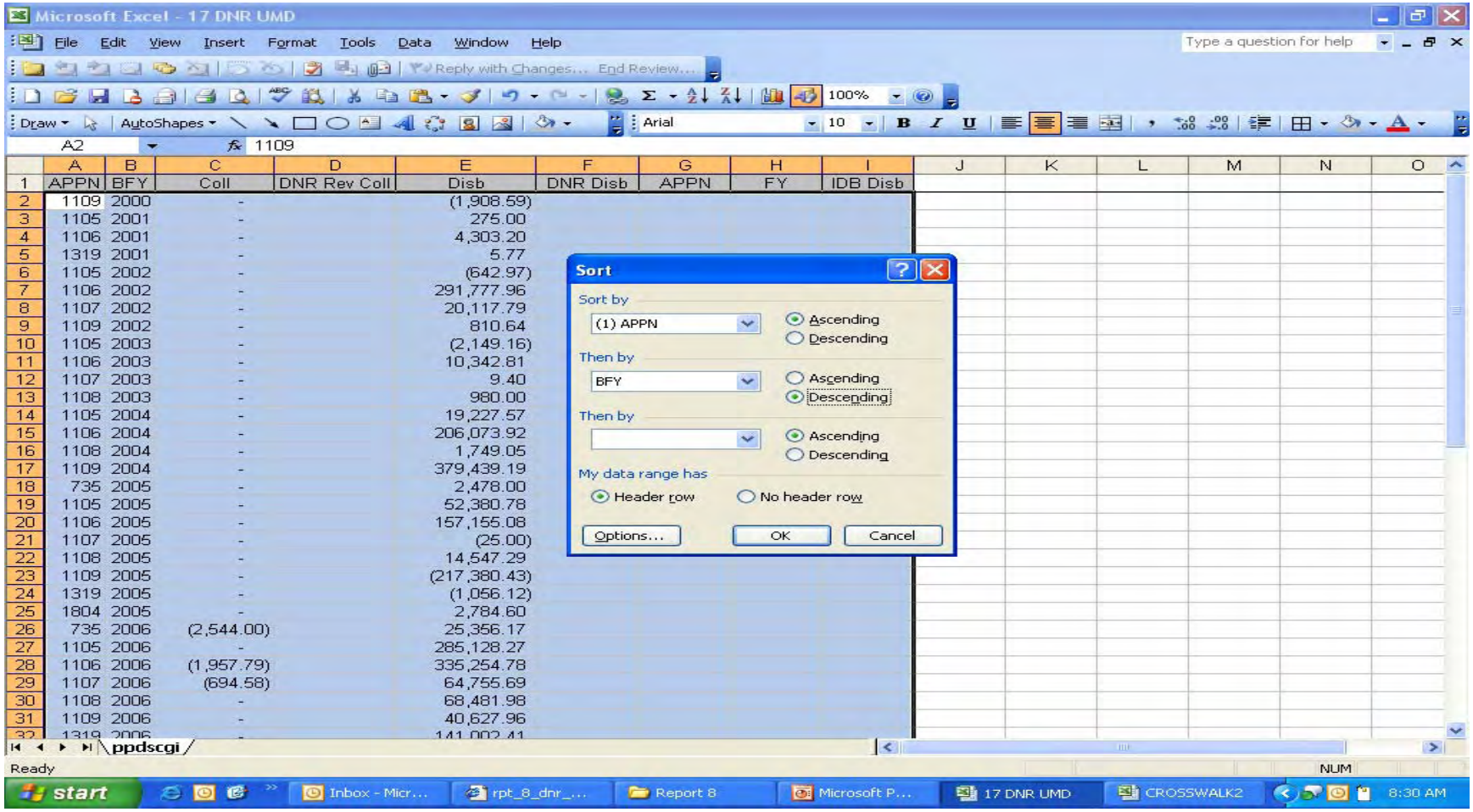


Check the BFY column at the top & the bottom for Appns and remove respective rows.

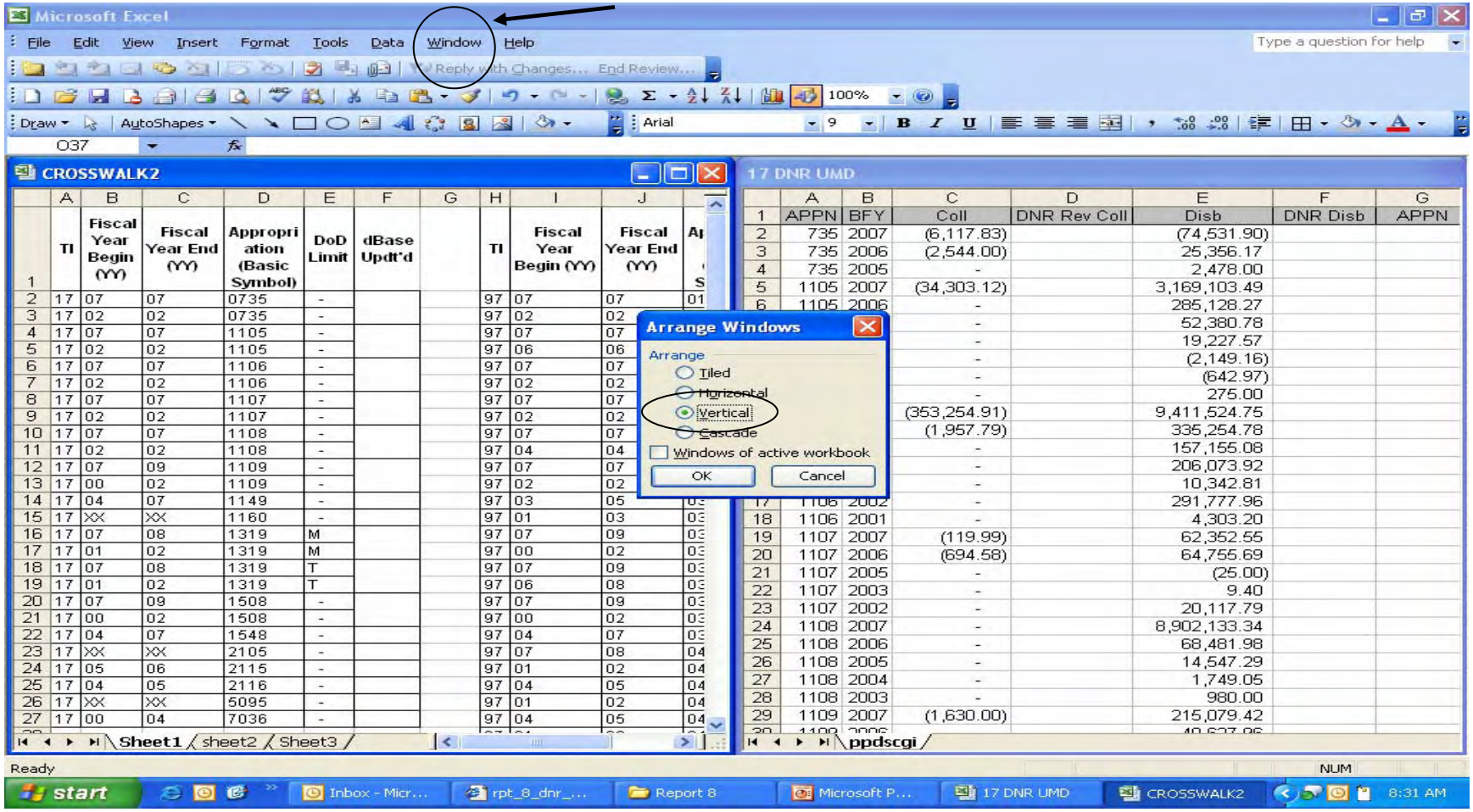


	A	B	C	D	E	F	G	H	I
1	APPN	BFY	Coll	DNR Rev Coll	Disb	DNR Disb	APPN	FY	IDB Disb
2	735	735	(8,661.83)		(46,697.73)				
3	1105	1105	(34,303.12)		3,523,322.98				
4	1106	1106	(355,212.70)		10,416,432.50				
5	1107	1107	(814.57)		147,210.43				
6	1108	1108	-		8,987,891.66				
7	1109	1109	(1,630.00)		416,668.19				
8	1319	1319	-		471,223.37				
9	1508	1508	(117,922.20)		55,595.35				
10	1804	1804	-		(62,251.93)				
47	1107	2007	(119.99)		62,352.55				
48	1108	2007	-		8,902,133.34				
49	1109	2007	(1,630.00)		215,079.42				
50	1319	2007	-		331,271.31				
51	1508	2007	(117,922.20)		55,596.16				
52	1804	2007	-		10,417.94				
53	4930	2007	-		(7,991.00)				
54	8716	2007	-		1,666.40				
55	4930	4930	-		(7,991.00)				
56	8716	8716	-		1,666.40				
57									
58									
59	17	17	(518,544.42)		23,903,070.22				
60									
61									
62									
63									
64									
65									
66									
67									

Sort data for input into Report 8 by Appn ascending & FY descending.



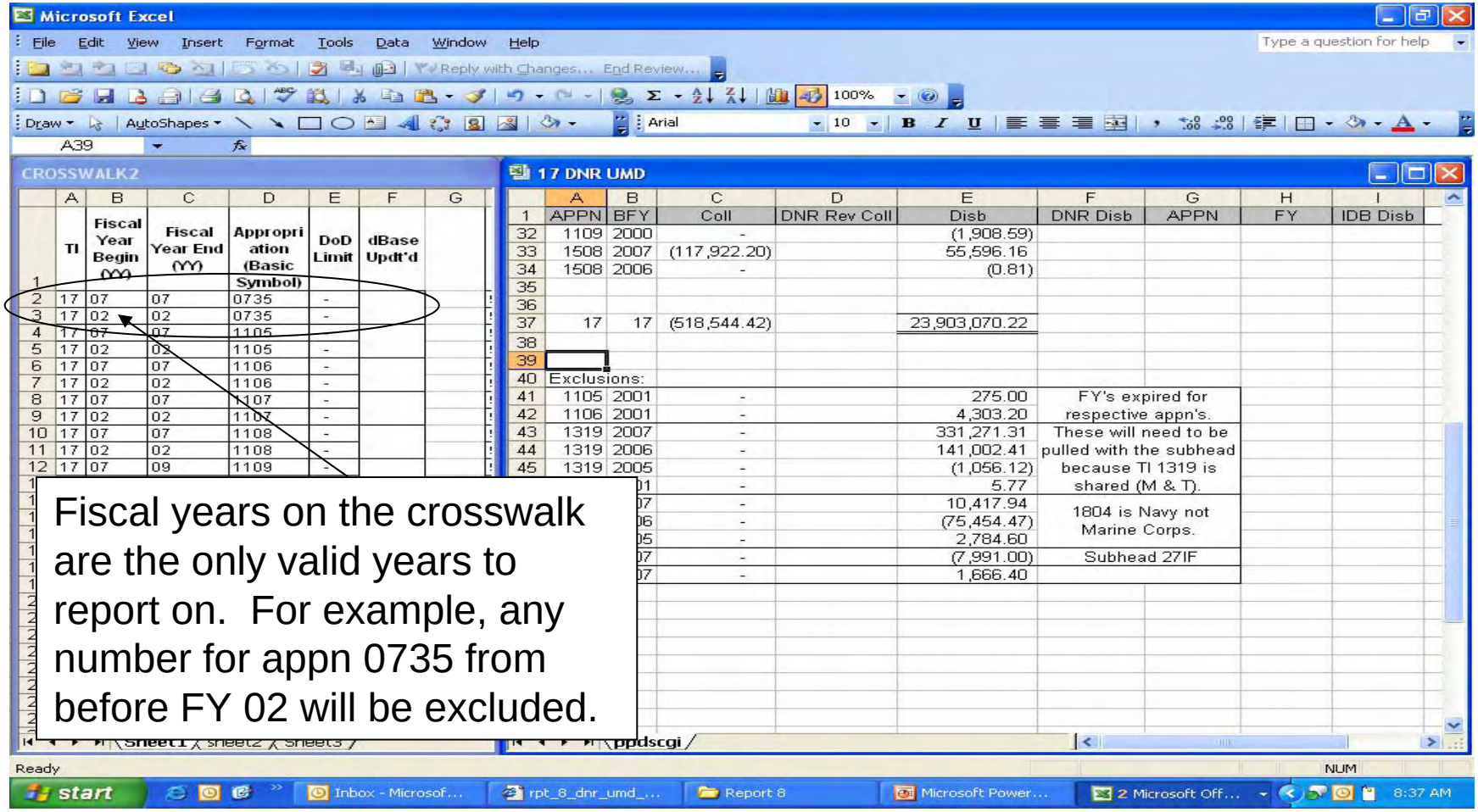
Open “Crosswalk2” – “K:\ACCTING\ACZ\0Report8\Current Procedures\Report 8” and display next to the DNR report by going to Window and “Arrange Windows” vertically.



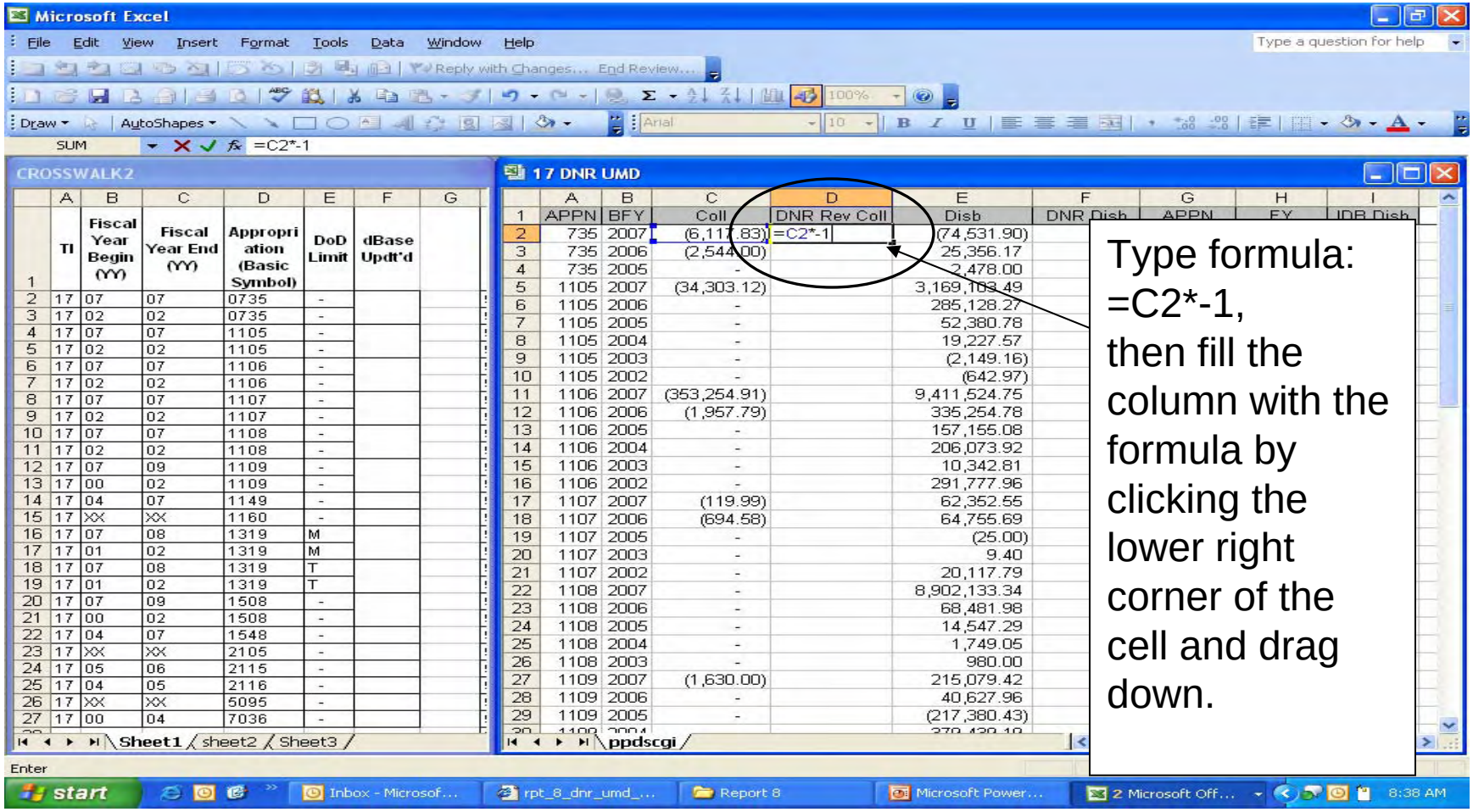
	A	B	C	D	E	F	G	H	I	J	
1	TI	Fiscal Year Begin (YY)	Fiscal Year End (YY)	Appropriation (Basic Symbol)	DoD Limit	dBase Updt'd		TI	Fiscal Year Begin (YY)	Fiscal Year End (YY)	Ap
2	17	07	07	0735	-			97	07	07	01
3	17	02	02	0735	-			97	02	02	
4	17	07	07	1105	-			97	07	07	
5	17	02	02	1105	-			97	06	06	
6	17	07	07	1106	-			97	07	07	
7	17	02	02	1106	-			97	02	02	
8	17	07	07	1107	-			97	07	07	
9	17	02	02	1107	-			97	02	02	
10	17	07	07	1108	-			97	07	07	
11	17	02	02	1108	-			97	04	04	
12	17	07	09	1109	-			97	07	07	
13	17	00	02	1109	-			97	02	02	
14	17	04	07	1149	-			97	03	05	
15	17	XX	XX	1160	-			97	01	03	
16	17	07	08	1319	M			97	07	09	
17	17	01	02	1319	M			97	00	02	
18	17	07	08	1319	T			97	07	09	
19	17	01	02	1319	T			97	06	08	
20	17	07	09	1508	-			97	07	09	
21	17	00	02	1508	-			97	00	02	
22	17	04	07	1548	-			97	04	07	
23	17	XX	XX	2105	-			97	07	08	
24	17	05	06	2115	-			97	01	02	
25	17	04	05	2116	-			97	04	05	
26	17	XX	XX	5095	-			97	01	02	
27	17	00	04	7036	-			97	04	05	

	A	B	C	D	E	F	G
1	APPN	BFY	Coll	DNR Rev Coll	Disb	DNR Disb	APPN
2	735	2007	(6,117.83)		(74,531.90)		
3	735	2006	(2,544.00)		25,356.17		
4	735	2005	-		2,478.00		
5	1105	2007	(34,303.12)		3,169,103.49		
6	1105	2006	-		285,128.27		
					-		
					52,380.78		
					-		
					19,227.57		
					-		
					(2,149.16)		
					-		
					(642.97)		
					-		
					275.00		
			(353,254.91)		9,411,524.75		
			(1,957.79)		335,254.78		
					-		
					157,155.08		
					-		
					206,073.92		
					-		
					10,342.81		
					-		
					291,777.96		
18	1106	2001	-		4,303.20		
19	1107	2007	(119.99)		62,352.55		
20	1107	2006	(694.58)		64,755.69		
21	1107	2005	-		(25.00)		
22	1107	2003	-		9.40		
23	1107	2002	-		20,117.79		
24	1108	2007	-		8,902,133.34		
25	1108	2006	-		68,481.98		
26	1108	2005	-		14,547.29		
27	1108	2004	-		1,749.05		
28	1108	2003	-		980.00		
29	1109	2007	(1,630.00)		215,079.42		

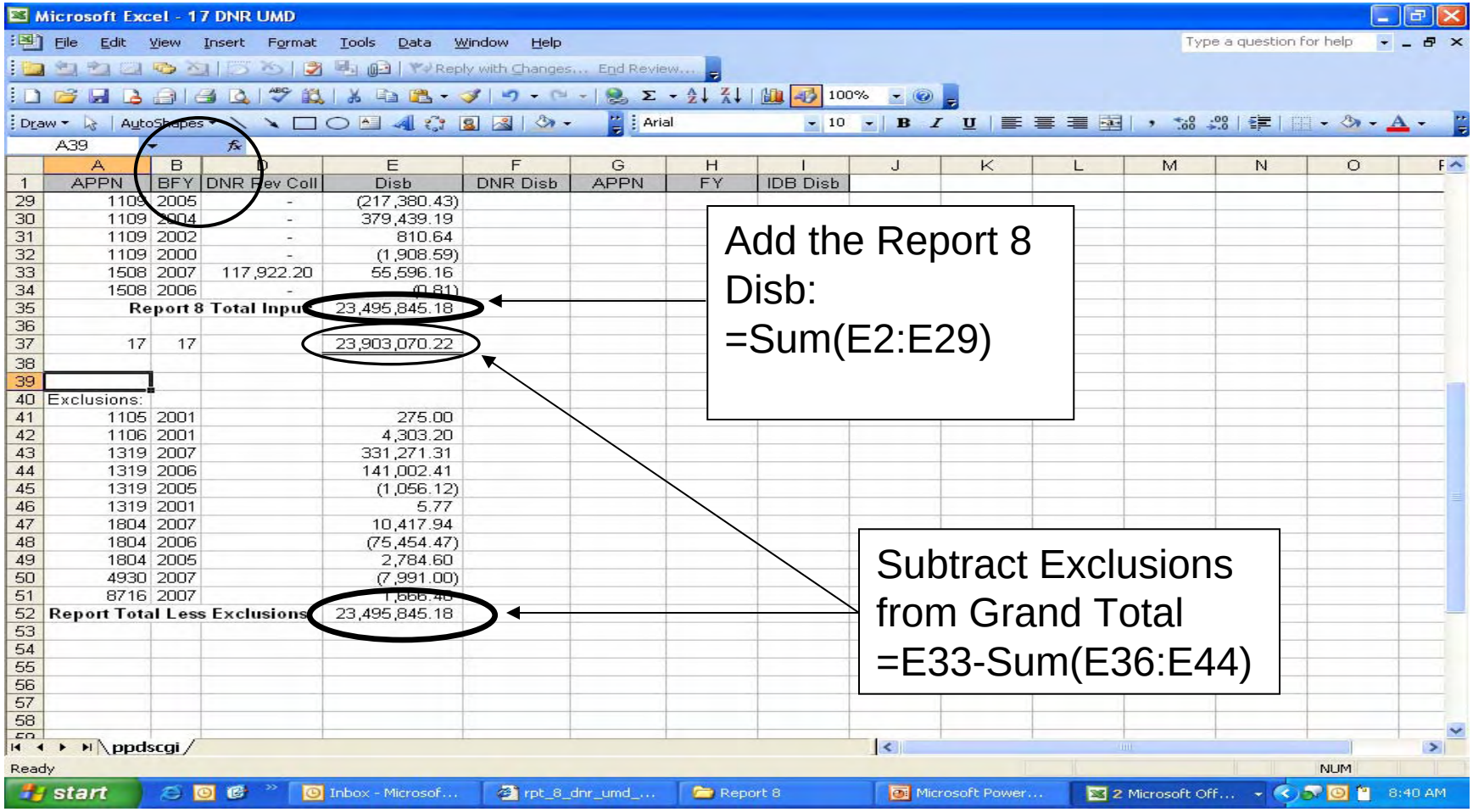
Use the Crosswalk to determine what years are expired for each Appn. We only report Closing year and Current years, so cut & paste the expired years, & other exclusions explained below, from the “DNR UMD” file into their own section at the bottom.



Formulate column named REV COLL to reverse collections



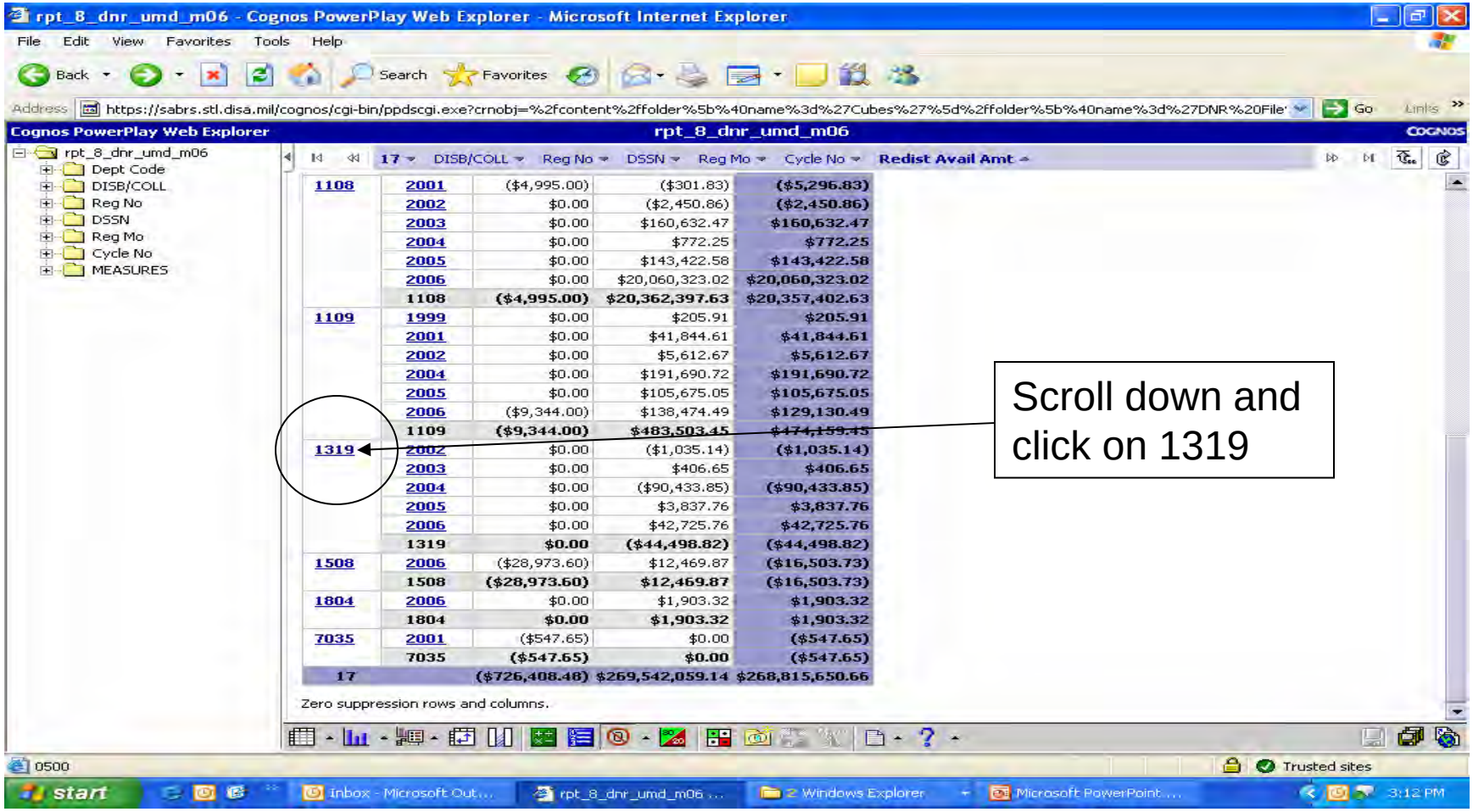
Hide the “Coll” column and be sure the Report 8 Input **equals** the Report Grand Total less Exclusions.



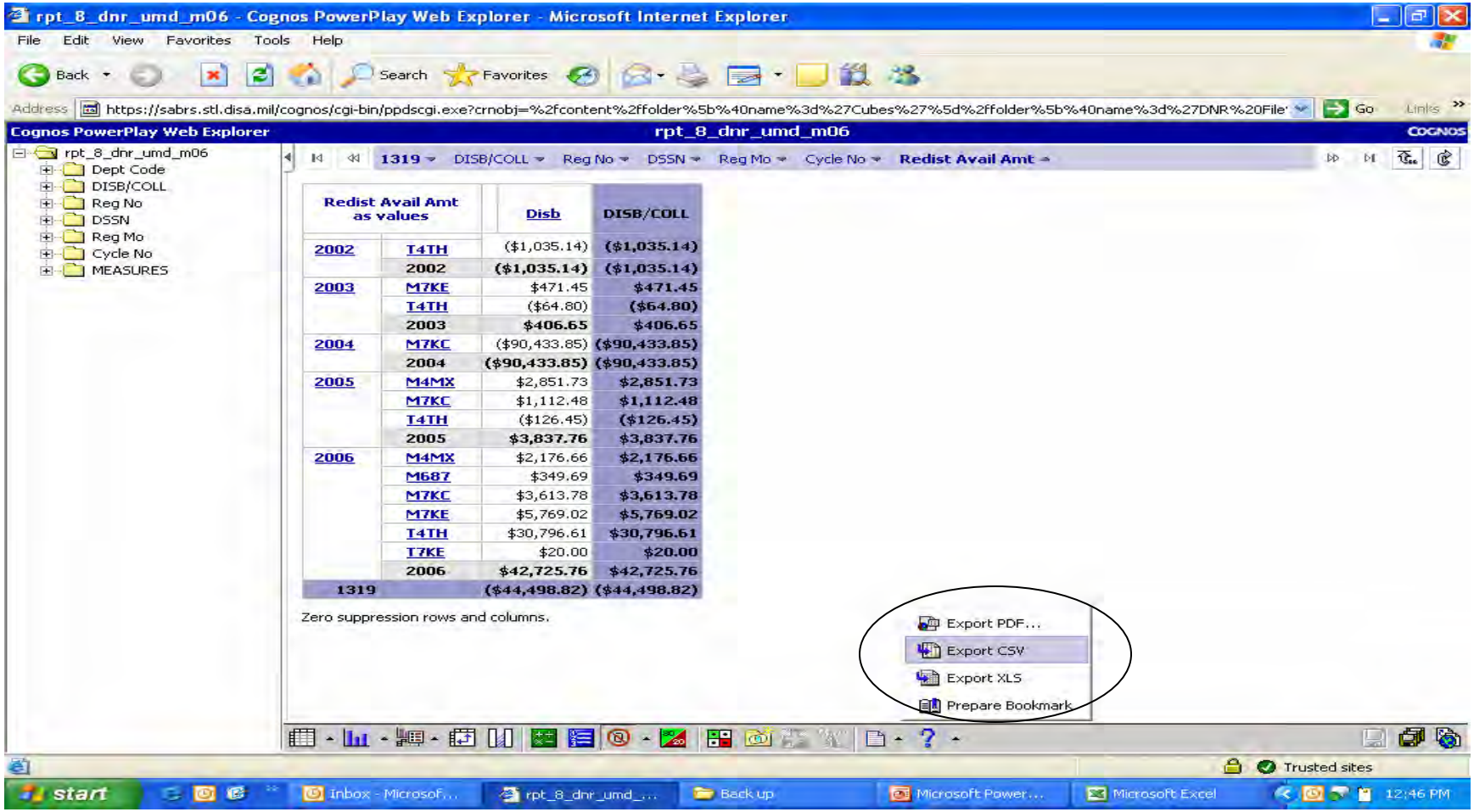
	A	B	C	E	F	G	H	I
1	APPN	BFY	DNR Rev Coll	Disb	DNR Disb	APPN	FY	IDB Disb
29	1105	2005	-	(217,380.43)				
30	1109	2004	-	379,439.19				
31	1109	2002	-	810.64				
32	1109	2000	-	(1,908.59)				
33	1508	2007	117,922.20	55,596.16				
34	1508	2006	-	(0.81)				
35			Report 8 Total Inpu	23,495,845.18				
36								
37	17	17		23,903,070.22				
38								
39								
40	Exclusions:							
41	1105	2001		275.00				
42	1106	2001		4,303.20				
43	1319	2007		331,271.31				
44	1319	2006		141,002.41				
45	1319	2005		(1,056.12)				
46	1319	2001		5.77				
47	1804	2007		10,417.94				
48	1804	2006		(75,454.47)				
49	1804	2005		2,784.60				
50	4930	2007		(7,991.00)				
51	8716	2007		1,666.48				
52	Report Total Less Exclusions			23,495,845.18				

Go back to ReportNet and pull TI 17 1319 (with subhead).

For further guidance, refer back to slide 3 and make adjustments where necessary.



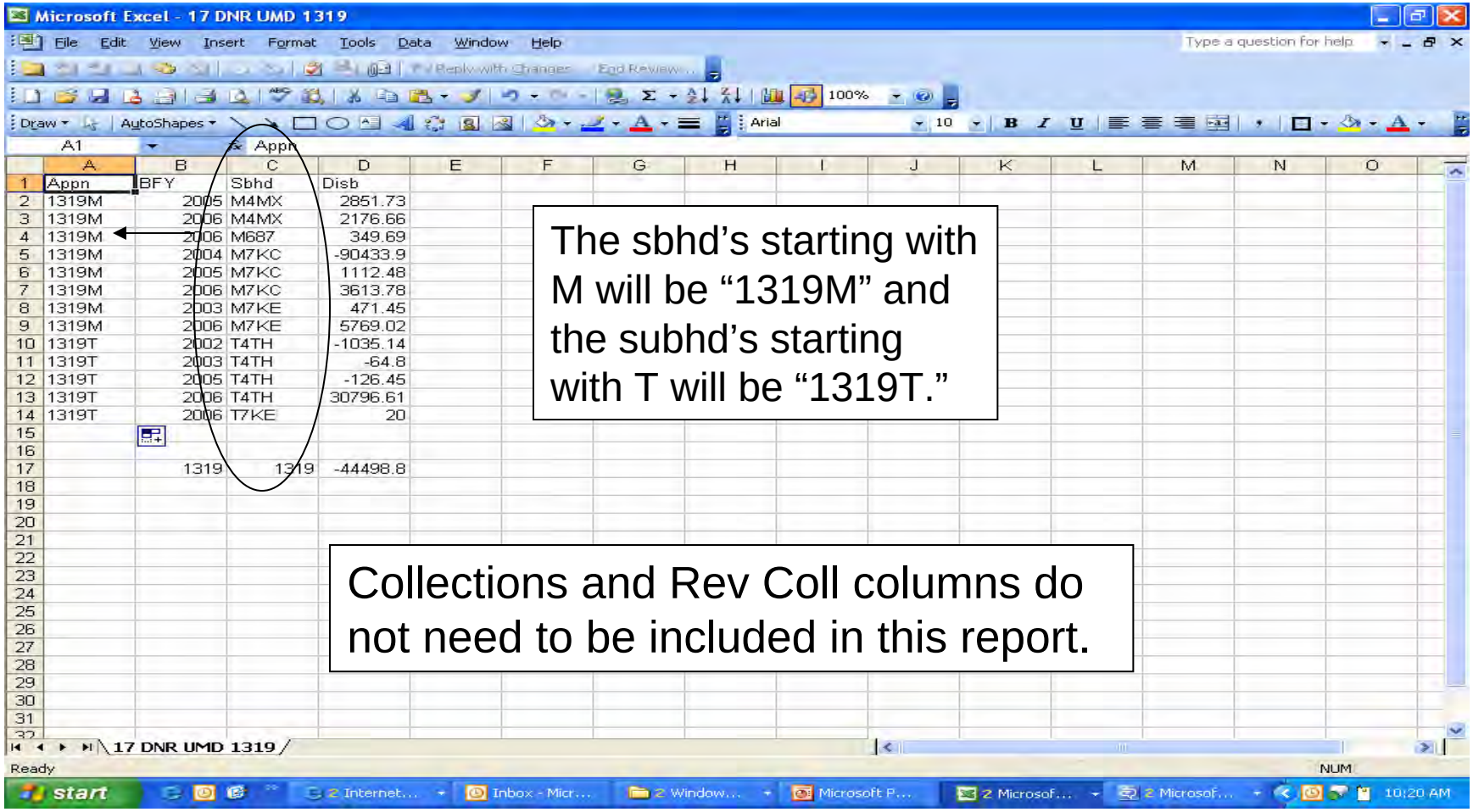
Export the TI 17 1319 with subhead data to CSV, then save to “K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Back up” as 17 DNR UMD 1319 in .xls format.
(Follow slides 6-24 when formatting the data.)



Once the summary lines are deleted, identify and label the Appn's by subhead.

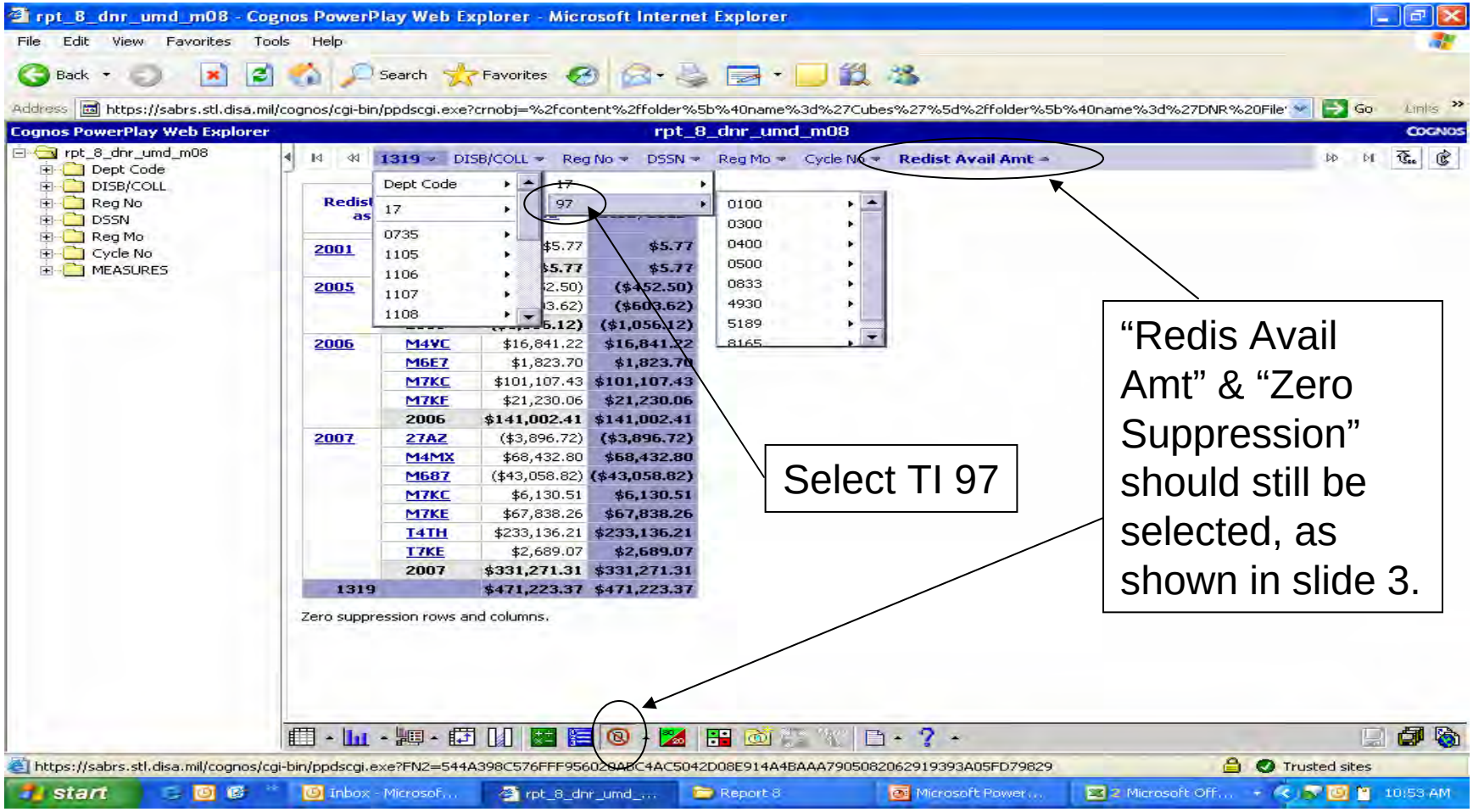
At this point you may also compare with the Crosswalk to be sure that any necessary exclusions are made by BFY, as done in slide 14.

(No exclusions were necessary in this example).



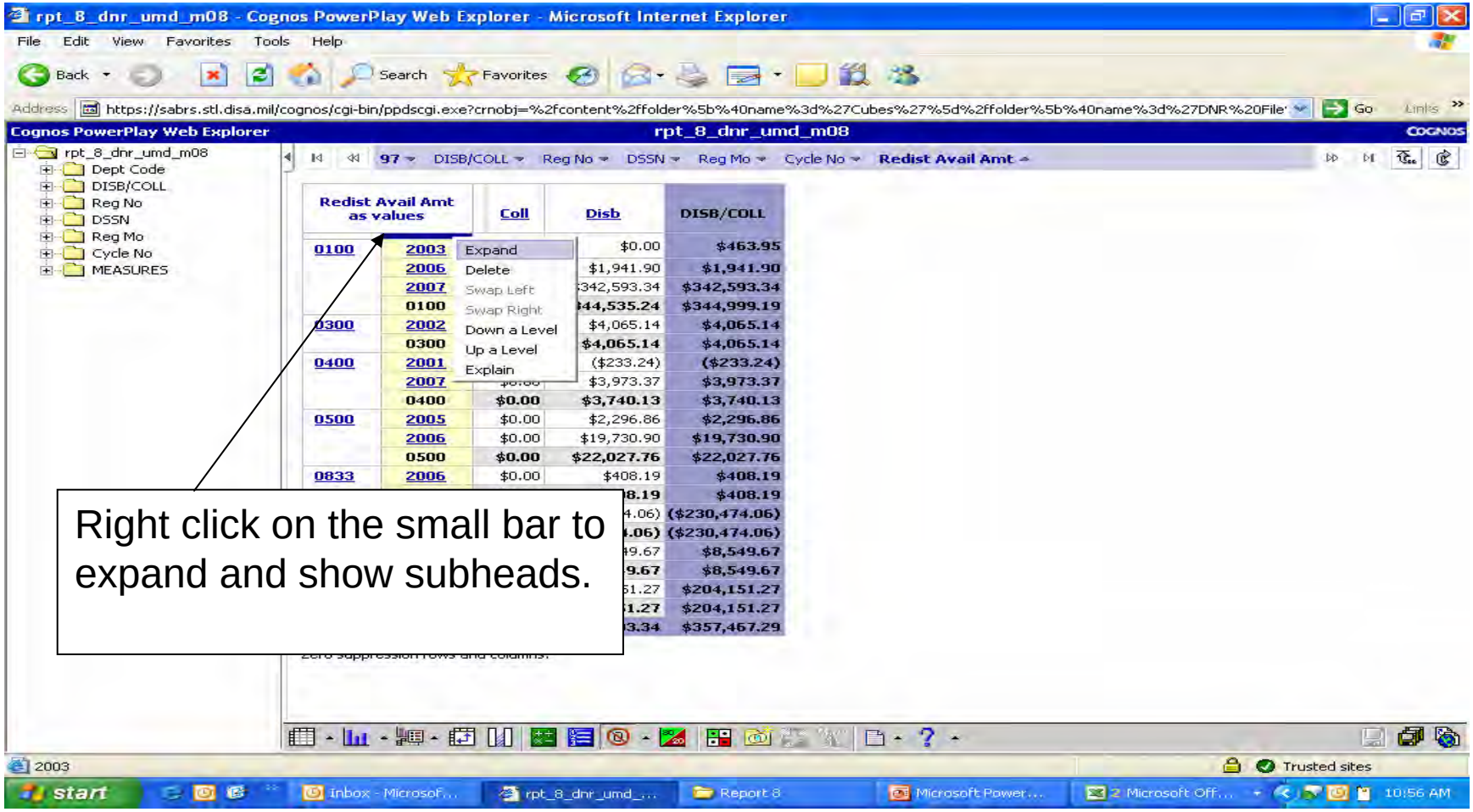
	A	B	C	D
1	Appn	BFY	Sbhd	Disb
2	1319M	2005	M4MX	2851.73
3	1319M	2006	M4MX	2176.66
4	1319M	2006	M687	349.69
5	1319M	2004	M7KC	-90433.9
6	1319M	2005	M7KC	1112.48
7	1319M	2006	M7KC	3613.78
8	1319M	2003	M7KE	471.45
9	1319M	2006	M7KE	5769.02
10	1319T	2002	T4TH	-1035.14
11	1319T	2003	T4TH	-64.8
12	1319T	2005	T4TH	-126.45
13	1319T	2006	T4TH	30796.61
14	1319T	2006	T7KE	20
15				
16				
17		1319	1319	-44498.8

Return to ReportNet and select the Dept Code “TI 97.”

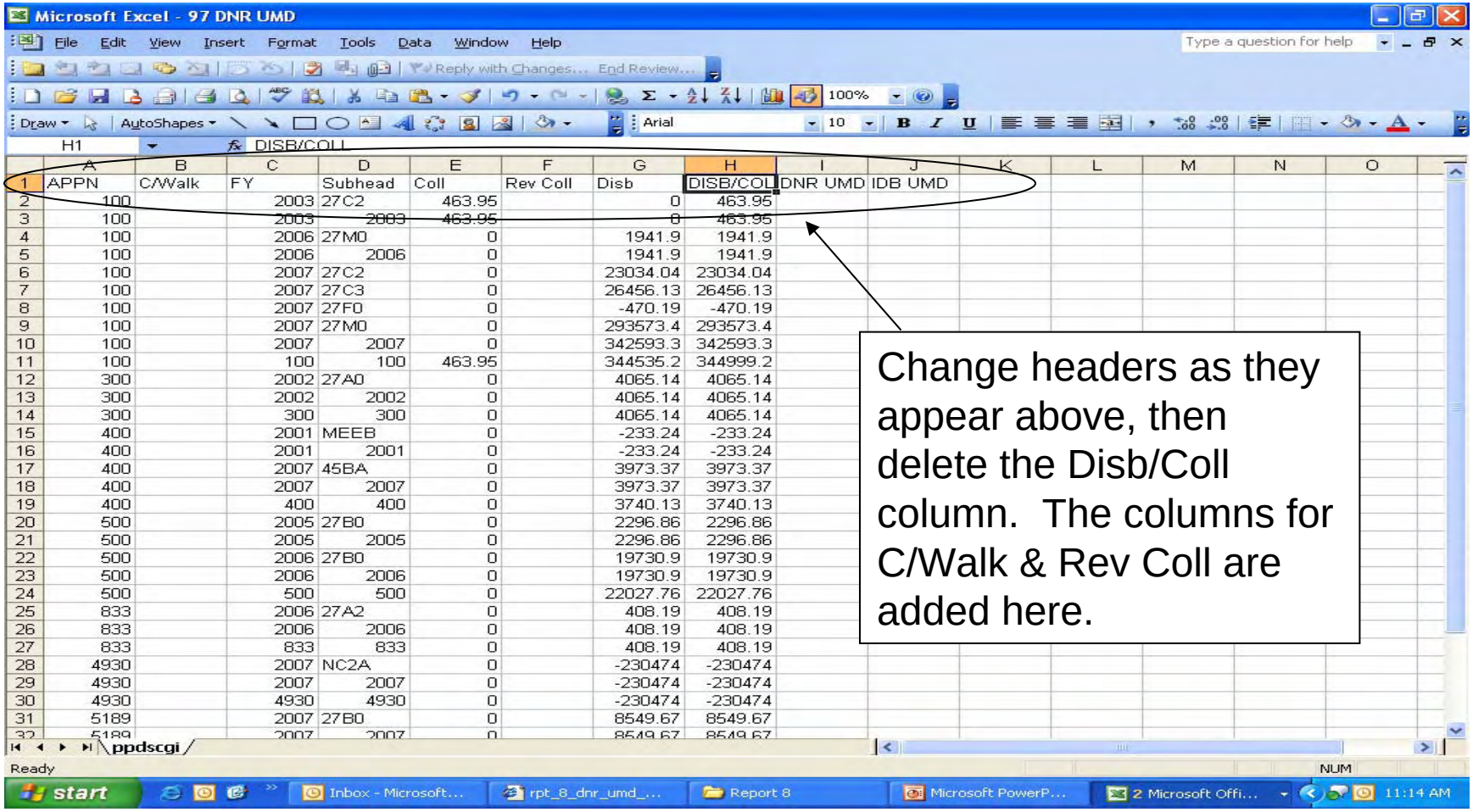


Expand the fund symbol to retrieve the Fiscal Year.

Once everything is captured, export to .CSV and save as “97 DNR UMD” to K:\Accting\ACZ\0Report8\Reports\2007-06\Back up.”

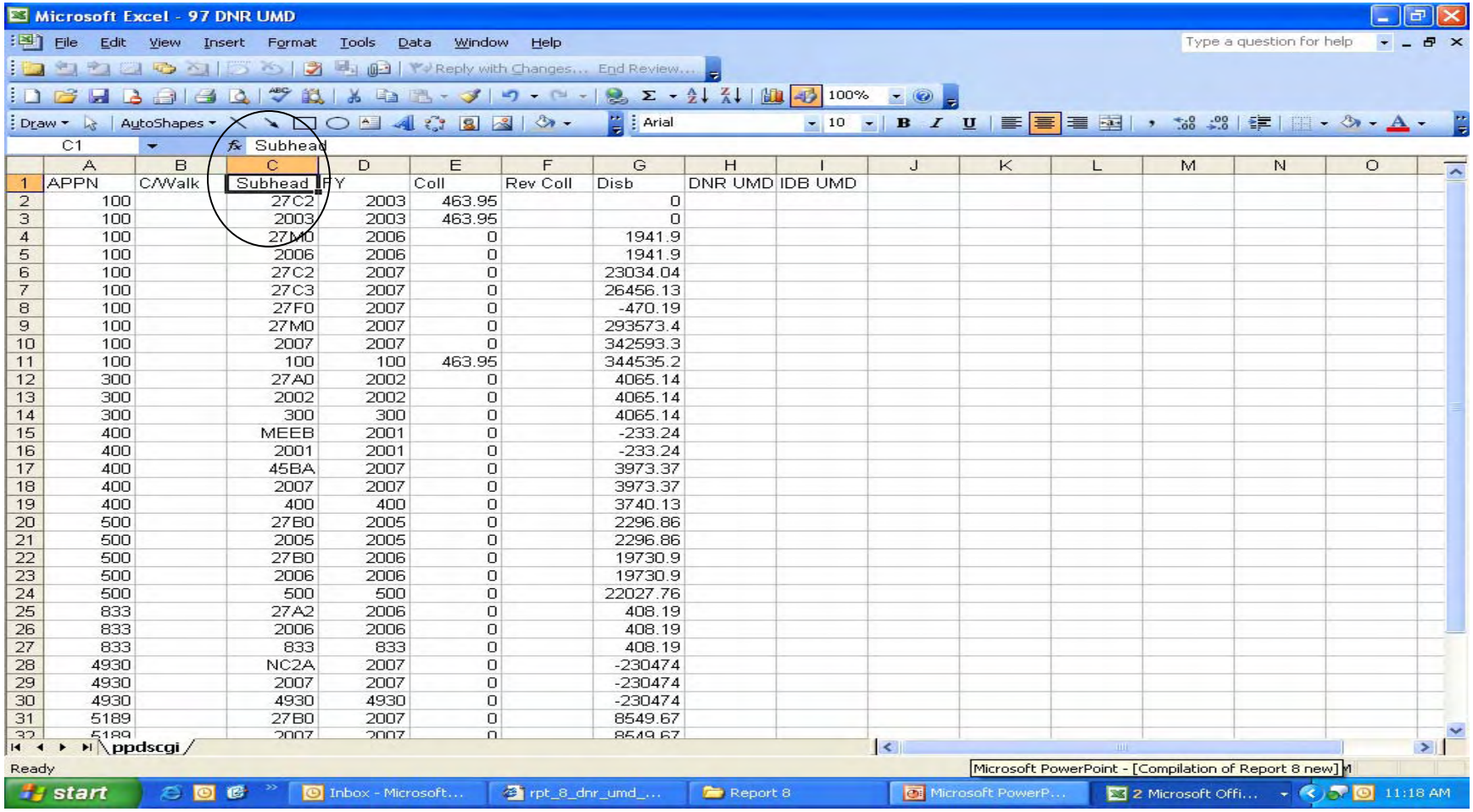


Format “97 DNR UMD” Report for input into Report 8.



	A	B	C	D	E	F	G	H	I	J
1	APPN	C/Walk	FY	Subhead	Coll	Rev Coll	Disb	DISB/COL	DNR UMD	IDB UMD
2	100		2003	27C2	463.95		0	463.95		
3	100		2003	2003	463.95		0	463.95		
4	100		2006	27M0	0		1941.9	1941.9		
5	100		2006	2006	0		1941.9	1941.9		
6	100		2007	27C2	0		23034.04	23034.04		
7	100		2007	27C3	0		26456.13	26456.13		
8	100		2007	27F0	0		-470.19	-470.19		
9	100		2007	27M0	0		293573.4	293573.4		
10	100		2007	2007	0		342593.3	342593.3		
11	100		100	100	463.95		344535.2	344999.2		
12	300		2002	27A0	0		4065.14	4065.14		
13	300		2002	2002	0		4065.14	4065.14		
14	300		300	300	0		4065.14	4065.14		
15	400		2001	MEEB	0		-233.24	-233.24		
16	400		2001	2001	0		-233.24	-233.24		
17	400		2007	45BA	0		3973.37	3973.37		
18	400		2007	2007	0		3973.37	3973.37		
19	400		400	400	0		3740.13	3740.13		
20	500		2005	27B0	0		2296.86	2296.86		
21	500		2005	2005	0		2296.86	2296.86		
22	500		2006	27B0	0		19730.9	19730.9		
23	500		2006	2006	0		19730.9	19730.9		
24	500		500	500	0		22027.76	22027.76		
25	833		2006	27A2	0		408.19	408.19		
26	833		2006	2006	0		408.19	408.19		
27	833		833	833	0		408.19	408.19		
28	4930		2007	NC2A	0		-230474	-230474		
29	4930		2007	2007	0		-230474	-230474		
30	4930		4930	4930	0		-230474	-230474		
31	5189		2007	27B0	0		8549.67	8549.67		

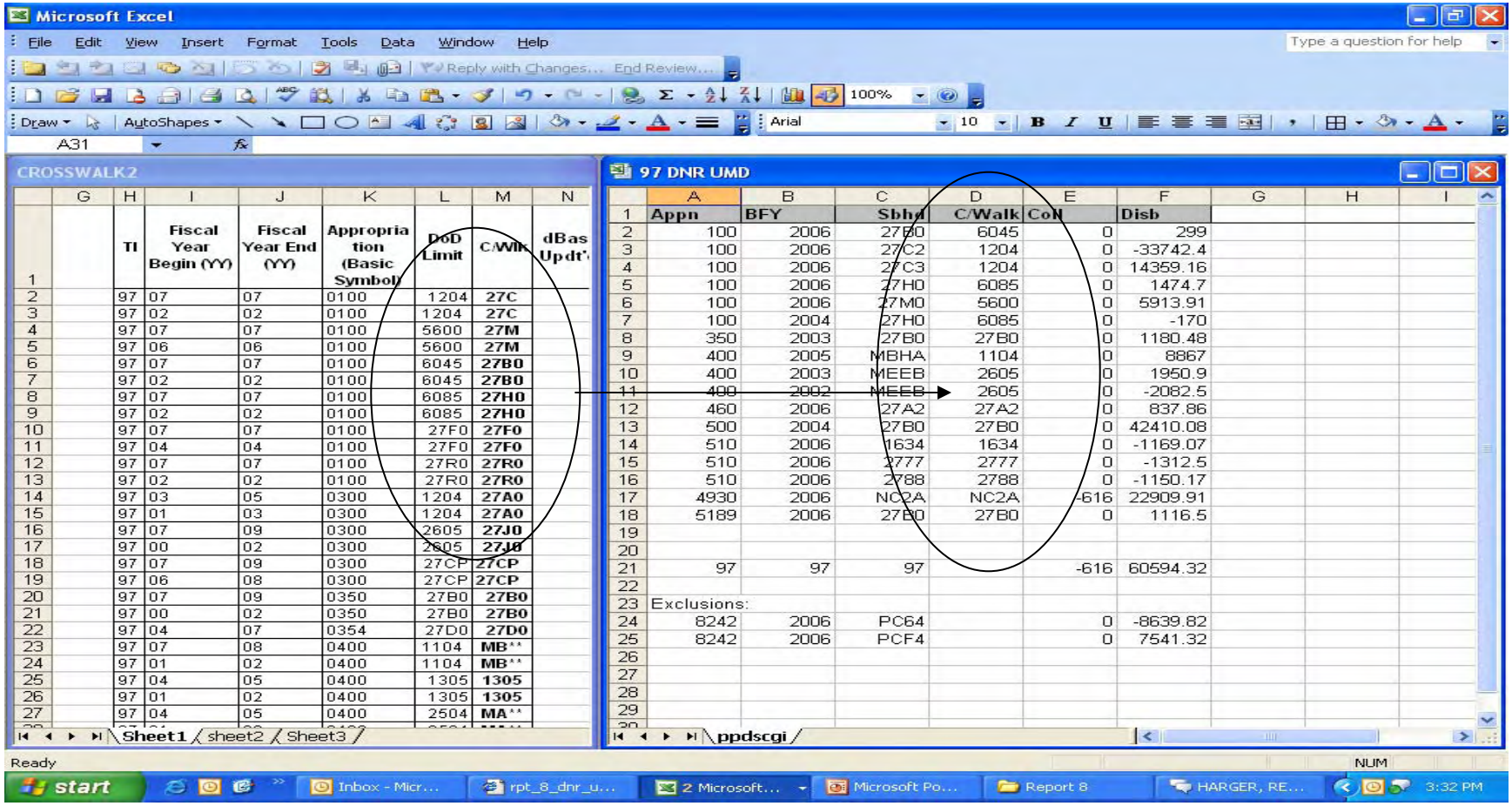
Cut & Insert the Subhead column so that it follows the C/Walk column instead of FY.



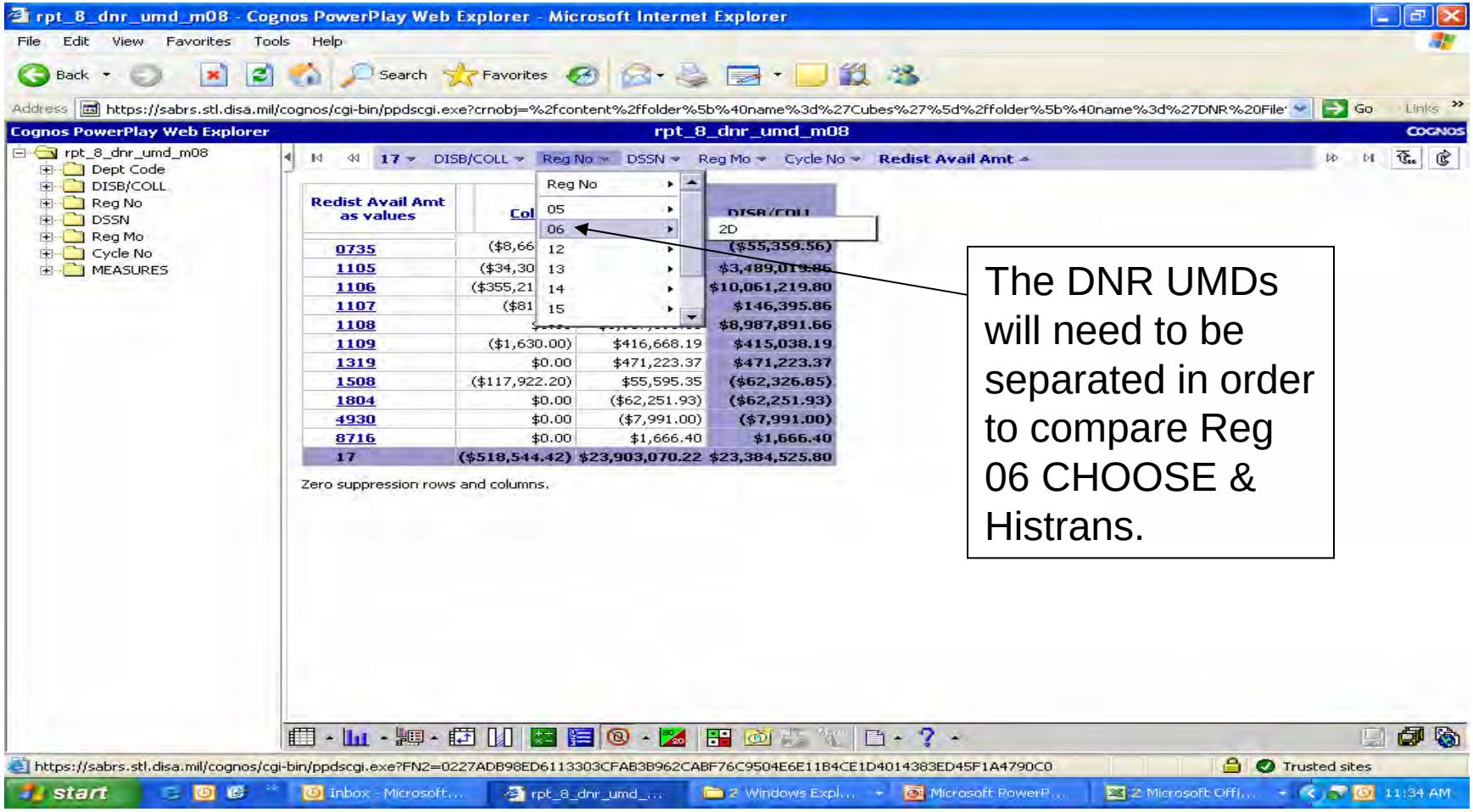
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	APPN	C/Walk	Subhead	FY	Coll	Rev Coll	Disb	DNR UMD	IDB UMD						
2	100		27C2	2003	463.95		0								
3	100		2003	2003	463.95		0								
4	100		27M0	2006	0		1941.9								
5	100		2006	2006	0		1941.9								
6	100		27C2	2007	0		23034.04								
7	100		27C3	2007	0		26456.13								
8	100		27F0	2007	0		-470.19								
9	100		27M0	2007	0		293573.4								
10	100		2007	2007	0		342593.3								
11	100		100	100	463.95		344535.2								
12	300		27A0	2002	0		4065.14								
13	300		2002	2002	0		4065.14								
14	300		300	300	0		4065.14								
15	400		MEEB	2001	0		-233.24								
16	400		2001	2001	0		-233.24								
17	400		45BA	2007	0		3973.37								
18	400		2007	2007	0		3973.37								
19	400		400	400	0		3740.13								
20	500		27B0	2005	0		2296.86								
21	500		2005	2005	0		2296.86								
22	500		27B0	2006	0		19730.9								
23	500		2006	2006	0		19730.9								
24	500		500	500	0		22027.76								
25	833		27A2	2006	0		408.19								
26	833		2006	2006	0		408.19								
27	833		833	833	0		408.19								
28	4930		NC2A	2007	0		-230474								
29	4930		2007	2007	0		-230474								
30	4930		4930	4930	0		-230474								
31	5189		27B0	2007	0		8549.67								
32	5189		2007	2007	0		8549.67								

Use “Crosswalk2” to identify expired years for exclusion & to determine what DoD Limit should be entered in the C/Walk column of 97 DNR UMD.

(Follow slides 6-24 for formatting and make adjustments where necessary).

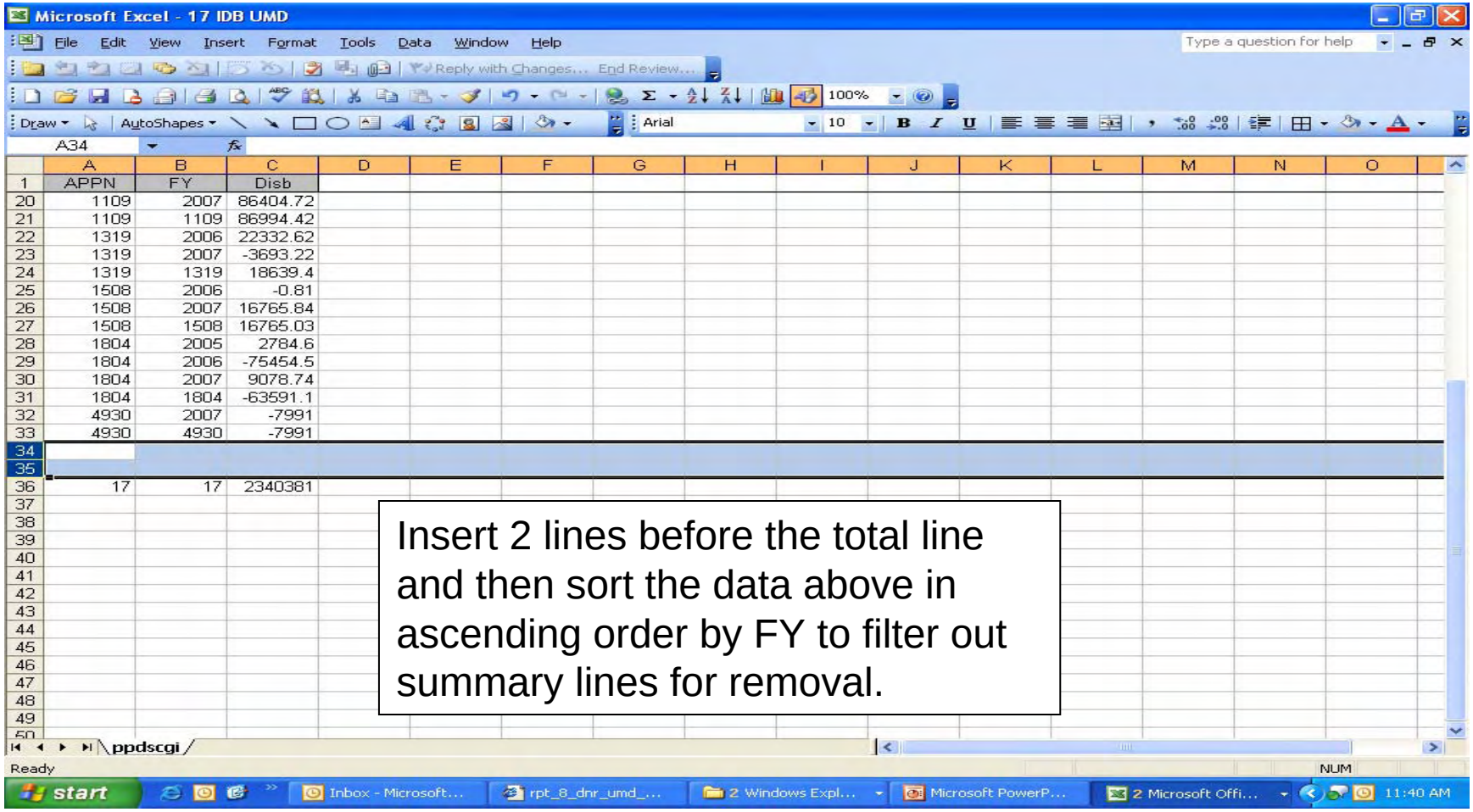


Go back to ReportNet and pull UMDs by Reg 06 (IDBs)

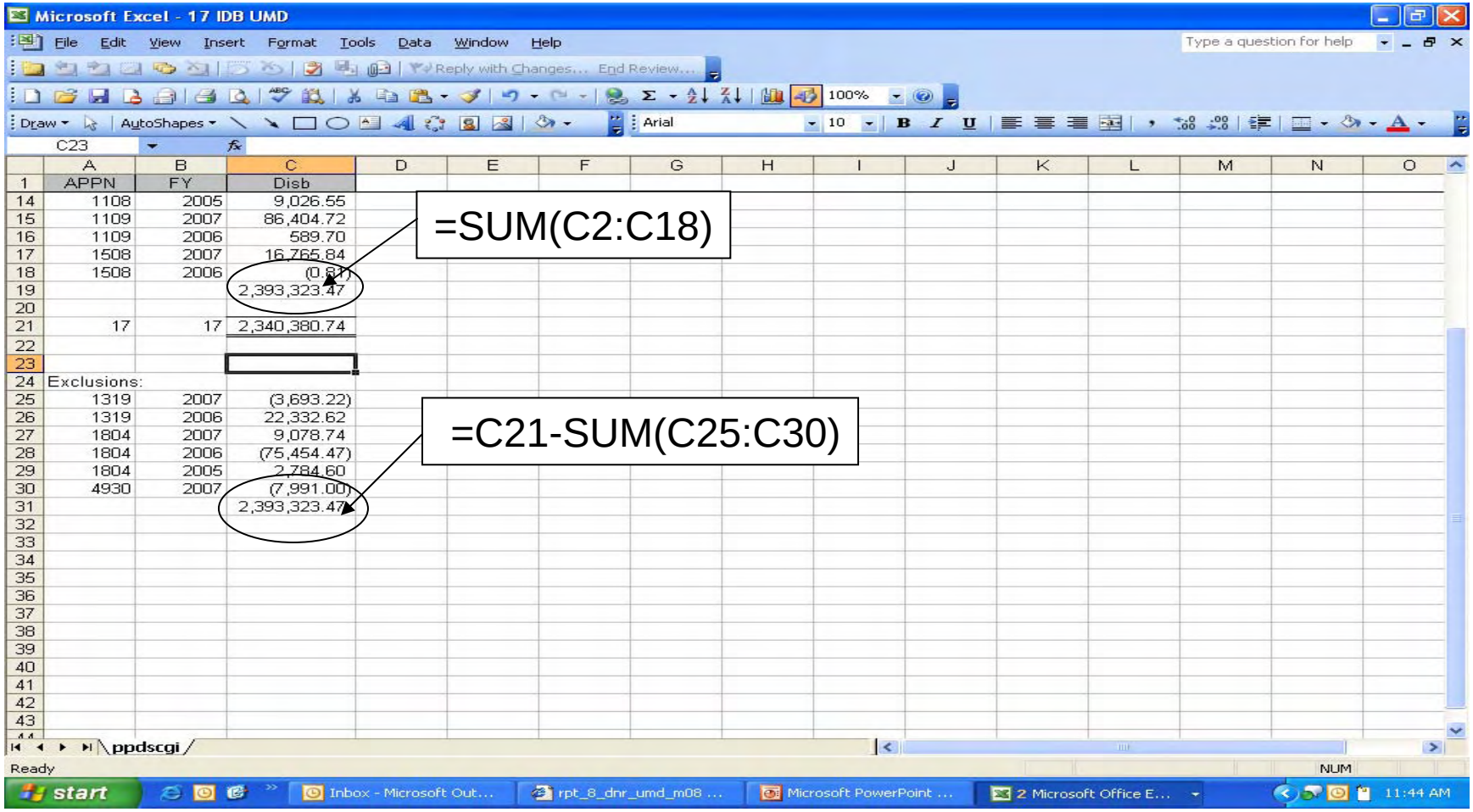


Make sure that the below options are selected/modified and then export to .CSV and save as “17 IDB UMD” to the back up folder.

Change the headers as follows and delete the disb/coll column (d).

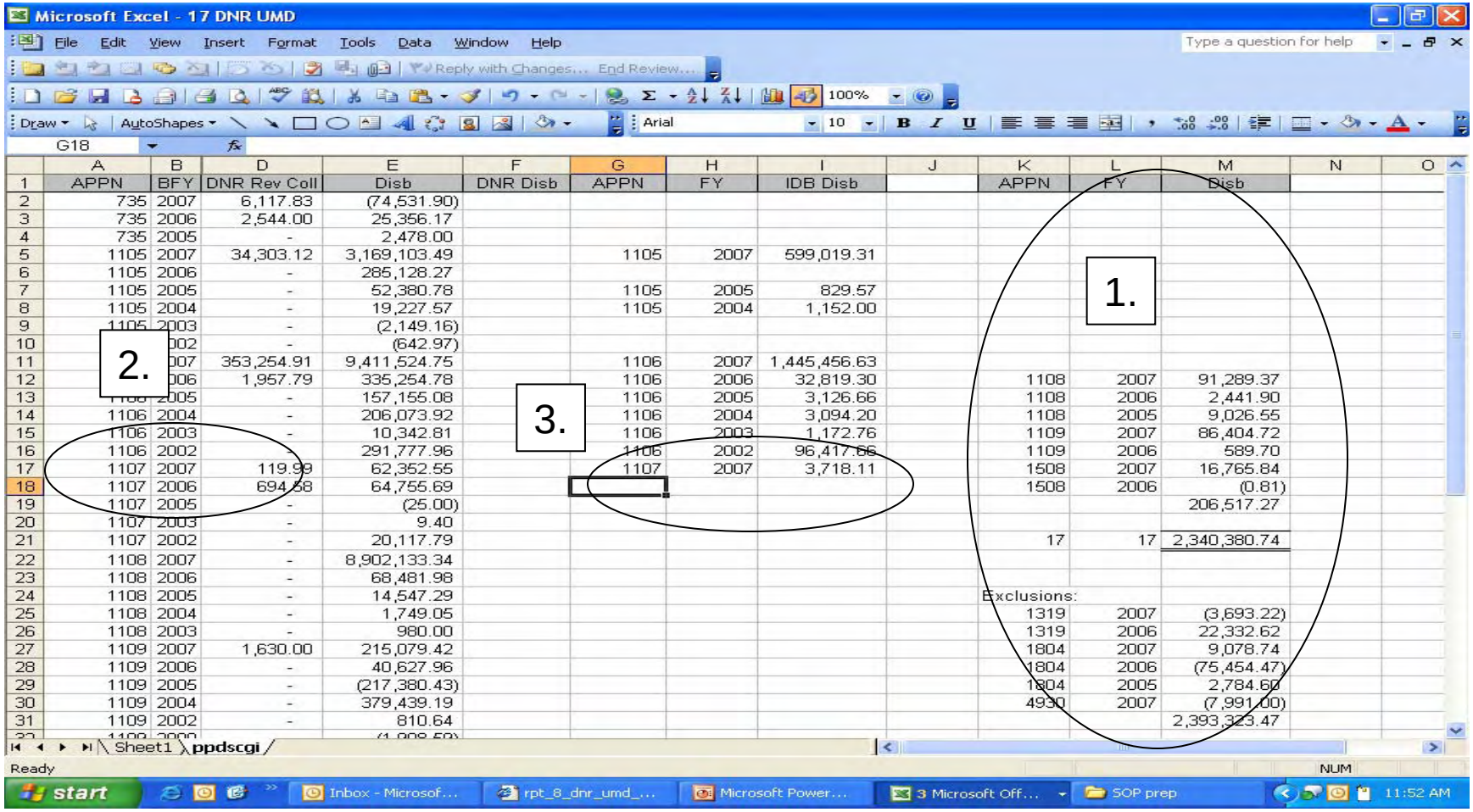


After removing the summary lines, sort the data by Appn-ascending & FY-descending. Cut & Paste exclusions to the bottom in the "Exclusions" section & then add "SUM" lines to compare the totals.



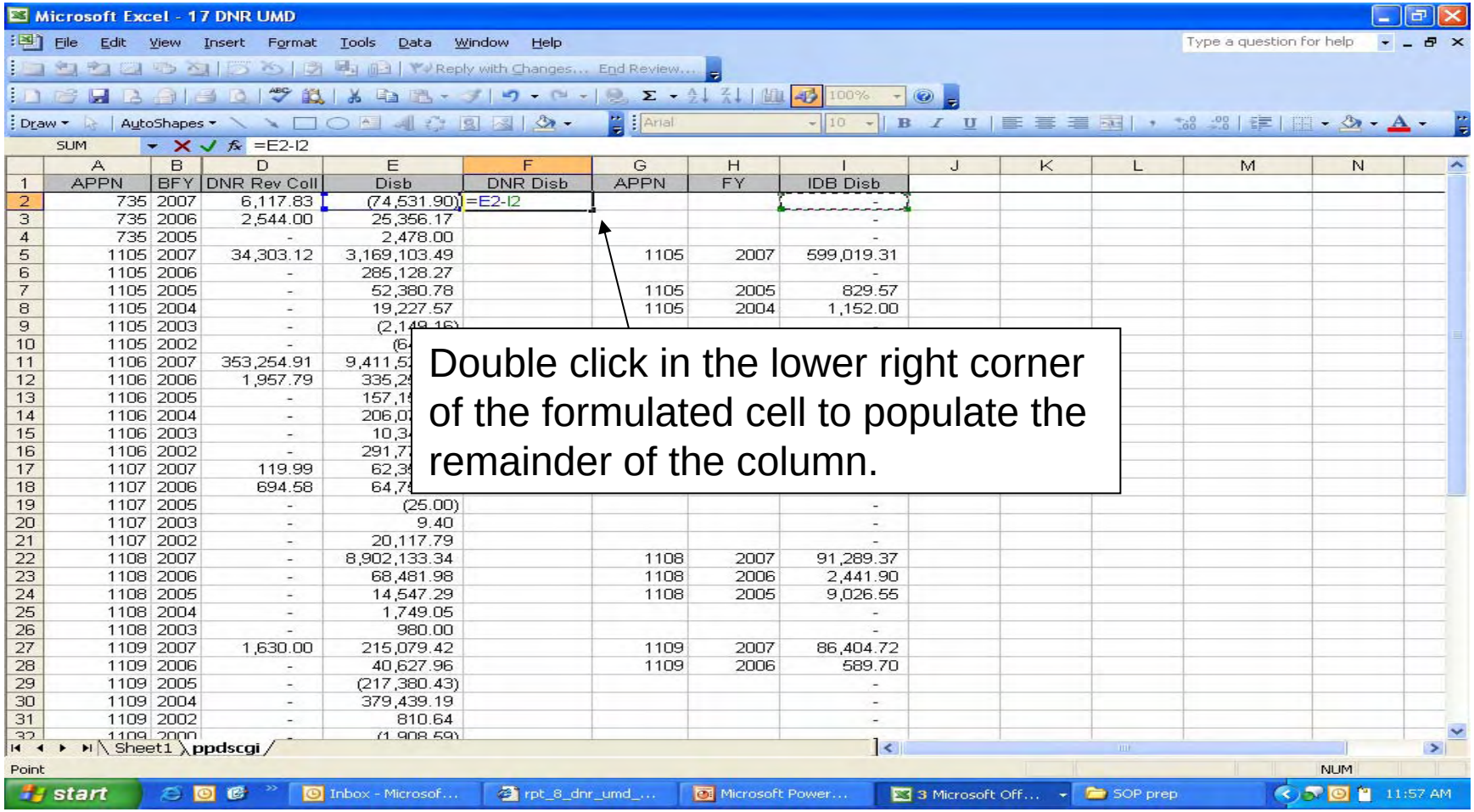
	A	B	C
1	APPN	FY	Disb
14	1108	2005	9,026.55
15	1109	2007	86,404.72
16	1109	2006	589.70
17	1508	2007	16,765.84
18	1508	2006	(0.81)
19			2,393,323.47
20			
21	17	17	2,340,380.74
22			
23			
24	Exclusions:		
25	1319	2007	(3,693.22)
26	1319	2006	22,332.62
27	1804	2007	9,078.74
28	1804	2006	(75,454.47)
29	1804	2005	2,784.60
30	4930	2007	(7,991.00)
31			2,393,323.47

Open the “17 DNR UMD” file, copy & paste the Reg 06 data from the “17 IDB UMD” file off to the side (step 1), then cut & paste the data by appn on the appropriate lines (steps 2 & 3).



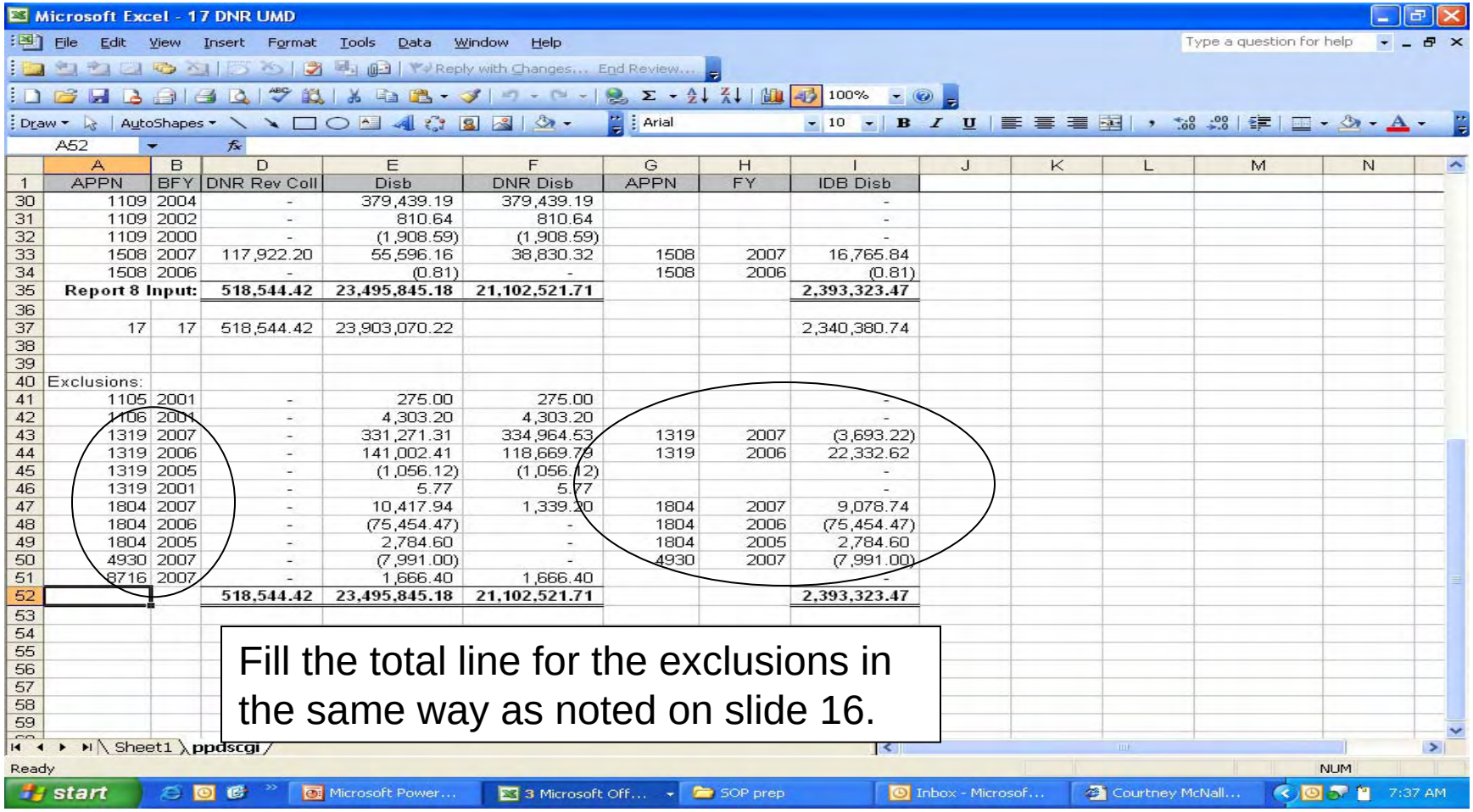
	A	B	D	E	F	G	H	I	J	K	L	M	N	O
1	APPN	BFY	DNR Rev Coll	Disb	DNR Disb	APPN	FY	IDB Disb		APPN	FY	Disb		
2	735	2007	6,117.83	(74,531.90)										
3	735	2006	2,544.00	25,356.17										
4	735	2005	-	2,478.00										
5	1105	2007	34,303.12	3,169,103.49		1105	2007	599,019.31						
6	1105	2006	-	285,128.27										
7	1105	2005	-	52,380.78		1105	2005	829.57						
8	1105	2004	-	19,227.57		1105	2004	1,152.00						
9	1105	2003	-	(2,149.16)										
10		002	-	(642.97)										
11		007	353,254.91	9,411,524.75		1106	2007	1,445,456.63						
12		006	1,957.79	335,254.78		1106	2006	32,819.30		1108	2007	91,289.37		
13		005	-	157,155.08		1106	2005	3,126.66		1108	2006	2,441.90		
14	1106	2004	-	206,073.92		1106	2004	3,094.20		1108	2005	9,026.55		
15	1106	2003	-	10,342.81		1106	2003	1,172.76		1109	2007	86,404.72		
16	1106	2002	-	291,777.96		1106	2002	96,417.66		1109	2006	589.70		
17	1107	2007	119.99	62,352.55		1107	2007	3,718.11		1508	2007	16,765.84		
18	1107	2006	694.58	64,755.69						1508	2006	(0.81)		
19	1107	2005	-	(25.00)								206,517.27		
20	1107	2003	-	9.40										
21	1107	2002	-	20,117.79						17	17	2,340,380.74		
22	1108	2007	-	8,902,133.34										
23	1108	2006	-	68,481.98										
24	1108	2005	-	14,547.29						Exclusions:				
25	1108	2004	-	1,749.05						1319	2007	(3,693.22)		
26	1108	2003	-	980.00						1319	2006	22,332.62		
27	1109	2007	1,630.00	215,079.42						1804	2007	9,078.74		
28	1109	2006	-	40,627.96						1804	2006	(75,454.47)		
29	1109	2005	-	(217,380.43)						1804	2005	2,784.60		
30	1109	2004	-	379,439.19						4930	2007	(7,991.00)		
31	1109	2002	-	810.64								2,393,323.47		

Formulate the DNR DISB column with: =E?-I?. In this formula the "?" should be filled in fill the appropriate row number.



	A	B	D	E	F	G	H	I
1	APPN	BFY	DNR Rev Coll	Disb	DNR Disb	APPN	FY	IDB Disb
2	735	2007	6,117.83	(74,531.90)	=E2-I2			-
3	735	2006	2,544.00	25,356.17				-
4	735	2005	-	2,478.00				-
5	1105	2007	34,303.12	3,169,103.49		1105	2007	599,019.31
6	1105	2006	-	285,128.27				-
7	1105	2005	-	52,380.78		1105	2005	829.57
8	1105	2004	-	19,227.57		1105	2004	1,152.00
9	1105	2003	-	(2,149.16)				
10	1105	2002	-	(6				
11	1106	2007	353,254.91	9,411,5				
12	1106	2006	1,957.79	335,2				
13	1106	2005	-	157,1				
14	1106	2004	-	206,0				
15	1106	2003	-	10,3				
16	1106	2002	-	291,7				
17	1107	2007	119.99	62,3				
18	1107	2006	694.58	64,7				
19	1107	2005	-	(25.00)				-
20	1107	2003	-	9.40				-
21	1107	2002	-	20,117.79				-
22	1108	2007	-	8,902,133.34		1108	2007	91,289.37
23	1108	2006	-	68,481.98		1108	2006	2,441.90
24	1108	2005	-	14,547.29		1108	2005	9,026.55
25	1108	2004	-	1,749.05				-
26	1108	2003	-	980.00				-
27	1109	2007	1,630.00	215,079.42		1109	2007	86,404.72
28	1109	2006	-	40,627.96		1109	2006	589.70
29	1109	2005	-	(217,380.43)				-
30	1109	2004	-	379,439.19				-
31	1109	2002	-	810.64				-
32	1109	2000	-	(1,908.59)				

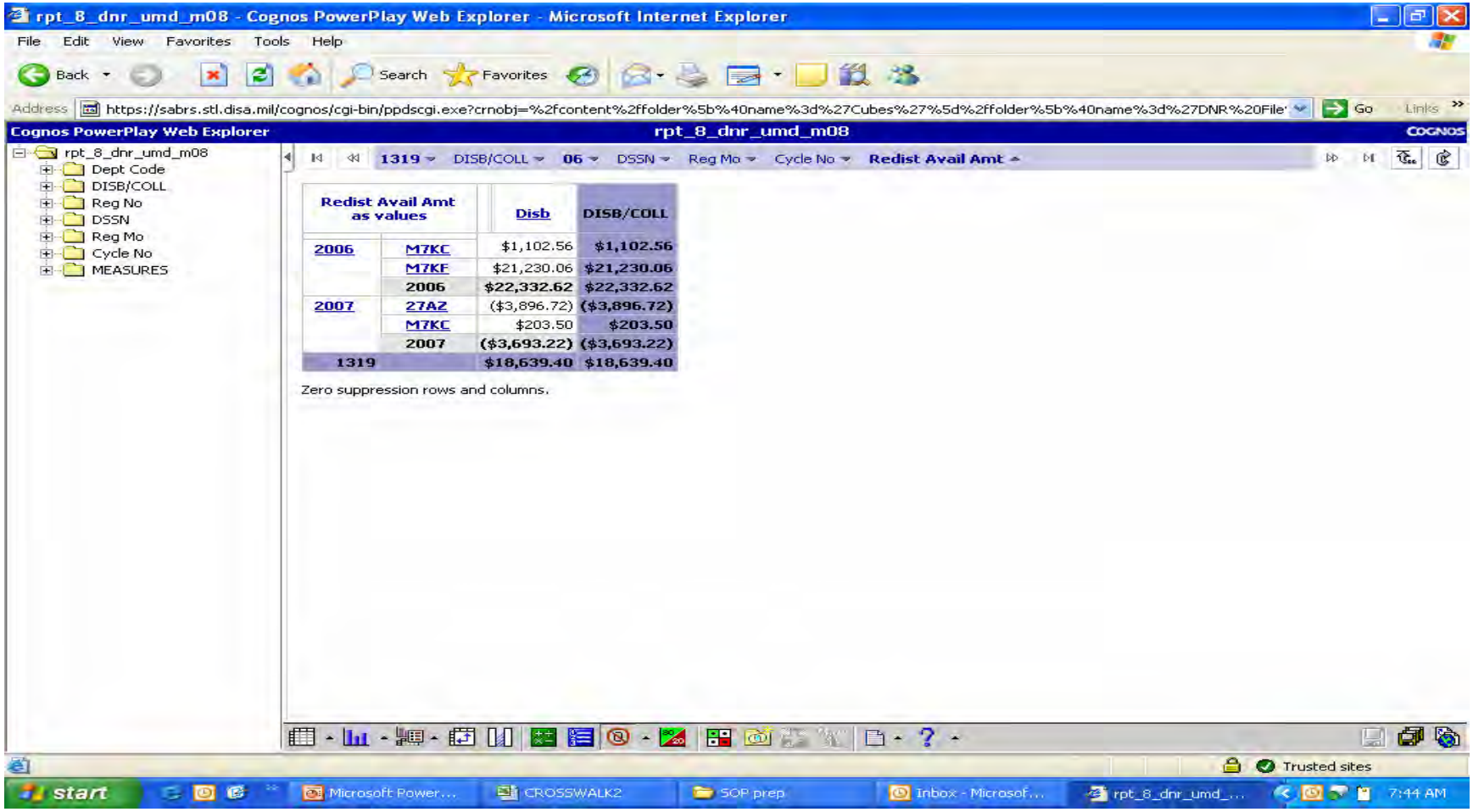
The Reg 06 exclusions should be Pasted to the bottom of the “17 DNR UMD” file next to the DNR data that corresponds to the FY & Appn.



	A	B	D	E	F	G	H	I
1	APPN	BFY	DNR Rev Coll	Disb	DNR Disb	APPN	FY	IDB Disb
30	1109	2004	-	379,439.19	379,439.19			-
31	1109	2002	-	810.64	810.64			-
32	1109	2000	-	(1,908.59)	(1,908.59)			-
33	1508	2007	117,922.20	55,596.16	38,830.32	1508	2007	16,765.84
34	1508	2006	-	(0.81)	-	1508	2006	(0.81)
35	**Report 8 Input:**		**518,544.42**	**23,495,845.18**	**21,102,521.71**			**2,393,323.47**
36								
37	17	17	518,544.42	23,903,070.22				2,340,380.74
38								
39								
40	Exclusions:							
41	1105	2001	-	275.00	275.00			-
42	1106	2001	-	4,303.20	4,303.20			-
43	1319	2007	-	331,271.31	334,964.53	1319	2007	(3,693.22)
44	1319	2006	-	141,002.41	118,669.79	1319	2006	22,332.62
45	1319	2005	-	(1,056.12)	(1,056.12)			-
46	1319	2001	-	5.77	5.77			-
47	1804	2007	-	10,417.94	1,339.20	1804	2007	9,078.74
48	1804	2006	-	(75,454.47)	-	1804	2006	(75,454.47)
49	1804	2005	-	2,784.60	-	1804	2005	2,784.60
50	4930	2007	-	(7,991.00)	-	4930	2007	(7,991.00)
51	8716	2007	-	1,666.40	1,666.40			-
52			**518,544.42**	**23,495,845.18**	**21,102,521.71**			**2,393,323.47**
53								
54								
55								
56								
57								
58								
59								

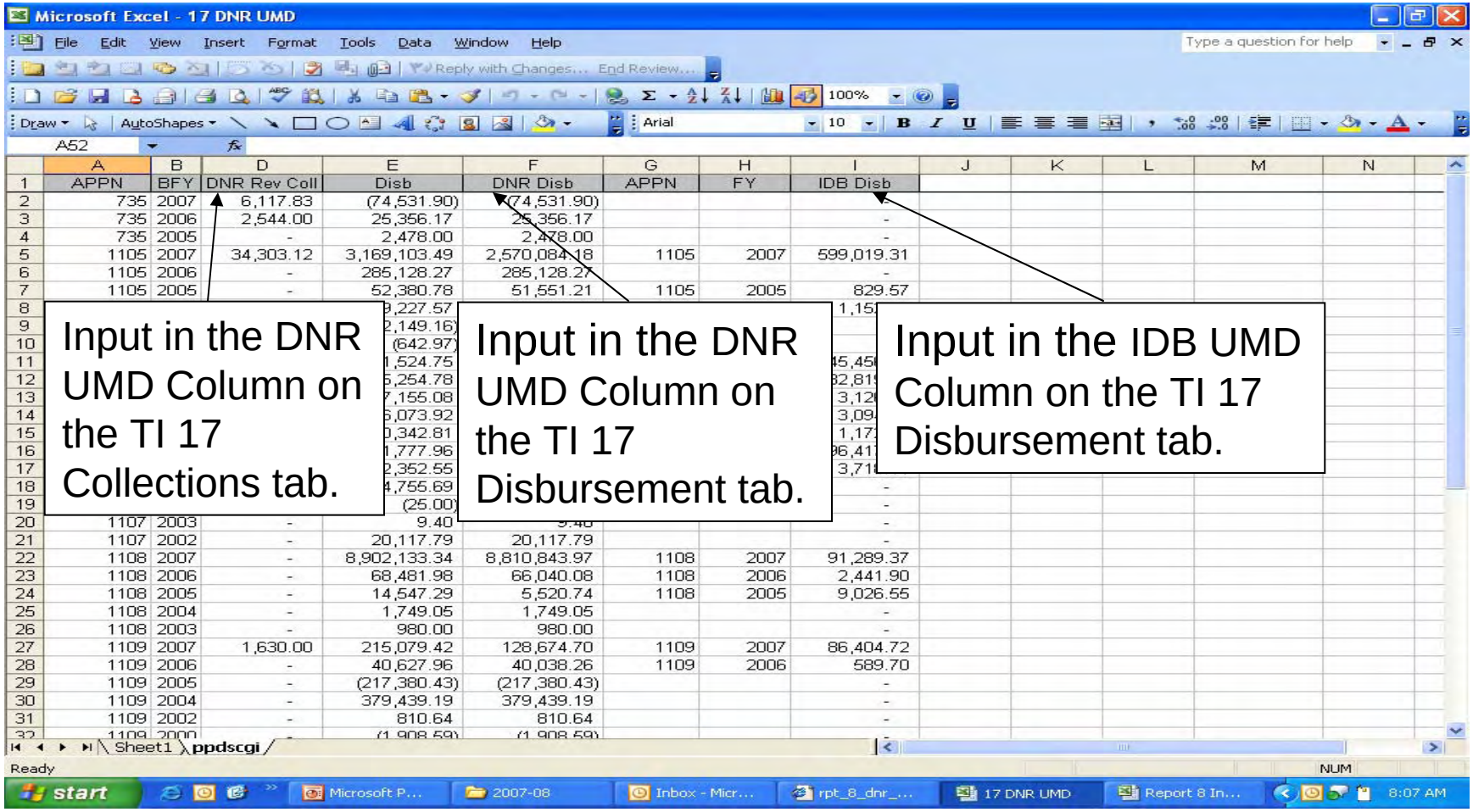
Return to ReportNet to pull Reg 06 data by TI 17 1319 & then TI 97.
Refer to slide 25 and make adjustments where necessary.

Note: Save as 17 IDB UMD 1319 & 97 IDB UMD, respectively.



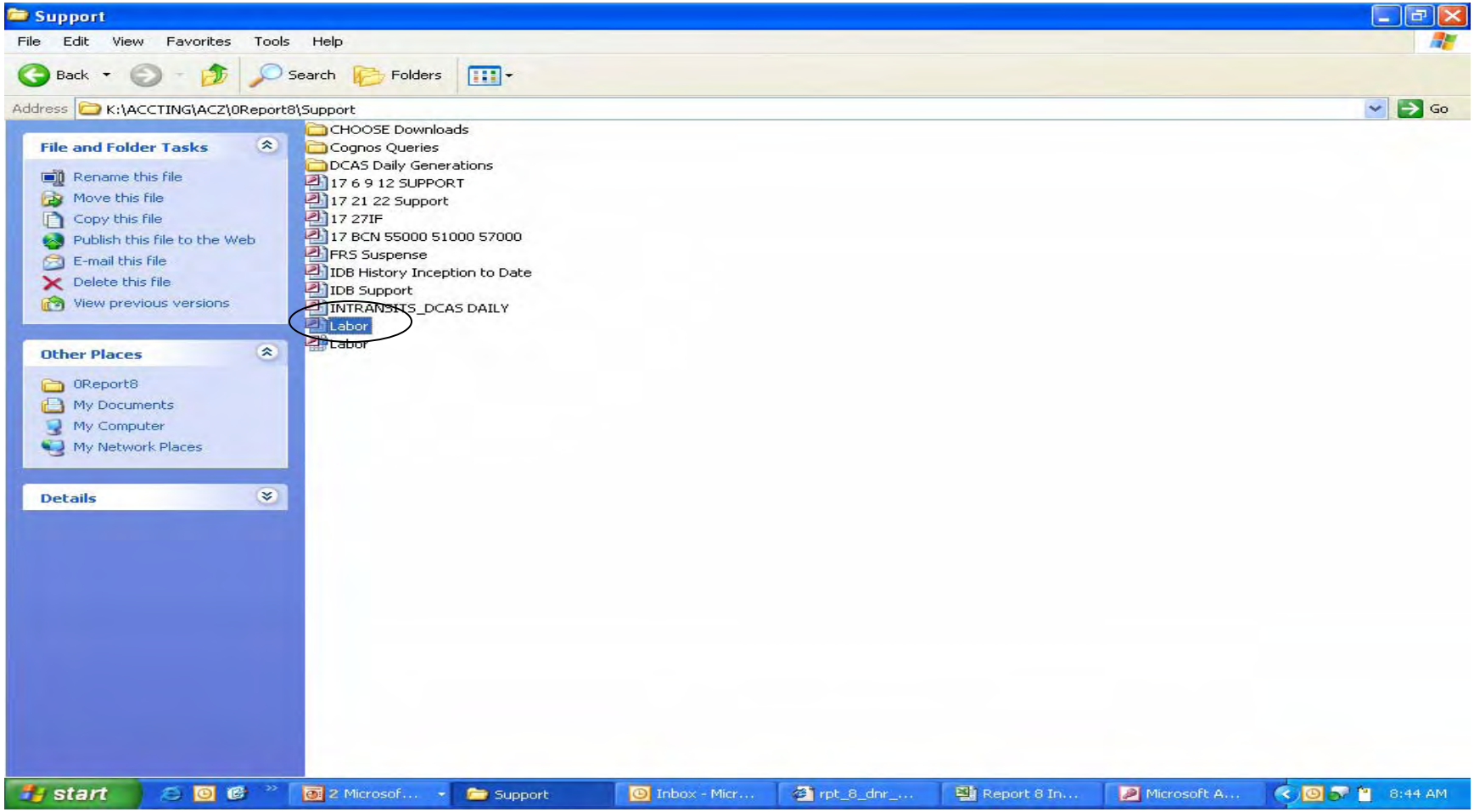
Input data in Report 8 as instructed below.

Follow the same guideline for entering the TI 17 1319 & TI 97 data.

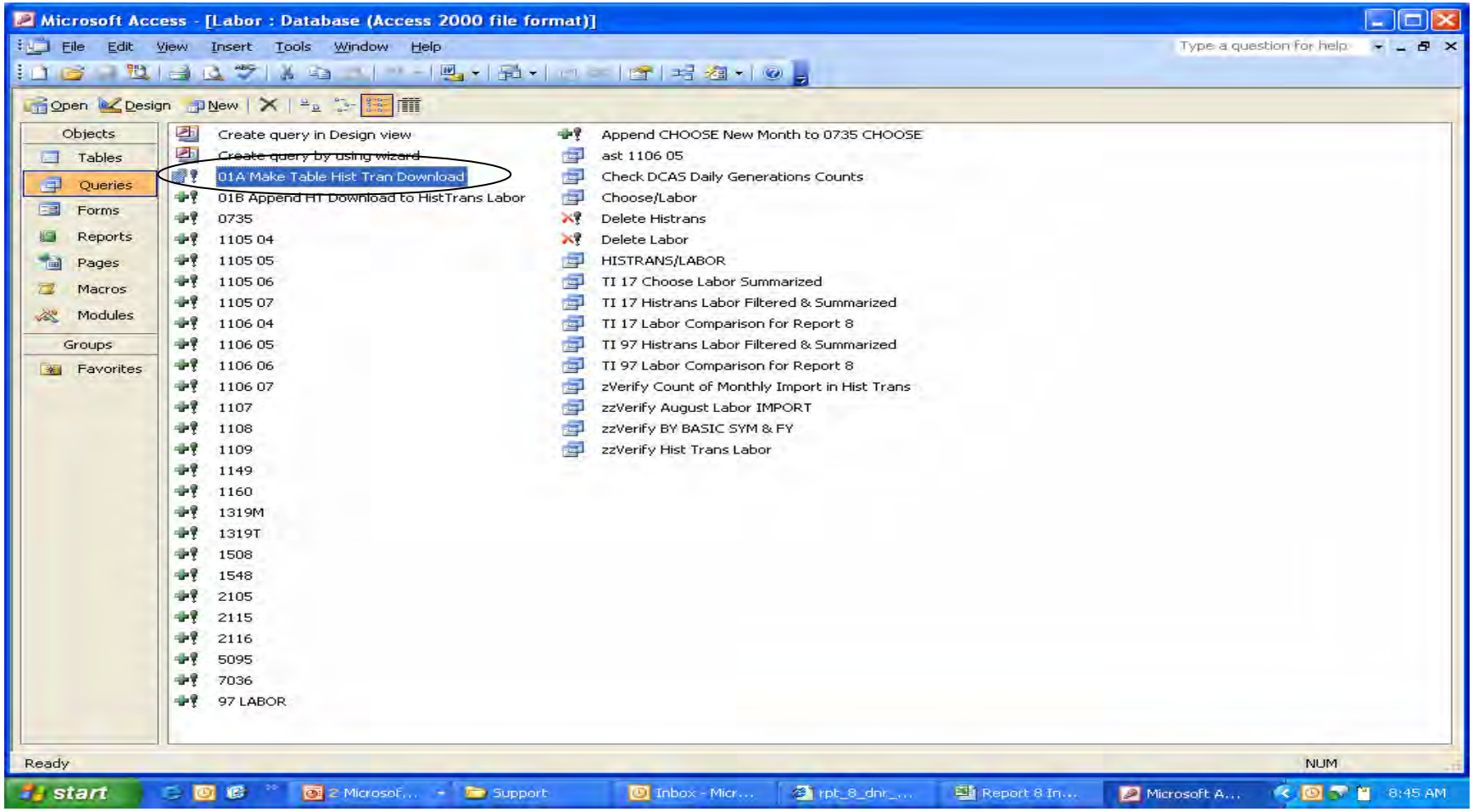


	A	B	D	E	F	G	H	I
1	APPN	BFY	DNR Rev Coll	Disb	DNR Disb	APPN	FY	IDB Disb
2	735	2007	6,117.83	(74,531.90)	(74,531.90)			
3	735	2006	2,544.00	25,356.17	25,356.17			-
4	735	2005	-	2,478.00	2,478.00			-
5	1105	2007	34,303.12	3,169,103.49	2,570,084.18	1105	2007	599,019.31
6	1105	2006	-	285,128.27	285,128.27			-
7	1105	2005	-	52,380.78	51,551.21	1105	2005	829.57
8				9,227.57				1,15
9				2,149.16				
10				(642.97)				
11				1,524.75				45,45
12				5,254.78				32,81
13				7,155.08				3,12
14				6,073.92				3,09
15				0,342.81				1,17
16				1,777.96				96,41
17				2,352.55				3,71
18				4,755.69				-
19				(25.00)				-
20	1107	2003	-	9.40	9.40			-
21	1107	2002	-	20,117.79	20,117.79			-
22	1108	2007	-	8,902,133.34	8,810,843.97	1108	2007	91,289.37
23	1108	2006	-	68,481.98	66,040.08	1108	2006	2,441.90
24	1108	2005	-	14,547.29	5,520.74	1108	2005	9,026.55
25	1108	2004	-	1,749.05	1,749.05			-
26	1108	2003	-	980.00	980.00			-
27	1109	2007	1,630.00	215,079.42	128,674.70	1109	2007	86,404.72
28	1109	2006	-	40,627.96	40,038.26	1109	2006	589.70
29	1109	2005	-	(217,380.43)	(217,380.43)			-
30	1109	2004	-	379,439.19	379,439.19			-
31	1109	2002	-	810.64	810.64			-
32	1109	2000	-	(1,908.59)	(1,908.59)			-

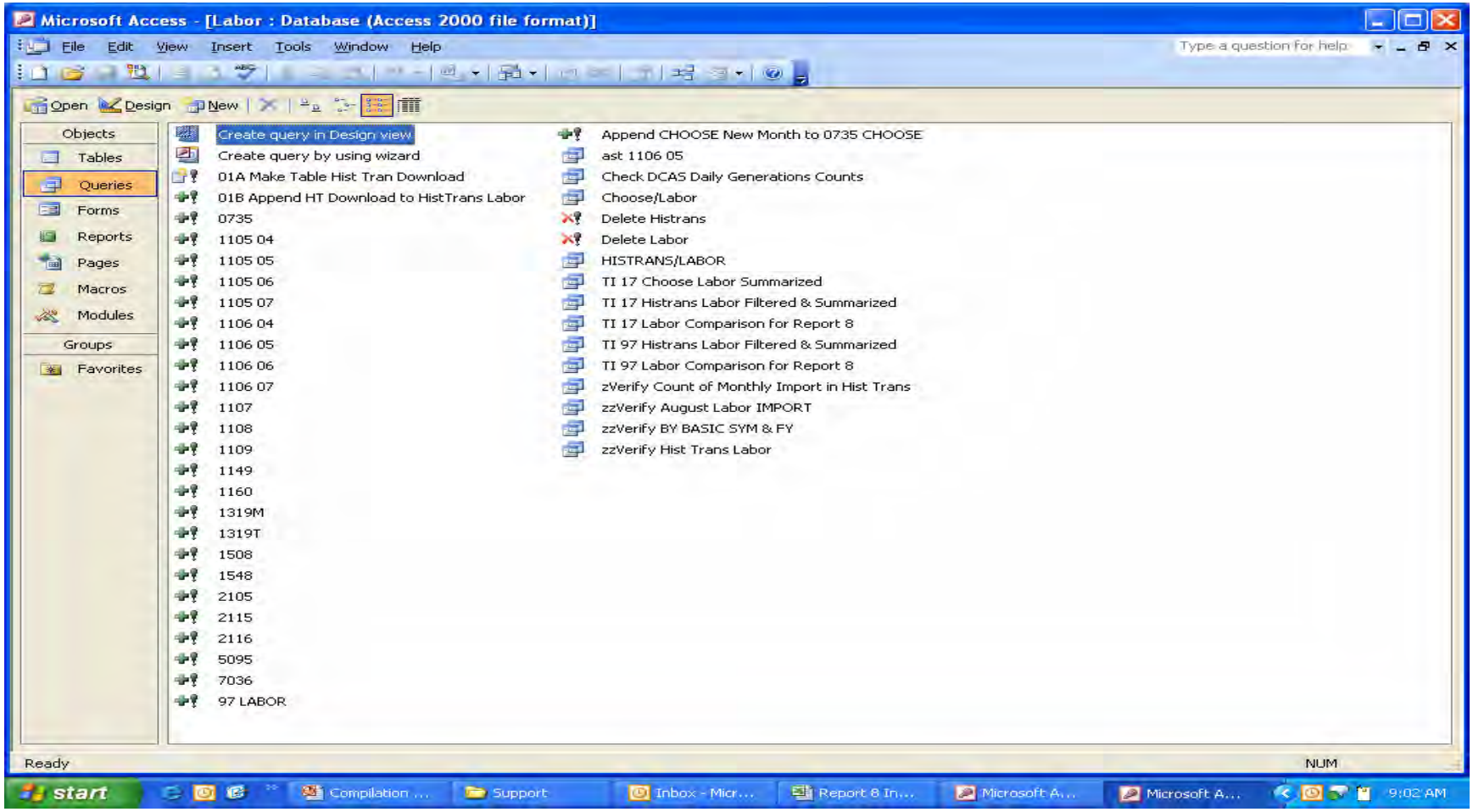
Once SMARTS is updated with monthly close-out, open the Labor database located on the K drive at "K:\ACCTING\ACZ\0Report8\Support."



Run Query "01A Make Table Hist Tran Download" and when prompted enter the report month beginning cycle date, ie – 8/1/2007, and enter report month ending cycle date, ie – 8/31/2007.

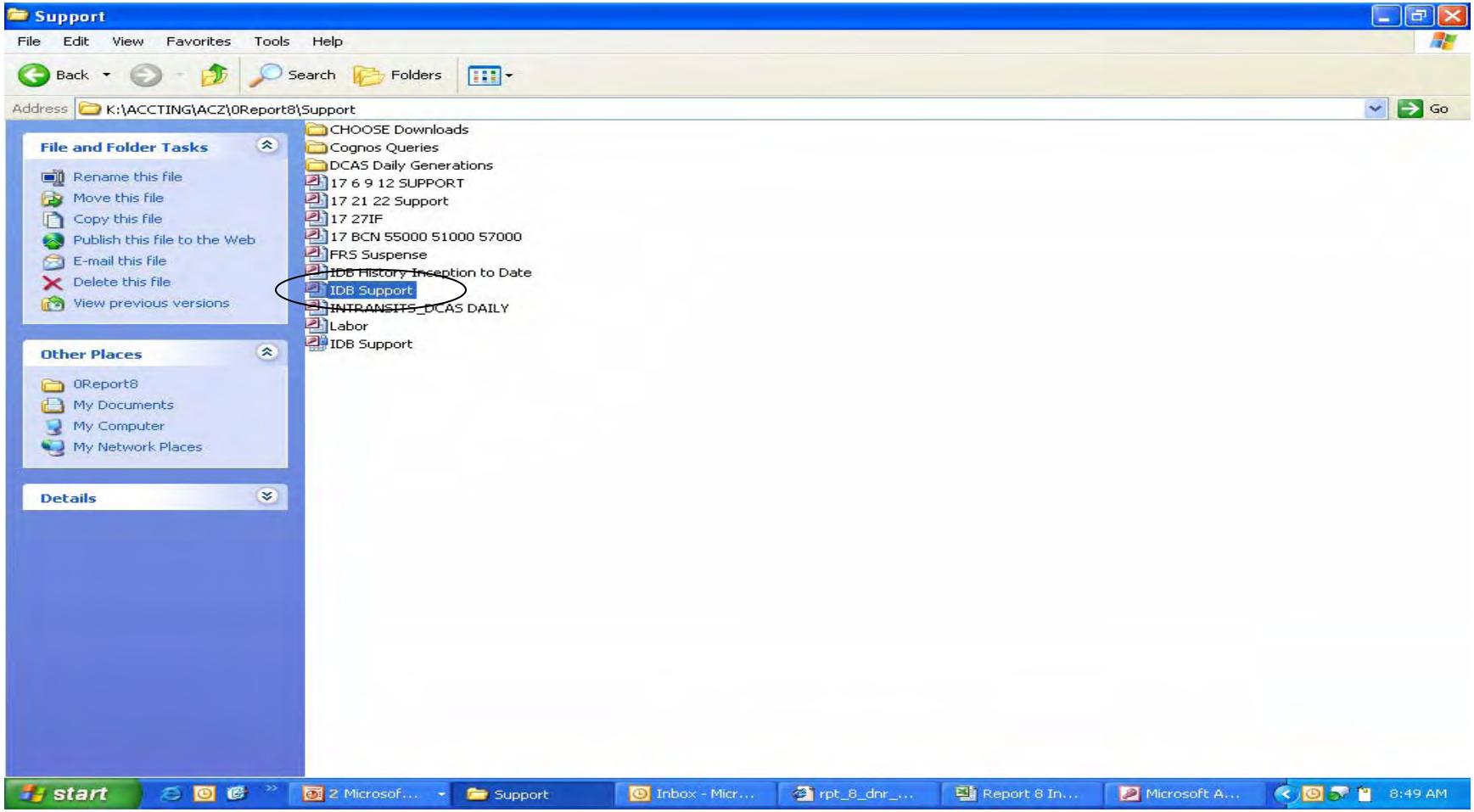


Run Query "01B Append HT Download to HistTrans Labor."



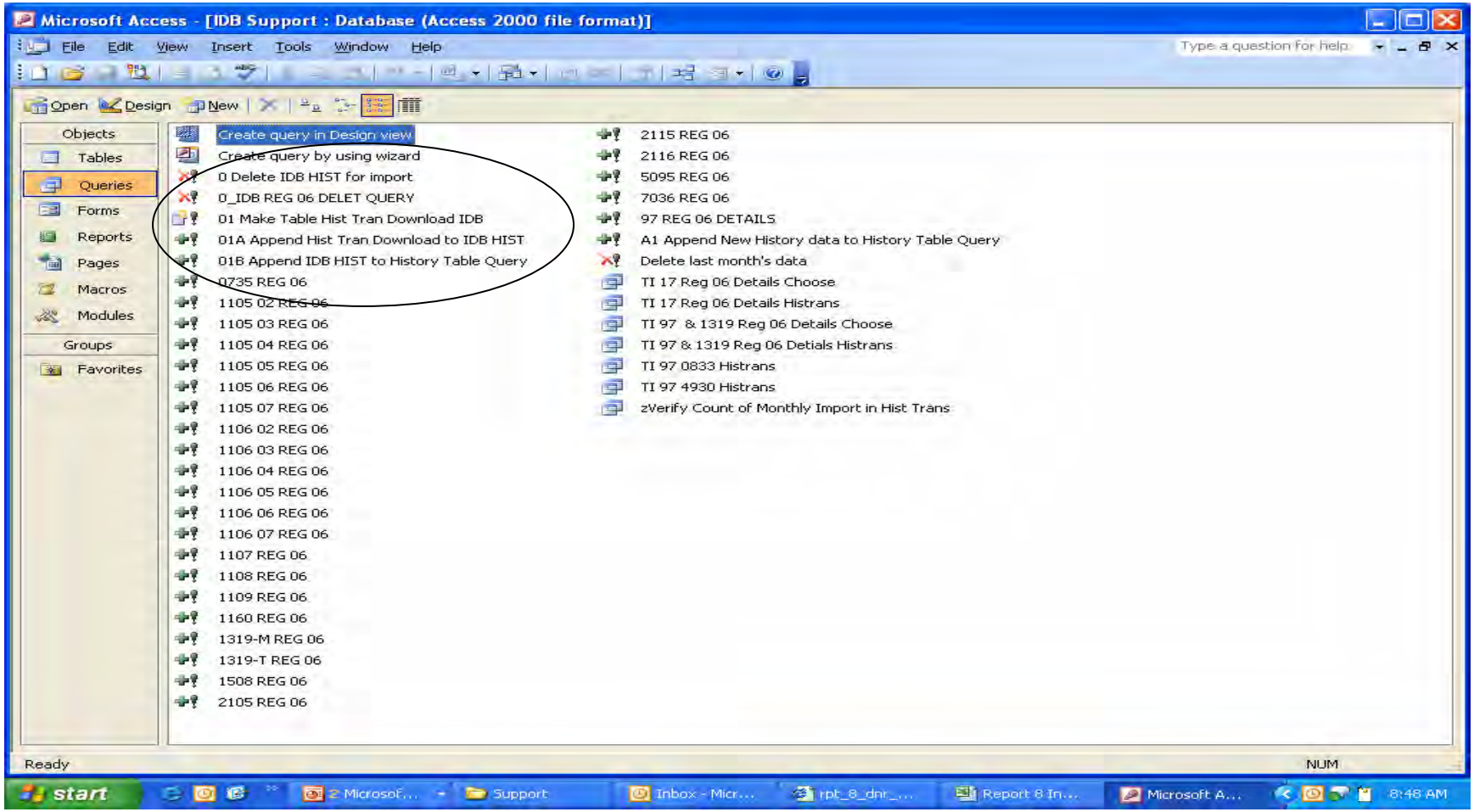
Update the IDB Support database at

"K:\ACCTING\ACZ\0Report8\Support" once SMARTS is updated with monthly close-out.

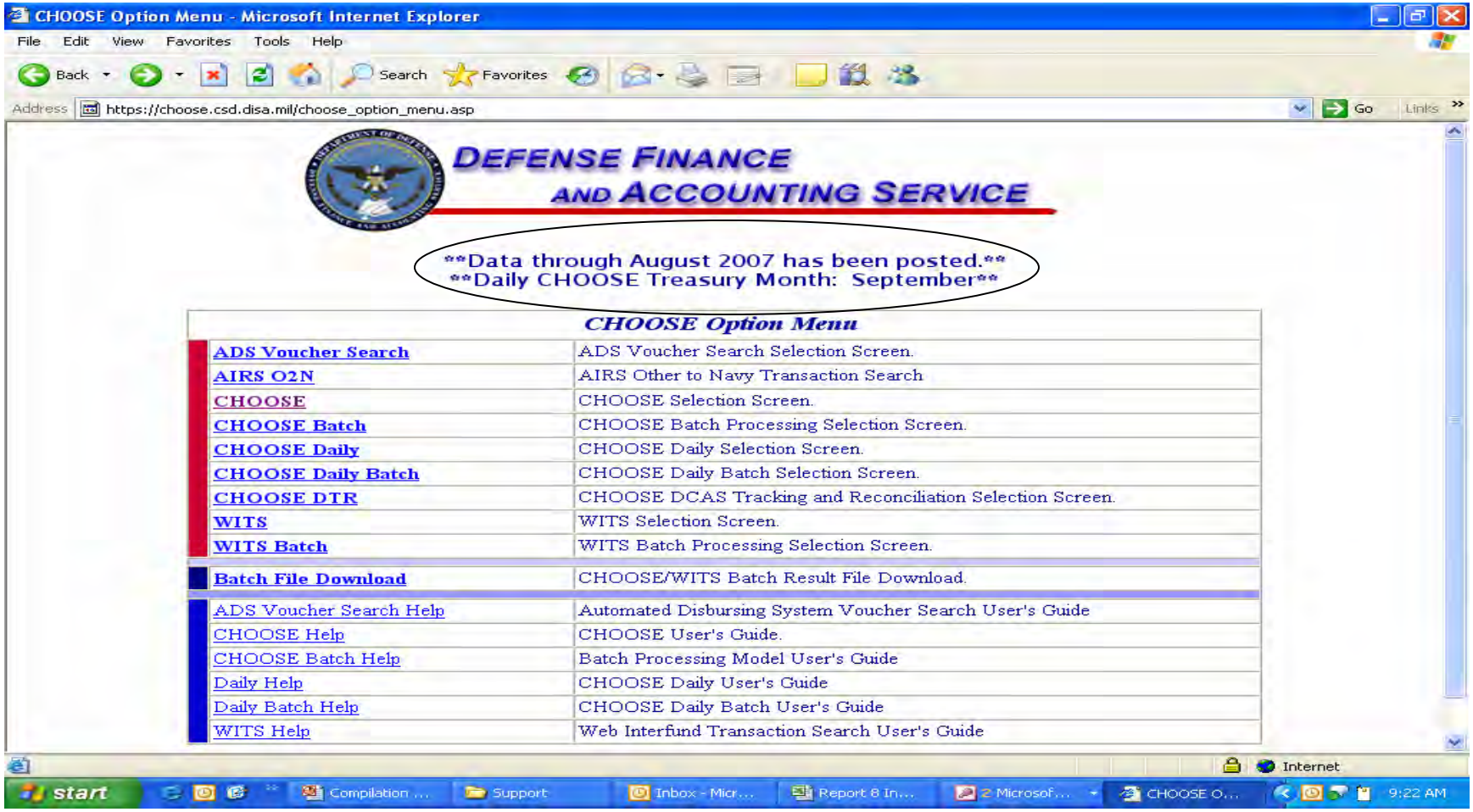


Run ONLY the following queries:

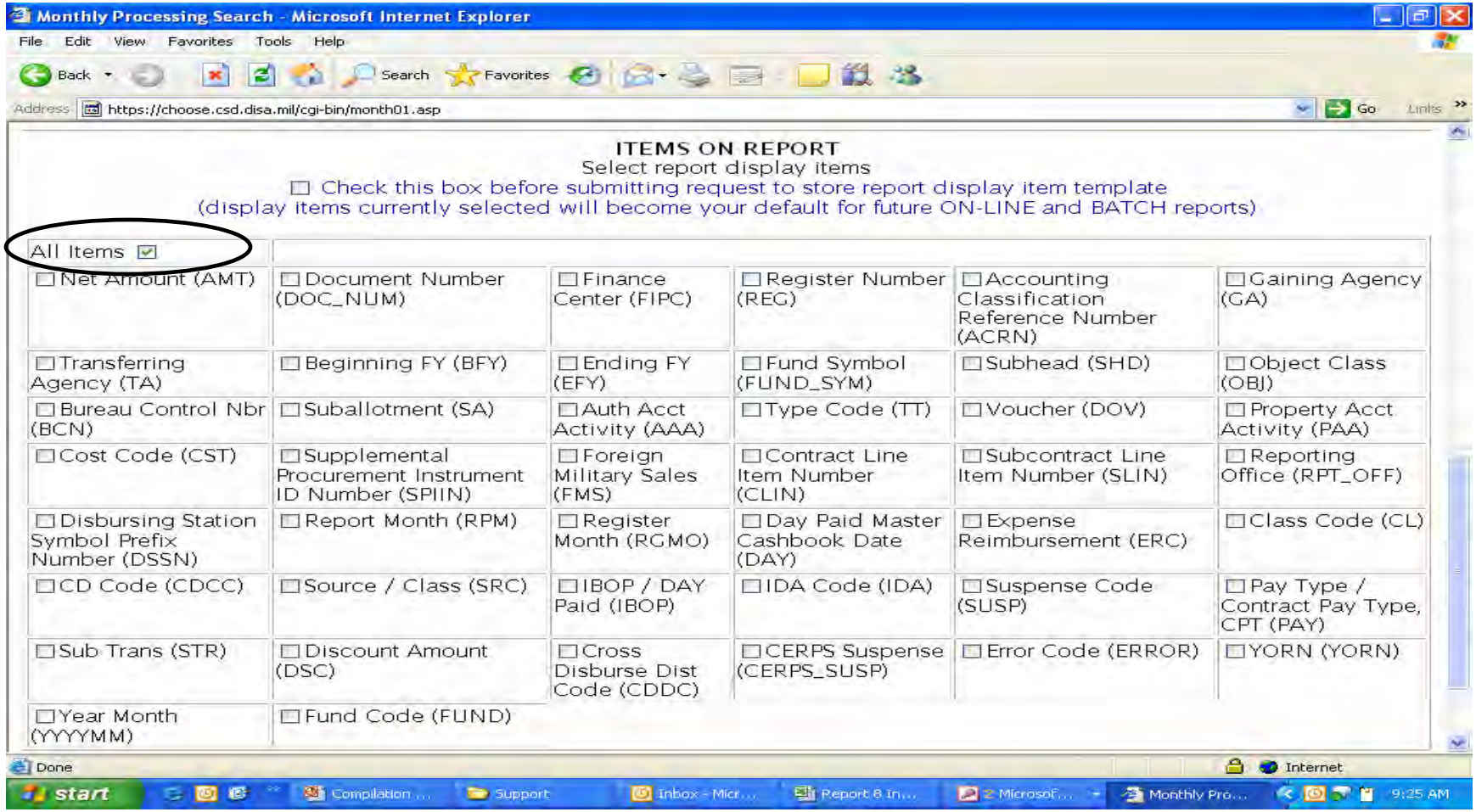
0 Delete IDB Hist for import
01 Make Table Hist Tran Download IDB
01A Append Hist Tran Download to IDB Hist
01B Append IDB Hist to History Table Query



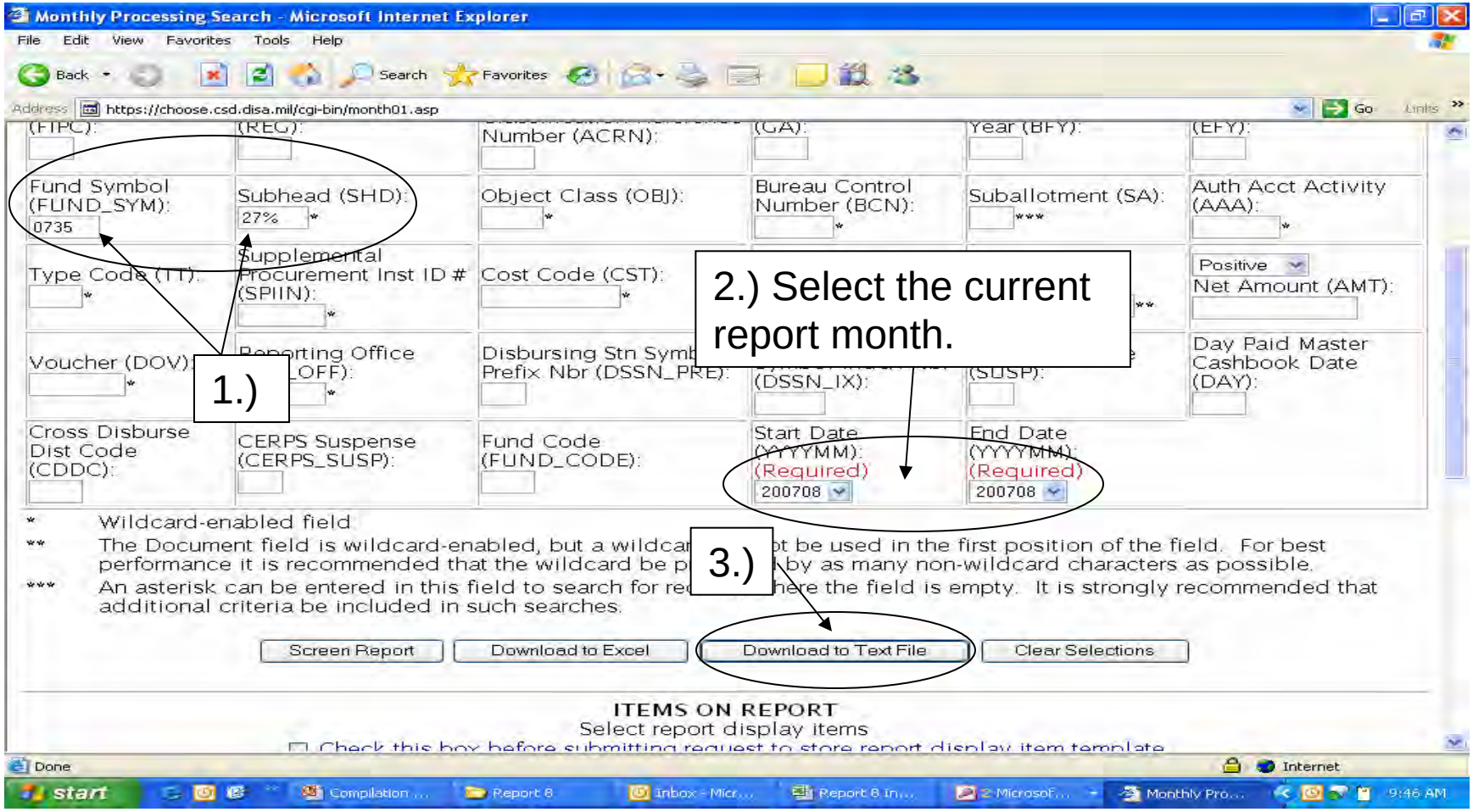
Gather CHOOSE data once CHOOSE is updated with current report month data.



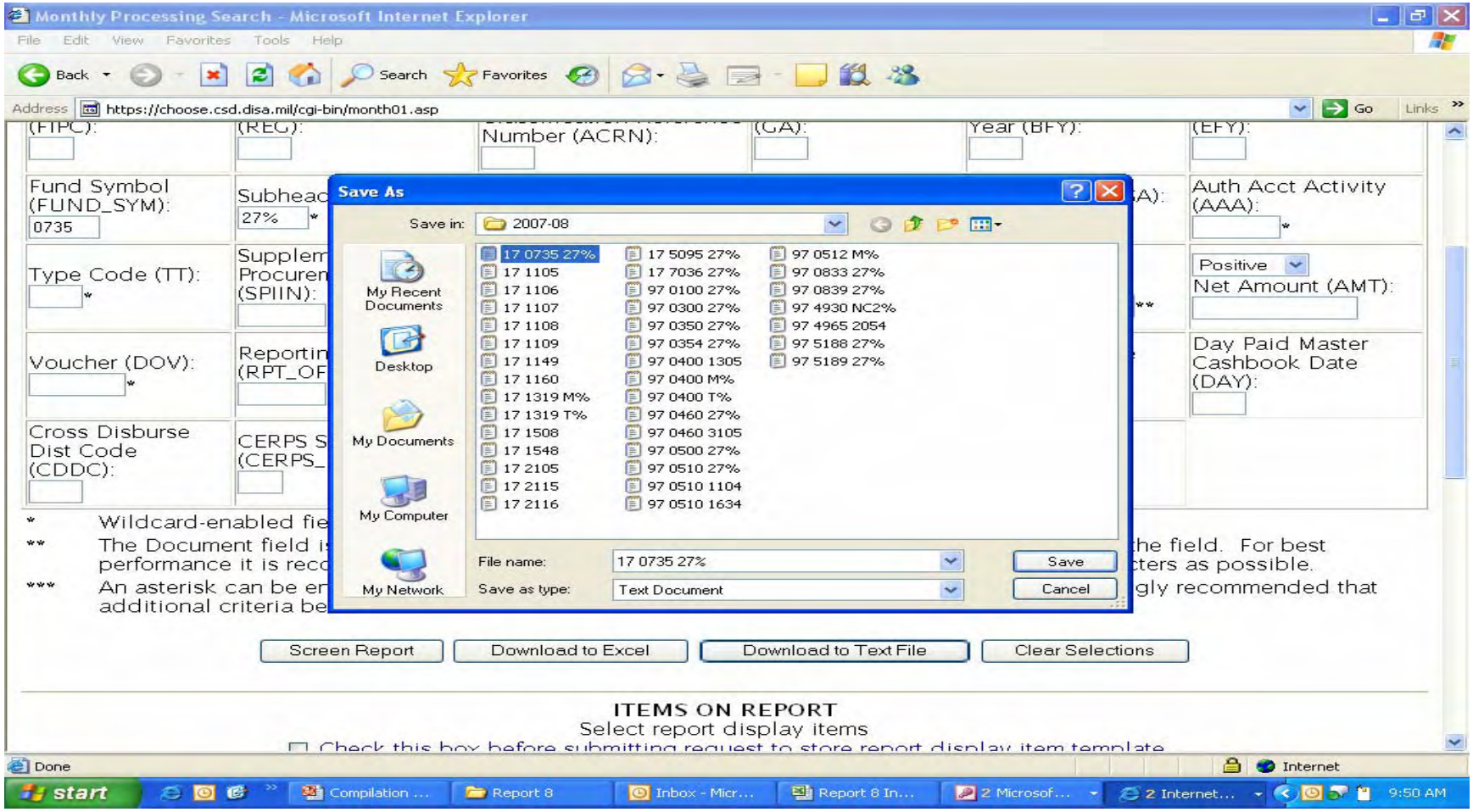
Before starting the CHOOSE Pulls, be sure the “All Items” box is checked.



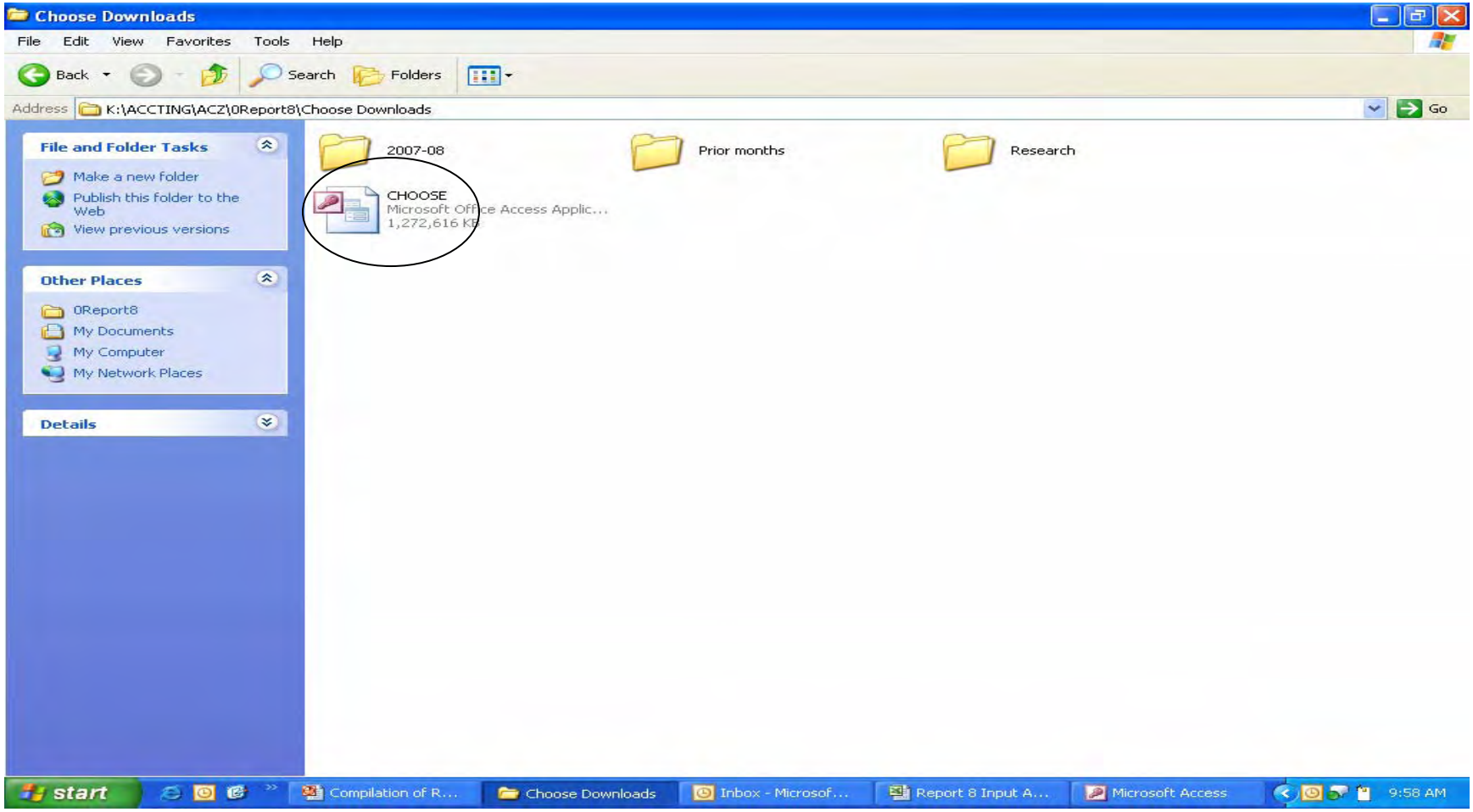
Using the CHOOSE Pulls checklist, located at K:\ACCTING\ACZ\0Report8\Current Procedures\Report 8, enter the criteria for each appropriation as shown, then select “Download to Text File.”



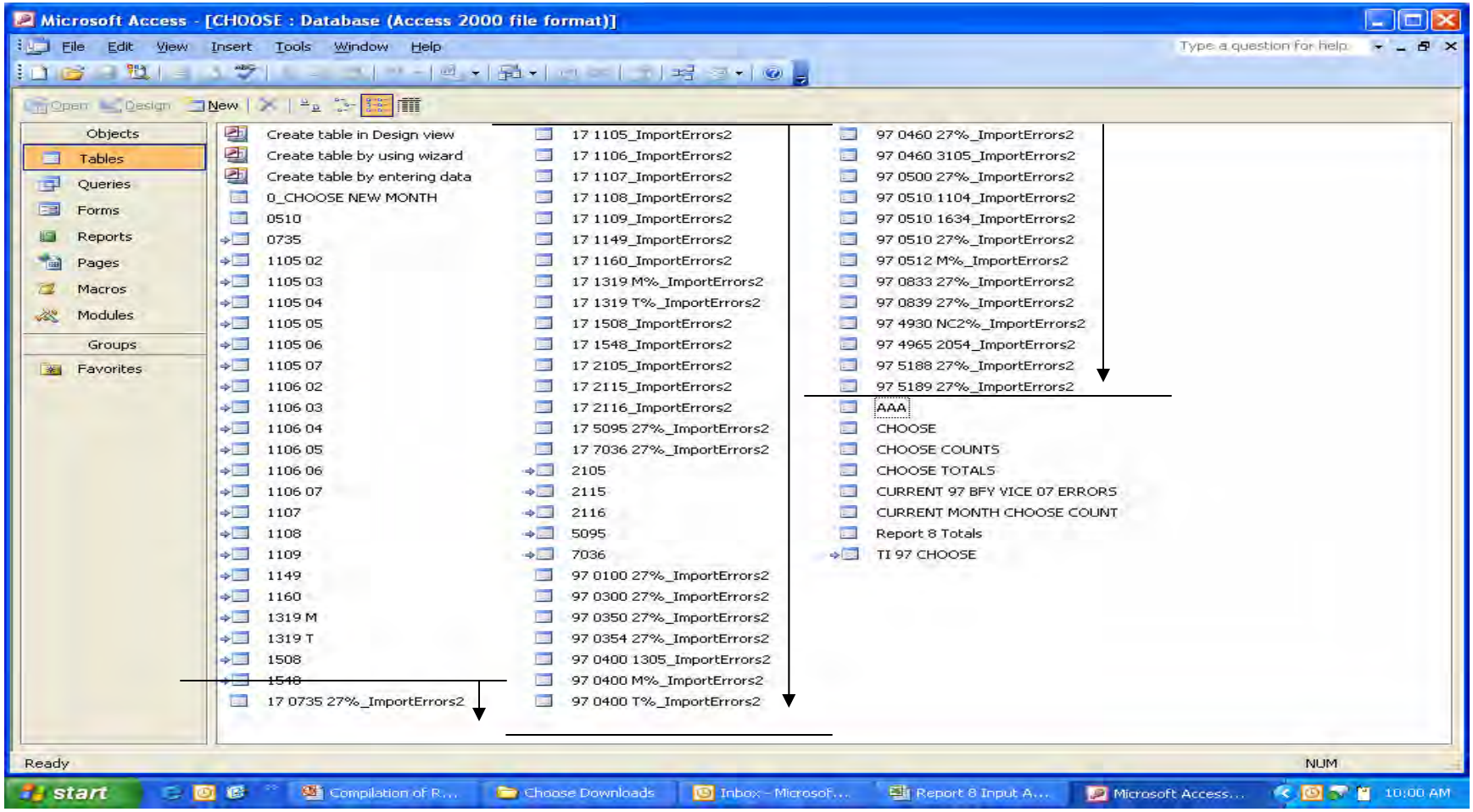
When prompted, save text files as TI-Basic Symbol-Subhead
ie – 17 0735 27%.
Save to K:\ACCTING\ACZ\0Report8\Choose Downloads\YYYY-MM



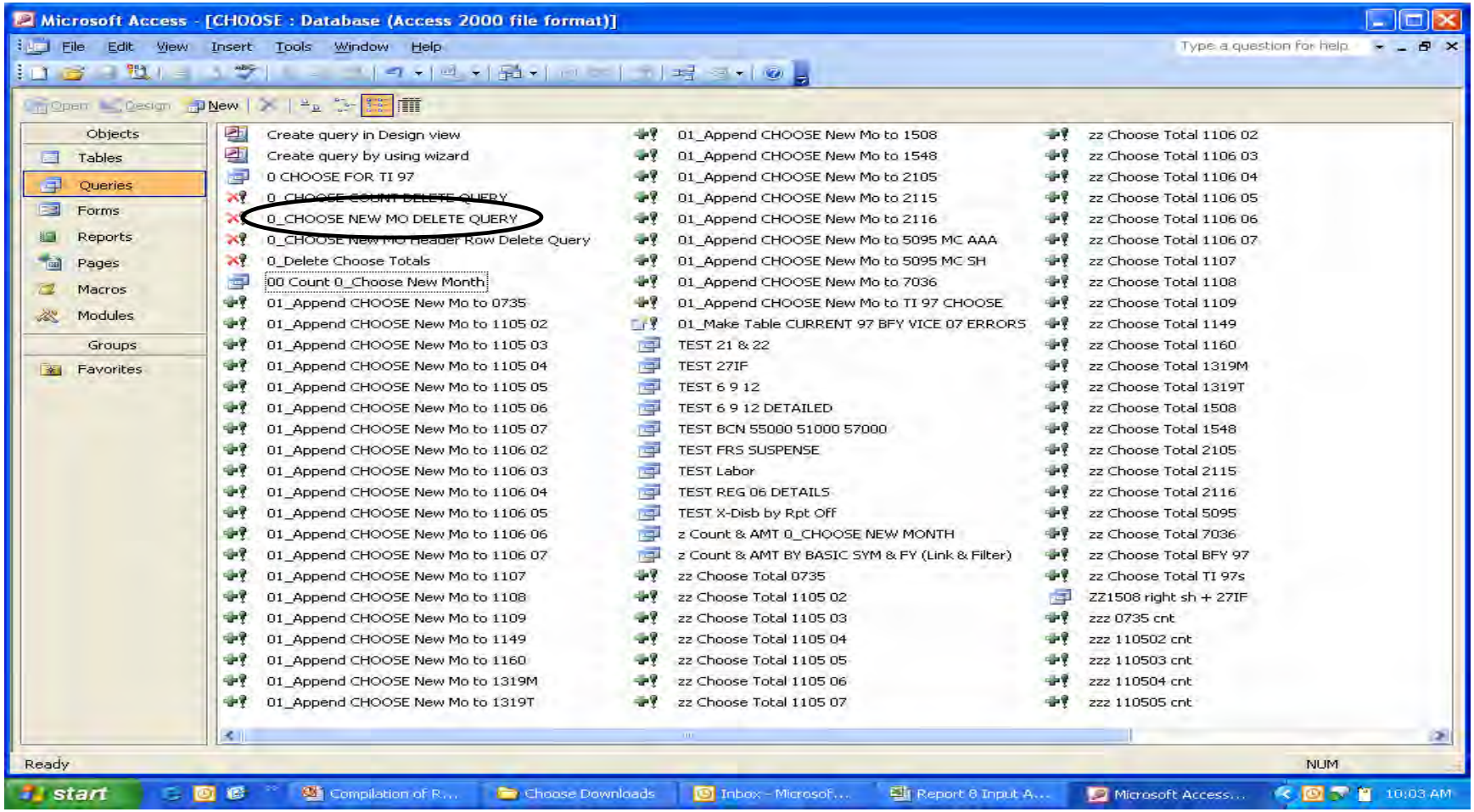
Once all text files are downloaded and saved, as indicated on the checklist, open the Choose.mdb @ K:\ACCTING\ACZ\0Report8\Choose Downloads



On the Tables tab, delete all import errors from the prior month.

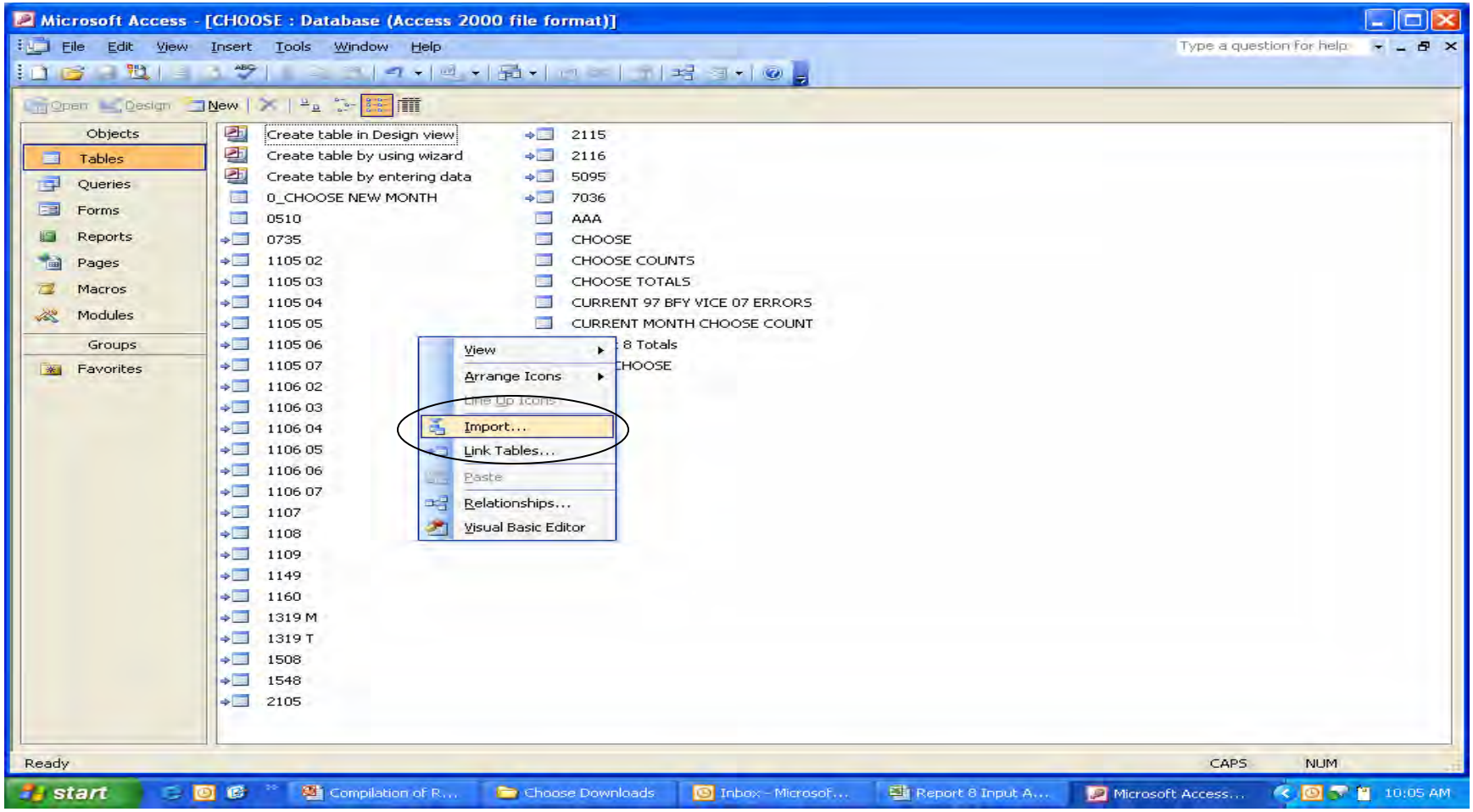


On the Queries Tab, run “0_CHOOSE NEW MO DELETE QUERY.”



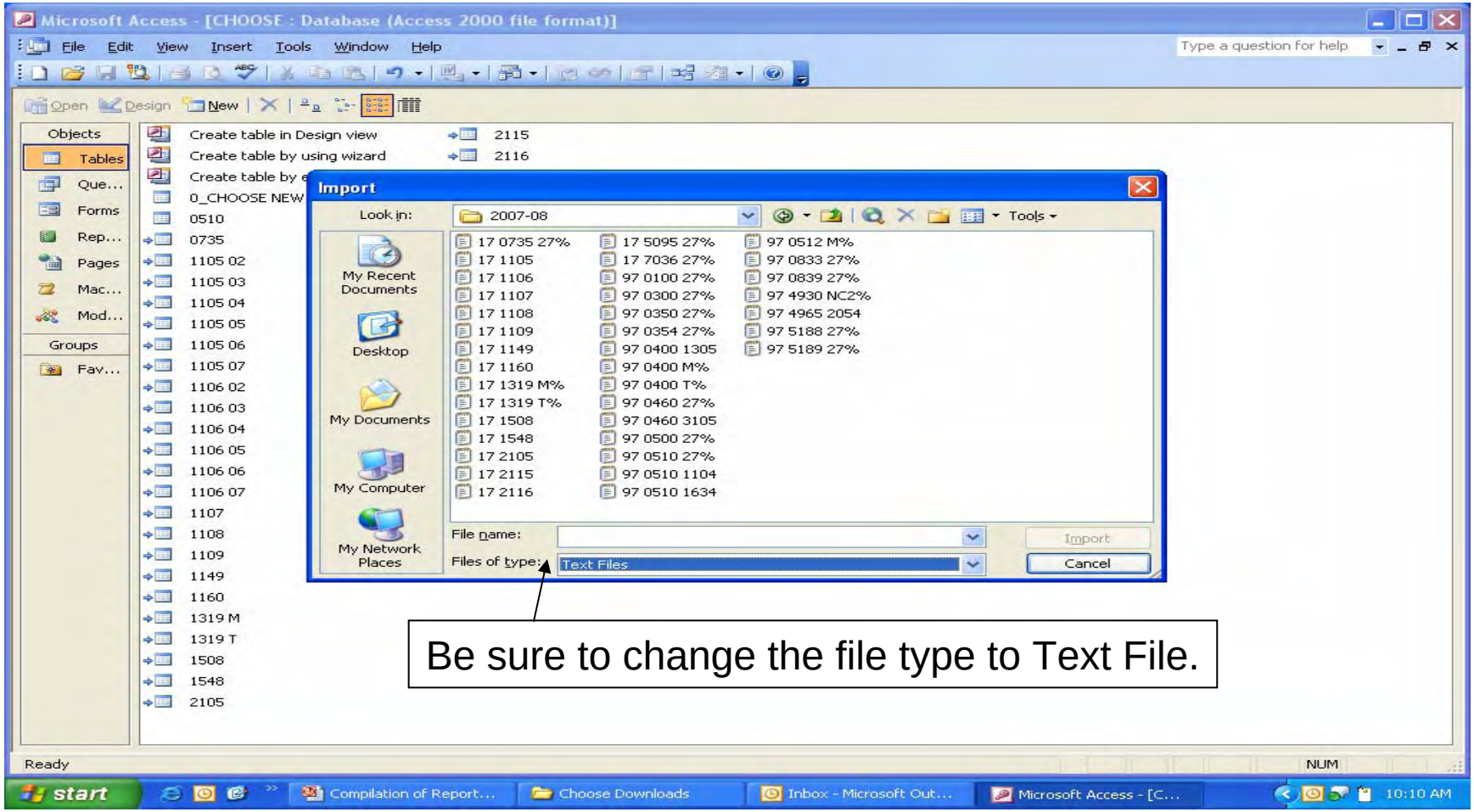
Import all CHOOSE downloads to “0_CHOOSE NEW MONTH” table.

To start the imports, right click in the white space, and select Import.

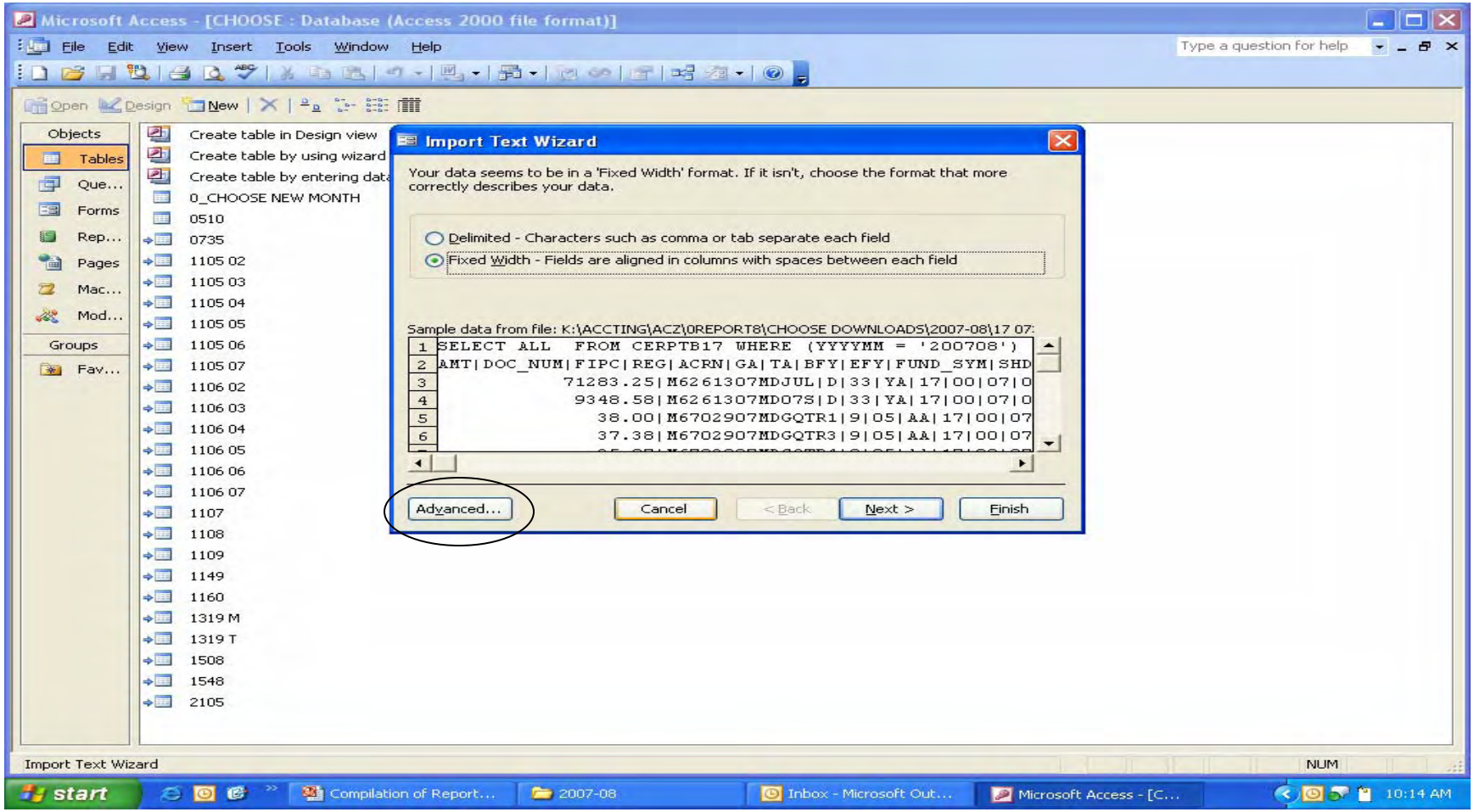


After selecting “Import” you will be prompted to select the file for import. The files are located @ K:\ACCTING\ACZ\0Report8\Choose Downloads\YYYY-MM.

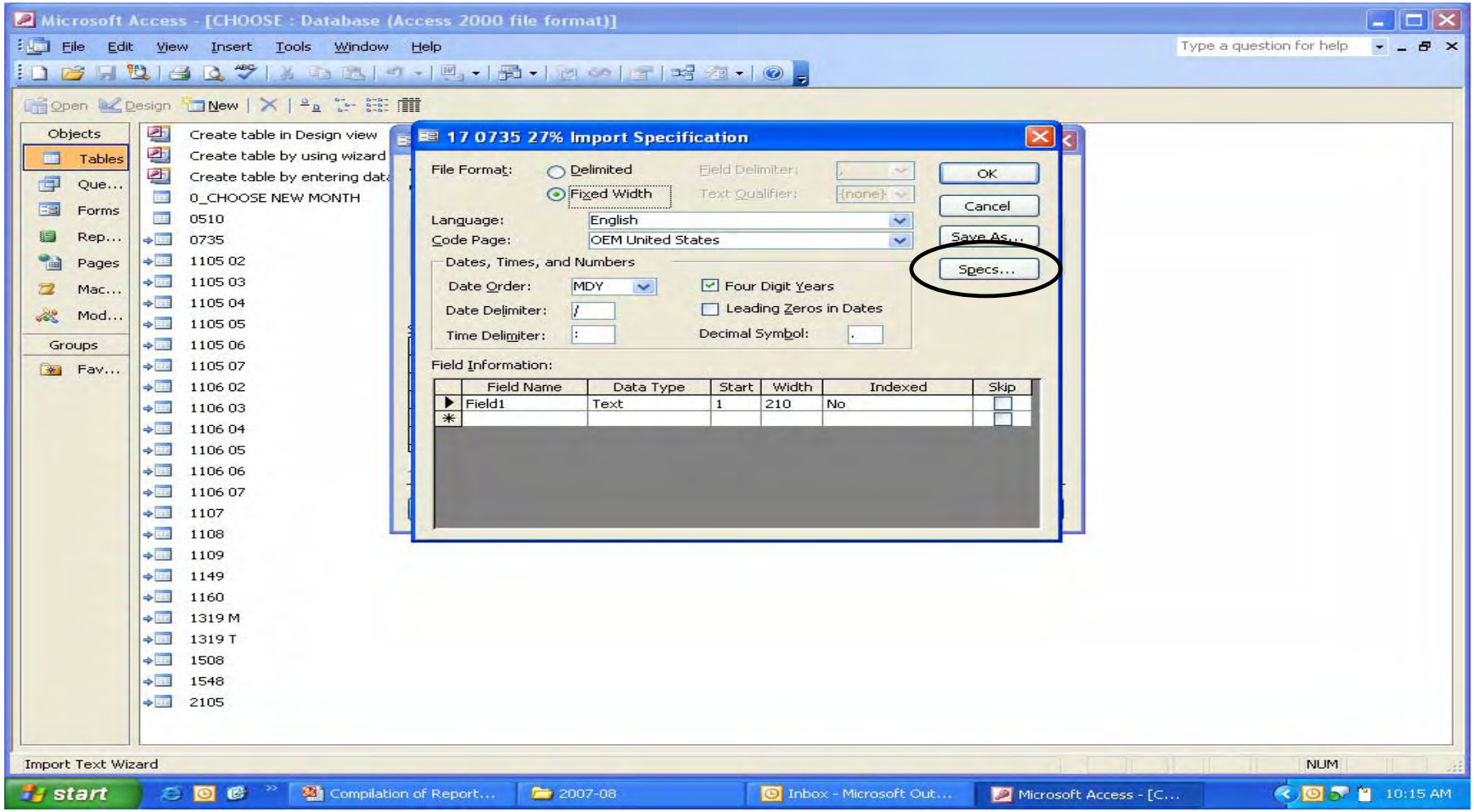
NOTE: Keep track of the files you are importing by checking them off on your checklist as you go.



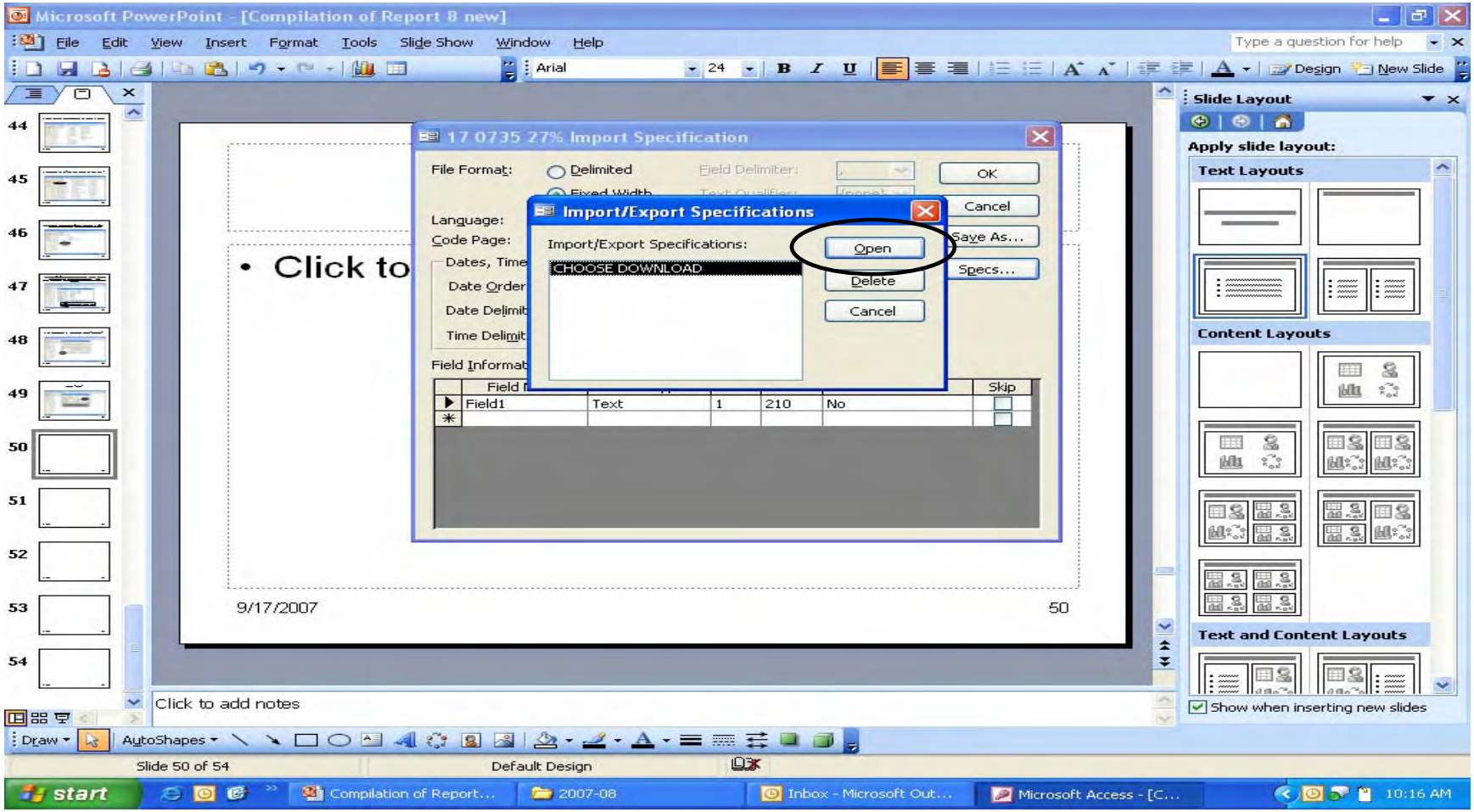
After selecting the file for importing, select “Advanced.”



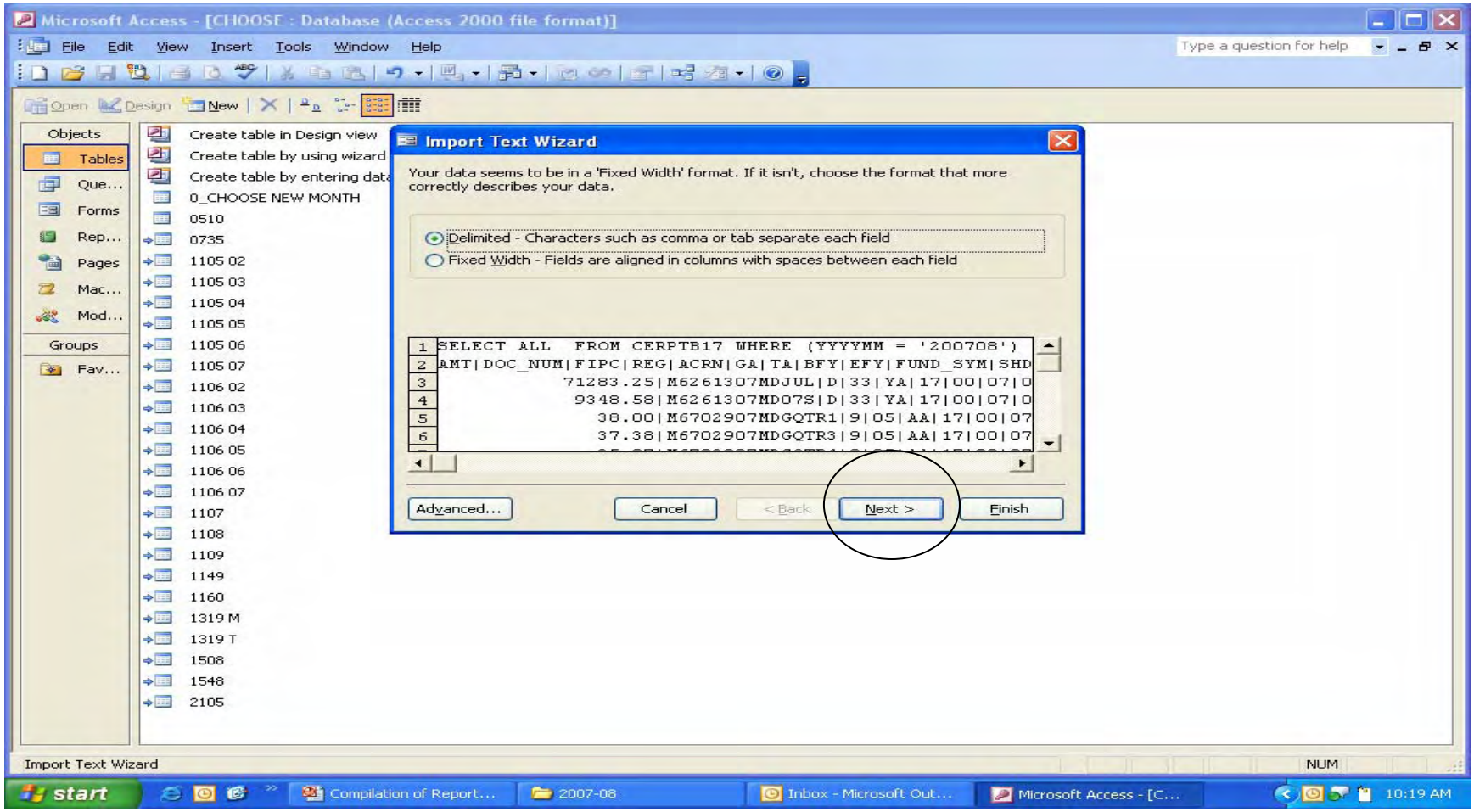
Select “Specs.”



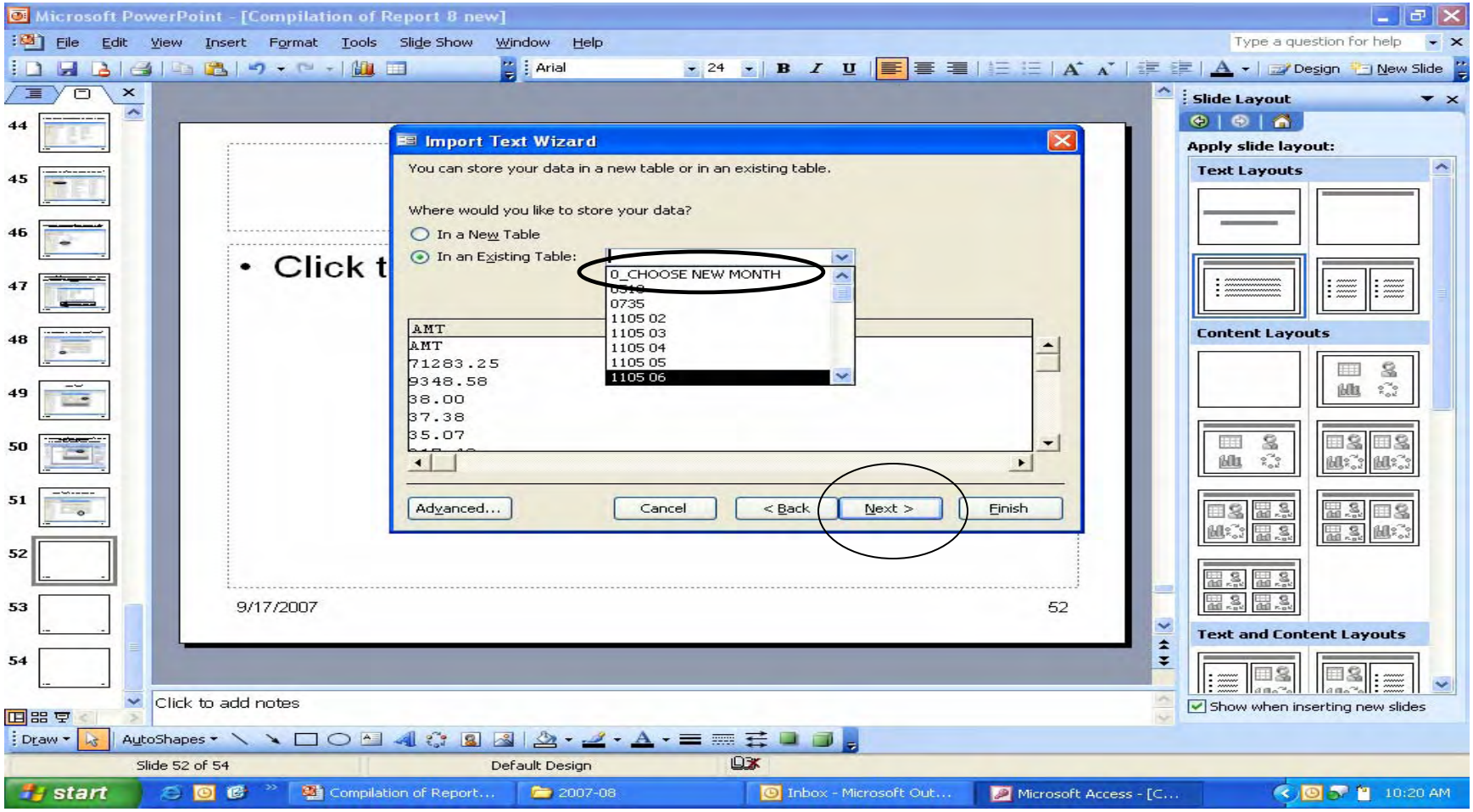
Be sure the option for the “Import/Export Specifications” is *CHOOSE DOWNLOAD*, then select “Open.”
After selecting “Open,” select “Ok” twice, as prompted.



Select “Next” for this box and the next.

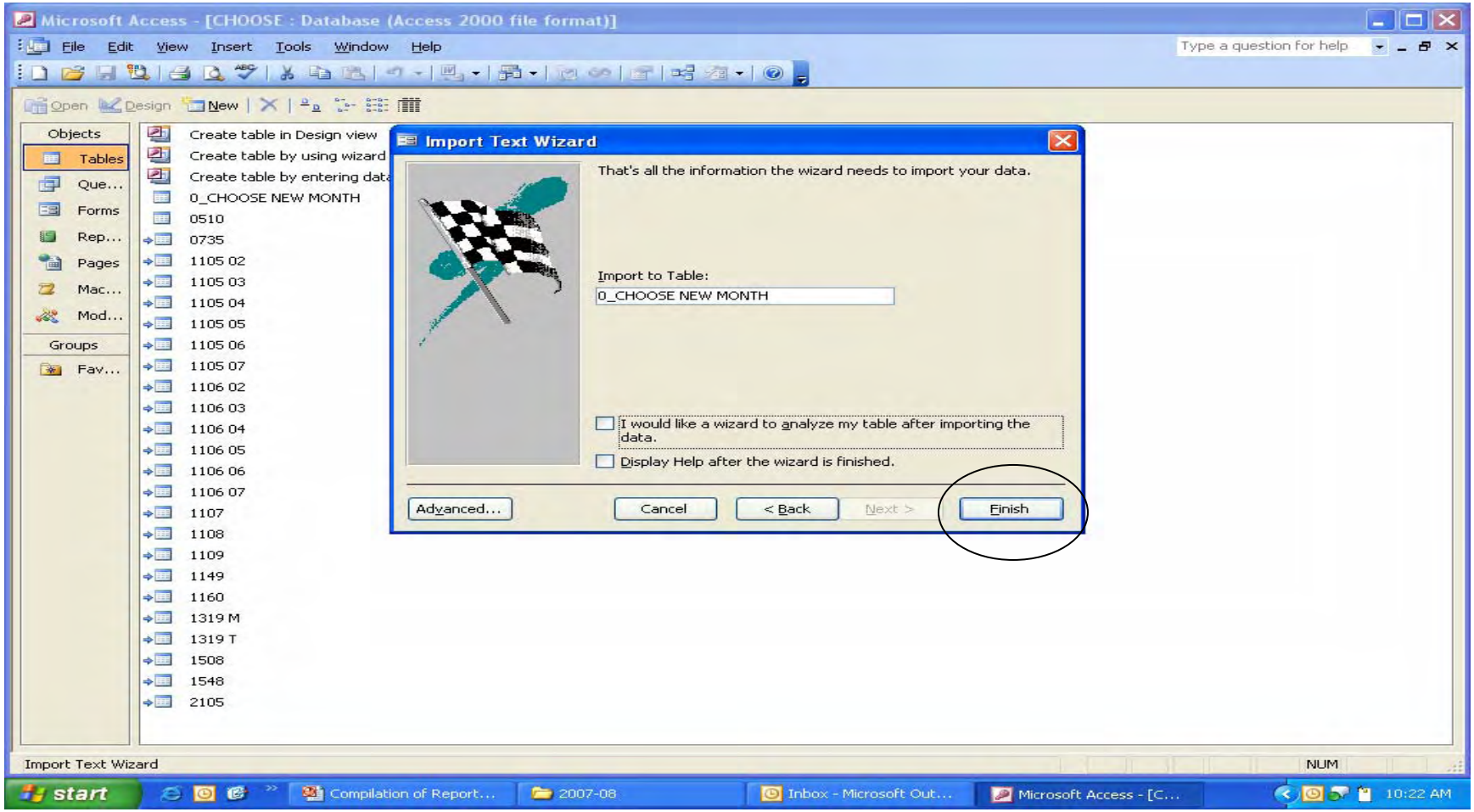


We are going to import the text files “In an Existing Table,” so select “0_CHOOSE NEW MONTH” from the drop down menu, and then select “Next.”

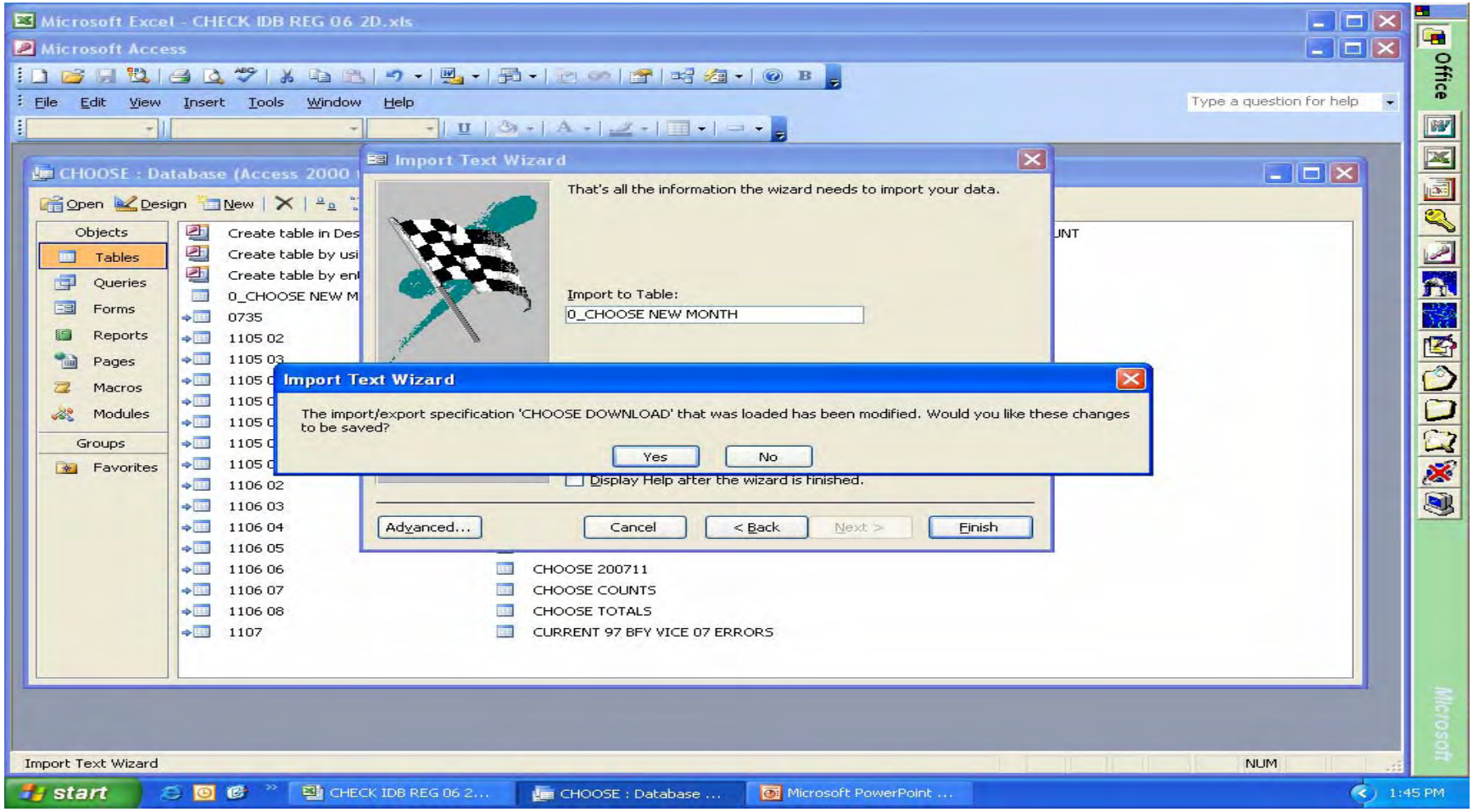


Select “Finish.”

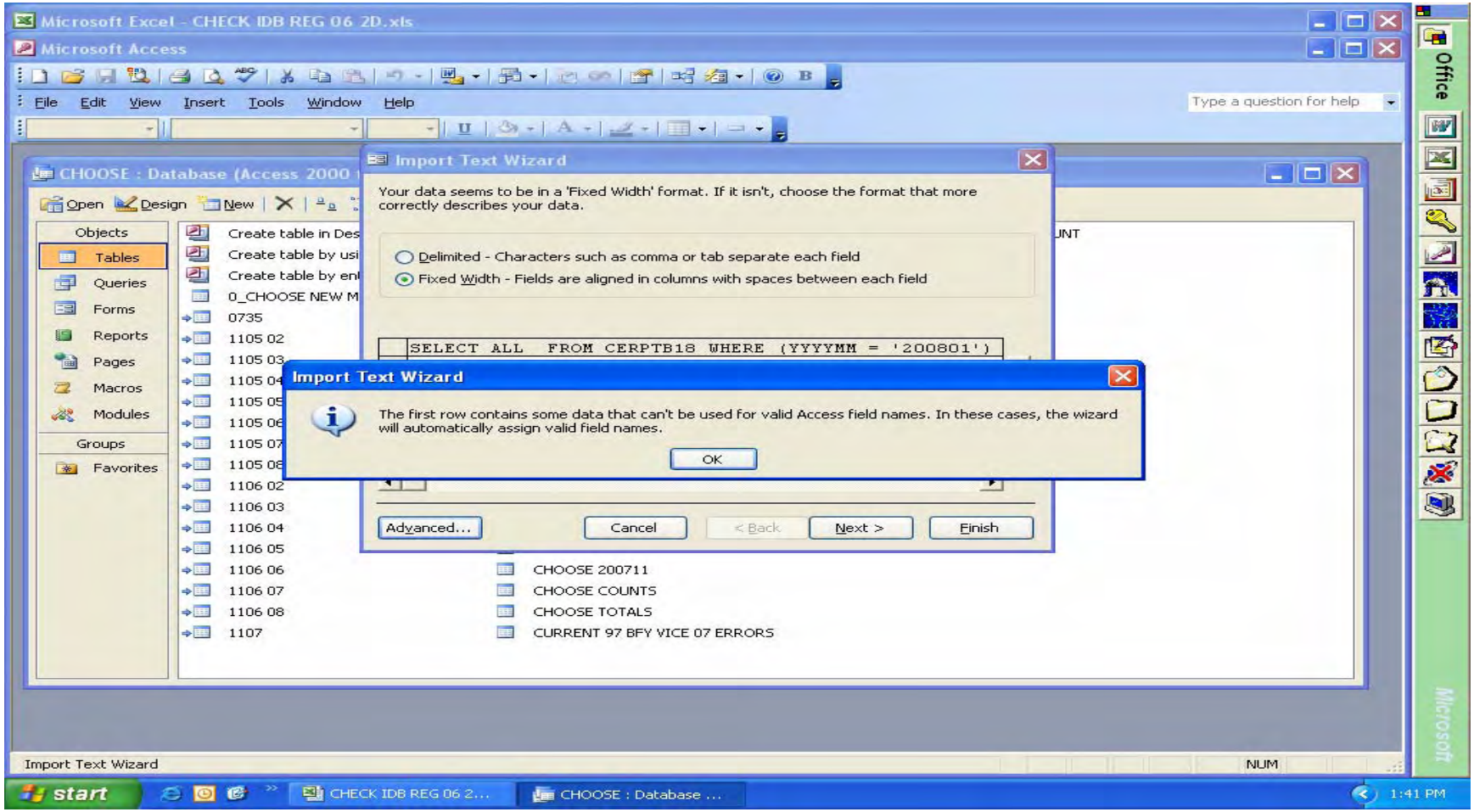
After selecting finish, you will be prompted to select “OK” twice. Before selecting “OK” the 2nd time, refer to your Choose pulls checklist & check off the appropriation noted in the message block.



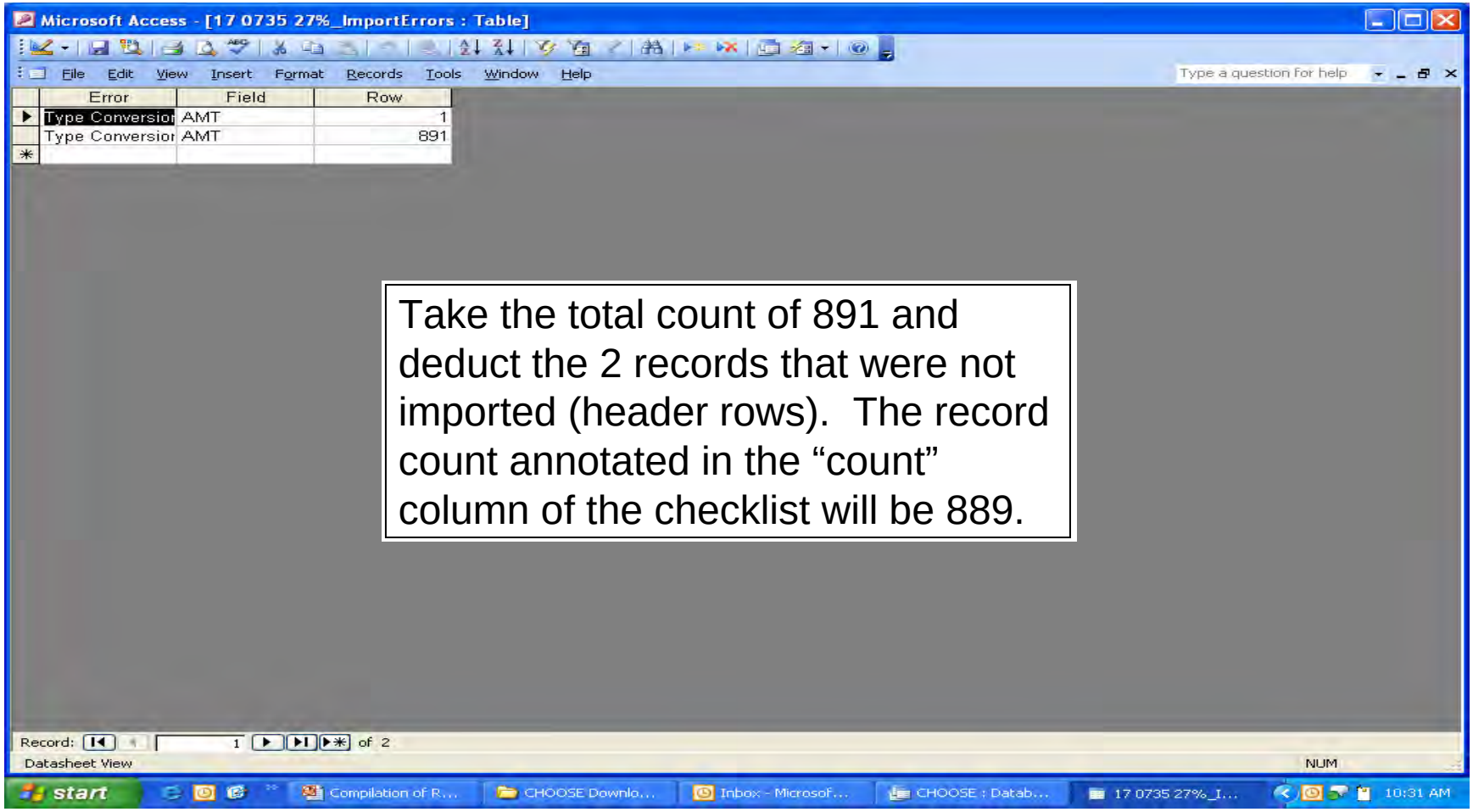
Click on Yes


Microsoft Excel - CHECK IDB REG 06 2D.xls
Microsoft Access
File Edit View Insert Tools Window Help
Type a question for help
CHOOSE : Database (Access 2000
Open Design New
Objects
Tables
Queries
Forms
Reports
Pages
Macros
Modules
Groups
Favorites
Create table in Des
Create table by usi
Create table by en
0_CHOOSE NEW M
0735
1105 02
1105 03
1106 02
1106 03
1106 04
1106 05
1106 06
1106 07
1106 08
1107
CHOOSE 200711
CHOOSE COUNTS
CHOOSE TOTALS
CURRENT 97 BFY VICE 07 ERRORS
Import Text Wizard
That's all the information the wizard needs to import your data.
Import to Table:
0_CHOOSE NEW MONTH
Display Help after the wizard is finished.
Advanced...
Cancel
< Back
Next >
Finish
Import Text Wizard
The import/export specification 'CHOOSE DOWNLOAD' that was loaded has been modified. Would you like these changes to be saved?
Yes
No
Import Text Wizard
NUM
start
CHECK IDB REG 06 2...
CHOOSE : Database ...
Microsoft PowerPoint ...
1:45 PM
Office
Microsoft

Click OK


Microsoft Excel - CHECK IDB REG 06 2D.xls
Microsoft Access
File Edit View Insert Tools Window Help
Type a question for help
CHOOSE : Database (Access 2000
Open Design New
Objects
Tables
Queries
Forms
Reports
Pages
Macros
Modules
Groups
Favorites
Import Text Wizard
Your data seems to be in a 'Fixed Width' format. If it isn't, choose the format that more correctly describes your data.
Delimited - Characters such as comma or tab separate each field
Fixed Width - Fields are aligned in columns with spaces between each field
SELECT ALL FROM CERPTB18 WHERE (YYYYMM = '200801')
Advanced... Cancel < Back Next > Finish
Import Text Wizard
The first row contains some data that can't be used for valid Access field names. In these cases, the wizard will automatically assign valid field names.
OK
0735
1105 02
1106 02
1106 03
1106 04
1106 05
1106 06
1106 07
1106 08
1107
CHOOSE 200711
CHOOSE COUNTS
CHOOSE TOTALS
CURRENT 97 BFY VICE 07 ERRORS
Import Text Wizard
NUM
start
CHECK IDB REG 06 2...
CHOOSE : Database ...
1:41 PM

Once all appropriations have been imported, open each appropriation's import error table.



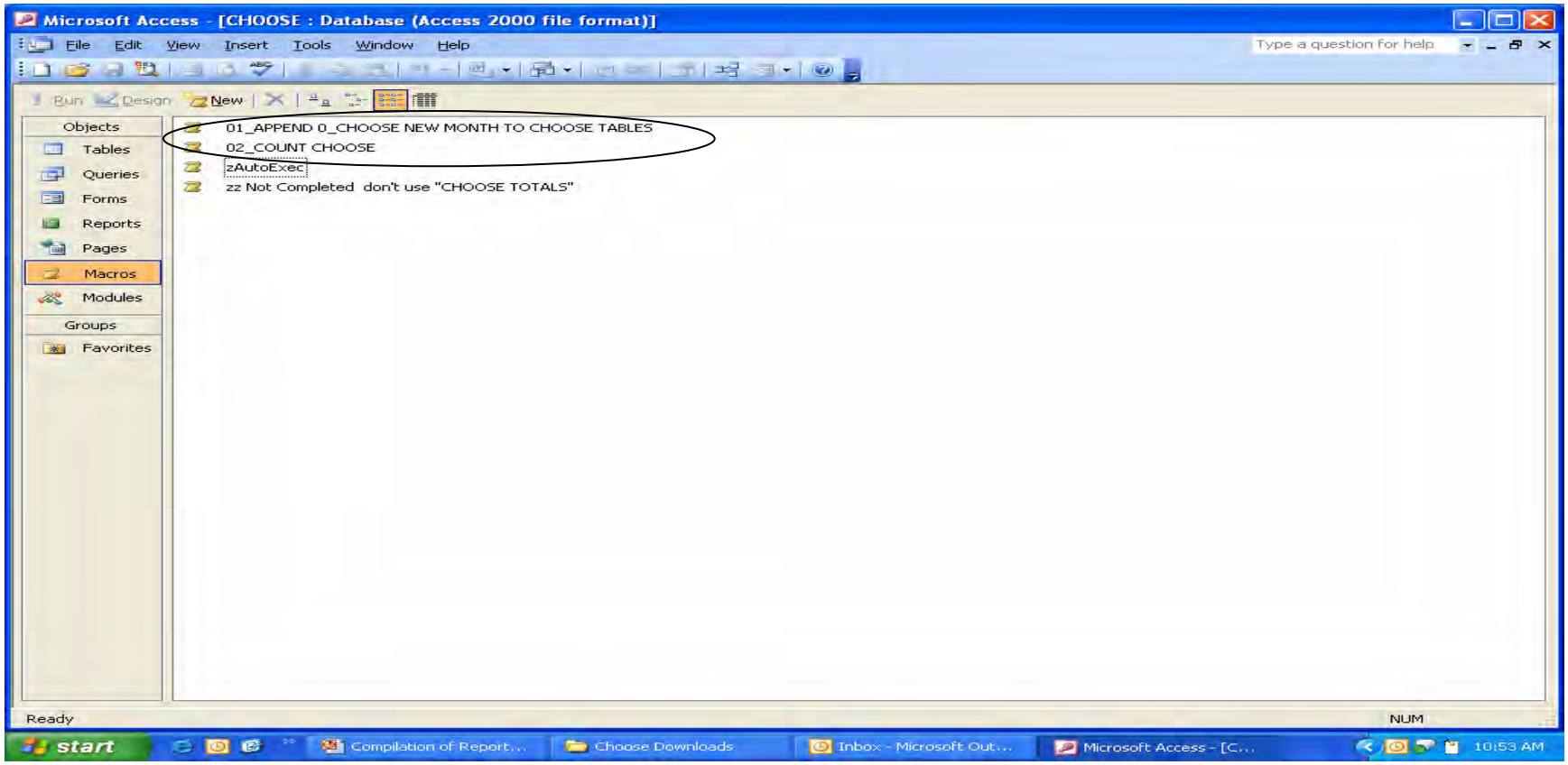
Take the total count of 891 and deduct the 2 records that were not imported (header rows). The record count annotated in the "count" column of the checklist will be 889.

After recording the count for all appropriations on the checklist, go to the Macros tab and run the following macros:

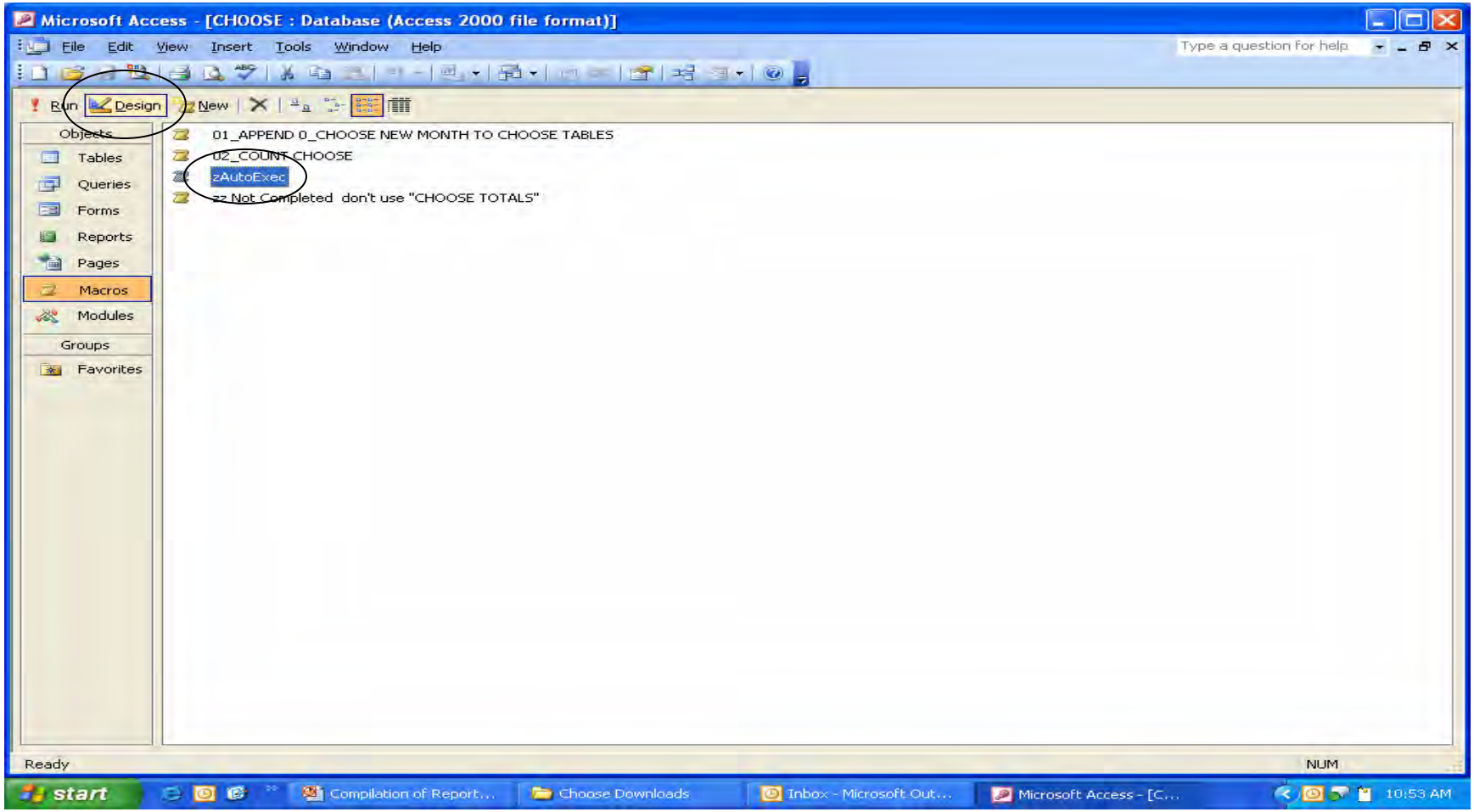
01_APPEND 0_CHOOSE NEW MONTH TO CHOOSE TABLES

02_COUNT CHOOSE (You will be prompted to enter YYYYMM of reporting month twice)

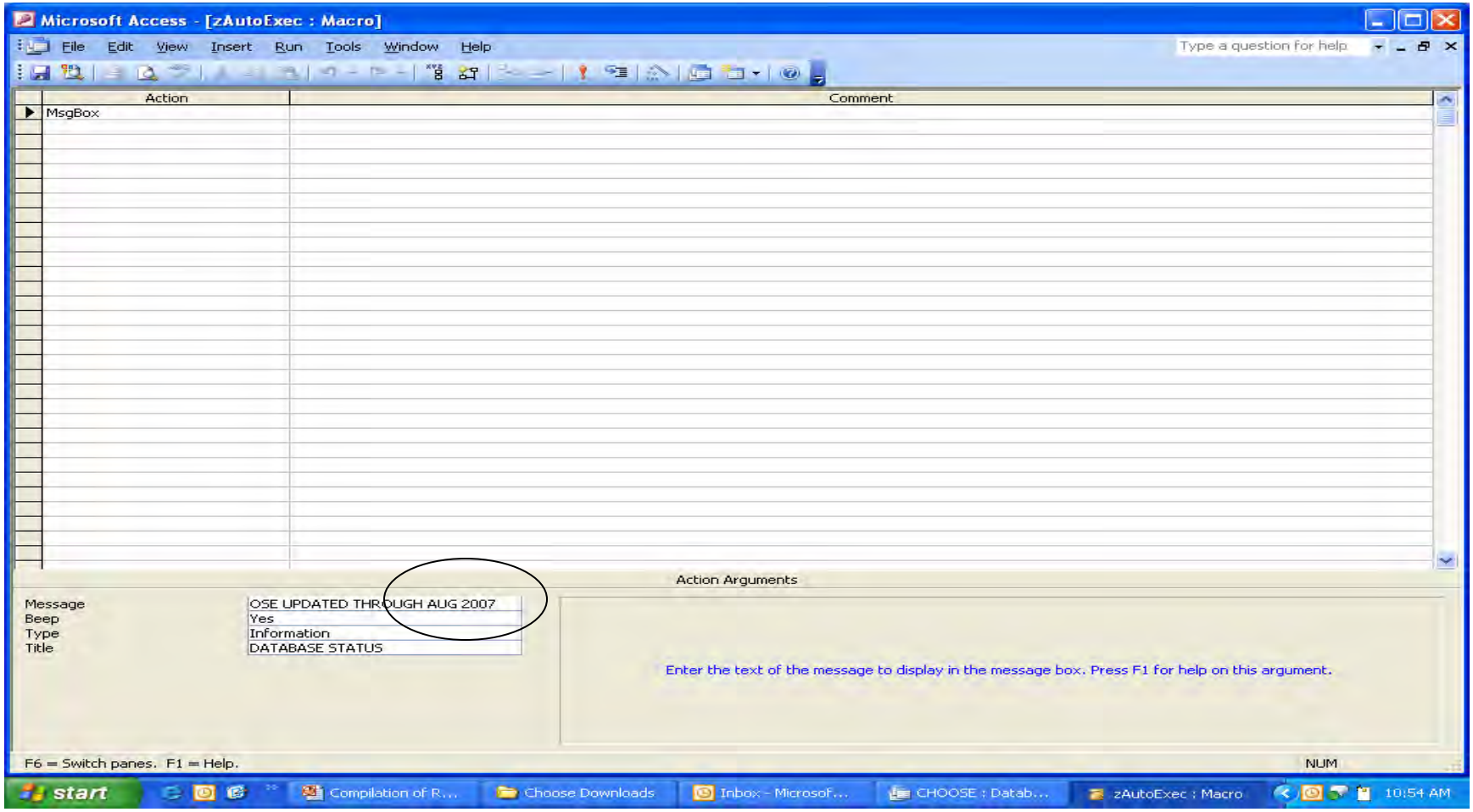
NOTE: The COUNT CHOOSE macro will print a count of the records automatically. Pick up the print and validate the appended CHOOSE against the CHOOSE import checklist. Only valid, non-expired appropriations will be appended to the CHOOSE data tables.



Open macro “zAutoExec” in design mode.

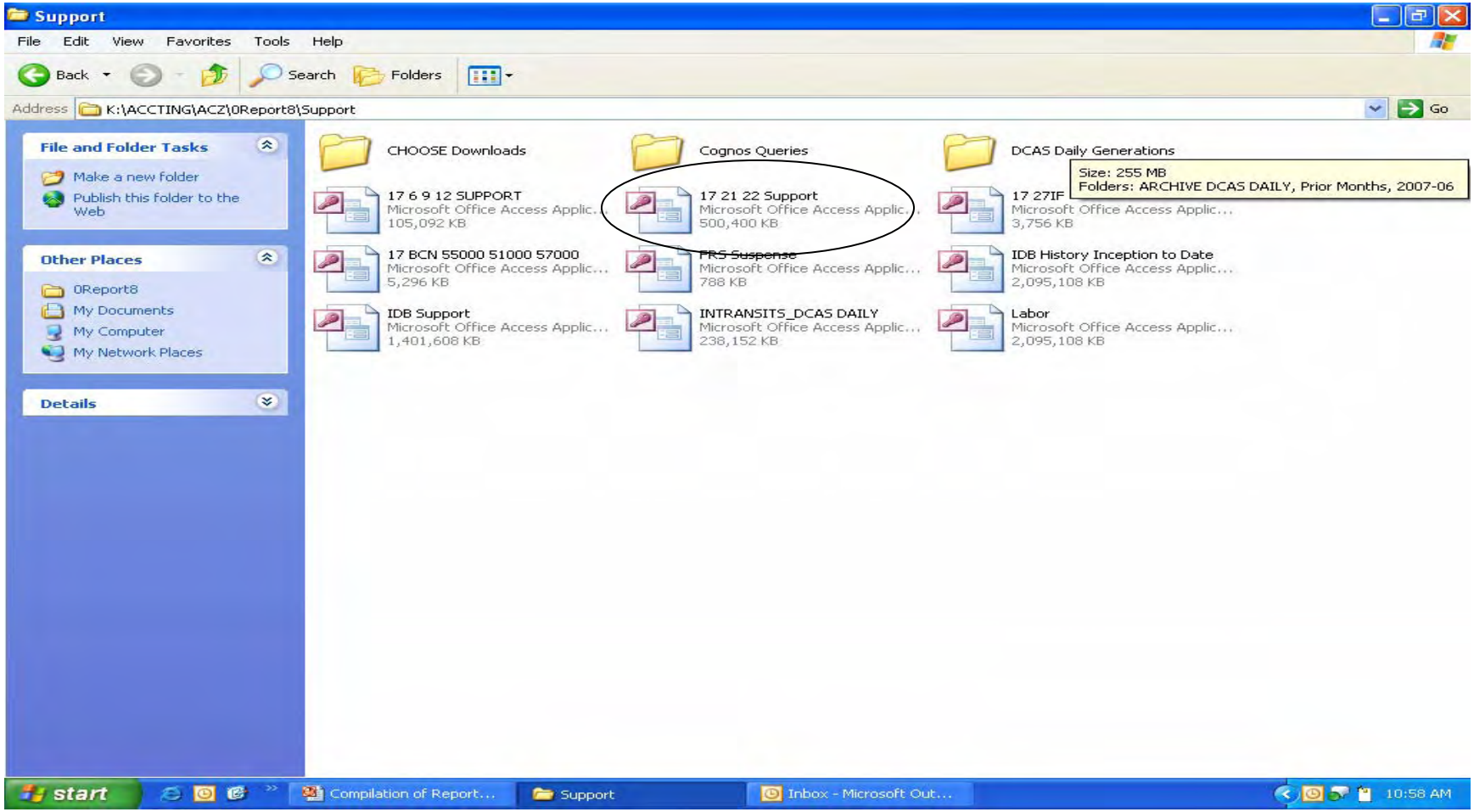


Update the message to reflect the new reporting month,
ie – AUG 2007



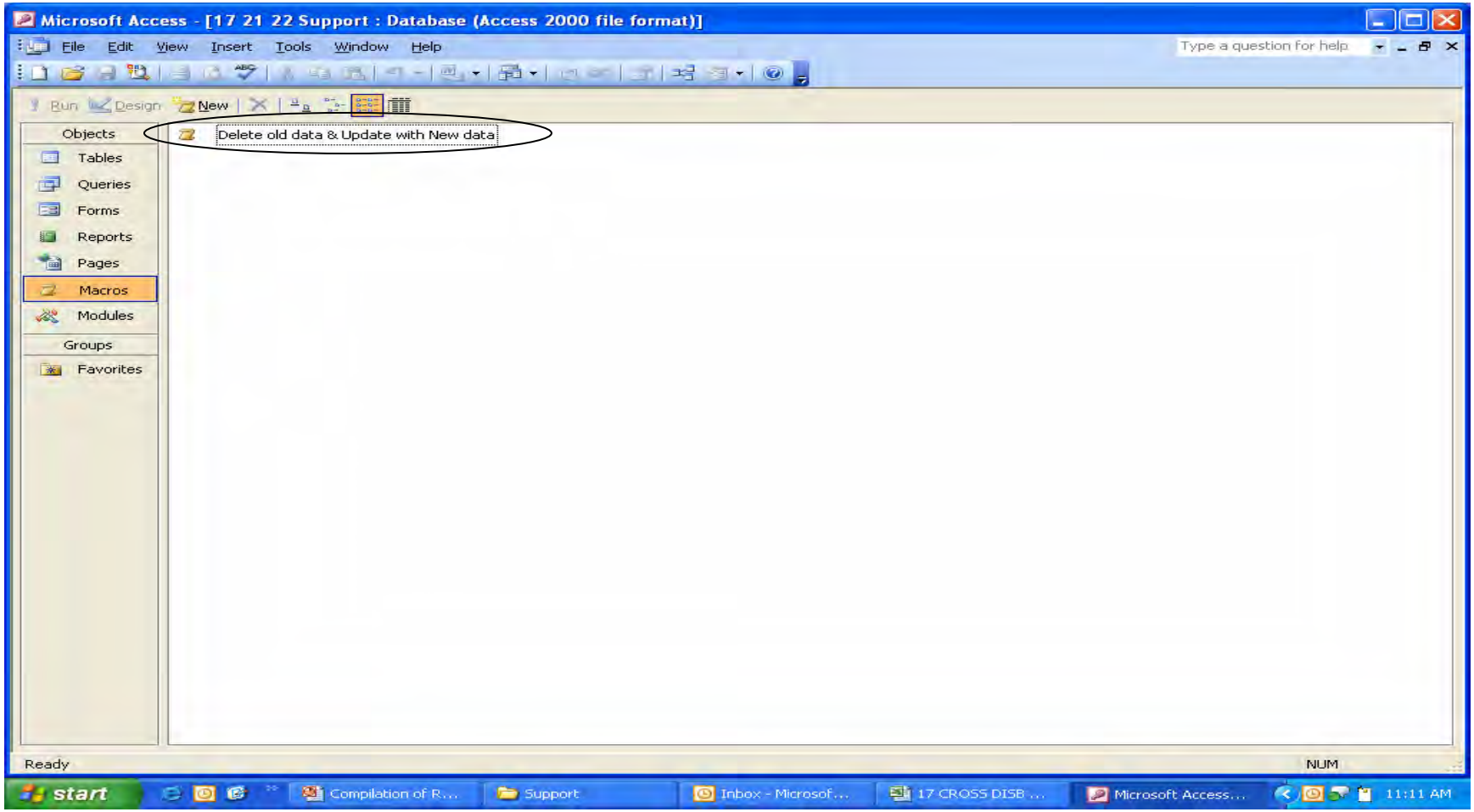
Gather support for Cross-Disbursement Summary & Reversal.

Open “17 21 22 Support.mdb” at “K:\ACCTING\ACZ\0Report8\Support”

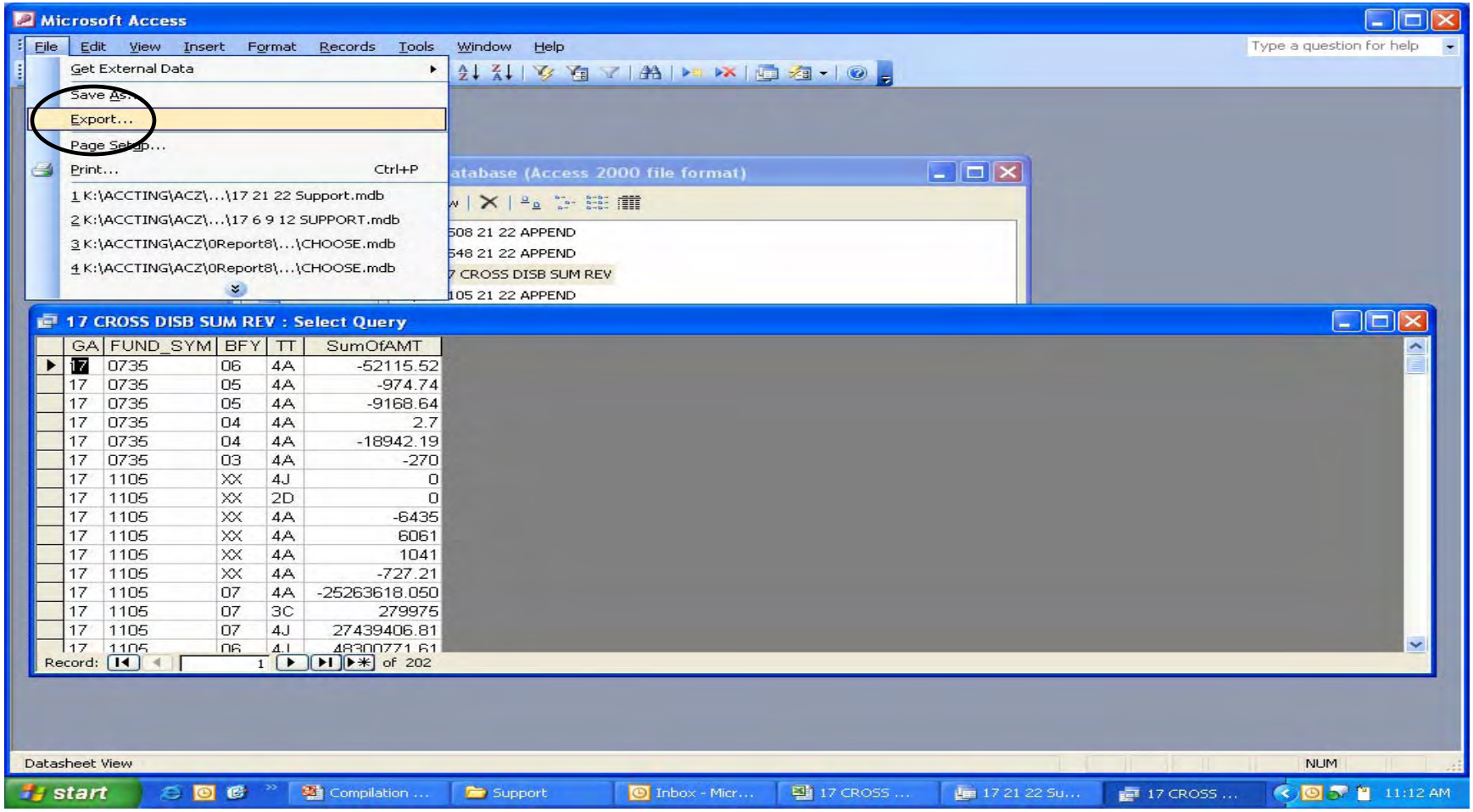


Run the ‘Delete old Data and Update with New Data” macro.

The macro will create & run queries, which will be exported to excel (as shown on the next slide).

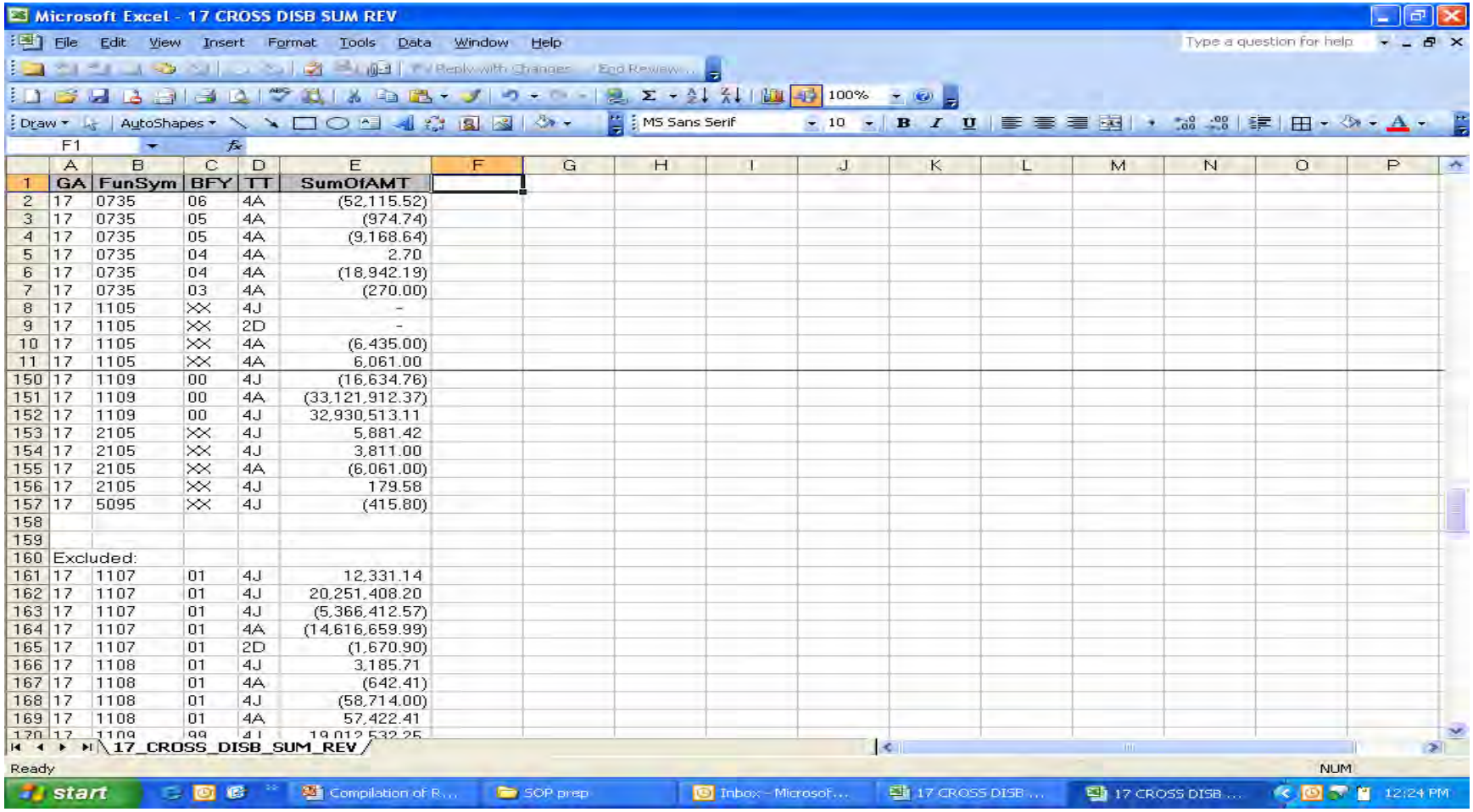


Export Queries 17 & 97 CROSS DISB SUM REV to "K:ACCTING\ACZ\0Report8\Reports\YYYY-MM\Back up."



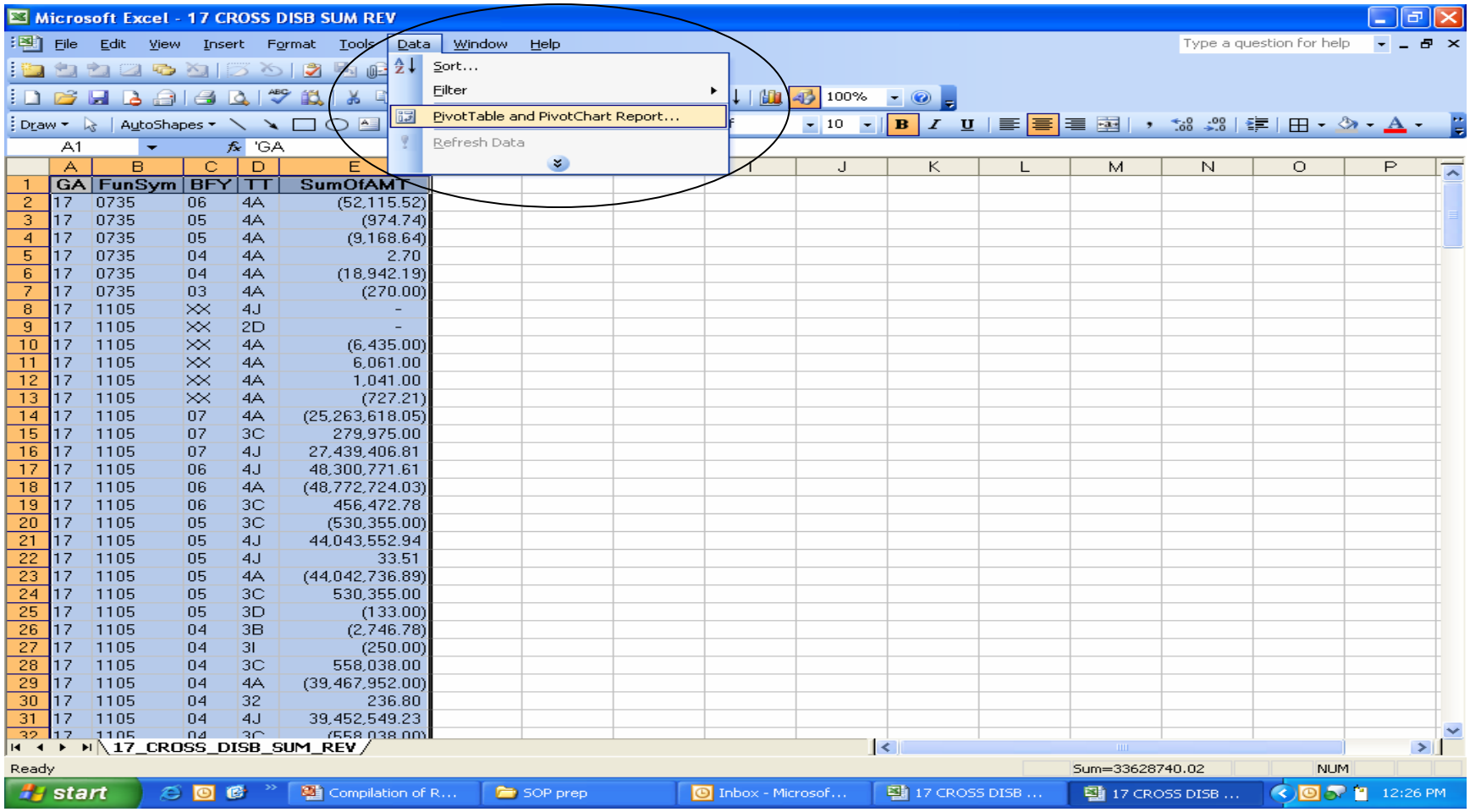
Open “17 CROSS DISB SUM REV” to format for input.

Start by changing the column heads, as shown below, then use the crosswalk to determine what should be excluded.



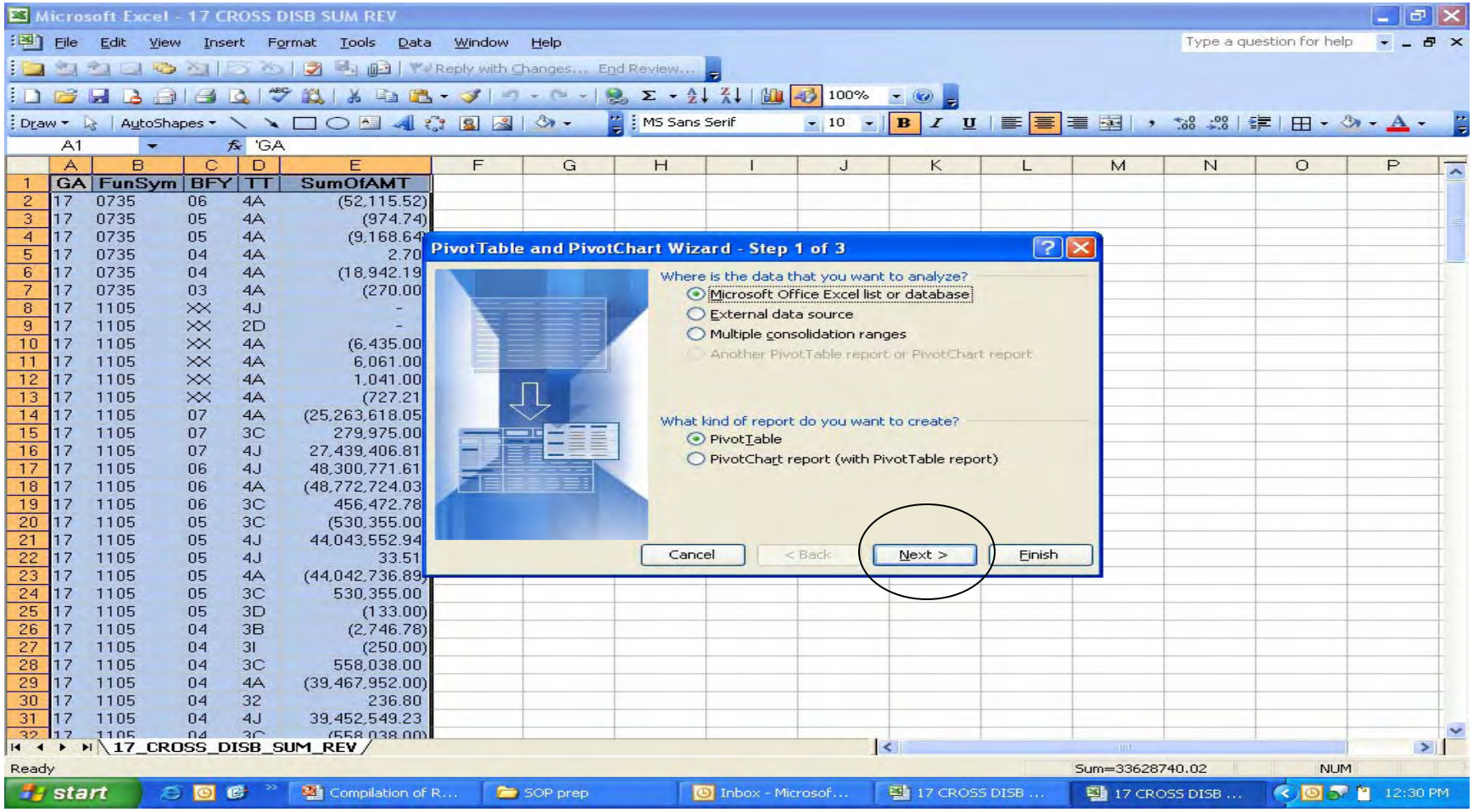
	A	B	C	D	E
1	GA	FunSym	BFY	TT	SumOfAMT
2	17	0735	06	4A	(52,115.52)
3	17	0735	05	4A	(974.74)
4	17	0735	05	4A	(9,168.64)
5	17	0735	04	4A	2.70
6	17	0735	04	4A	(18,942.19)
7	17	0735	03	4A	(270.00)
8	17	1105	XX	4J	-
9	17	1105	XX	2D	-
10	17	1105	XX	4A	(6,435.00)
11	17	1105	XX	4A	6,061.00
150	17	1109	00	4J	(16,634.76)
151	17	1109	00	4A	(33,121,912.37)
152	17	1109	00	4J	32,930,513.11
153	17	2105	XX	4J	5,881.42
154	17	2105	XX	4J	3,811.00
155	17	2105	XX	4A	(6,061.00)
156	17	2105	XX	4J	179.58
157	17	5095	XX	4J	(415.80)
158					
159					
160	Excluded:				
161	17	1107	01	4J	12,331.14
162	17	1107	01	4J	20,251,408.20
163	17	1107	01	4J	(5,366,412.57)
164	17	1107	01	4A	(14,616,659.99)
165	17	1107	01	2D	(1,670.90)
166	17	1108	01	4J	3,185.71
167	17	1108	01	4A	(642.41)
168	17	1108	01	4J	(58,714.00)
169	17	1108	01	4A	57,422.41
170	17	1109	99	4J	19,012,532.25

Create a pivot table so that we can easily separate the TT's.



	A	B	C	D	E
1	GA	FunSym	BFY	TT	SumOfAMT
2	17	0735	06	4A	(52,115.52)
3	17	0735	05	4A	(974.74)
4	17	0735	05	4A	(9,168.64)
5	17	0735	04	4A	2.70
6	17	0735	04	4A	(18,942.19)
7	17	0735	03	4A	(270.00)
8	17	1105	XX	4J	-
9	17	1105	XX	2D	-
10	17	1105	XX	4A	(6,435.00)
11	17	1105	XX	4A	6,061.00
12	17	1105	XX	4A	1,041.00
13	17	1105	XX	4A	(727.21)
14	17	1105	07	4A	(25,263,618.05)
15	17	1105	07	3C	279,975.00
16	17	1105	07	4J	27,439,406.81
17	17	1105	06	4J	48,300,771.61
18	17	1105	06	4A	(48,772,724.03)
19	17	1105	06	3C	456,472.78
20	17	1105	05	3C	(530,355.00)
21	17	1105	05	4J	44,043,552.94
22	17	1105	05	4J	33.51
23	17	1105	05	4A	(44,042,736.89)
24	17	1105	05	3C	530,355.00
25	17	1105	05	3D	(133.00)
26	17	1105	04	3B	(2,746.78)
27	17	1105	04	3I	(250.00)
28	17	1105	04	3C	558,038.00
29	17	1105	04	4A	(39,467,952.00)
30	17	1105	04	32	236.80
31	17	1105	04	4J	39,452,549.23

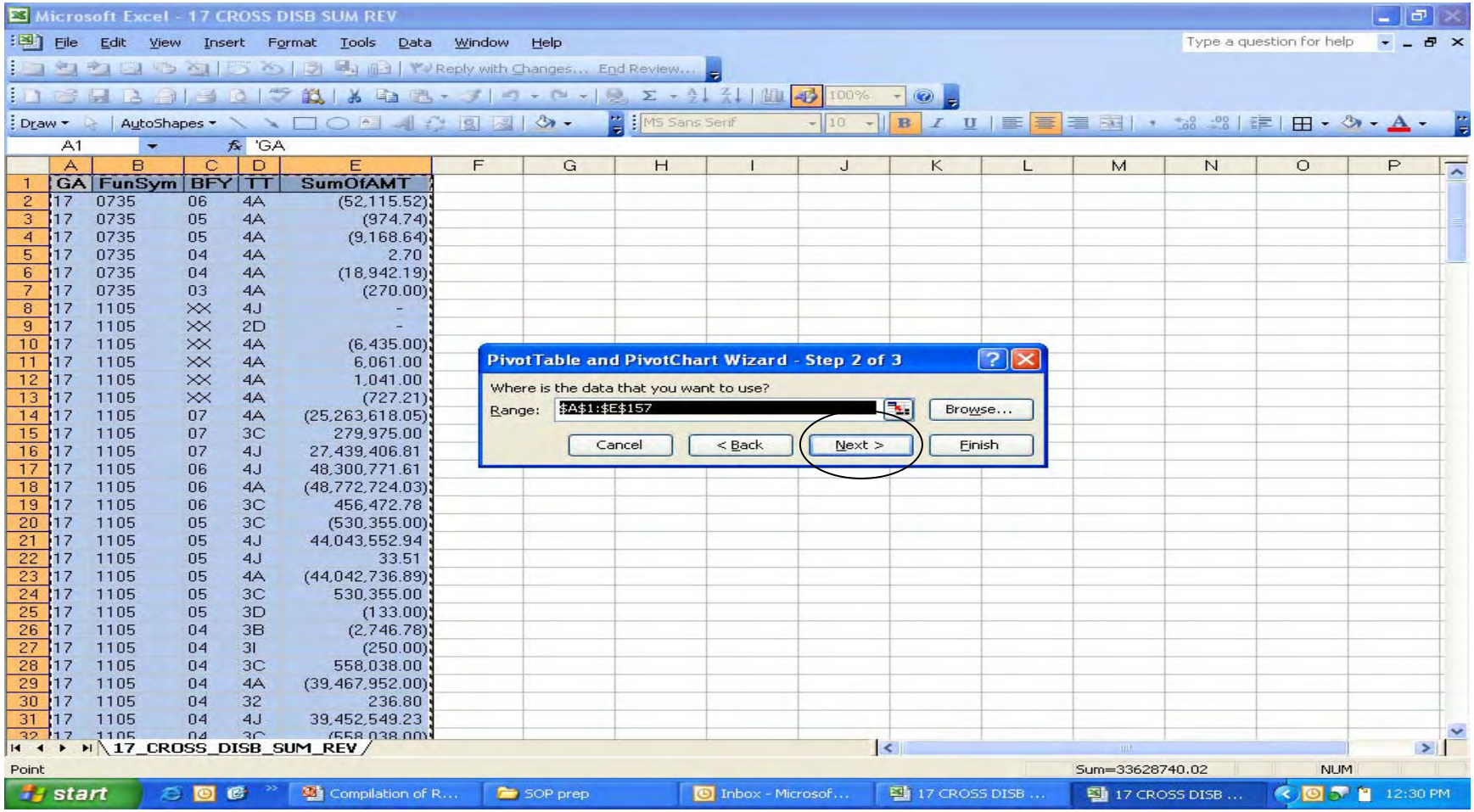
Select “Next.”



GA	FunSym	BFY	TT	SumOfAMT
17	0735	06	4A	(52,115.52)
17	0735	05	4A	(974.74)
17	0735	05	4A	(9,168.64)
17	0735	04	4A	2.70
17	0735	04	4A	(18,942.19)
17	0735	03	4A	(270.00)
17	1105	XX	4J	-
17	1105	XX	2D	-
17	1105	XX	4A	(6,435.00)
17	1105	XX	4A	6,061.00
17	1105	XX	4A	1,041.00
17	1105	XX	4A	(727.21)
17	1105	07	4A	(25,263,618.05)
17	1105	07	3C	279,975.00
17	1105	07	4J	27,439,406.81
17	1105	06	4J	48,300,771.61
17	1105	06	4A	(48,772,724.03)
17	1105	06	3C	456,472.78
17	1105	05	3C	(530,355.00)
17	1105	05	4J	44,043,552.94
17	1105	05	4J	33.51
17	1105	05	4A	(44,042,736.89)
17	1105	05	3C	530,355.00
17	1105	05	3D	(133.00)
17	1105	04	3B	(2,746.78)
17	1105	04	3I	(250.00)
17	1105	04	3C	558,038.00
17	1105	04	4A	(39,467,952.00)
17	1105	04	32	236.80
17	1105	04	4J	39,452,549.23

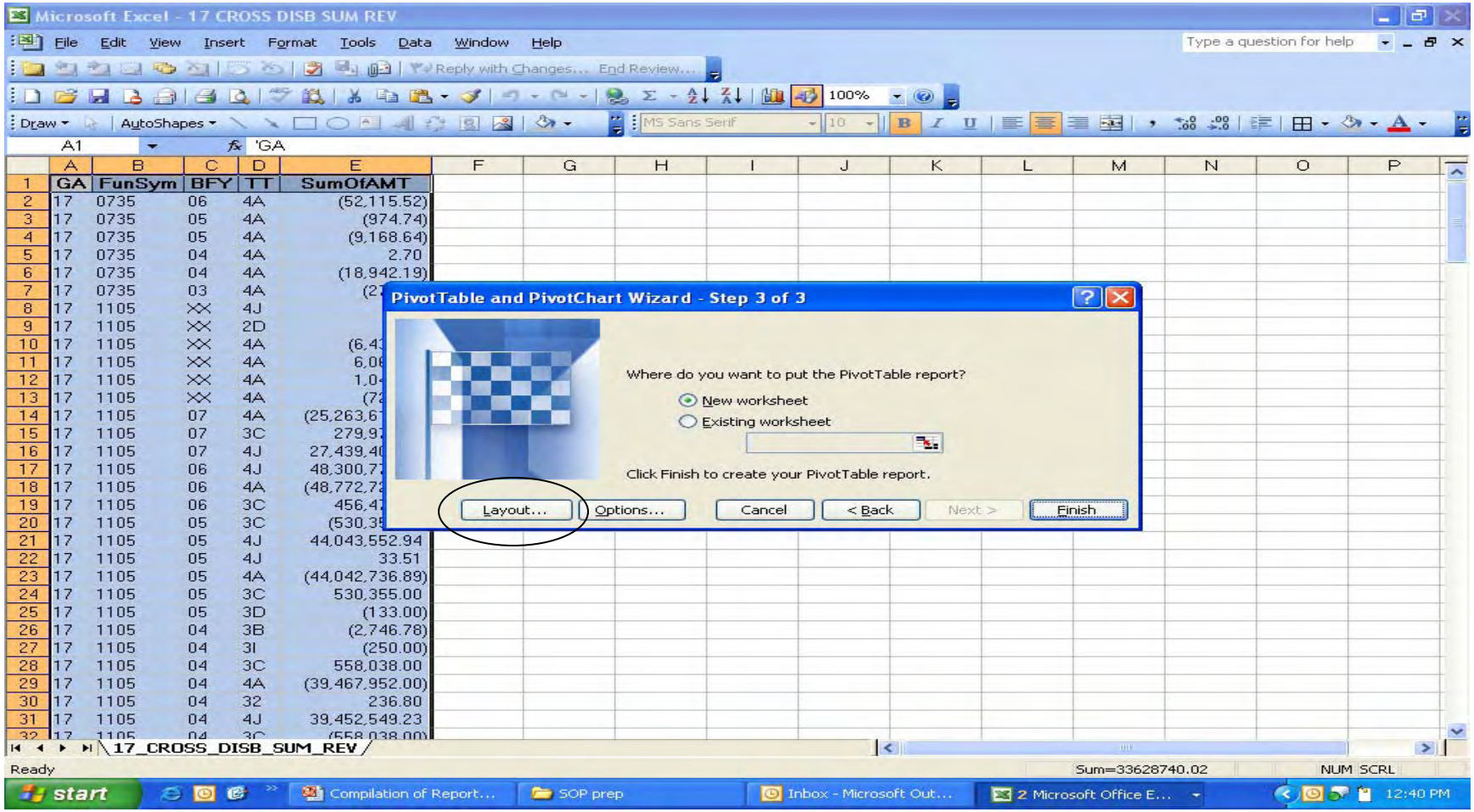
Make sure the desired area is selected, then select “Next.”

NOTE: We want all of the data, except for the exclusions, to be shaded.

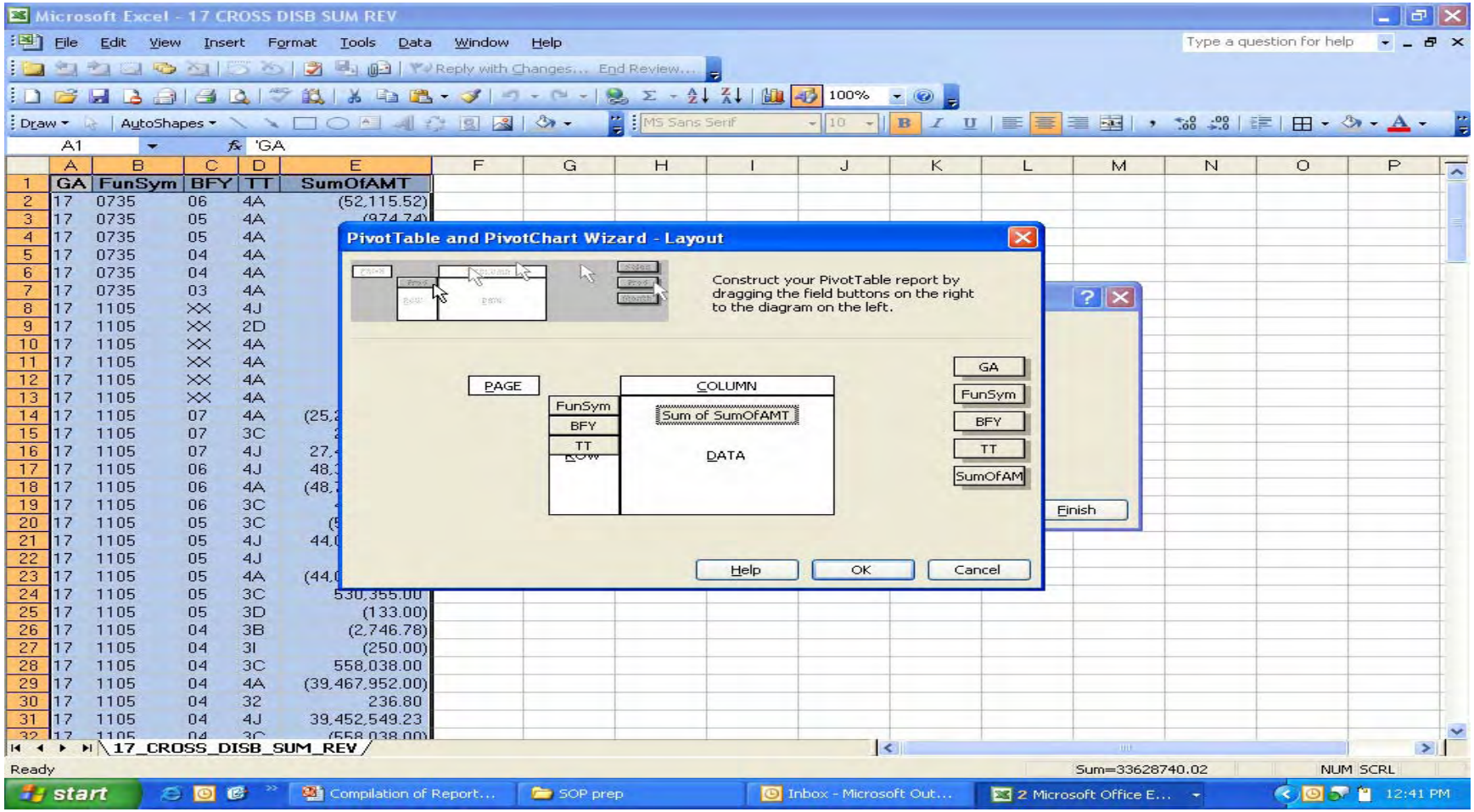


	A	B	C	D	E
1	GA	FunSym	BFY	TT	SumOfAMT
2	17	0735	06	4A	(52,115.52)
3	17	0735	05	4A	(974.74)
4	17	0735	05	4A	(9,168.64)
5	17	0735	04	4A	2.70
6	17	0735	04	4A	(18,942.19)
7	17	0735	03	4A	(270.00)
8	17	1105	XX	4J	-
9	17	1105	XX	2D	-
10	17	1105	XX	4A	(6,435.00)
11	17	1105	XX	4A	6,061.00
12	17	1105	XX	4A	1,041.00
13	17	1105	XX	4A	(727.21)
14	17	1105	07	4A	(25,263,618.05)
15	17	1105	07	3C	279,975.00
16	17	1105	07	4J	27,439,406.81
17	17	1105	06	4J	48,300,771.61
18	17	1105	06	4A	(48,772,724.03)
19	17	1105	06	3C	456,472.78
20	17	1105	05	3C	(530,355.00)
21	17	1105	05	4J	44,043,552.94
22	17	1105	05	4J	33.51
23	17	1105	05	4A	(44,042,736.89)
24	17	1105	05	3C	530,355.00
25	17	1105	05	3D	(133.00)
26	17	1105	04	3B	(2,746.78)
27	17	1105	04	3I	(250.00)
28	17	1105	04	3C	558,038.00
29	17	1105	04	4A	(39,467,952.00)
30	17	1105	04	32	236.80
31	17	1105	04	4J	39,452,549.23

Select “Layout” to begin formatting the PivotTable.



Drag the “FunSym,” “BFY,” & “TT” field buttons to the “Row” section.
Drag the “SumofAMT” field button to the “Data” section.

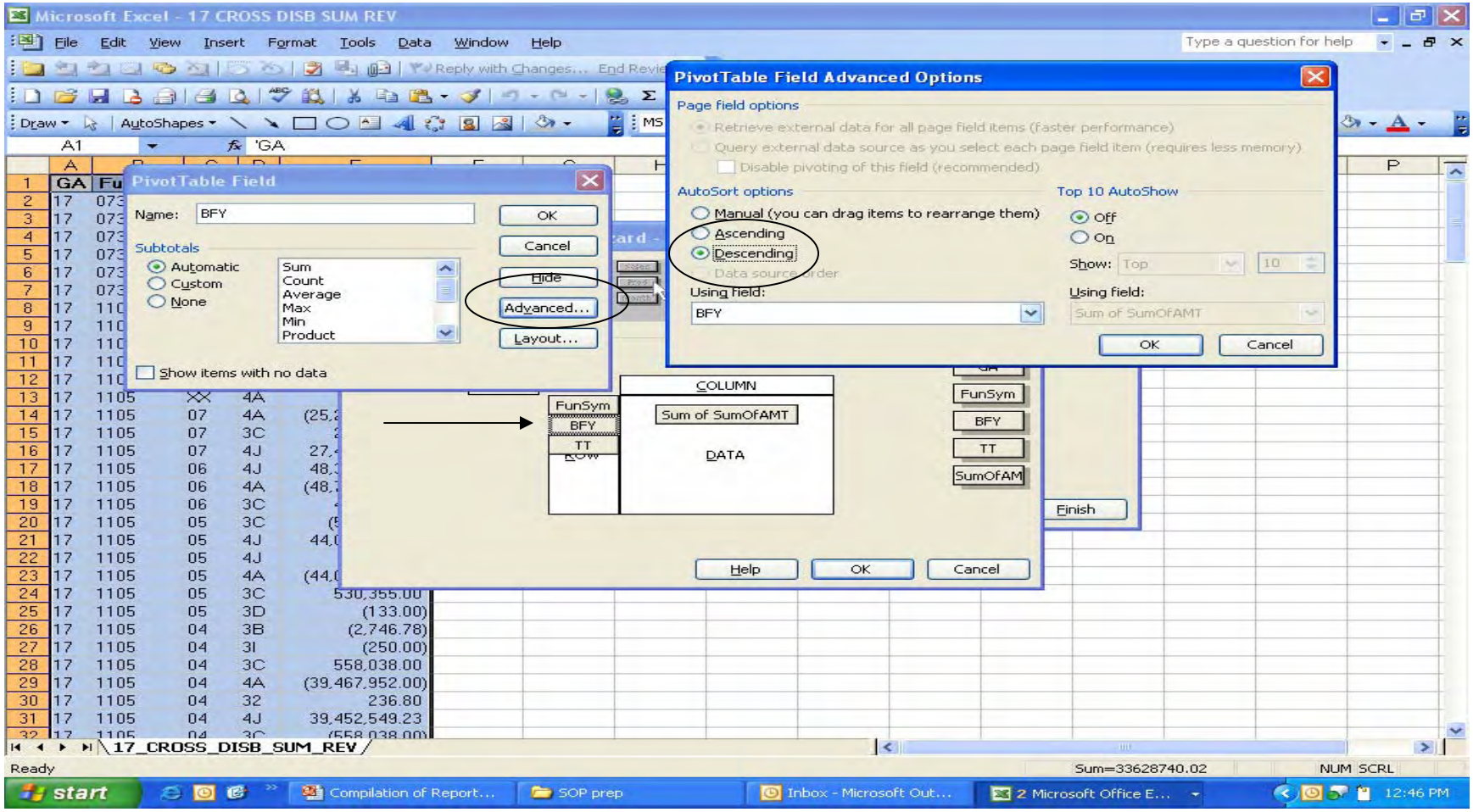


1.) Double click on the “BFY” field button.

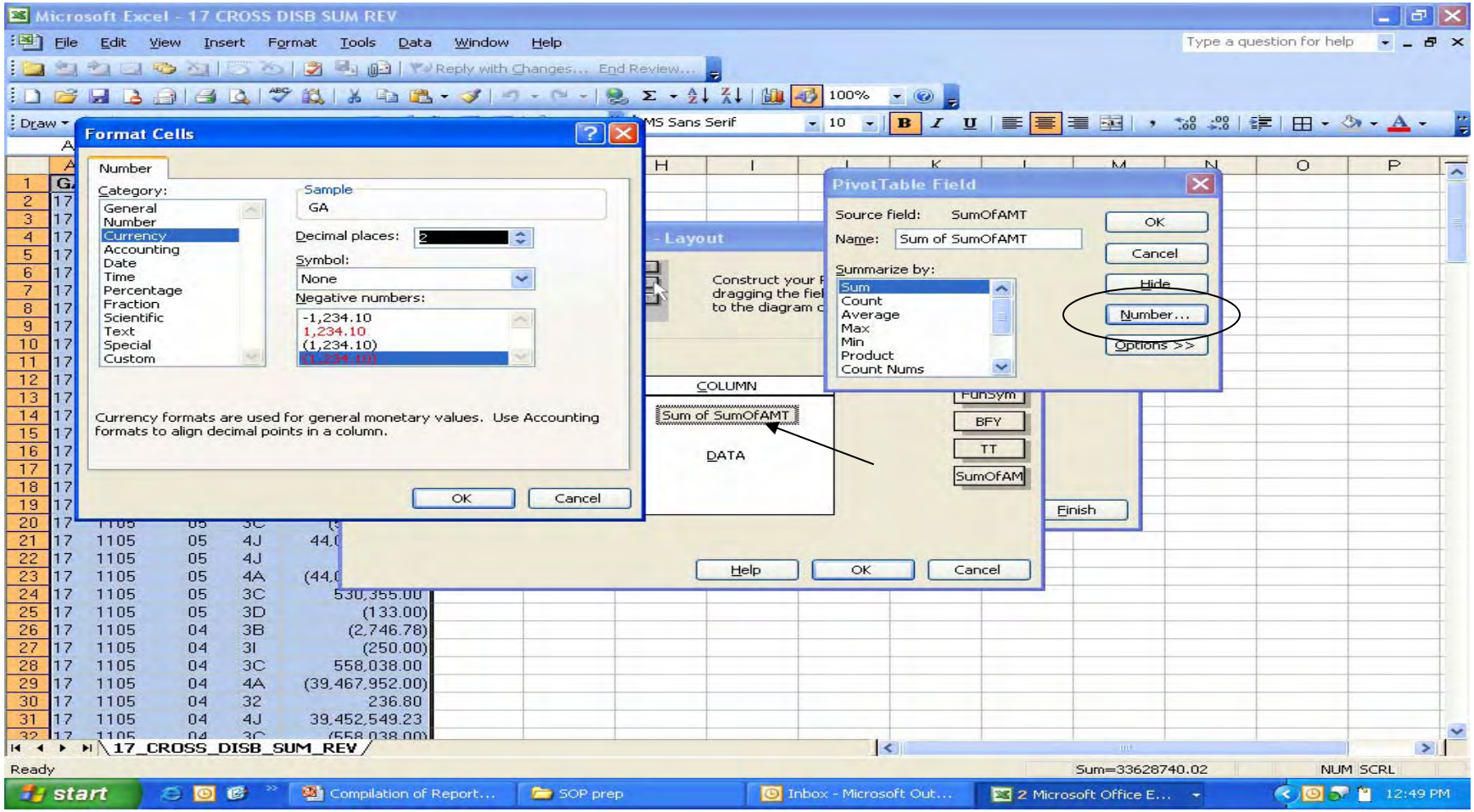
2.) Select Advanced…

3.) Select Descending

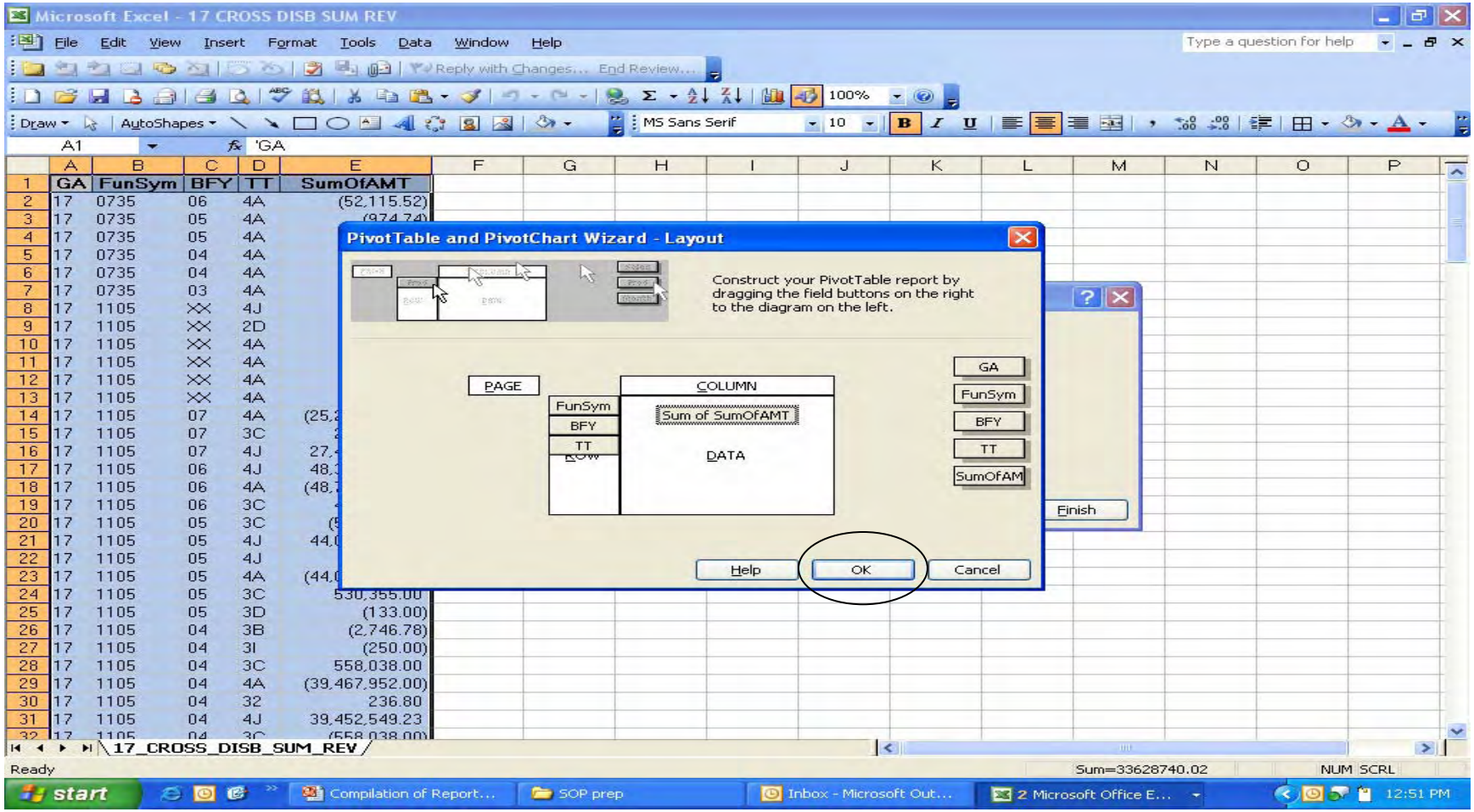
NOTE: The FY should ALWAYS be in descending order in a PivotTable.



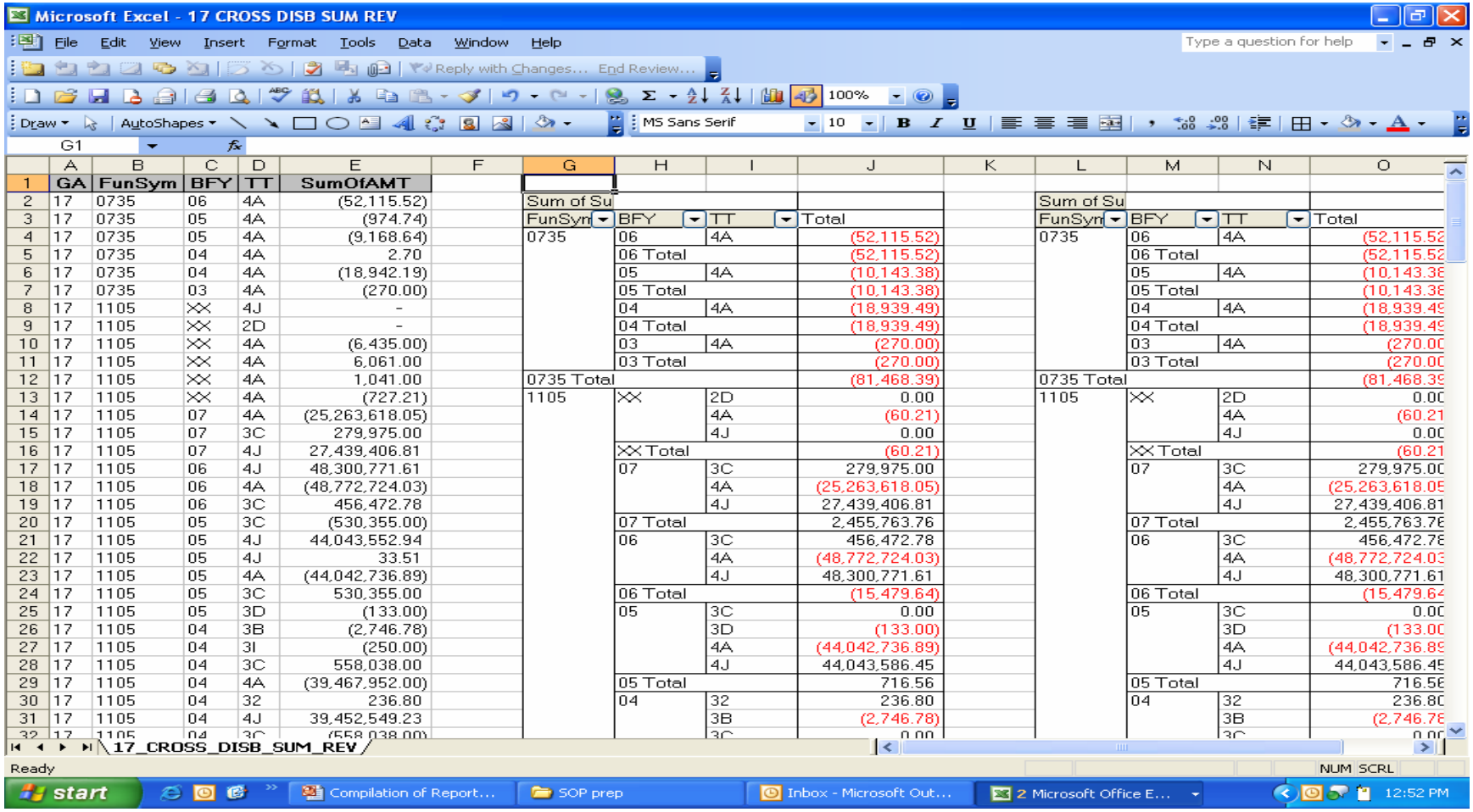
1.) Double click on the “Sum of SumOfAMT” field button
2.) Select “Number”
3.) Select the number format that you desire



Select “OK,” then “Finish” to finalize your PivotTable.

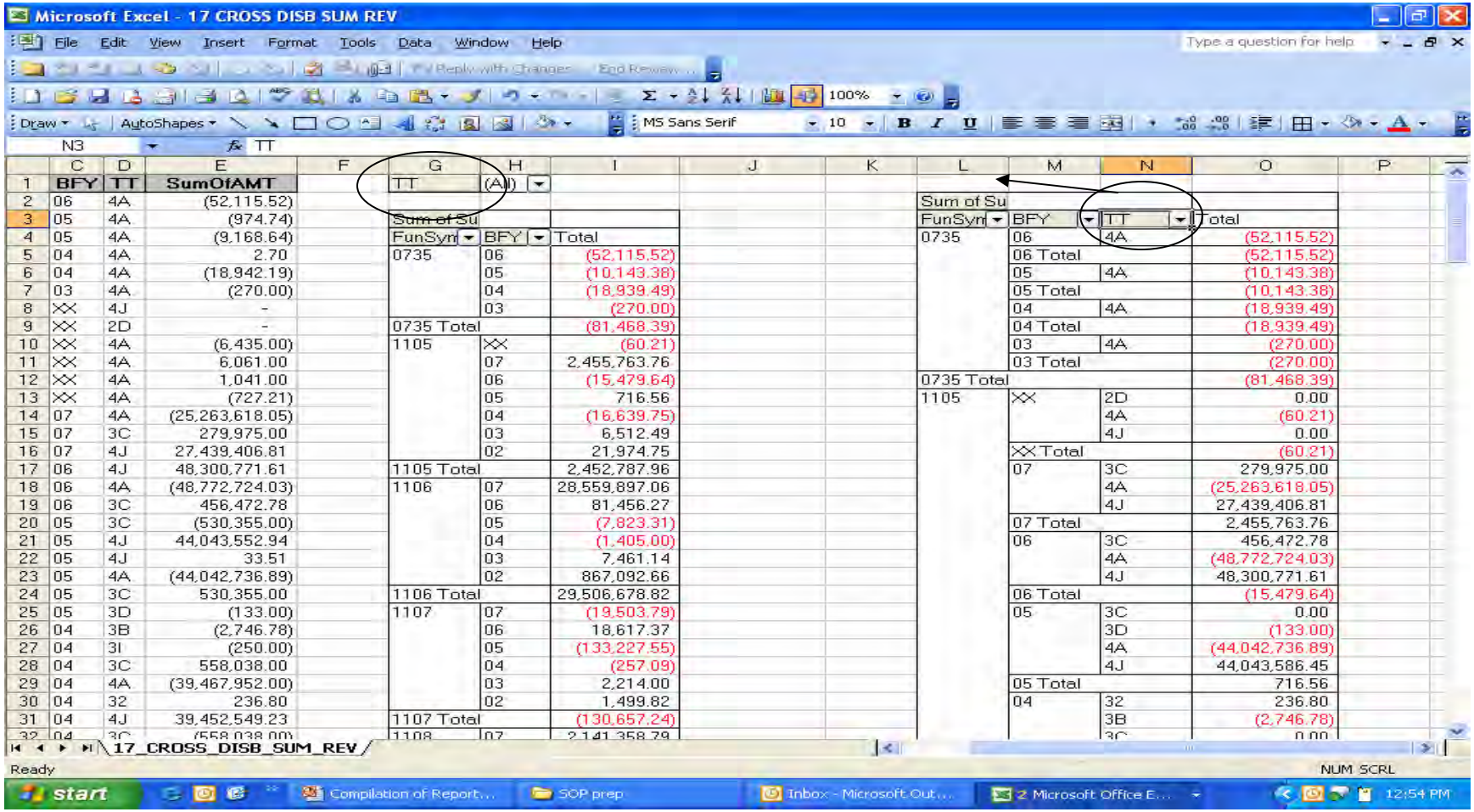


Copy & Paste the PivotTable next to the raw data two times.

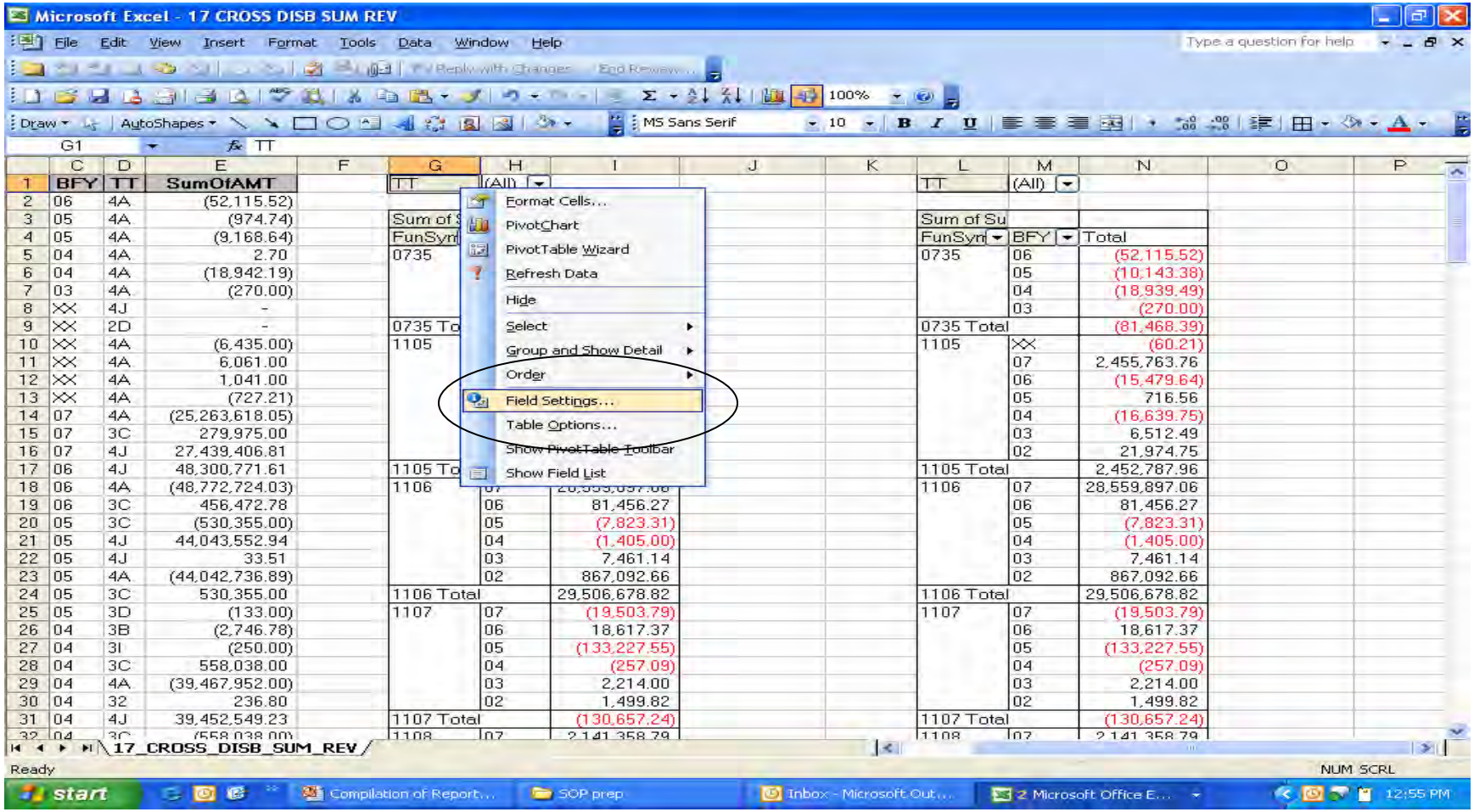


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GA	FunSym	BFY	TT	SumOfAMT										
2	17	0735	06	4A	(52,115.52)		Sum of Su					Sum of Su			
3	17	0735	05	4A	(974.74)		FunSym	BFY	TT	Total		FunSym	BFY	TT	Total
4	17	0735	05	4A	(9,168.64)		0735	06	4A	(52,115.52)		0735	06	4A	(52,115.52
5	17	0735	04	4A	2.70			06 Total		(52,115.52)			06 Total		(52,115.52
6	17	0735	04	4A	(18,942.19)			05	4A	(10,143.38)			05	4A	(10,143.38
7	17	0735	03	4A	(270.00)			05 Total		(10,143.38)			05 Total		(10,143.38
8	17	1105	XX	4J	-			04	4A	(18,939.49)			04	4A	(18,939.49
9	17	1105	XX	2D	-			04 Total		(18,939.49)			04 Total		(18,939.49
10	17	1105	XX	4A	(6,435.00)			03	4A	(270.00)			03	4A	(270.00
11	17	1105	XX	4A	6,061.00			03 Total		(270.00)			03 Total		(270.00
12	17	1105	XX	4A	1,041.00		0735 Total			(81,468.39)		0735 Total			(81,468.39
13	17	1105	XX	4A	(727.21)		1105	XX	2D	0.00		1105	XX	2D	0.00
14	17	1105	07	4A	(25,263,618.05)				4A	(60.21)				4A	(60.21
15	17	1105	07	3C	279,975.00				4J	0.00				4J	0.00
16	17	1105	07	4J	27,439,406.81			XX Total		(60.21)			XX Total		(60.21
17	17	1105	06	4J	48,300,771.61			07	3C	279,975.00			07	3C	279,975.00
18	17	1105	06	4A	(48,772,724.03)				4A	(25,263,618.05)				4A	(25,263,618.05
19	17	1105	06	3C	456,472.78				4J	27,439,406.81				4J	27,439,406.81
20	17	1105	05	3C	(530,355.00)			07 Total		2,455,763.76			07 Total		2,455,763.76
21	17	1105	05	4J	44,043,552.94			06	3C	456,472.78			06	3C	456,472.78
22	17	1105	05	4J	33.51				4A	(48,772,724.03)				4A	(48,772,724.03
23	17	1105	05	4A	(44,042,736.89)				4J	48,300,771.61				4J	48,300,771.61
24	17	1105	05	3C	530,355.00			06 Total		(15,479.64)			06 Total		(15,479.64
25	17	1105	05	3D	(133.00)			05	3C	0.00			05	3C	0.00
26	17	1105	04	3B	(2,746.78)				3D	(133.00)				3D	(133.00
27	17	1105	04	3I	(250.00)				4A	(44,042,736.89)				4A	(44,042,736.89
28	17	1105	04	3C	558,038.00				4J	44,043,586.45				4J	44,043,586.45
29	17	1105	04	4A	(39,467,952.00)			05 Total		716.56			05 Total		716.56
30	17	1105	04	32	236.80			04	32	236.80			04	32	236.80
31	17	1105	04	4J	39,452,549.23				3B	(2,746.78)				3B	(2,746.78
32	17	1105	04	3C	(558,038.00)				3C	0.00				3C	0.00

Drag & drop the “TT” button so that it appears over the Table.

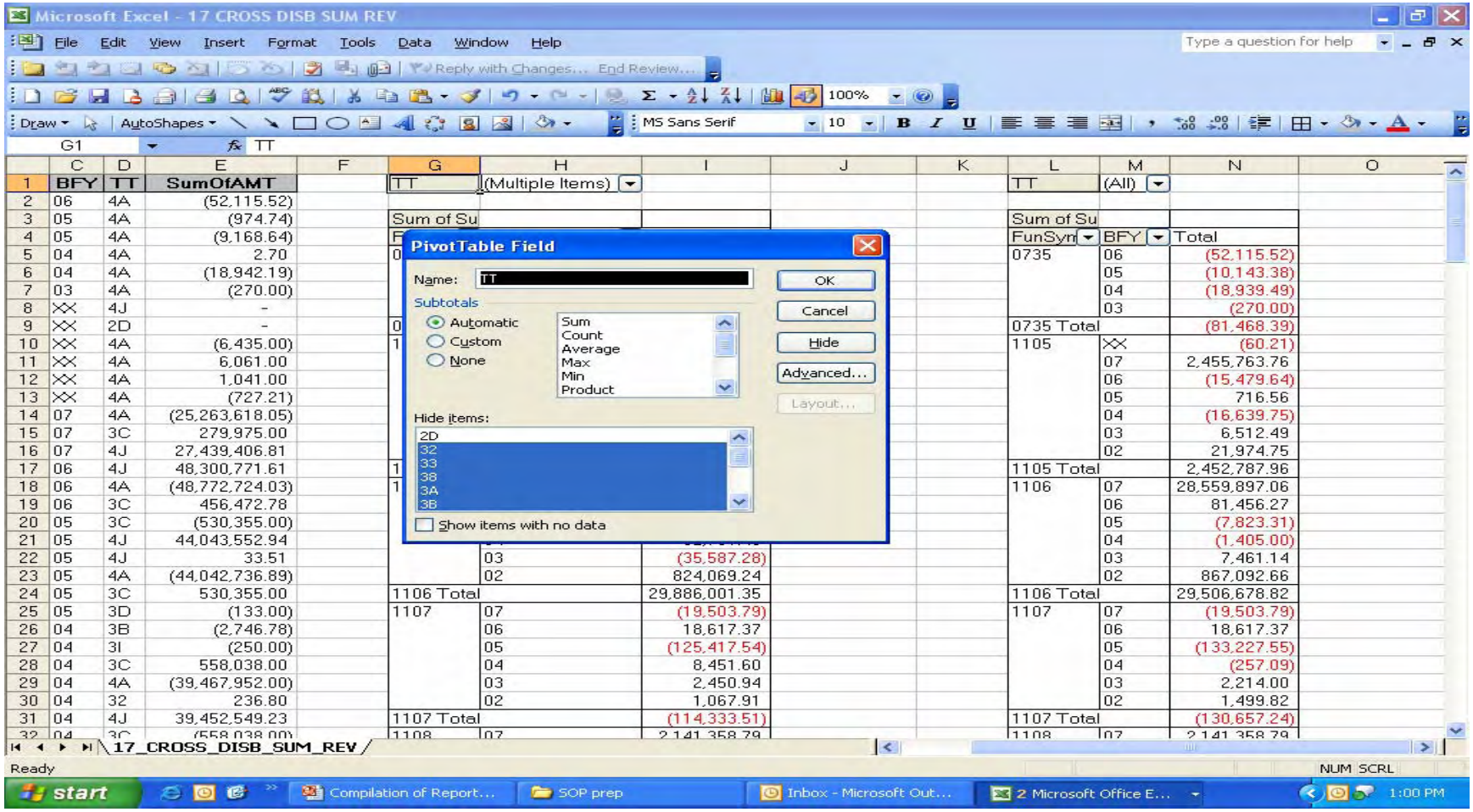


Right click on “TT” and select “Field Settings.”



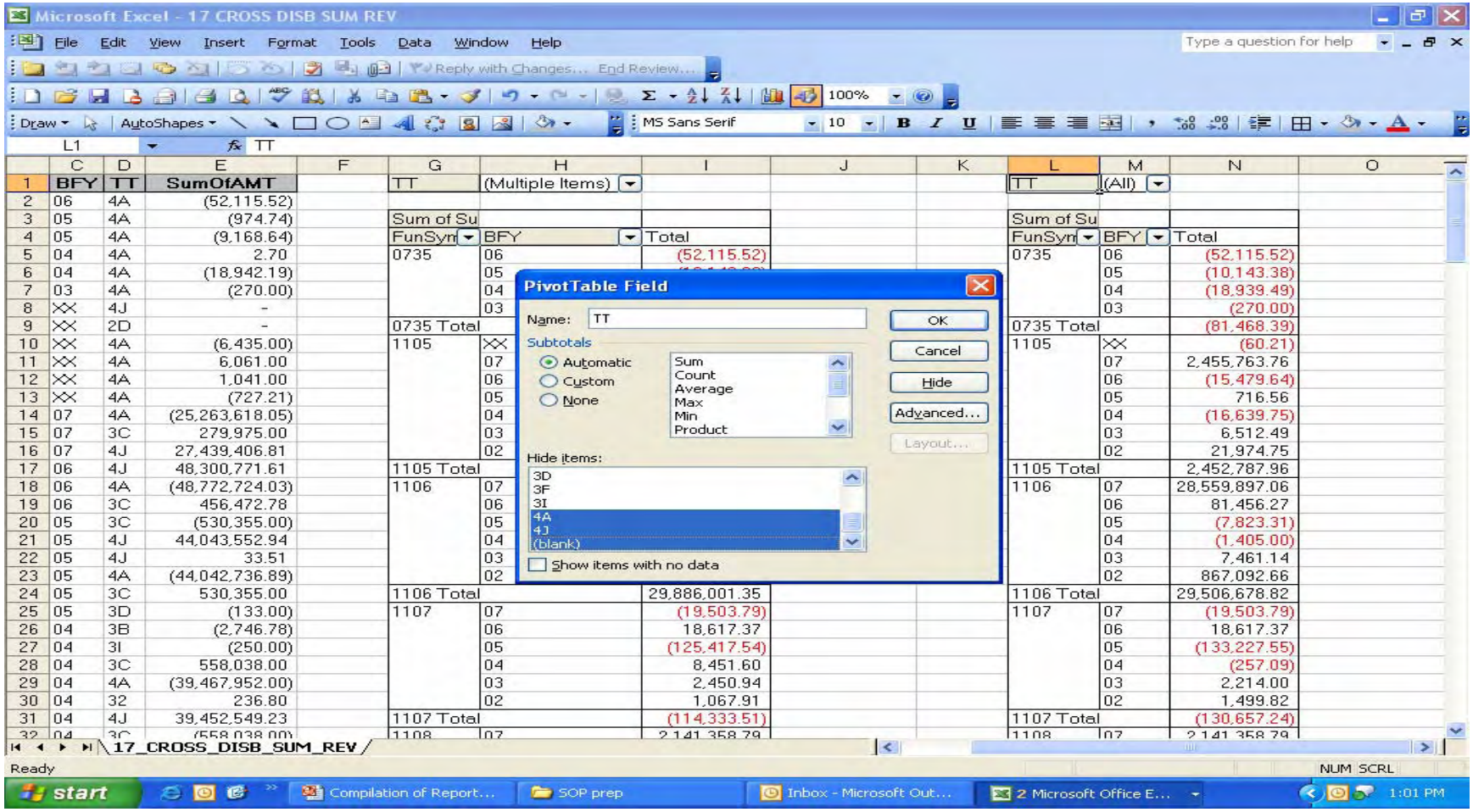
On the first table, select all of the TT's that start with a 3 in the "Hide Items:" box, then select "OK."

This will be the disbursements table. The "Blank" TT defaults to this table.

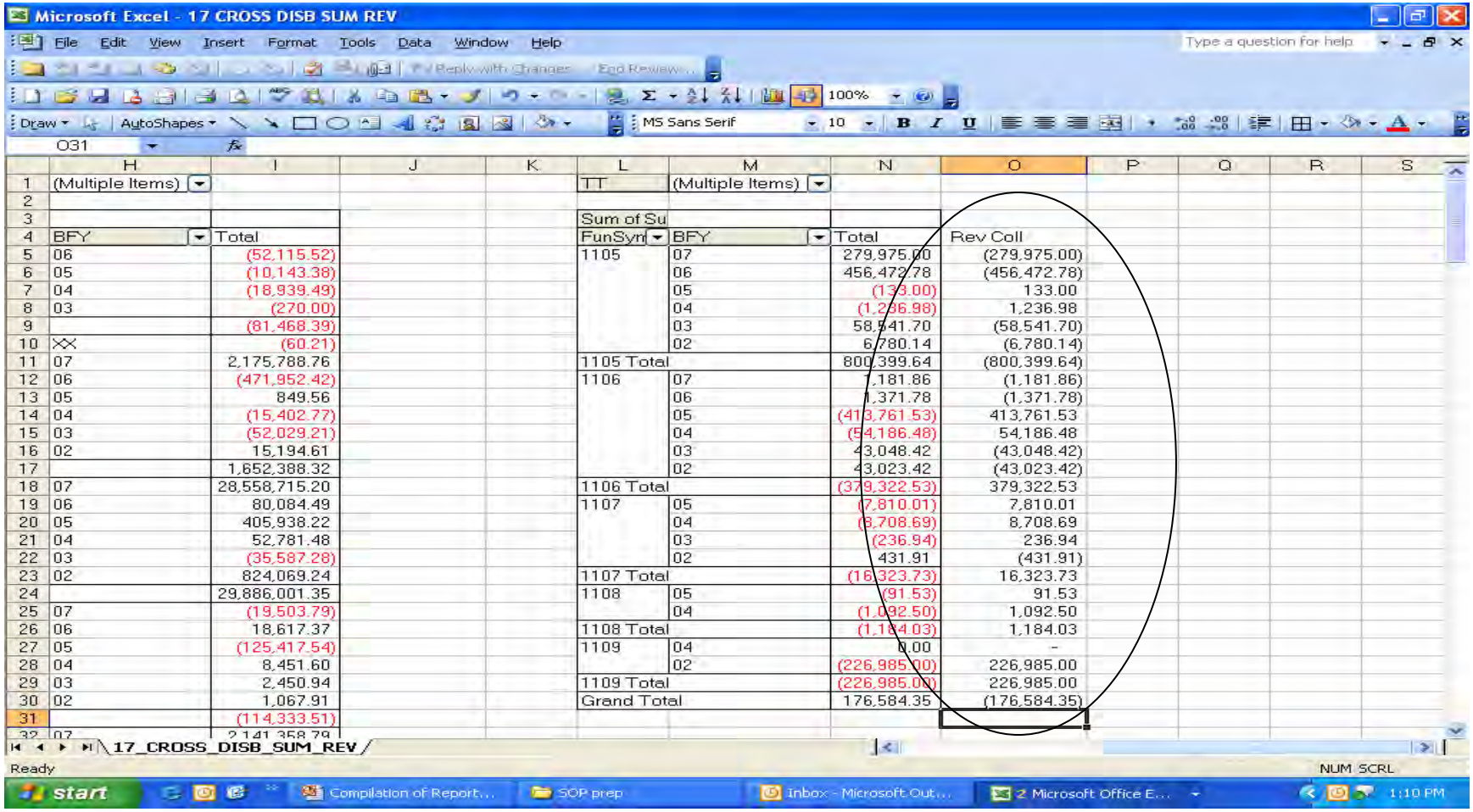


On the second table, select all other TT's, and then "OK."

This will be the collections table.



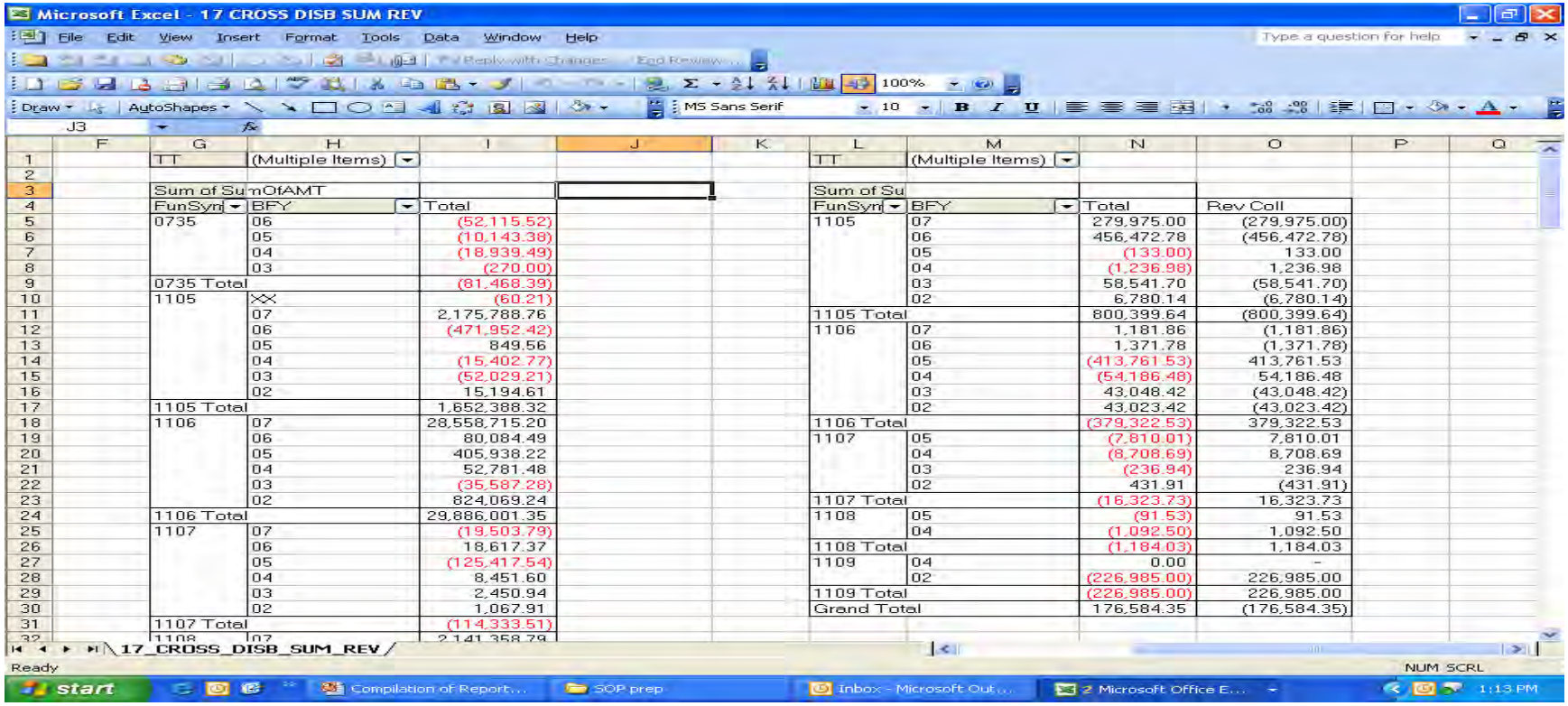
Reverse the sign on the collections by formulating the column next to the total with “=N?-*1”



	H	I	J	K	L	M	N	O	P	Q	R	S
1	(Multiple Items)				TT	(Multiple Items)						
2												
3					Sum of Su							
4	BFY	Total			FunSyn	BFY	Total	Rev Coll				
5	06	(52,115.52)			1105	07	279,975.00	(279,975.00)				
6	05	(10,143.38)				06	456,472.78	(456,472.78)				
7	04	(18,939.49)				05	(133.00)	133.00				
8	03	(270.00)				04	(1,236.98)	1,236.98				
9		(81,468.39)				03	58,541.70	(58,541.70)				
10	XX	(60.21)				02	6,780.14	(6,780.14)				
11	07	2,175,788.76			1105 Total		800,399.64	(800,399.64)				
12	06	(471,952.42)			1106	07	1,181.86	(1,181.86)				
13	05	849.56				06	1,371.78	(1,371.78)				
14	04	(15,402.77)				05	(413,761.53)	413,761.53				
15	03	(52,029.21)				04	(54,186.48)	54,186.48				
16	02	15,194.61				03	43,048.42	(43,048.42)				
17		1,652,388.32				02	43,023.42	(43,023.42)				
18	07	28,558,715.20			1106 Total		(379,322.53)	379,322.53				
19	06	80,084.49			1107	05	(7,810.01)	7,810.01				
20	05	405,938.22				04	(8,708.69)	8,708.69				
21	04	52,781.48				03	(236.94)	236.94				
22	03	(35,587.28)				02	431.91	(431.91)				
23	02	824,069.24			1107 Total		(16,323.73)	16,323.73				
24		29,886,001.35			1108	05	(91.53)	91.53				
25	07	(19,503.79)				04	(1,092.50)	1,092.50				
26	06	18,617.37			1108 Total		(1,184.03)	1,184.03				
27	05	(125,417.54)			1109	04	0.00	-				
28	04	8,451.60				02	(226,985.00)	226,985.00				
29	03	2,450.94			1109 Total		(226,985.00)	226,985.00				
30	02	1,067.91			Grand Total		176,584.35	(176,584.35)				
31		(114,333.51)										
32	07	2,141,358.79										

Now the report is ready to be entered in Report 8. The first table, Disbursements, get entered in the 17 Disbursements tab, in the “Cross-Disbursement Summary Reversal” column. The second table is entered in the 17 Collections tab.

Note: The same steps should be followed for the 97 Cross Disb Sum Rev, only the crosswalk will be used to determine the correct DoD limits and if there are any exclusions.



Microsoft Excel - 17 CROSS DISB SUM REV

TT	(Multiple Items)

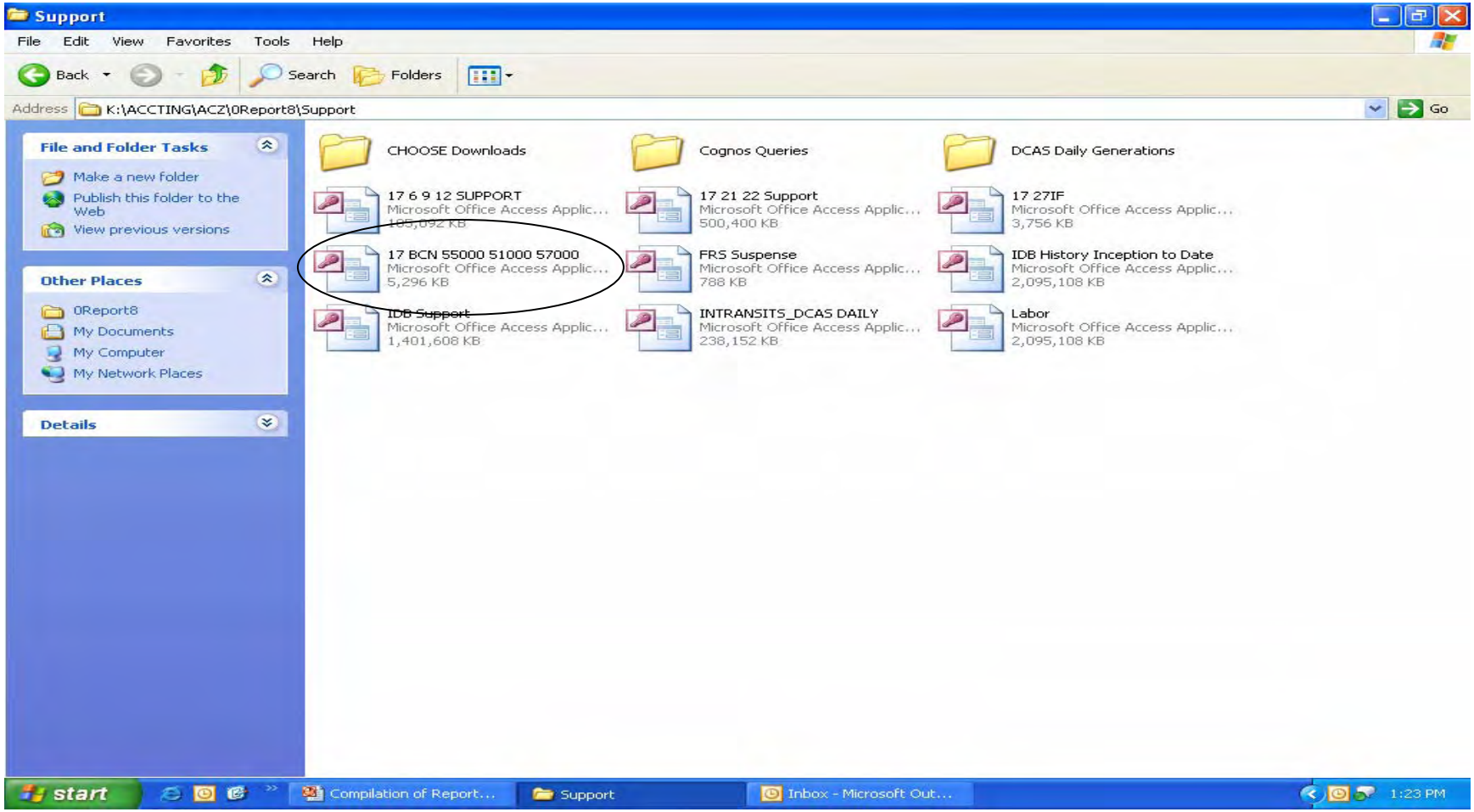
Sum of SumOfAMT		
FunSym	BFY	Total
0735	06	(52,115.52)
	05	(10,143.38)
	04	(18,939.49)
	03	(270.00)
0735 Total		(81,468.39)
1105	XX	(60.21)
	07	2,175,788.76
	06	(471,952.42)
	05	849.56
	04	(15,402.77)
	03	(52,029.21)
	02	15,194.61
1105 Total		1,652,388.32
1106	07	28,558,715.20
	06	80,084.49
	05	405,938.22
	04	52,781.48
	03	(35,587.28)
	02	824,069.24
1106 Total		29,886,001.35
1107	07	(19,503.79)
	06	18,617.37
	05	(125,417.54)
	04	8,451.60
	03	2,450.94
	02	1,067.91
1107 Total		(114,333.51)
1108	07	2,141,358.79

TT	(Multiple Items)

Sum of Su			
FunSym	BFY	Total	Rev Coll
1105	07	279,975.00	(279,975.00)
	06	456,472.78	(456,472.78)
	05	(133.00)	133.00
	04	(1,236.98)	1,236.98
	03	58,541.70	(58,541.70)
	02	6,780.14	(6,780.14)
1105 Total		800,399.64	(800,399.64)
1106	07	1,181.86	(1,181.86)
	06	1,371.78	(1,371.78)
	05	(413,761.53)	413,761.53
	04	(54,186.48)	54,186.48
	03	43,048.42	(43,048.42)
	02	43,023.42	(43,023.42)
1106 Total		(379,322.53)	379,322.53
1107	05	(7,810.01)	7,810.01
	04	(8,708.69)	8,708.69
	03	(236.94)	236.94
	02	431.91	(431.91)
1107 Total		(16,323.73)	16,323.73
1108	05	(91.53)	91.53
	04	(1,092.50)	1,092.50
1108 Total		(1,184.03)	1,184.03
1109	04	0.00	-
	02	(226,985.00)	226,985.00
1109 Total		(226,985.00)	226,985.00
Grand Total		176,584.35	(176,584.35)

Gather TI 17 Support for BCN 51000, 55000, 57000.

Open “17 BCN 55000 51000 57000.mdb” at “K:\ACCTING\ACZ\0Report8\Support”

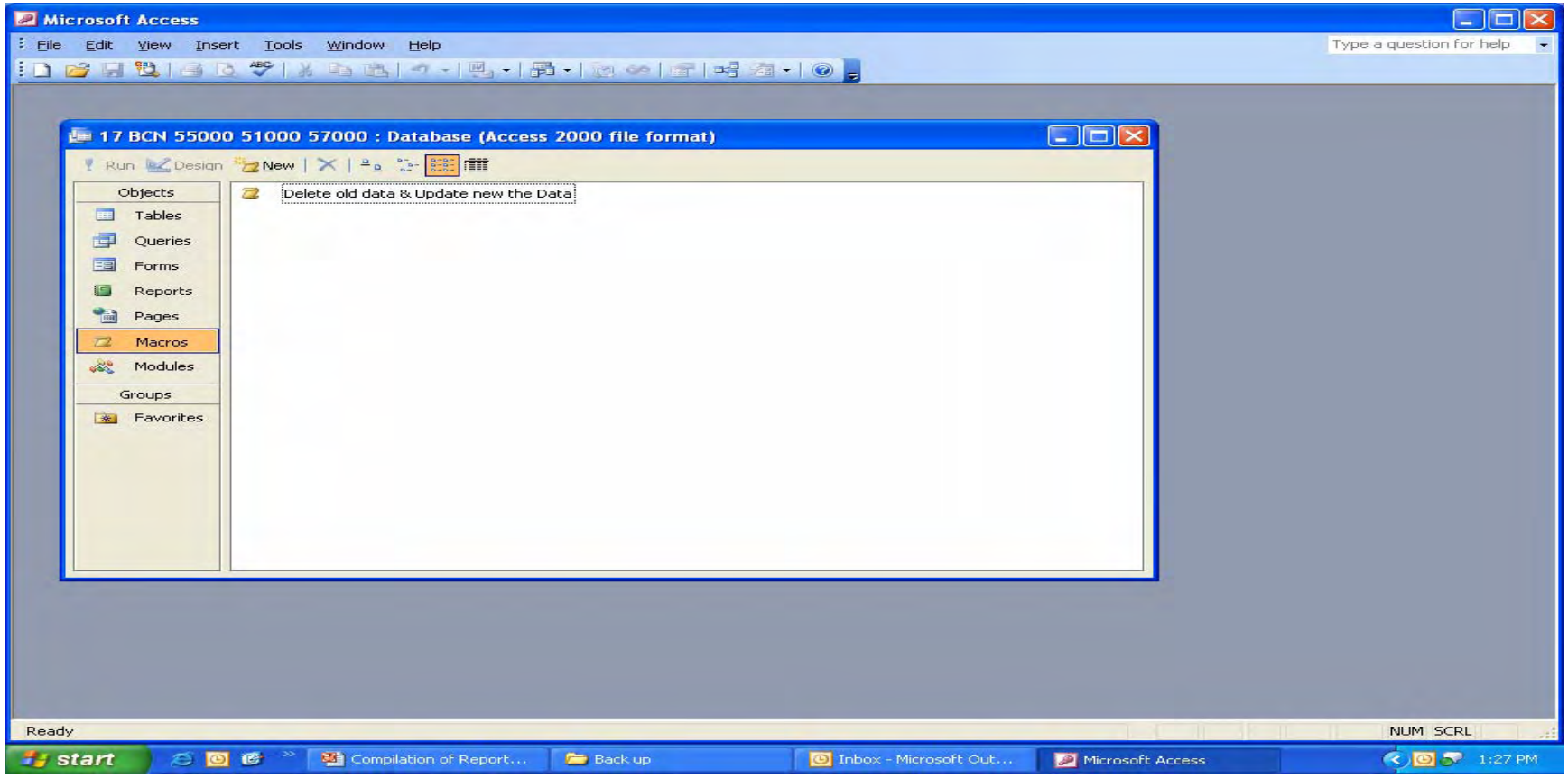


Run the macro “Delete old data & Update new Data.”

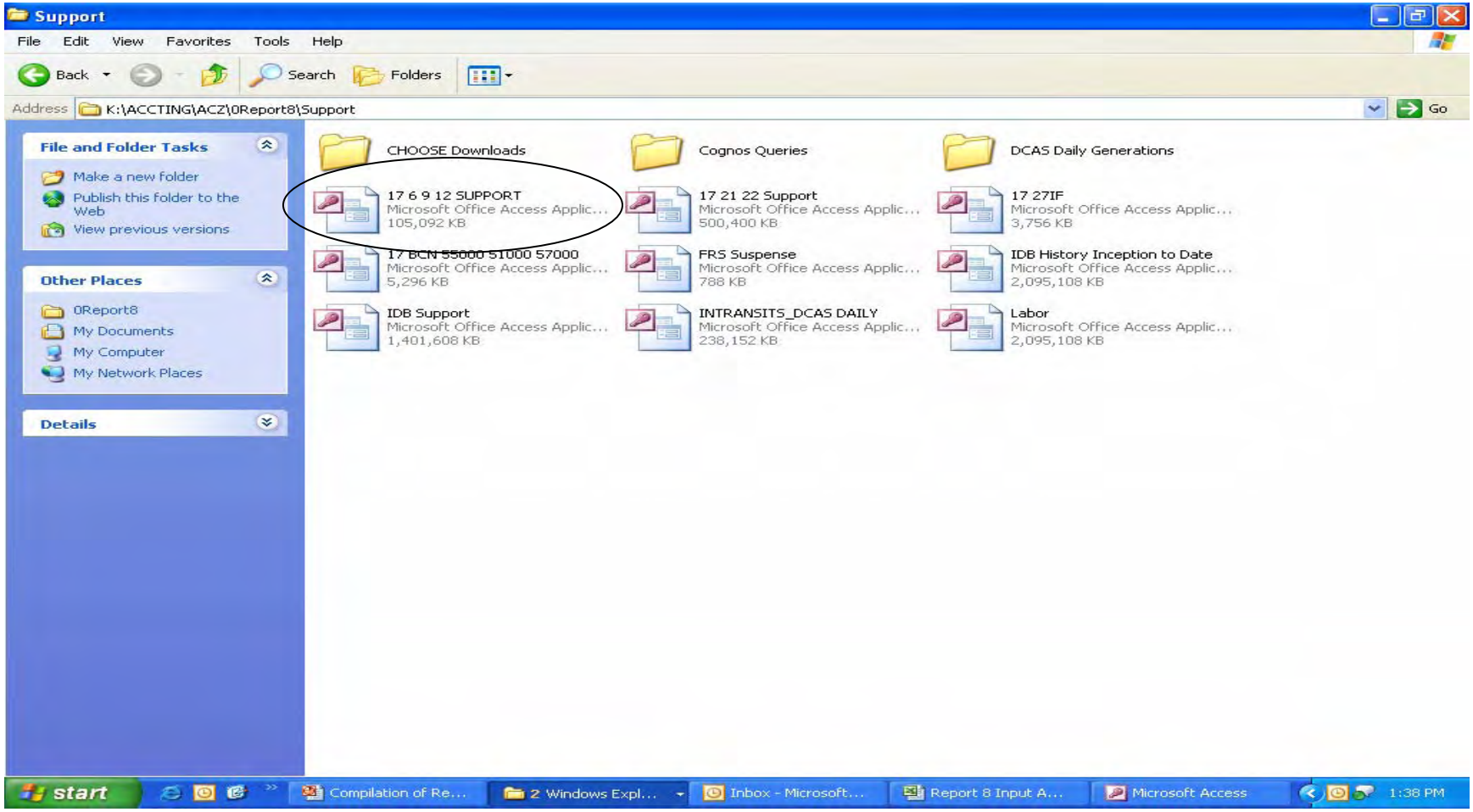
Export the Queries to excel and save to the back up folder.

Refer to slides 60-76 for exporting & formatting directions. Make adjustments where necessary.

The data is entered in the respective BCN 5*000 column of report 8.

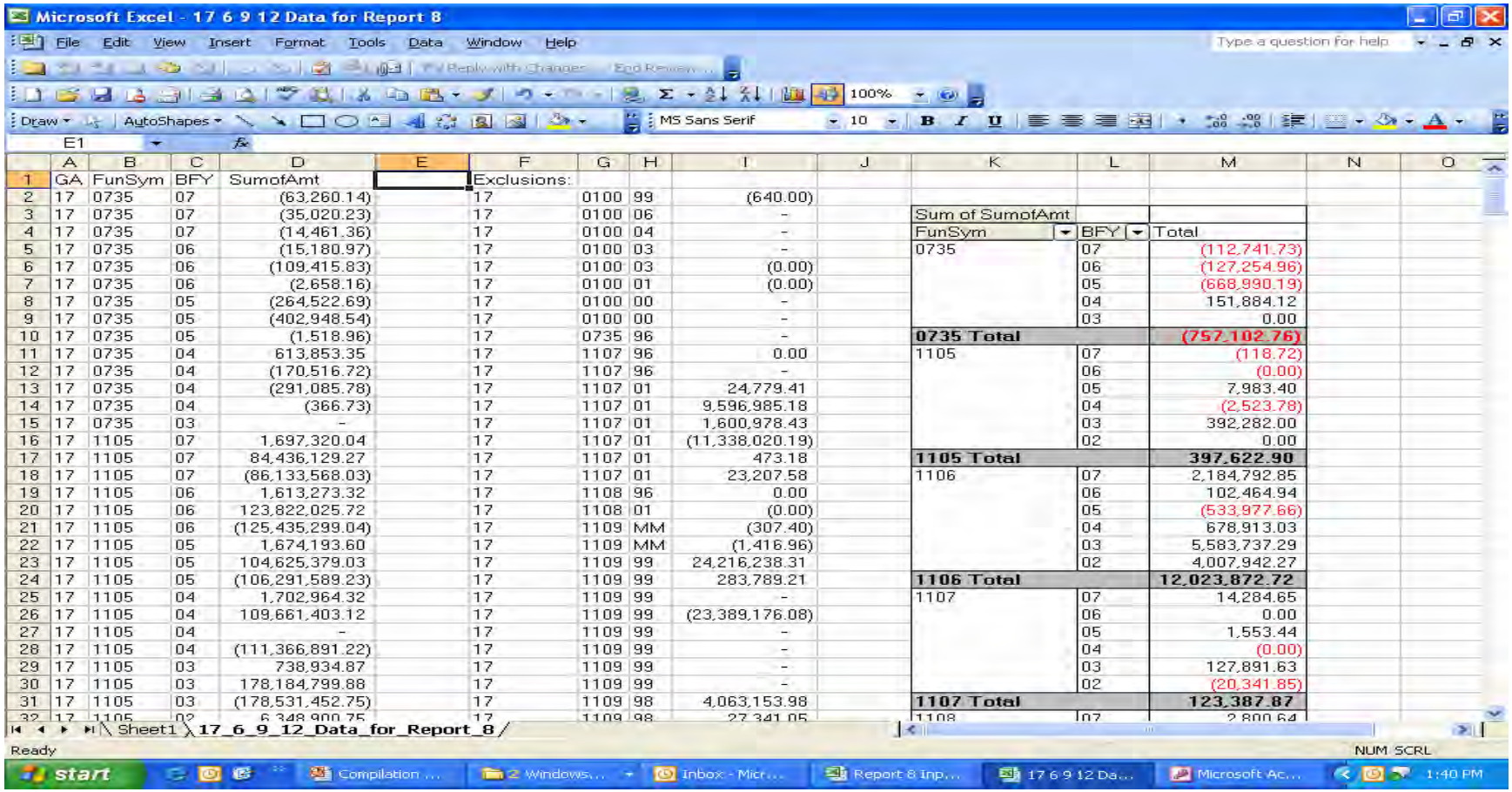


Open the “TI 17 6 9 12” Support Database and run the “Delete old data & Update with New data” macro.
Export the Queries to excel & save in the back up folder.



Identify the necessary exclusions and format as below. Create a PivotTable with the good data and input in the “IDB Summary Reversal” column in Report 8. (To create the PiovtTable refer to slides 62-69, making adjustments where necessary).

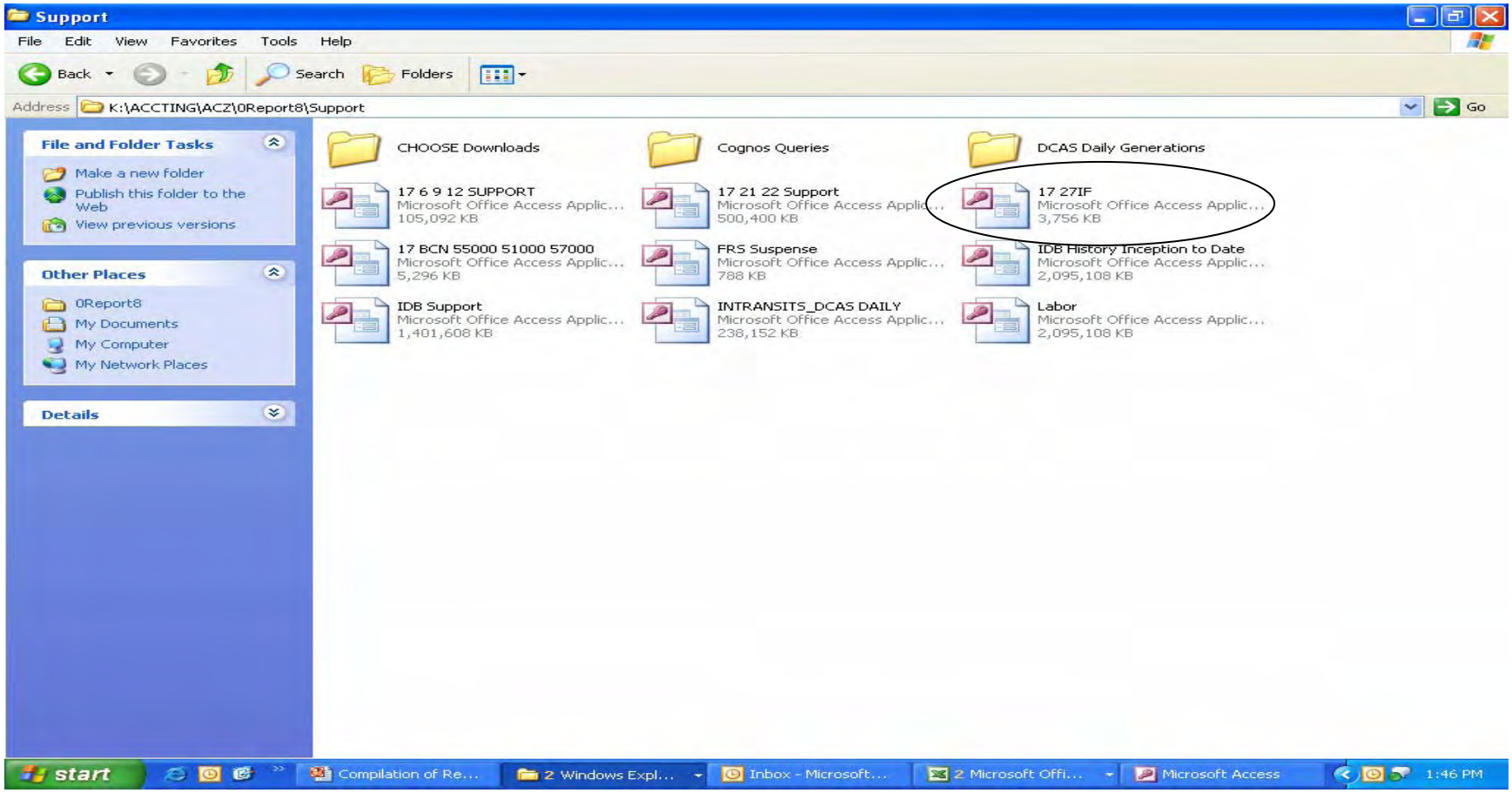
NOTE: This will be disbursements only, the column in the collections tab will have zeros.



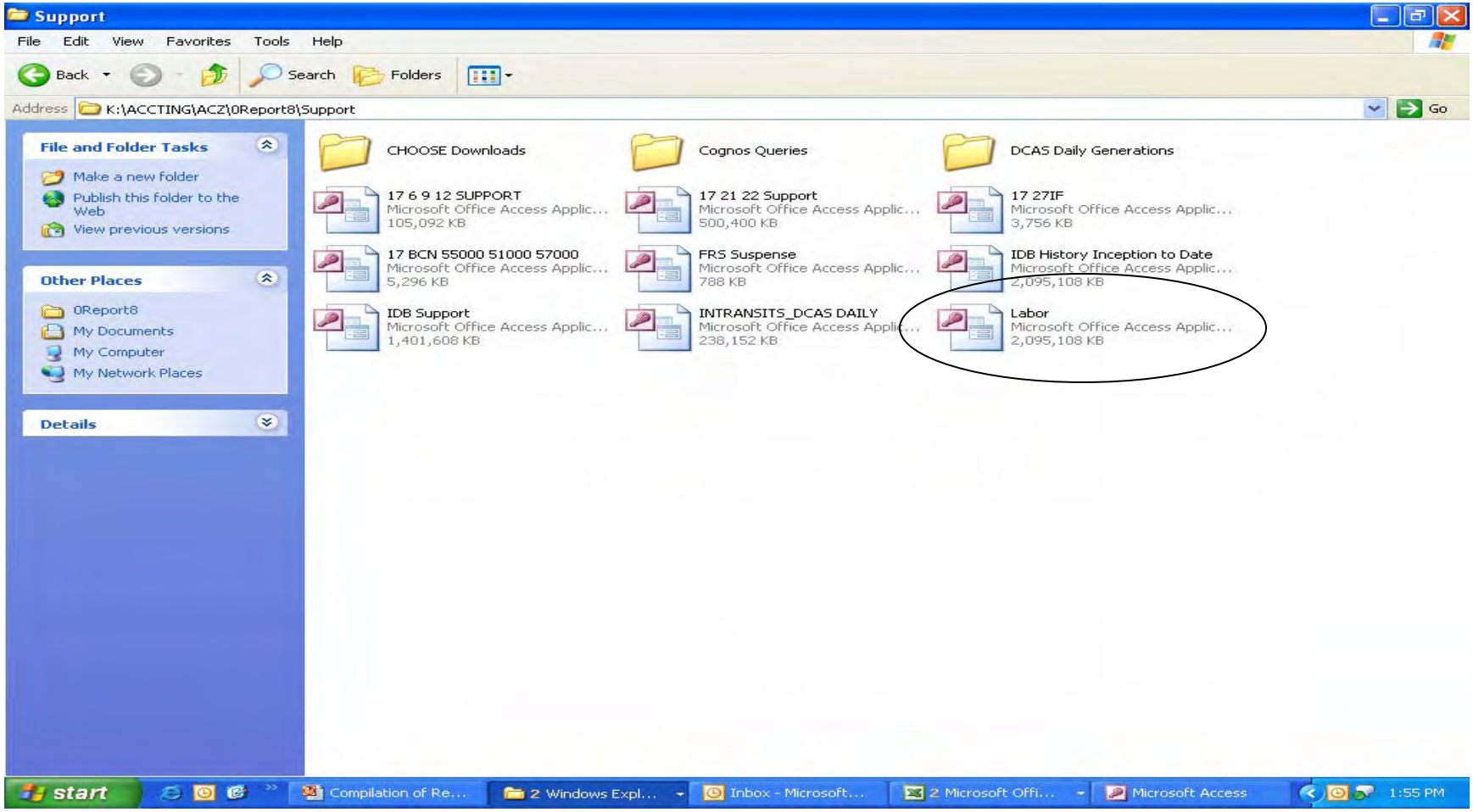
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GA	FunSym	BFY	SumofAmt		Exclusions:									
2	17	0735	07	(63,260.14)		17	0100	99	(640.00)						
3	17	0735	07	(35,020.23)		17	0100	06	-		Sum of SumofAmt				
4	17	0735	07	(14,461.36)		17	0100	04	-		FunSym	BFY	Total		
5	17	0735	06	(15,180.97)		17	0100	03	-		0735	07	(112,741.73)		
6	17	0735	06	(109,415.83)		17	0100	03	(0.00)			06	(127,254.96)		
7	17	0735	06	(2,658.16)		17	0100	01	(0.00)			05	(668,990.19)		
8	17	0735	05	(264,522.69)		17	0100	00	-			04	151,884.12		
9	17	0735	05	(402,948.54)		17	0100	00	-			03	0.00		
10	17	0735	05	(1,518.96)		17	0735	96	-		0735 Total		(757,102.76)		
11	17	0735	04	613,853.35		17	1107	96	0.00		1105	07	(118.72)		
12	17	0735	04	(170,516.72)		17	1107	96	-			06	(0.00)		
13	17	0735	04	(291,085.78)		17	1107	01	24,779.41			05	7,983.40		
14	17	0735	04	(366.73)		17	1107	01	9,596,985.18			04	(2,523.78)		
15	17	0735	03	-		17	1107	01	1,600,978.43			03	392,282.00		
16	17	1105	07	1,697,320.04		17	1107	01	(11,338,020.19)			02	0.00		
17	17	1105	07	84,436,129.27		17	1107	01	473.18		1105 Total		397,622.90		
18	17	1105	07	(86,133,568.03)		17	1107	01	23,207.58		1106	07	2,184,792.85		
19	17	1105	06	1,613,273.32		17	1108	96	0.00			06	102,464.94		
20	17	1105	06	123,822,025.72		17	1108	01	(0.00)			05	(533,977.66)		
21	17	1105	06	(125,435,299.04)		17	1109	MM	(307.40)			04	678,913.03		
22	17	1105	05	1,674,193.60		17	1109	MM	(1,416.96)			03	5,583,737.29		
23	17	1105	05	104,625,379.03		17	1109	99	24,216,238.31			02	4,007,942.27		
24	17	1105	05	(106,291,589.23)		17	1109	99	283,789.21		1106 Total		12,023,872.72		
25	17	1105	04	1,702,964.32		17	1109	99	-		1107	07	14,284.65		
26	17	1105	04	109,661,403.12		17	1109	99	(23,389,176.08)			06	0.00		
27	17	1105	04	-		17	1109	99	-			05	1,553.44		
28	17	1105	04	(111,366,891.22)		17	1109	99	-			04	(0.00)		
29	17	1105	03	738,934.87		17	1109	99	-			03	127,891.63		
30	17	1105	03	178,184,799.88		17	1109	99	-			02	(20,341.85)		
31	17	1105	03	(178,531,452.75)		17	1109	98	4,063,153.98		1107 Total		123,387.87		
32	17	1105	02	6,348,900.75		17	1109	98	27,341.05		1108	07	2,800.64		

Open the “17 27IF” database and run the “Delete old data & Update with New Data” macro.

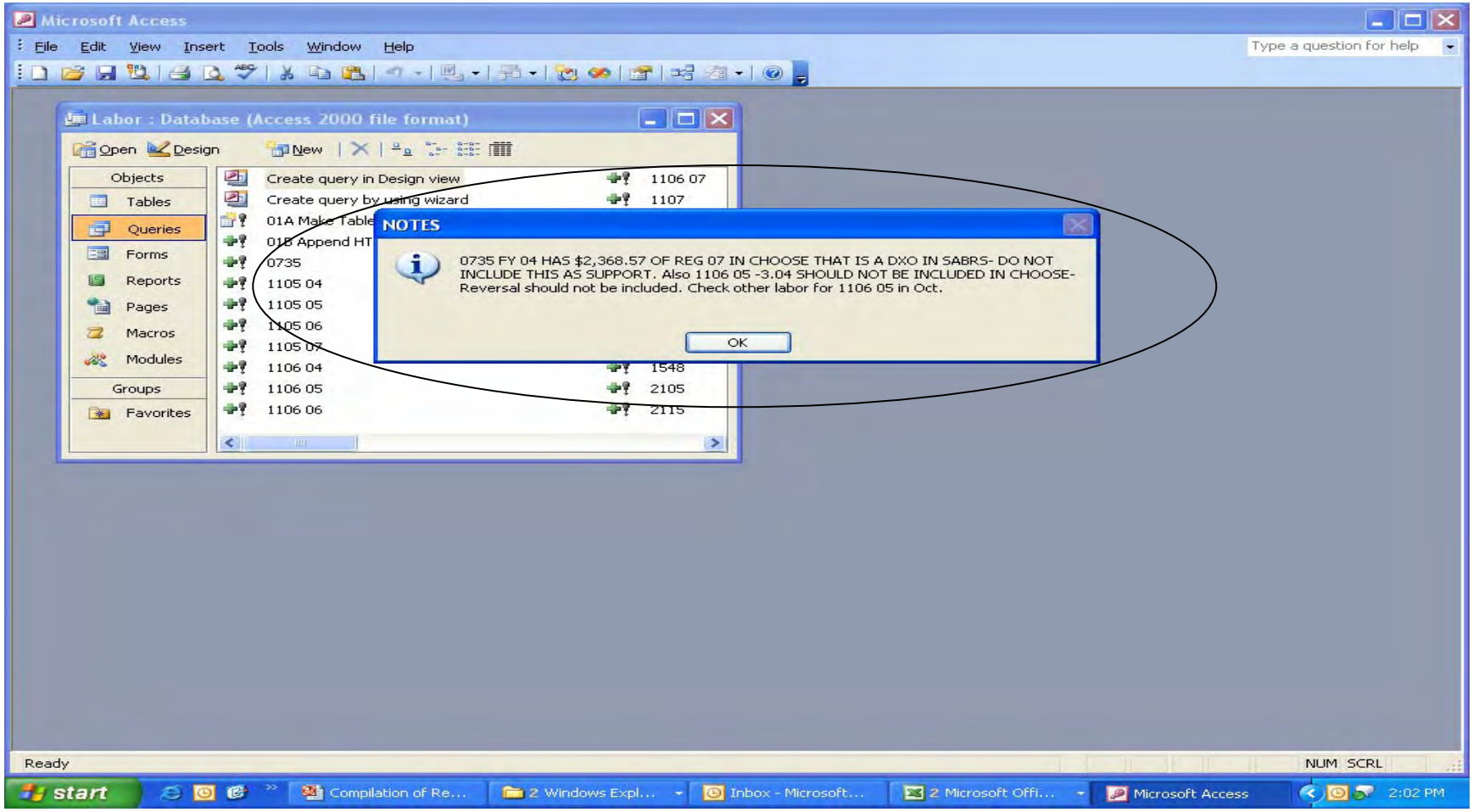
Export the queries to excel & save in the back up folder. Input the data in the “Subhead 27IF” column in Report 8 on the respective disbursement tab. (There will not always be 97 27IF data, but the column on the collections tab will always be zeros.)



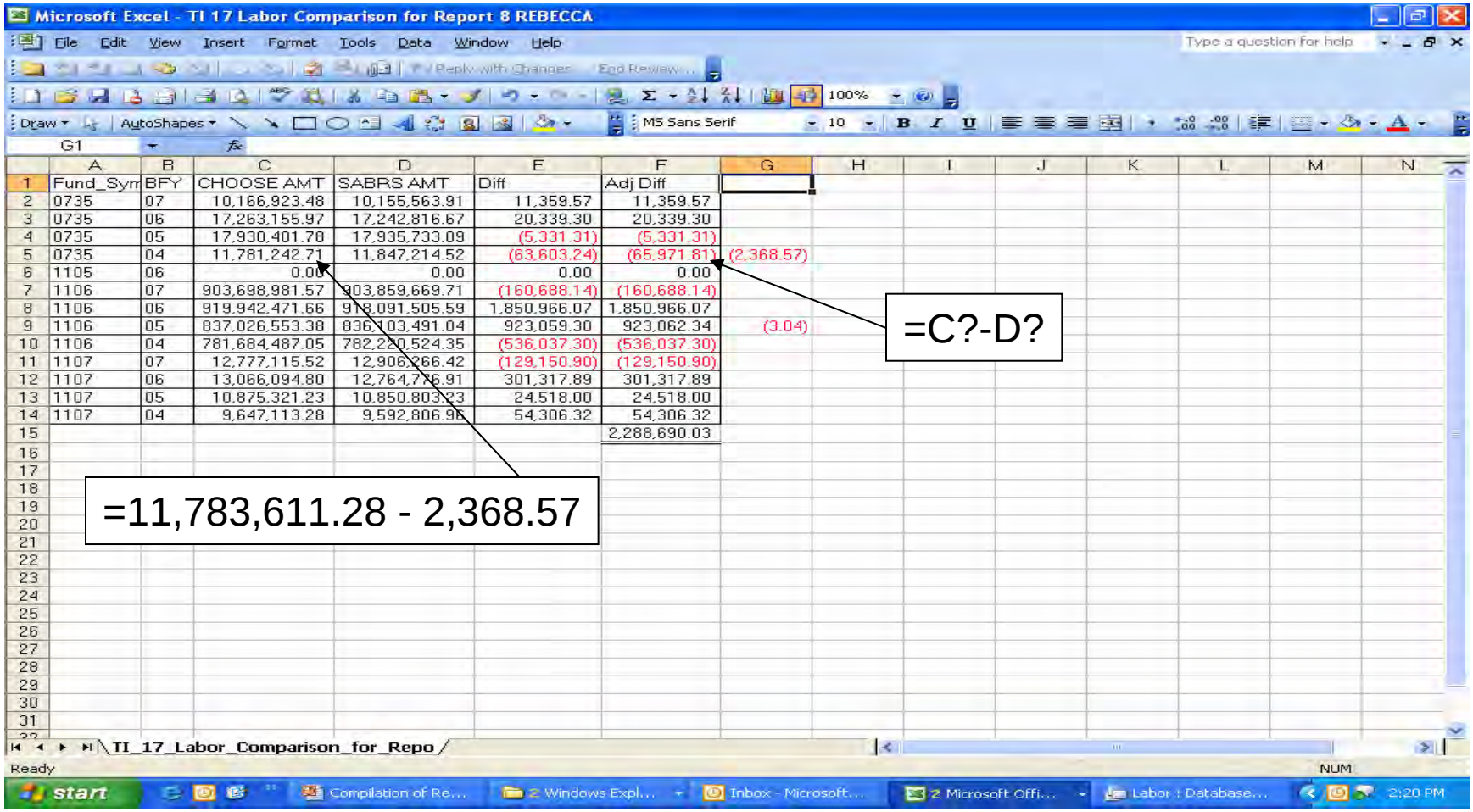
Open the “Labor” database & pay close attention to the box that appears.



Take a note of the message so that you can adjust labor comparisons once the queries are exported to excel. Then run the “Delete old & Update New” macro.



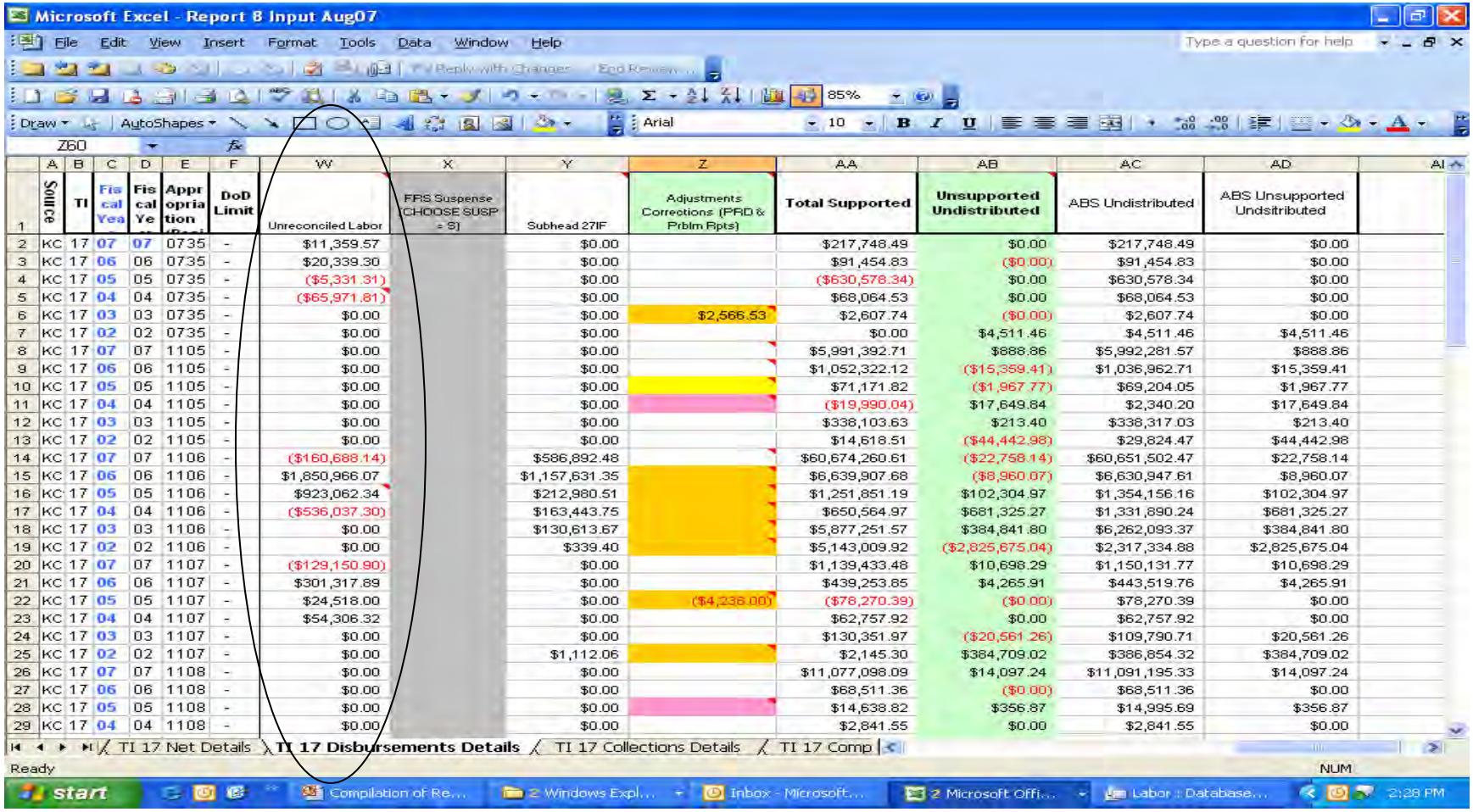
Once the data is exported to excel, make the necessary adjustments to the data, according to the message we noted earlier, then calculate the adjusted difference between Choose and SABRS.



	A	B	C	D	E	F	G
1	Fund_Sym	BFY	CHOOSE AMT	SABRS AMT	Diff	Adj Diff	
2	0735	07	10,166,923.48	10,155,563.91	11,359.57	11,359.57	
3	0735	06	17,263,155.97	17,242,816.67	20,339.30	20,339.30	
4	0735	05	17,930,401.78	17,935,733.09	(5,331.31)	(5,331.31)	
5	0735	04	11,781,242.71	11,847,214.52	(63,603.24)	(65,971.81)	(2,368.57)
6	1105	06	0.00	0.00	0.00	0.00	
7	1106	07	903,698,981.57	903,859,669.71	(160,688.14)	(160,688.14)	
8	1106	06	919,942,471.66	918,091,505.59	1,850,966.07	1,850,966.07	
9	1106	05	837,026,553.38	836,103,491.04	923,059.30	923,062.34	(3.04)
10	1106	04	781,684,487.05	782,220,524.35	(536,037.30)	(536,037.30)	
11	1107	07	12,777,115.52	12,906,266.42	(129,150.90)	(129,150.90)	
12	1107	06	13,066,094.80	12,764,776.91	301,317.89	301,317.89	
13	1107	05	10,875,321.23	10,850,803.23	24,518.00	24,518.00	
14	1107	04	9,647,113.28	9,592,806.96	54,306.32	54,306.32	
15						2,288,690.03	

The Unreconciled Labor from this report is entered in the Unreconciled Labor column in Report 8.

There will only be disbursements, the collections will be zeroed out.



Microsoft Excel - Report 8 Input Aug07

	A	B	C	D	E	F	W	X	Y	Z	AA	AB	AC	AD
1	Source	TI	Fiscal Yea	Fiscal Ye	Appropriation	DoD Limit	Unreconciled Labor	FRS Suspense (CHOOSE SUSP = S)	Subhead 27IF	Adjustments Corrections (PRD & Prblm Rpts)	Total Supported	Unsupported Undistributed	ABS Undistributed	ABS Unsupported Undsitributed
2	KC	17	07	07	0735	-	$11,359.57		$0.00		$217,748.49	$0.00	$217,748.49	$0.00
3	KC	17	06	06	0735	-	$20,339.30		$0.00		$91,454.83	($0.00)	$91,454.83	$0.00
4	KC	17	05	05	0735	-	($5,331.31)		$0.00		($630,578.34)	$0.00	$630,578.34	$0.00
5	KC	17	04	04	0735	-	($65,971.81)		$0.00		$68,064.53	$0.00	$68,064.53	$0.00
6	KC	17	03	03	0735	-	$0.00		$0.00	$2,566.53	$2,607.74	($0.00)	$2,607.74	$0.00
7	KC	17	02	02	0735	-	$0.00		$0.00		$0.00	$4,511.46	$4,511.46	$4,511.46
8	KC	17	07	07	1105	-	$0.00		$0.00		$5,991,392.71	$888.86	$5,992,281.57	$888.86
9	KC	17	06	06	1105	-	$0.00		$0.00		$1,052,322.12	($15,359.41)	$1,036,962.71	$15,359.41
10	KC	17	05	05	1105	-	$0.00		$0.00		$71,171.82	($1,967.77)	$69,204.05	$1,967.77
11	KC	17	04	04	1105	-	$0.00		$0.00		($19,990.04)	$17,649.84	$2,340.20	$17,649.84
12	KC	17	03	03	1105	-	$0.00		$0.00		$338,103.63	$213.40	$338,317.03	$213.40
13	KC	17	02	02	1105	-	$0.00		$0.00		$14,618.51	($44,442.98)	$29,824.47	$44,442.98
14	KC	17	07	07	1106	-	($160,688.14)		$586,892.48		$60,674,260.61	($22,758.14)	$60,651,502.47	$22,758.14
15	KC	17	06	06	1106	-	$1,850,966.07		$1,157,631.35		$6,639,907.68	($8,960.07)	$6,630,947.61	$8,960.07
16	KC	17	05	05	1106	-	$923,062.34		$212,980.51		$1,251,851.19	$102,304.97	$1,354,156.16	$102,304.97
17	KC	17	04	04	1106	-	($536,037.30)		$163,443.75		$650,564.97	$681,325.27	$1,331,890.24	$681,325.27
18	KC	17	03	03	1106	-	$0.00		$130,613.67		$5,877,251.57	$384,841.80	$6,262,093.37	$384,841.80
19	KC	17	02	02	1106	-	$0.00		$339.40		$5,143,009.92	($2,825,675.04)	$2,317,334.88	$2,825,675.04
20	KC	17	07	07	1107	-	($129,150.90)		$0.00		$1,139,433.48	$10,698.29	$1,150,131.77	$10,698.29
21	KC	17	06	06	1107	-	$301,317.89		$0.00		$439,253.85	$4,265.91	$443,519.76	$4,265.91
22	KC	17	05	05	1107	-	$24,518.00		$0.00	($4,238.00)	($78,270.39)	($0.00)	$78,270.39	$0.00
23	KC	17	04	04	1107	-	$54,306.32		$0.00		$62,757.92	$0.00	$62,757.92	$0.00
24	KC	17	03	03	1107	-	$0.00		$0.00		$130,351.97	($20,561.26)	$109,790.71	$20,561.26
25	KC	17	02	02	1107	-	$0.00		$1,112.06		$2,145.30	$384,709.02	$386,854.32	$384,709.02
26	KC	17	07	07	1108	-	$0.00		$0.00		$11,077,098.09	$14,097.24	$11,091,195.33	$14,097.24
27	KC	17	06	06	1108	-	$0.00		$0.00		$68,511.36	($0.00)	$68,511.36	$0.00
28	KC	17	05	05	1108	-	$0.00		$0.00		$14,638.82	$356.87	$14,995.69	$356.87
29	KC	17	04	04	1108	-	$0.00		$0.00		$2,841.55	$0.00	$2,841.55	$0.00

TI 17 Net Details | TI 17 Disbursements Details | TI 17 Collections Details | TI 17 Comp

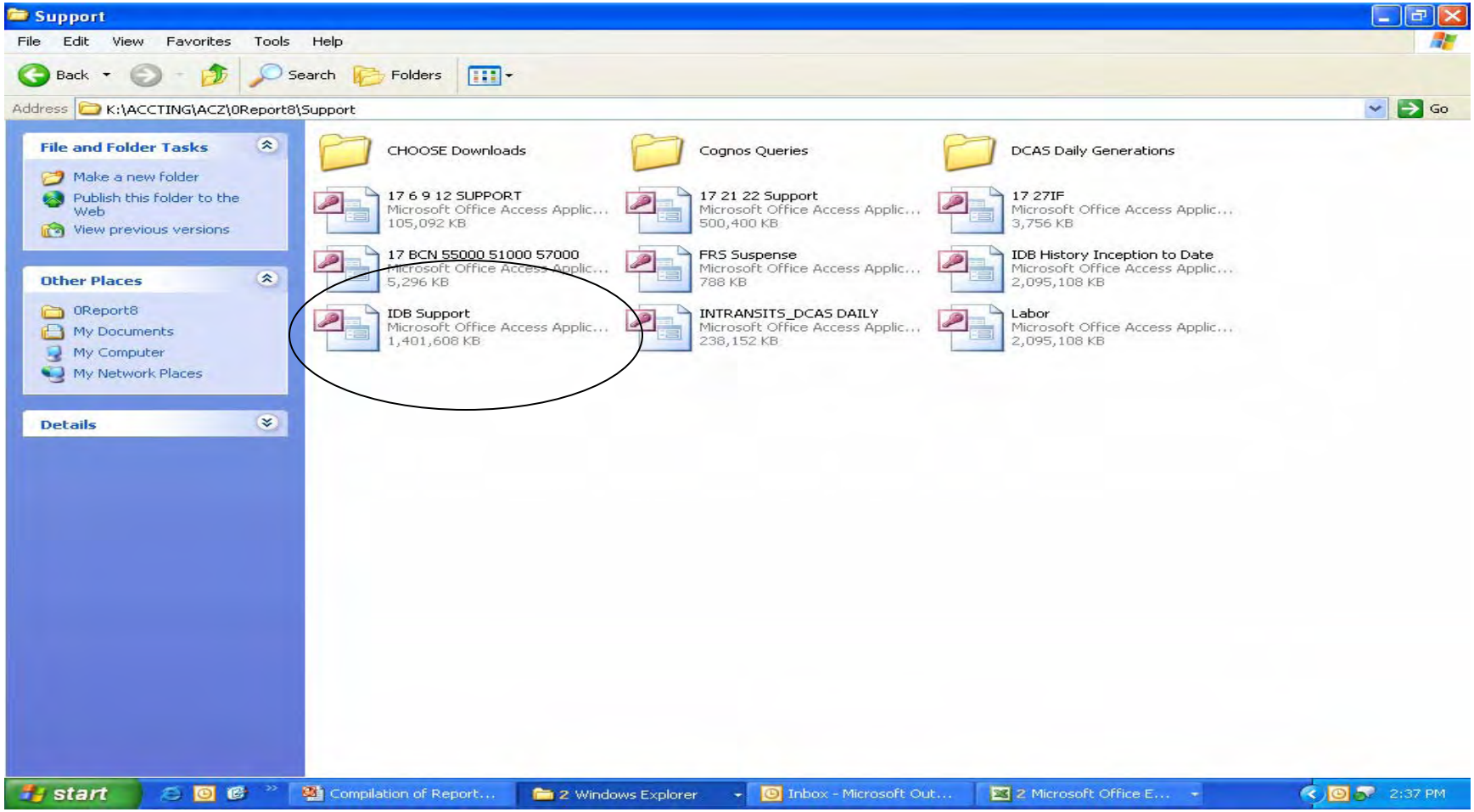
Ready

NUM

start | Compilation of Re... | 2 Windows Expl... | Inbox - Microsoft... | 2 Microsoft Offi... | Labor : Database... | 2:28 PM

Open the “IDB Support” database for IDB Timing Difference.

NOTE: Slides 86-95 are for historical reference. IDB Timing Difference is a proposed omission due to system changes, which eliminated a timing difference, so it should no longer be necessary.

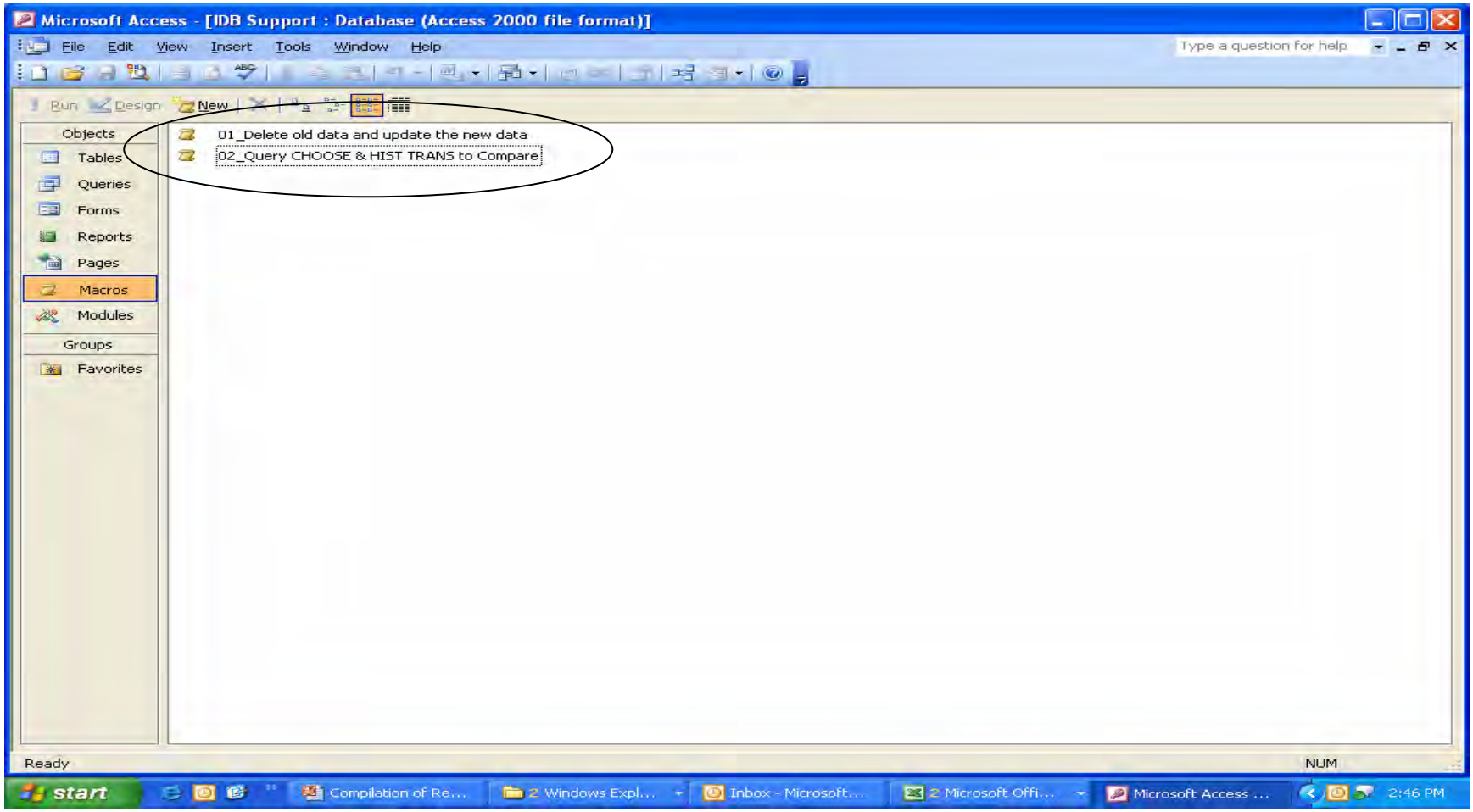


Run the following macros:

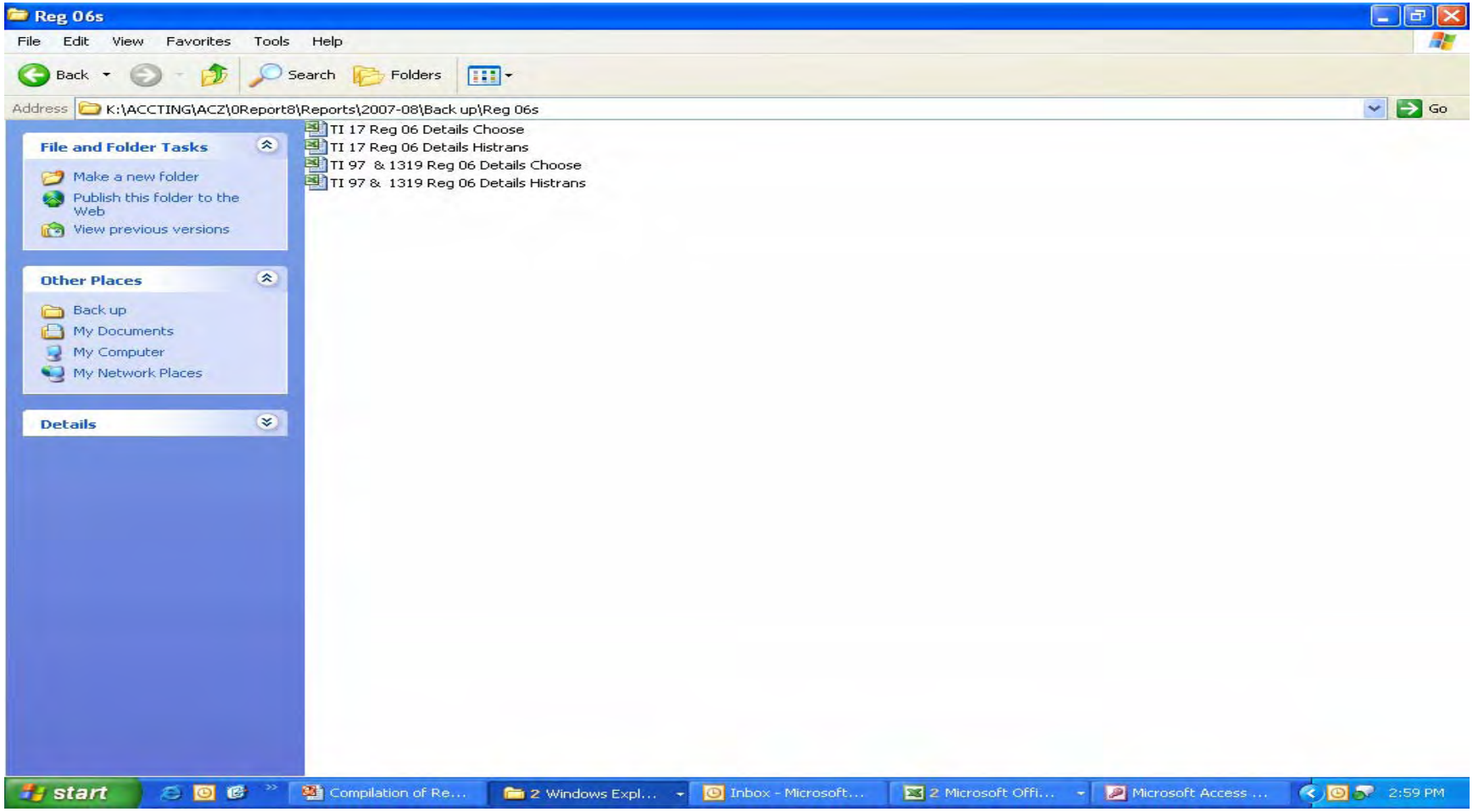
01_Delete old data and update the new data

02-Query CHOOSE & HIST TRANS to Compare

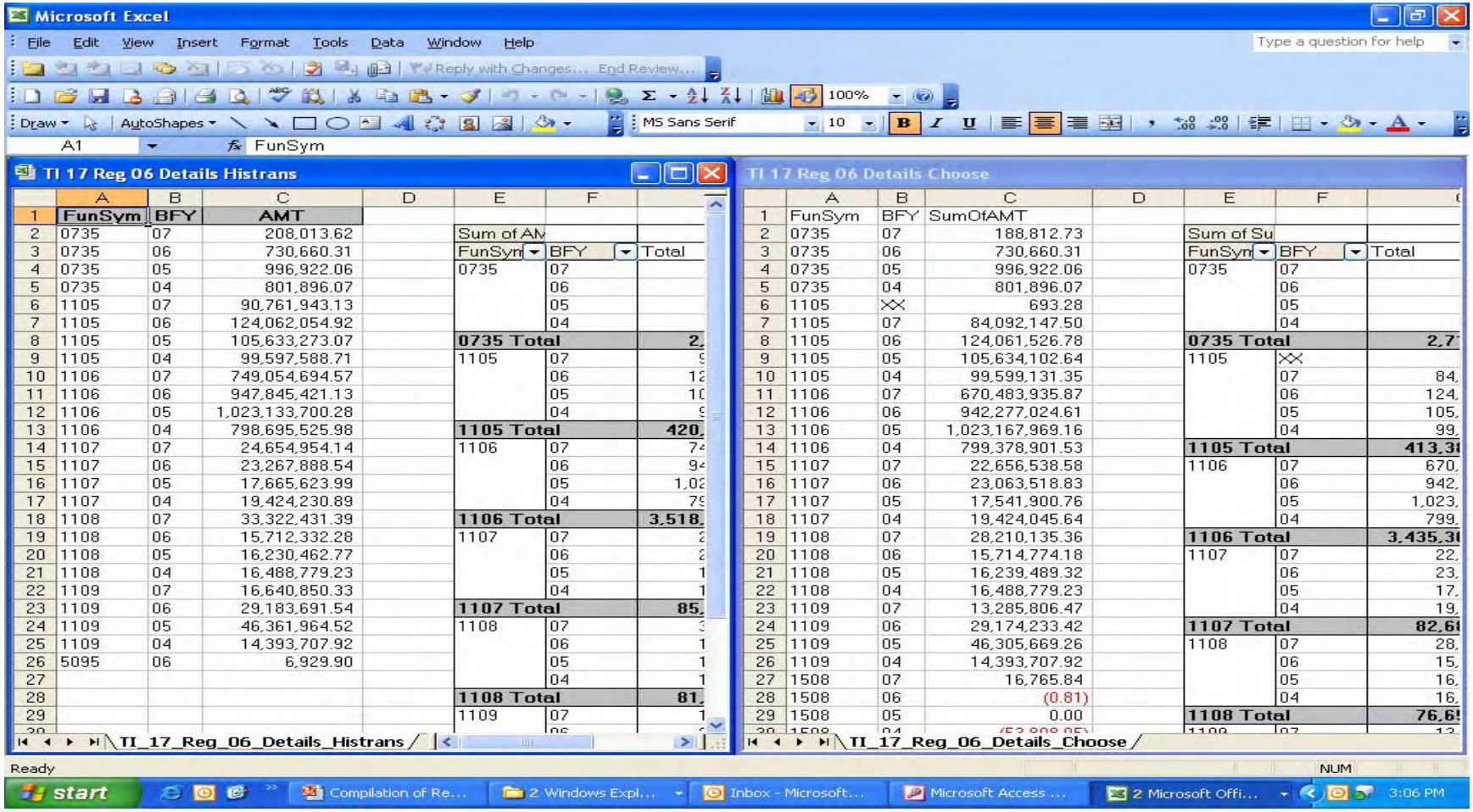
Export the queries to excel & save in the back up folder.



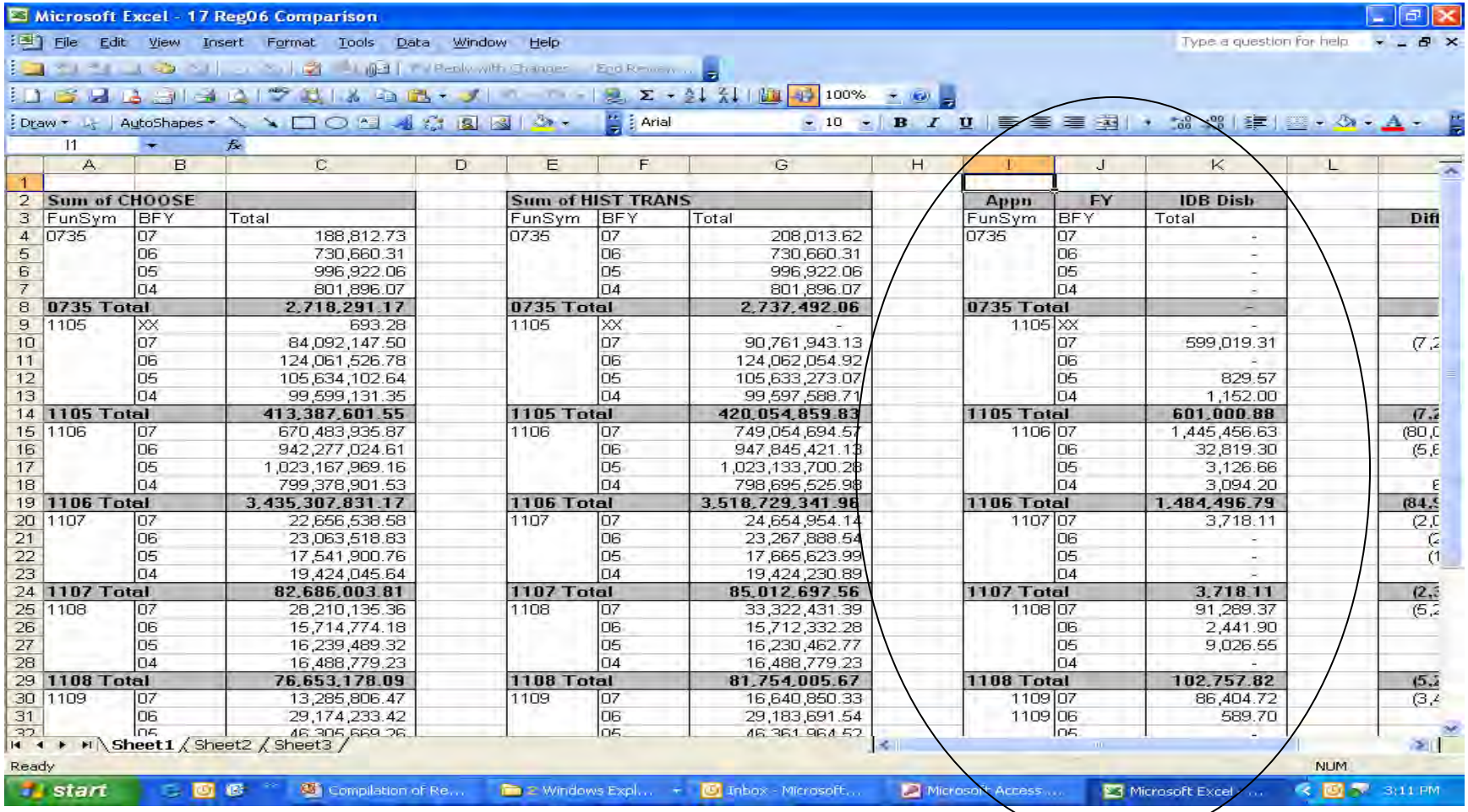
The files below will be created by the macros run in the IDB Support database. The respective 17, & 97 files will be compared, along with the previously calculated IDB information, to come up with the IDB Timing Difference.



Open the TI 17 files and create pivot tables with the data. Then copy & paste the pivot tables next to each other in a new file and save as “IDB Timing Diff” on a tab created for TI 17.



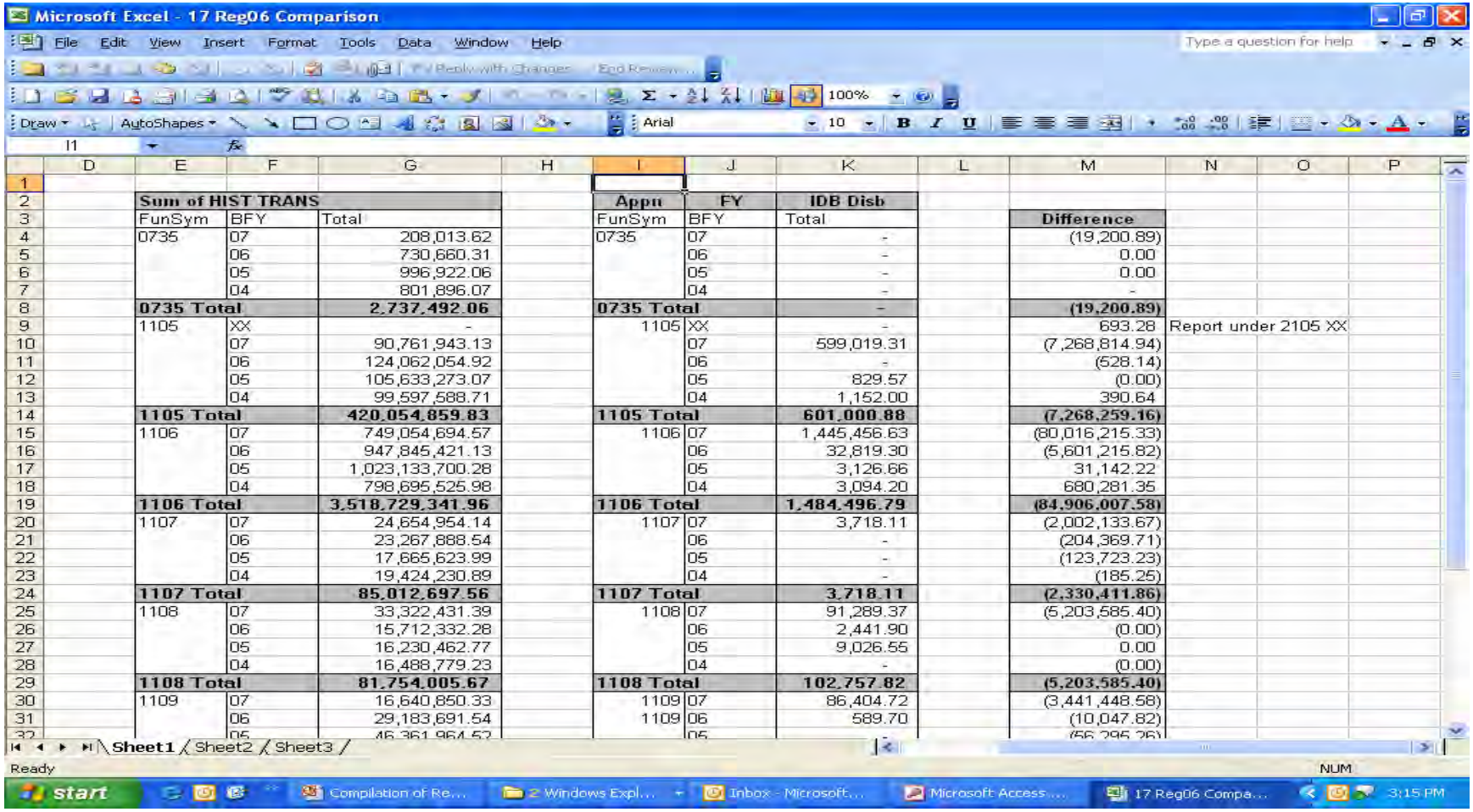
This is how the pivot tables will look after being pasted. The IDB data, shown in “17 DNR UMD” is also pasted into this file. Make adjustments as necessary so that each table includes the same criteria (Appn’s & FY’s).



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	**Sum of CHOOSE**				**Sum of HIST TRANS**				**Appn**	**FY**	**IDB Disb**	
3	FunSym	BFY	Total		FunSym	BFY	Total		FunSym	BFY	Total	**Diff**
4	0735	07	188,812.73		0735	07	208,013.62		0735	07	-	
5		06	730,660.31			06	730,660.31			06	-	
6		05	996,922.06			05	996,922.06			05	-	
7		04	801,896.07			04	801,896.07			04	-	
8	**0735 Total**		**2,718,291.17**		**0735 Total**		**2,737,492.06**		**0735 Total**		-	
9	1105	XX	693.28		1105	XX	-		1105	XX	-	
10		07	84,092,147.50			07	90,761,943.13			07	599,019.31	(7,2
11		06	124,061,526.78			06	124,062,054.92			06	-	
12		05	105,634,102.64			05	105,633,273.07			05	829.57	
13		04	99,599,131.35			04	99,597,588.71			04	1,152.00	
14	**1105 Total**		**413,387,601.55**		**1105 Total**		**420,054,859.83**		**1105 Total**		**601,000.88**	**(7,2**
15	1106	07	670,483,935.87		1106	07	749,054,694.57		1106	07	1,445,456.63	(80,0
16		06	942,277,024.61			06	947,845,421.13			06	32,819.30	(5,8
17		05	1,023,167,969.16			05	1,023,133,700.28			05	3,126.66	
18		04	799,378,901.53			04	798,695,525.98			04	3,094.20	8
19	**1106 Total**		**3,435,307,831.17**		**1106 Total**		**3,518,729,341.96**		**1106 Total**		**1,484,496.79**	**(84,9**
20	1107	07	22,656,538.58		1107	07	24,654,954.14		1107	07	3,718.11	(2,0
21		06	23,063,518.83			06	23,267,888.54			06	-	(2
22		05	17,541,900.76			05	17,665,623.99			05	-	(1
23		04	19,424,045.64			04	19,424,230.89			04	-	
24	**1107 Total**		**82,686,003.81**		**1107 Total**		**85,012,697.56**		**1107 Total**		**3,718.11**	**(2,3**
25	1108	07	28,210,135.36		1108	07	33,322,431.39		1108	07	91,289.37	(5,2
26		06	15,714,774.18			06	15,712,332.28			06	2,441.90	
27		05	16,239,489.32			05	16,230,462.77			05	9,026.55	
28		04	16,488,779.23			04	16,488,779.23			04	-	
29	**1108 Total**		**76,653,178.09**		**1108 Total**		**81,754,005.67**		**1108 Total**		**102,757.82**	**(5,3**
30	1109	07	13,285,806.47		1109	07	16,640,850.33		1109	07	86,404.72	(3,4
31		06	29,174,233.42			06	29,183,691.54		1109	06	589.70	
32		05	46,305,669.26			05	46,361,964.52			05	-	

Once the 3 tables have the same criteria, calculate the difference: Choose – Hist Trans – IDB UMD

NOTE: 1105 XX is not excluded, it is added to the 2105 XX & reported on that line.



Microsoft Excel - 17 Reg06 Comparison

	Sum of HIST TRANS				Appn	FY	IDB Disb			
	FunSym	BFY	Total		FunSym	BFY	Total		Difference	
4	0735	07	208,013.62		0735	07	-		(19,200.89)	
5		06	730,660.31			06	-		0.00	
6		05	996,922.06			05	-		0.00	
7		04	801,896.07			04	-		-	
8	**0735 Total**		**2,737,492.06**		**0735 Total**		**-**		**(19,200.89)**	
9	1105	XX	-		1105	XX	-		693.28	Report under 2105 XX
10		07	90,761,943.13			07	599,019.31		(7,268,814.94)	
11		06	124,062,054.92			06	-		(528.14)	
12		05	105,633,273.07			05	829.57		(0.00)	
13		04	99,597,588.71			04	1,152.00		390.64	
14	**1105 Total**		**420,054,859.83**		**1105 Total**		**601,000.88**		**(7,268,259.16)**	
15	1106	07	749,054,694.57		1106	07	1,445,456.63		(80,016,215.33)	
16		06	947,845,421.13			06	32,819.30		(5,601,215.82)	
17		05	1,023,133,700.28			05	3,126.66		31,142.22	
18		04	798,695,525.98			04	3,094.20		680,281.35	
19	**1106 Total**		**3,518,729,341.96**		**1106 Total**		**1,484,496.79**		**(84,906,007.58)**	
20	1107	07	24,654,954.14		1107	07	3,718.11		(2,002,133.67)	
21		06	23,267,888.54			06	-		(204,369.71)	
22		05	17,665,623.99			05	-		(123,723.23)	
23		04	19,424,230.89			04	-		(185.25)	
24	**1107 Total**		**85,012,697.56**		**1107 Total**		**3,718.11**		**(2,330,411.86)**	
25	1108	07	33,322,431.39		1108	07	91,289.37		(5,203,585.40)	
26		06	15,712,332.28			06	2,441.90		(0.00)	
27		05	16,230,462.77			05	9,026.55		0.00	
28		04	16,488,779.23			04	-		(0.00)	
29	**1108 Total**		**81,754,005.67**		**1108 Total**		**102,757.82**		**(5,203,585.40)**	
30	1109	07	16,640,850.33		1109	07	86,404.72		(3,441,448.58)	
31		06	29,183,691.54		1109	06	589.70		(10,047.82)	
32		05	46,361,964.52			05	-		(56,295.26)	

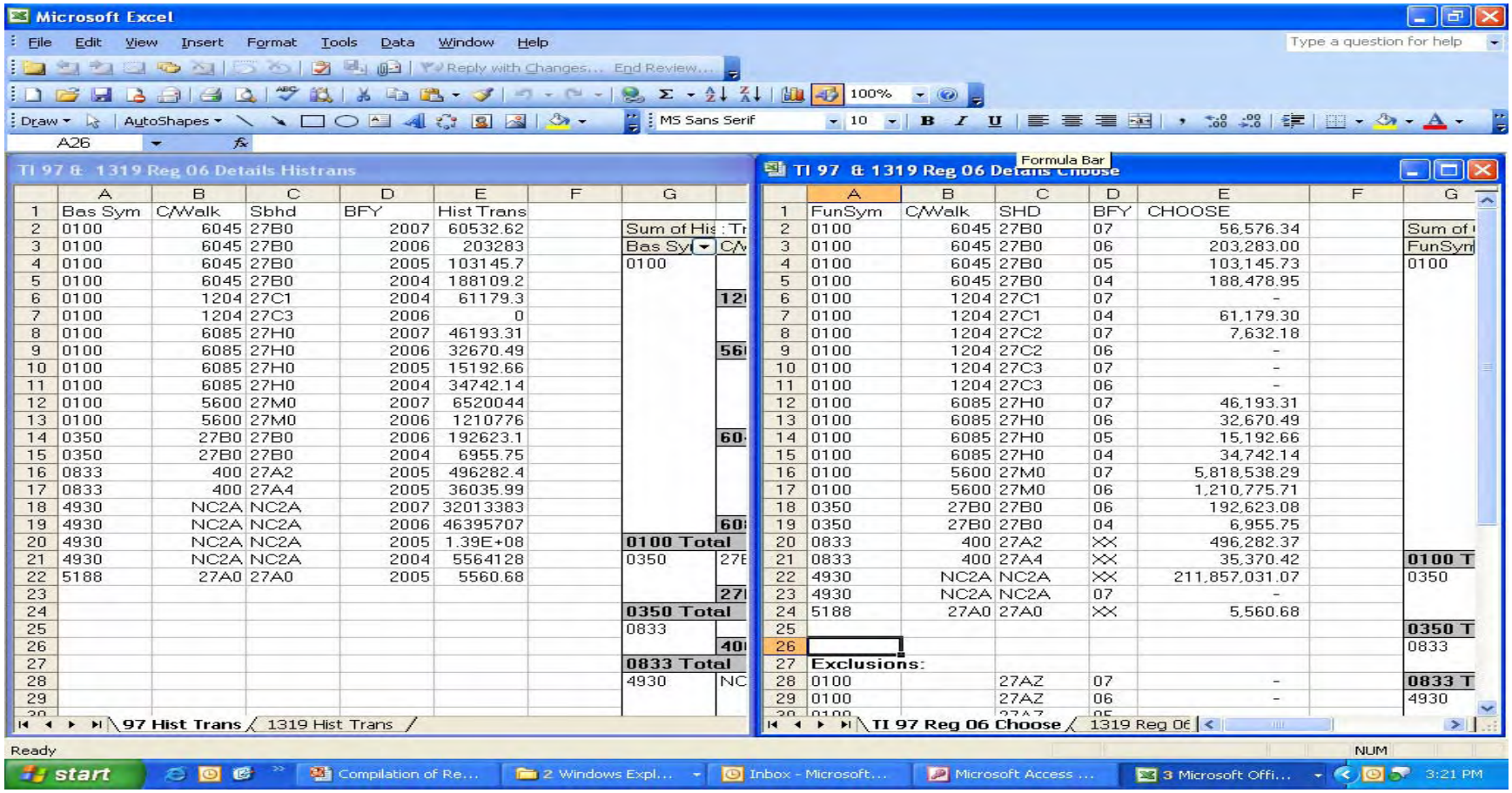
Sheet1 / Sheet2 / Sheet3

Ready

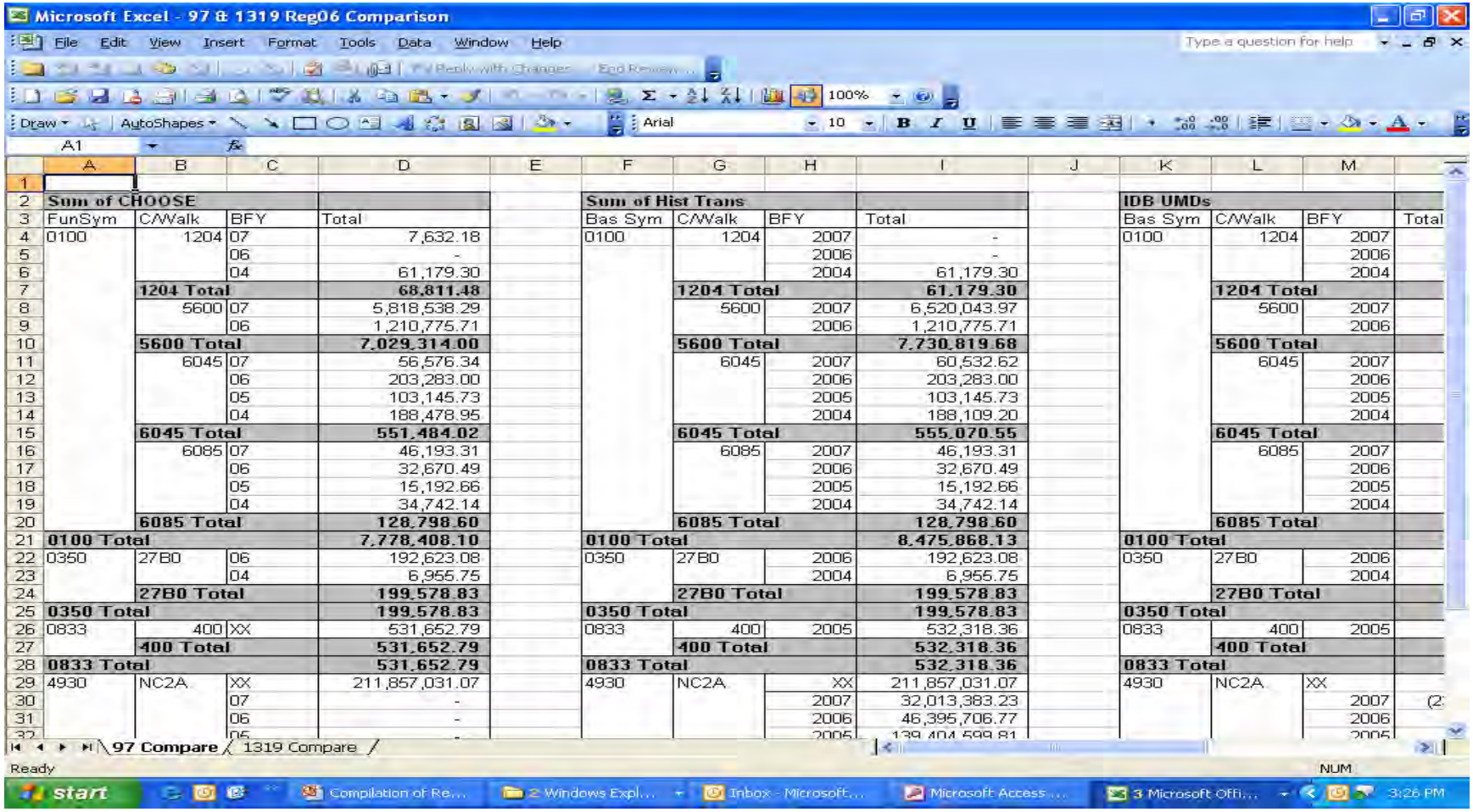
NUM

start | Compilation of Re... | 2 Windows Expl... | Inbox - Microsoft... | Microsoft Access ... | 17 Reg06 Compa... | 3:15 PM

Open both of the TI 97 files. Insert C/Walk columns, as seen below, and convert each appropriation to its corresponding DoD limit. After separating exclusions, create pivot tables & then copy & paste the tables into the “IDB Timing Diff” on a tab created for TI 97 & a tab created for 17 1319.



The 97 comparison will look like this after the tables are pasted. Add the IDB UMD calculation from the "97 DNR UMD" file. Make adjustments as necessary so that each table includes the same criteria (Appn's & FY's).



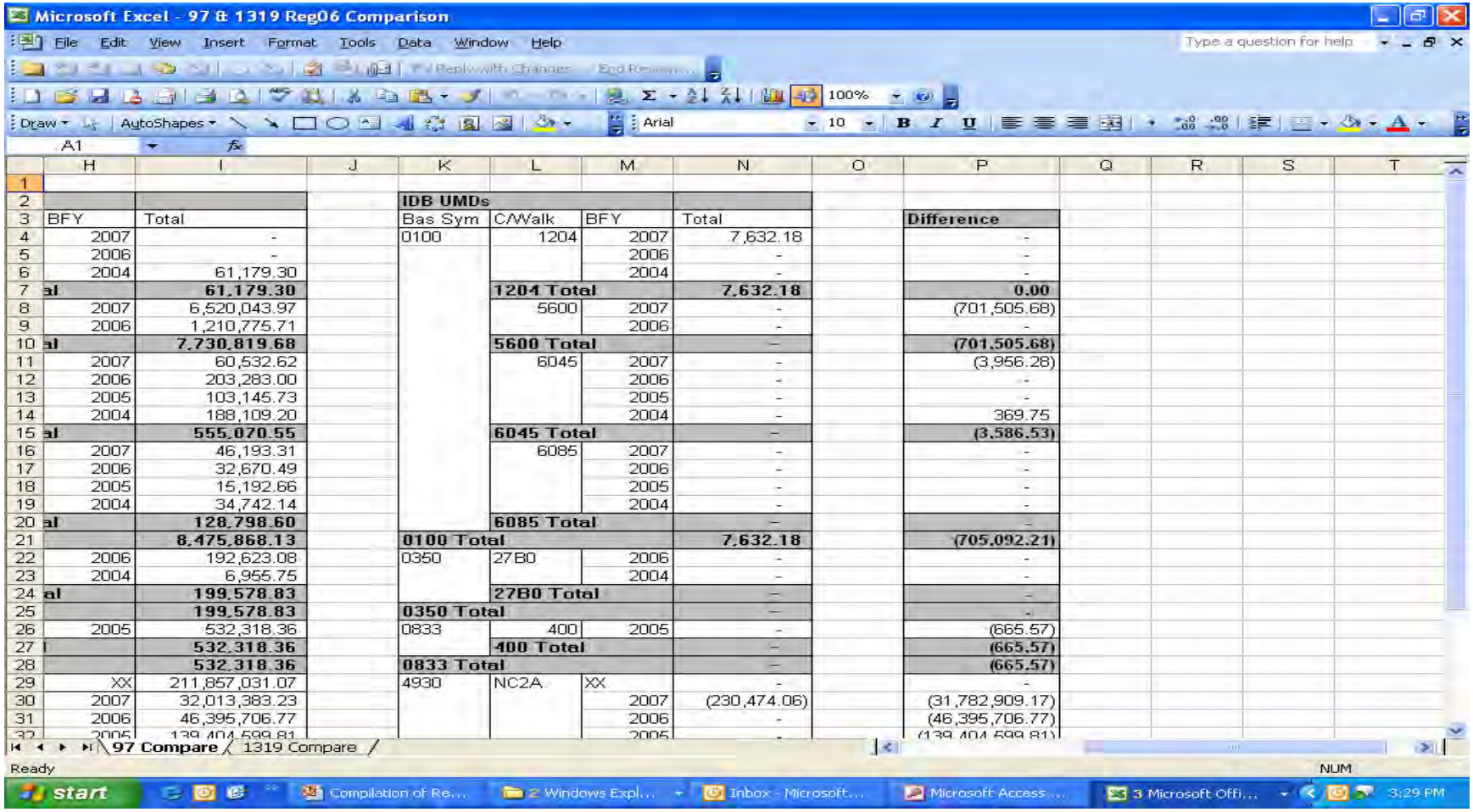
Microsoft Excel - 97 & 1319 Reg06 Comparison

Sum of CHOOSE			
FunSym	C/Walk	BFY	Total
0100	1204	07	7,632.18
		06	-
		04	61,179.30
	1204 Total		68,811.48
	5600	07	5,818,538.29
		06	1,210,775.71
	5600 Total		7,029,314.00
	6045	07	56,576.34
		06	203,283.00
		05	103,145.73
		04	188,478.95
	6045 Total		551,484.02
	6085	07	46,193.31
		06	32,670.49
		05	15,192.66
		04	34,742.14
	6085 Total		128,798.60
0100 Total			7,778,408.10
0350	27B0	06	192,623.08
		04	6,955.75
	27B0 Total		199,578.83
0350 Total			199,578.83
0833	400	XX	531,652.79
	400 Total		531,652.79
0833 Total			531,652.79
4930	NC2A	XX	211,857,031.07
		07	-
		06	-

Sum of Hist Trans			
Bas Sym	C/Walk	BFY	Total
0100	1204	2007	-
		2006	-
		2004	61,179.30
	1204 Total		61,179.30
	5600	2007	6,520,043.97
		2006	1,210,775.71
	5600 Total		7,730,819.68
	6045	2007	60,532.62
		2006	203,283.00
		2005	103,145.73
		2004	188,109.20
	6045 Total		555,070.55
	6085	2007	46,193.31
		2006	32,670.49
		2005	15,192.66
		2004	34,742.14
	6085 Total		128,798.60
0100 Total			8,475,868.13
0350	27B0	2006	192,623.08
		2004	6,955.75
	27B0 Total		199,578.83
0350 Total			199,578.83
0833	400	2005	532,318.36
	400 Total		532,318.36
0833 Total			532,318.36
4930	NC2A	XX	211,857,031.07
		2007	32,013,383.23
		2006	46,395,706.77

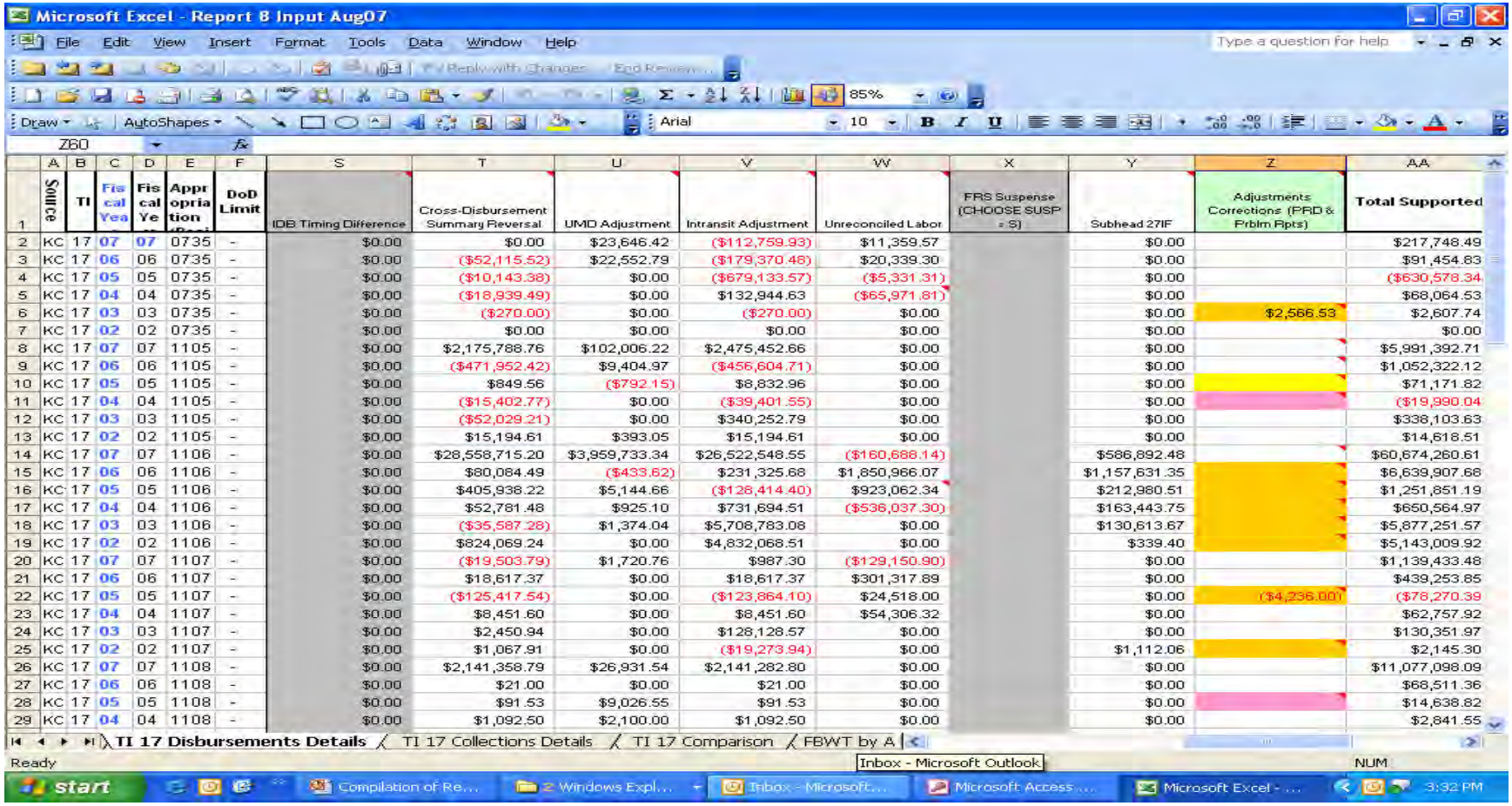
IDB UMDs			
Bas Sym	C/Walk	BFY	Total
0100	1204	2007	
		2006	
		2004	
	1204 Total		
	5600	2007	
		2006	
	5600 Total		
	6045	2007	
		2006	
		2005	
		2004	
	6045 Total		
	6085	2007	
		2006	
		2005	
		2004	
	6085 Total		
0100 Total			
0350	27B0	2006	
		2004	
	27B0 Total		
0350 Total			
0833	400	2005	
	400 Total		
0833 Total			
4930	NC2A	XX	
		2007	(2
		2006	

Once all tables contain the same criteria, create a table to calculate the difference:
Choose – Hist Trans – IDB UMD



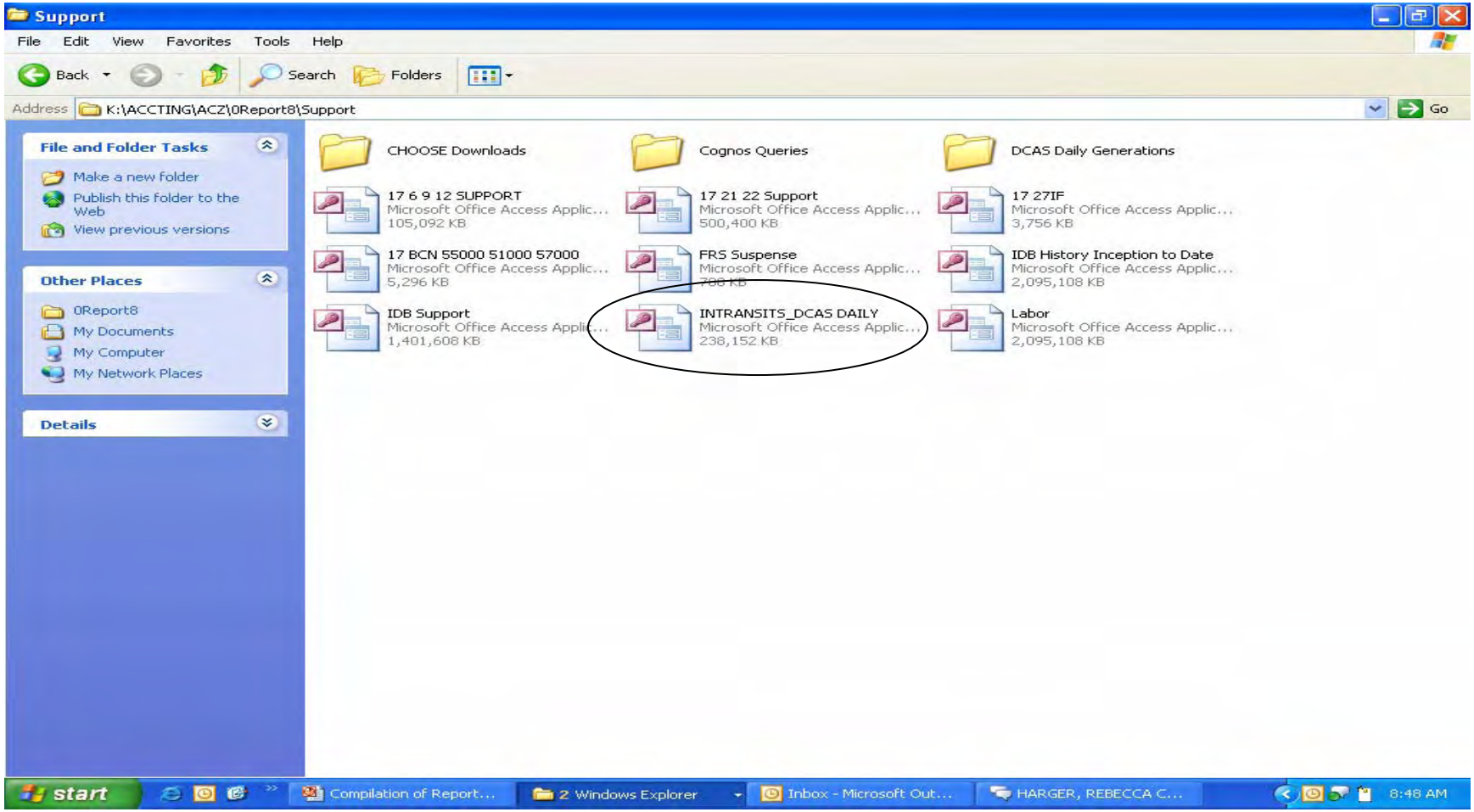
	H	I	J	K	L	M	N	O	P	Q	R	S	T
1													
2				IDB UMDs									
3	BFY	Total		Bas Sym	C/Walk	BFY	Total		Difference				
4	2007	-		0100	1204	2007	7,632.18		-				
5	2006	-				2006	-		-				
6	2004	61,179.30				2004	-		-				
7	al	61,179.30			1204 Total		7,632.18		0.00				
8	2007	6,520,043.97			5600	2007	-		(701,505.68)				
9	2006	1,210,775.71				2006	-		-				
10	al	7,730,819.68			5600 Total		-		(701,505.68)				
11	2007	60,532.62			6045	2007	-		(3,956.28)				
12	2006	203,283.00				2006	-		-				
13	2005	103,145.73				2005	-		-				
14	2004	188,109.20				2004	-		369.75				
15	al	555,070.55			6045 Total		-		(3,586.53)				
16	2007	46,193.31			6085	2007	-		-				
17	2006	32,670.49				2006	-		-				
18	2005	15,192.66				2005	-		-				
19	2004	34,742.14				2004	-		-				
20	al	128,798.60			6085 Total		-		-				
21		8,475,868.13		0100 Total			7,632.18		(705,092.21)				
22	2006	192,623.08		0350	27B0	2006	-		-				
23	2004	6,955.75				2004	-		-				
24	al	199,578.83			27B0 Total		-		-				
25		199,578.83		0350 Total			-		-				
26	2005	532,318.36		0833	400	2005	-		(665.57)				
27		532,318.36			400 Total		-		(665.57)				
28		532,318.36		0833 Total			-		(665.57)				
29	XX	211,857,031.07		4930	NC2A	XX	-		-				
30	2007	32,013,383.23				2007	(230,474.06)		(31,782,909.17)				
31	2006	46,395,706.77				2006	-		(46,395,706.77)				
32	2005	139,404,599.81				2005	-		(139,404,599.81)				

The difference columns in the “IDB Timing Diff” file will be entered in Report 8 in the IDB Timing Difference column, but only on the disbursement tab. The collections tab will show zeros for this column.
(This column is a proposed omission due to system changes, so it should no longer be necessary).

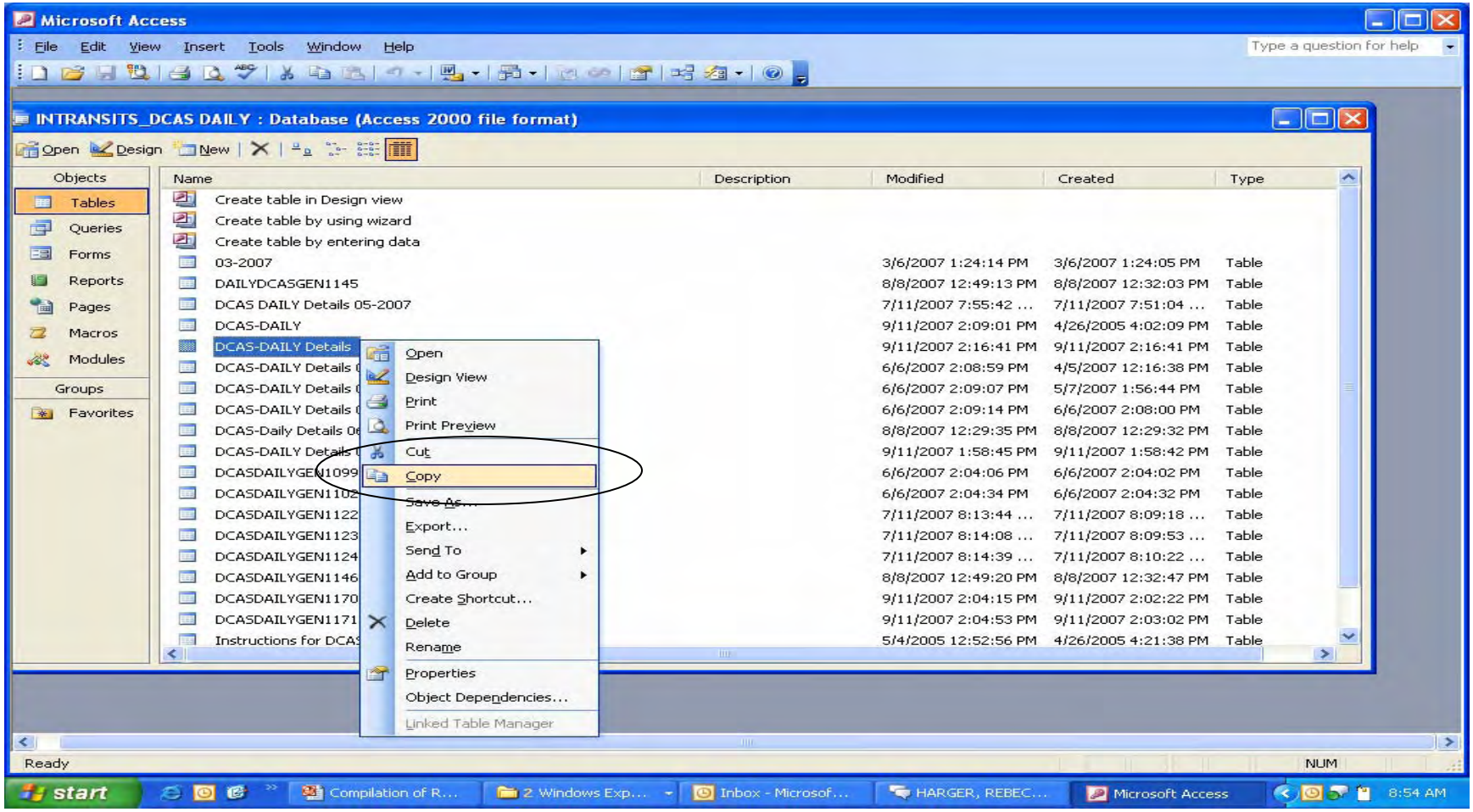


	A	B	C	D	E	F	S	T	U	V	W	X	Y	Z	AA
1	Source	TI	Fiscal Yea	Fiscal Ye	Appropriation	DoD Limit	IDB Timing Difference	Cross-Disbursement Summary Reversal	UMD Adjustment	Intransit Adjustment	Unreconciled Labor	FRS Suspense (CHOOSE SUSP = S)	Subhead 27IF	Adjustments Corrections (PRD & Prblm Rpts)	Total Supported
2	KC	17	07	07	0735	-	$0.00	$0.00	$23,646.42	($112,759.93)	$11,359.57		$0.00		$217,748.49
3	KC	17	06	06	0735	-	$0.00	($52,115.52)	$22,552.79	($179,370.48)	$20,339.30		$0.00		$91,454.83
4	KC	17	05	05	0735	-	$0.00	($10,143.38)	$0.00	($679,133.57)	($5,331.31)		$0.00		($630,578.34
5	KC	17	04	04	0735	-	$0.00	($18,939.49)	$0.00	$132,944.63	($65,971.81)		$0.00		$68,064.53
6	KC	17	03	03	0735	-	$0.00	($270.00)	$0.00	($270.00)	$0.00		$0.00	$2,566.53	$2,607.74
7	KC	17	02	02	0735	-	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00		$0.00
8	KC	17	07	07	1105	-	$0.00	$2,175,788.76	$102,006.22	$2,475,452.66	$0.00		$0.00		$5,991,392.71
9	KC	17	06	06	1105	-	$0.00	($471,952.42)	$9,404.97	($456,604.71)	$0.00		$0.00		$1,052,322.12
10	KC	17	05	05	1105	-	$0.00	$849.56	($792.15)	$8,832.96	$0.00		$0.00		$71,171.82
11	KC	17	04	04	1105	-	$0.00	($15,402.77)	$0.00	($39,401.55)	$0.00		$0.00		($19,990.04
12	KC	17	03	03	1105	-	$0.00	($52,029.21)	$0.00	$340,252.79	$0.00		$0.00		$338,103.63
13	KC	17	02	02	1105	-	$0.00	$15,194.61	$393.05	$15,194.61	$0.00		$0.00		$14,618.51
14	KC	17	07	07	1106	-	$0.00	$28,558,715.20	$3,959,733.34	$26,522,548.55	($160,688.14)		$586,892.48		$60,674,260.61
15	KC	17	06	06	1106	-	$0.00	$80,084.49	($433.62)	$231,325.68	$1,850,966.07		$1,157,631.35		$6,639,907.68
16	KC	17	05	05	1106	-	$0.00	$405,938.22	$5,144.66	($126,414.40)	$923,062.34		$212,980.51		$1,251,851.19
17	KC	17	04	04	1106	-	$0.00	$52,781.48	$925.10	$731,694.51	($536,037.30)		$163,443.75		$650,564.97
18	KC	17	03	03	1106	-	$0.00	($35,587.28)	$1,374.04	$5,708,783.08	$0.00		$130,613.67		$5,877,251.57
19	KC	17	02	02	1106	-	$0.00	$824,069.24	$0.00	$4,832,068.51	$0.00		$339.40		$5,143,009.92
20	KC	17	07	07	1107	-	$0.00	($19,503.79)	$1,720.76	$987.30	($129,150.90)		$0.00		$1,139,433.48
21	KC	17	06	06	1107	-	$0.00	$18,617.37	$0.00	$18,617.37	$301,317.89		$0.00		$439,253.85
22	KC	17	05	05	1107	-	$0.00	($125,417.54)	$0.00	($123,864.10)	$24,518.00		$0.00	($4,236.00)	($78,270.39
23	KC	17	04	04	1107	-	$0.00	$8,451.60	$0.00	$8,451.60	$54,306.32		$0.00		$62,757.92
24	KC	17	03	03	1107	-	$0.00	$2,450.94	$0.00	$128,128.57	$0.00		$0.00		$130,351.97
25	KC	17	02	02	1107	-	$0.00	$1,067.91	$0.00	($19,273.94)	$0.00		$1,112.06		$2,145.30
26	KC	17	07	07	1108	-	$0.00	$2,141,358.79	$26,931.54	$2,141,282.80	$0.00		$0.00		$11,077,098.09
27	KC	17	06	06	1108	-	$0.00	$21.00	$0.00	$21.00	$0.00		$0.00		$68,511.36
28	KC	17	05	05	1108	-	$0.00	$91.53	$9,026.55	$91.53	$0.00		$0.00		$14,638.82
29	KC	17	04	04	1108	-	$0.00	$1,092.50	$2,100.00	$1,092.50	$0.00		$0.00		$2,841.55

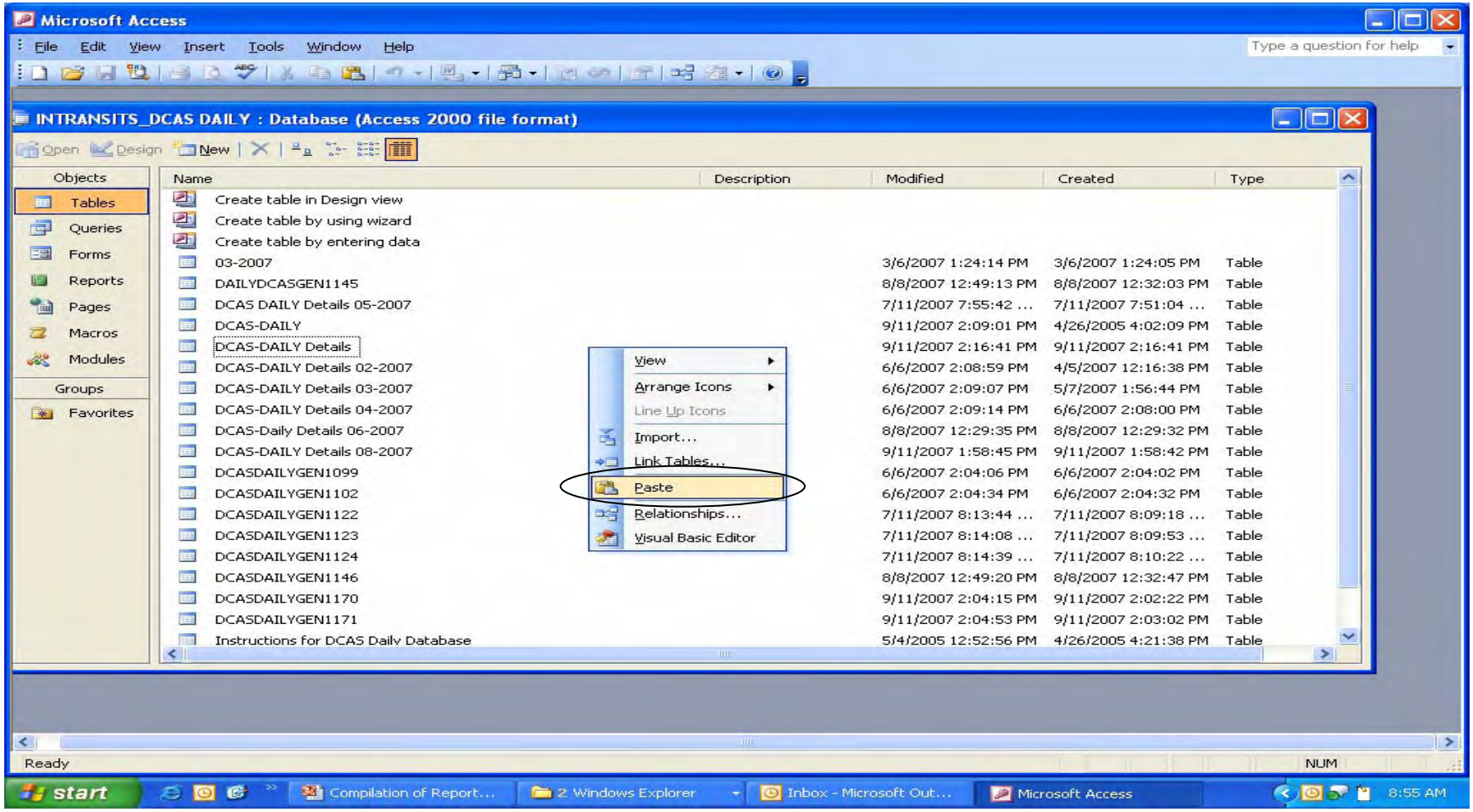
Open the “Instransits_DCAS Daily” database.



Copy table “DCAS-DAILY Details”

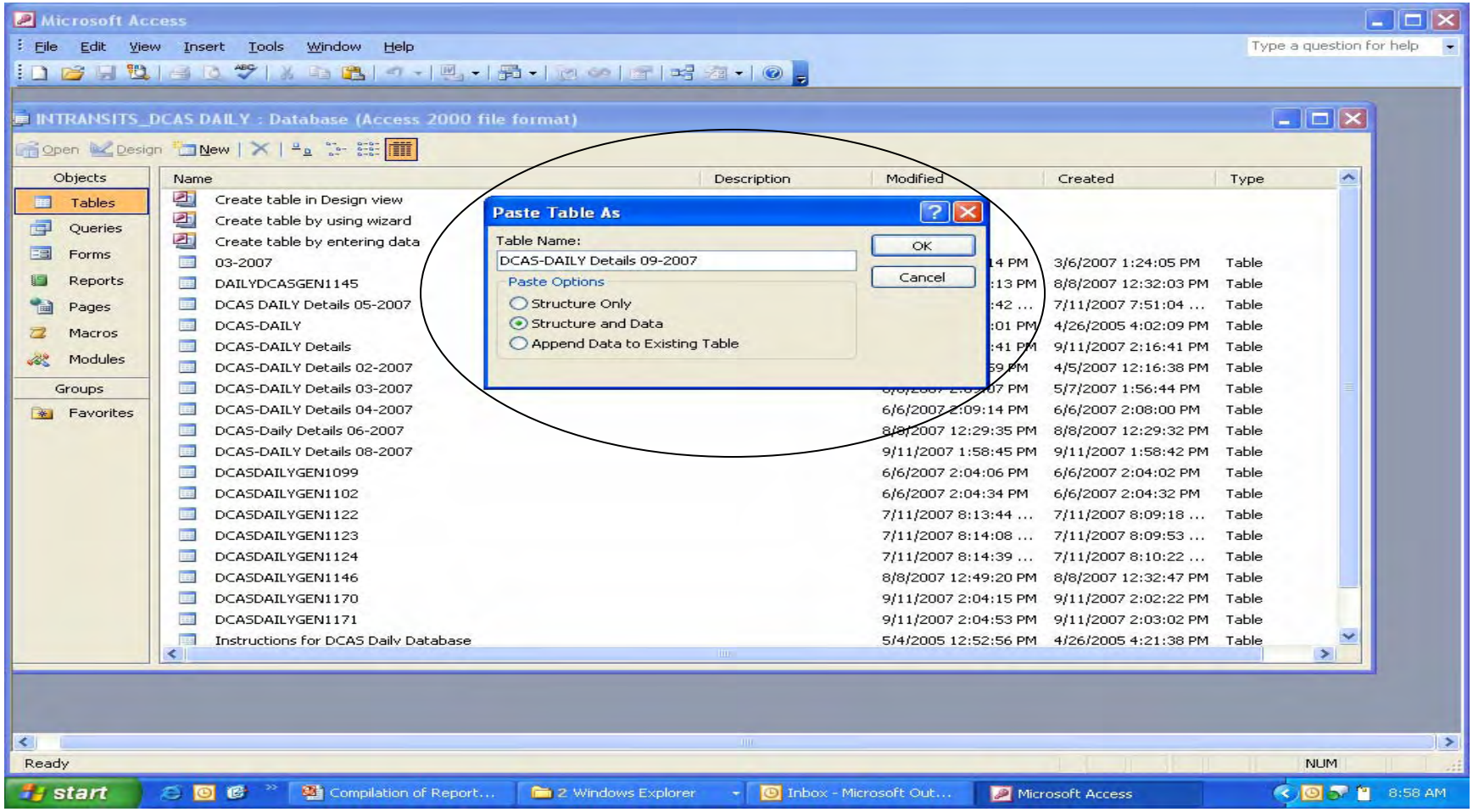


Right-click in the white space and select “Paste.”

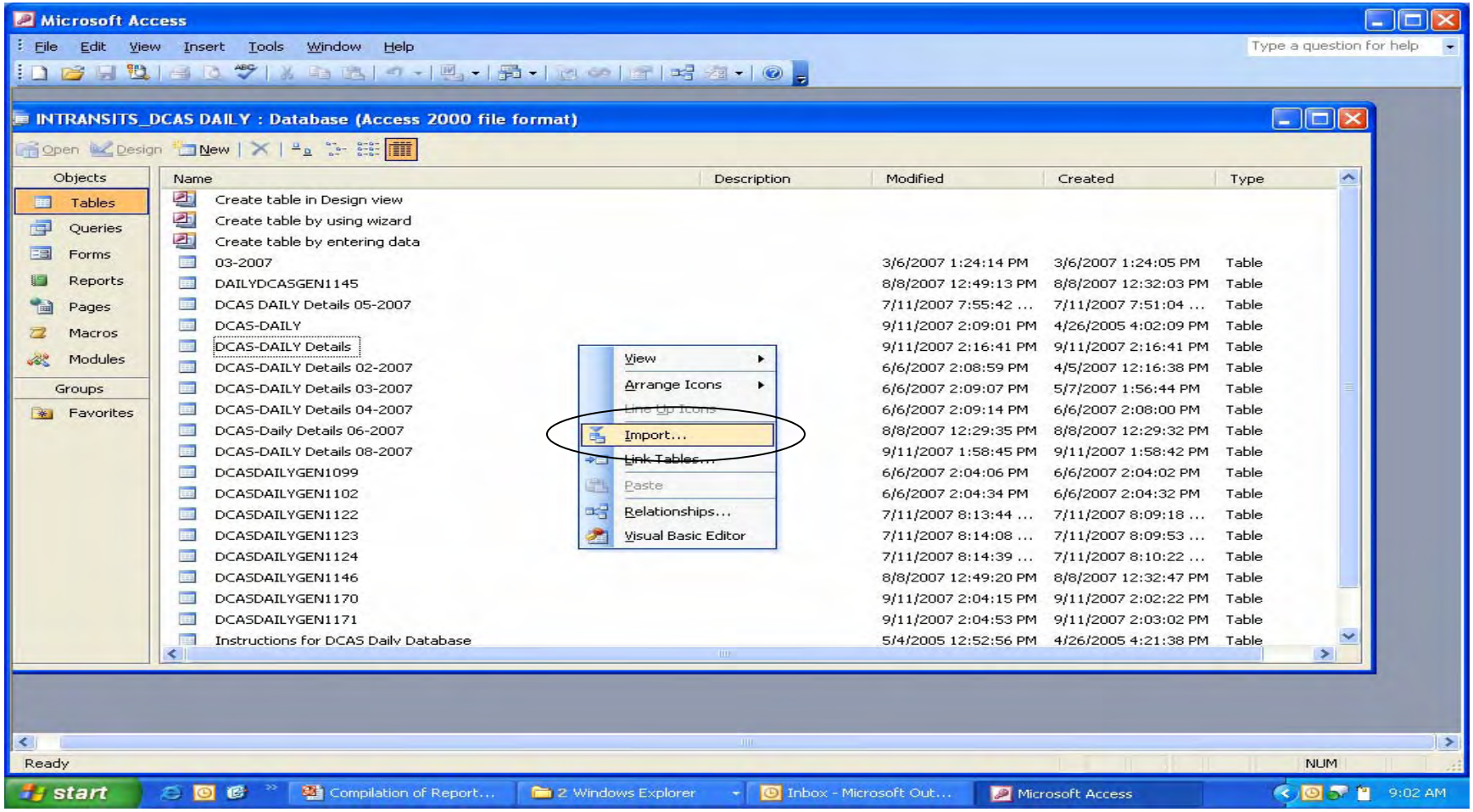


Paste as “DCAS-DAILY Details MM-YYYY”

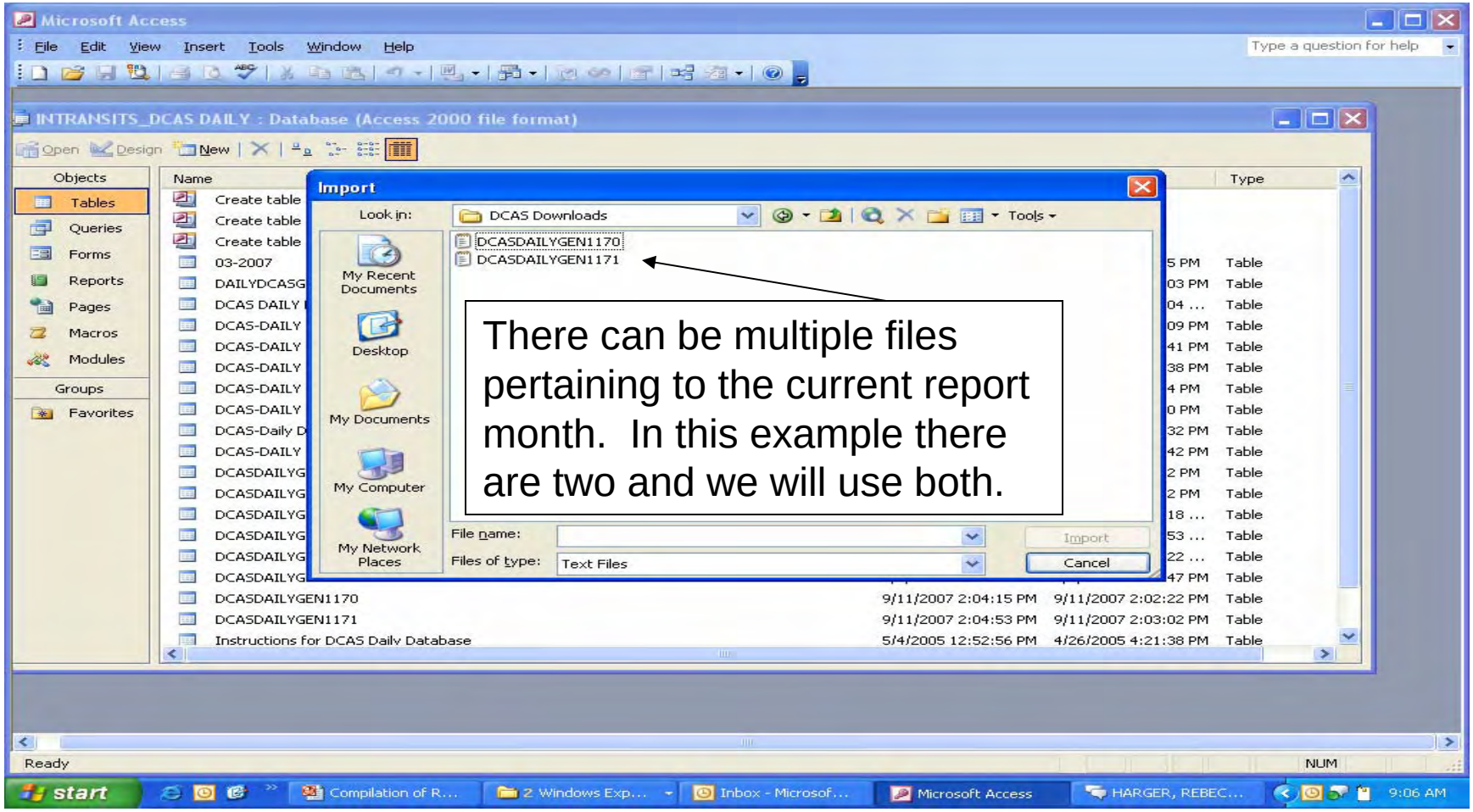
(The MM-YYYY will indicate the report month’s details).



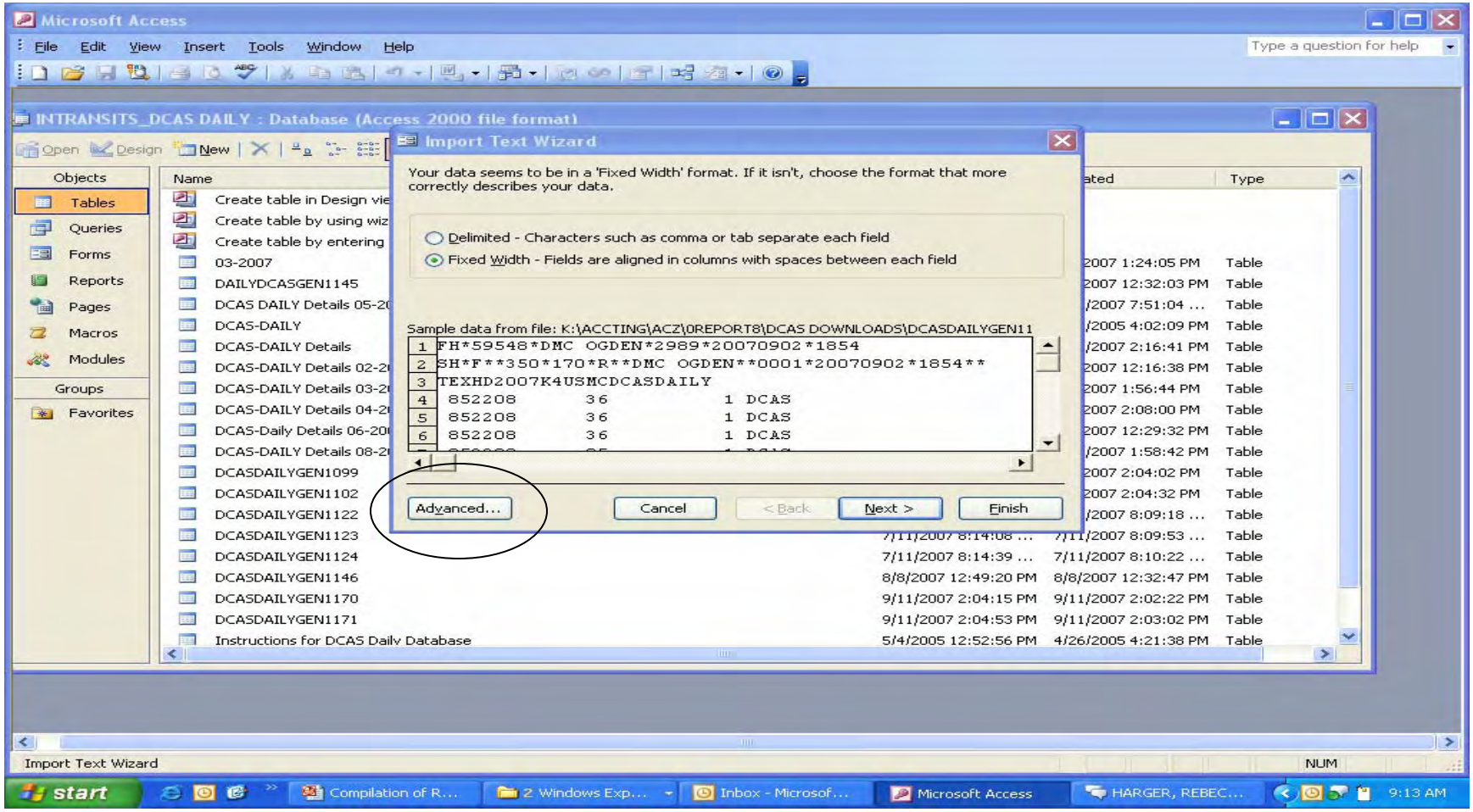
Import each DCAS-DAILY Generation text file.
Right-click in the white space and select “Import.”



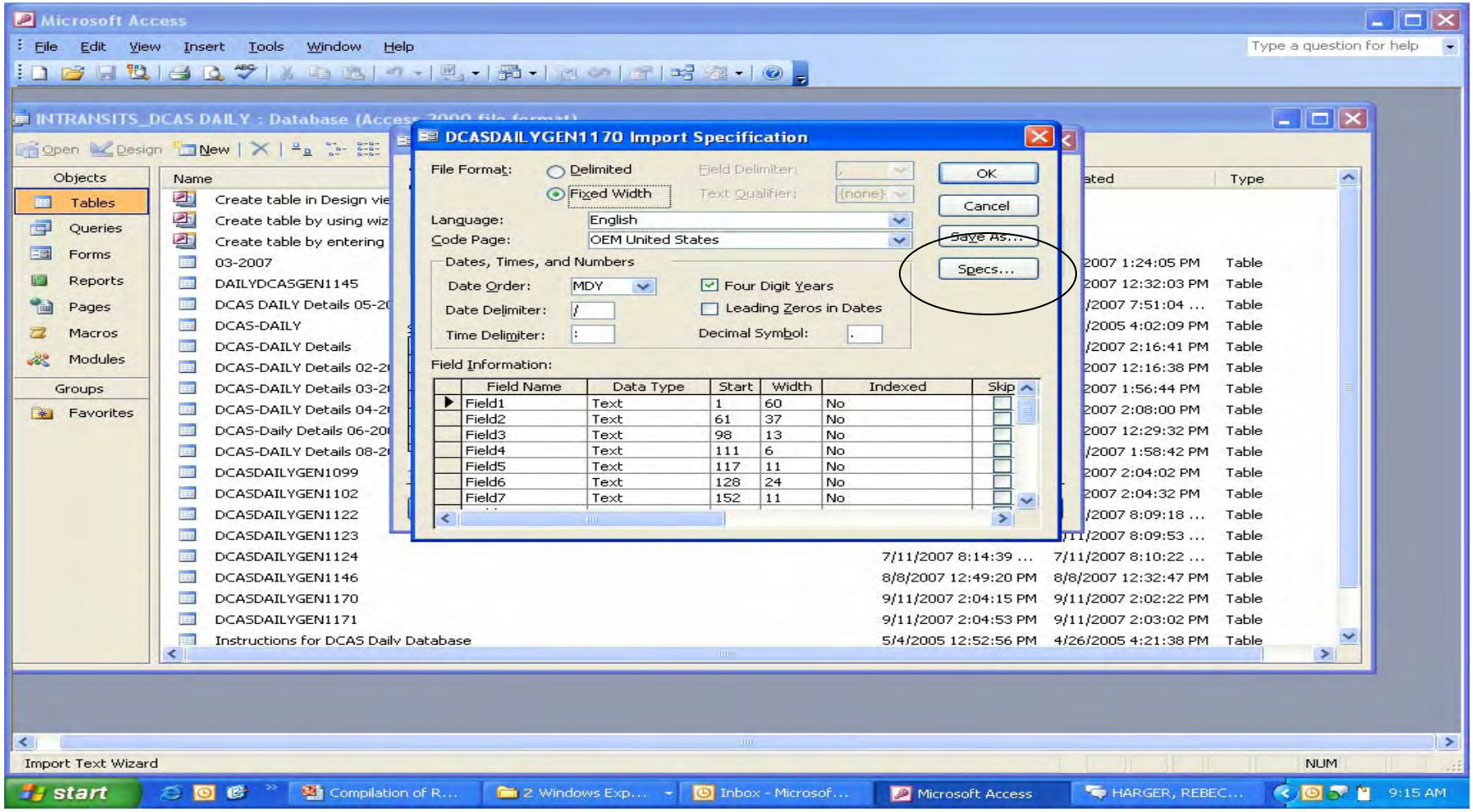
The DCAS-DAILY text files will be imported from "K:\ACCTING\ACZ\0Report8\DCAS Downloads."
Select the desired file and then select "Import."



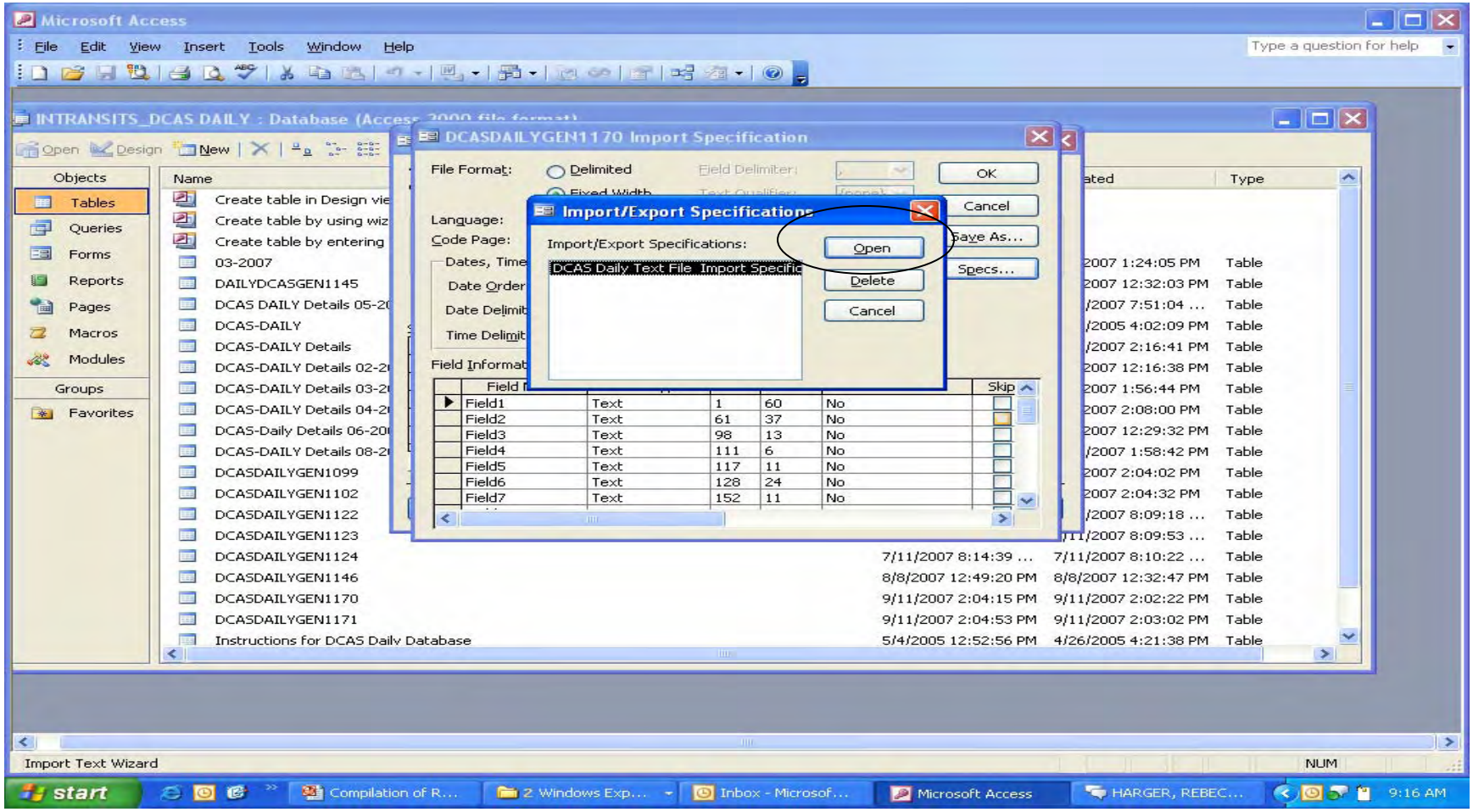
Select “Advanced.”



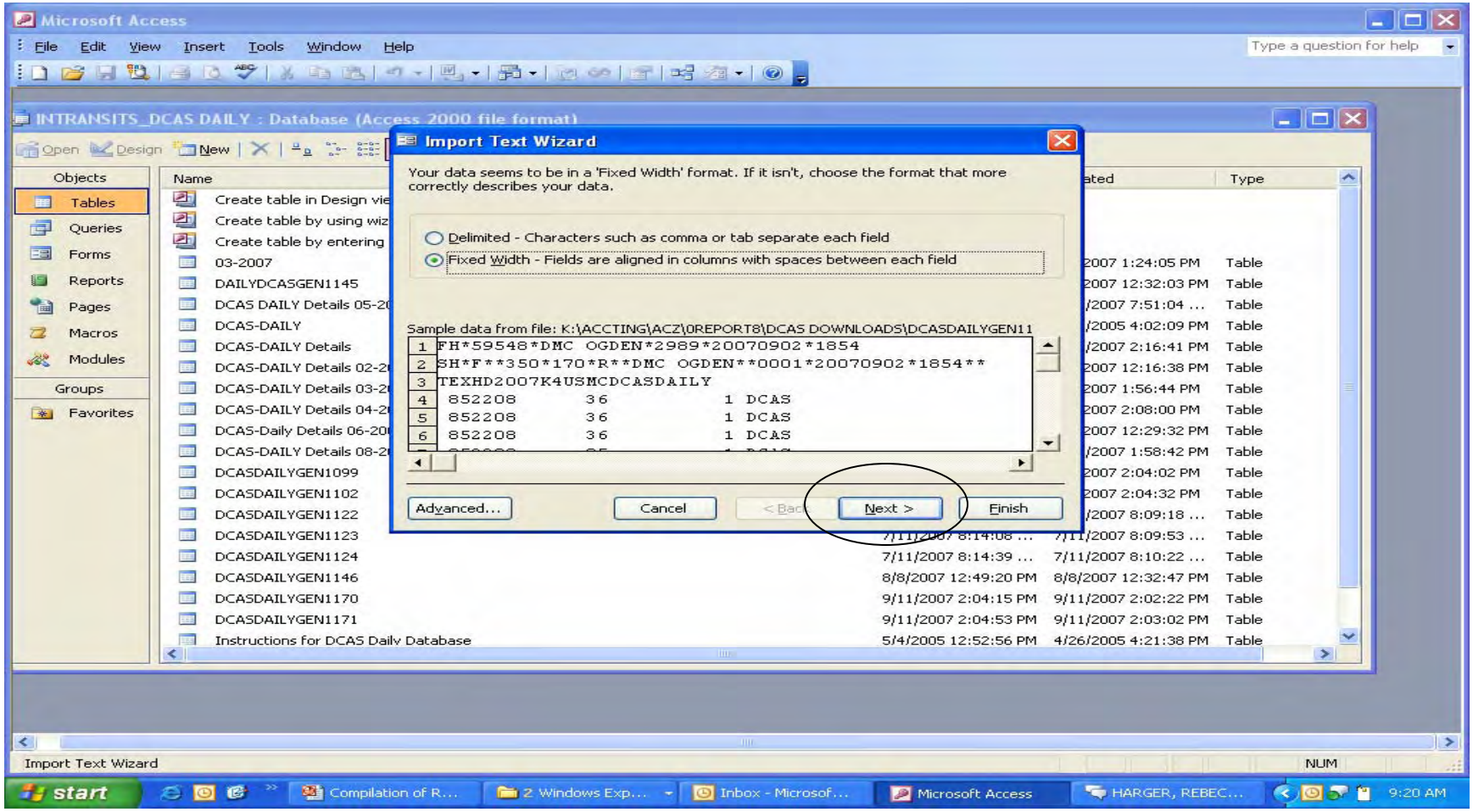
Select “Specs.”



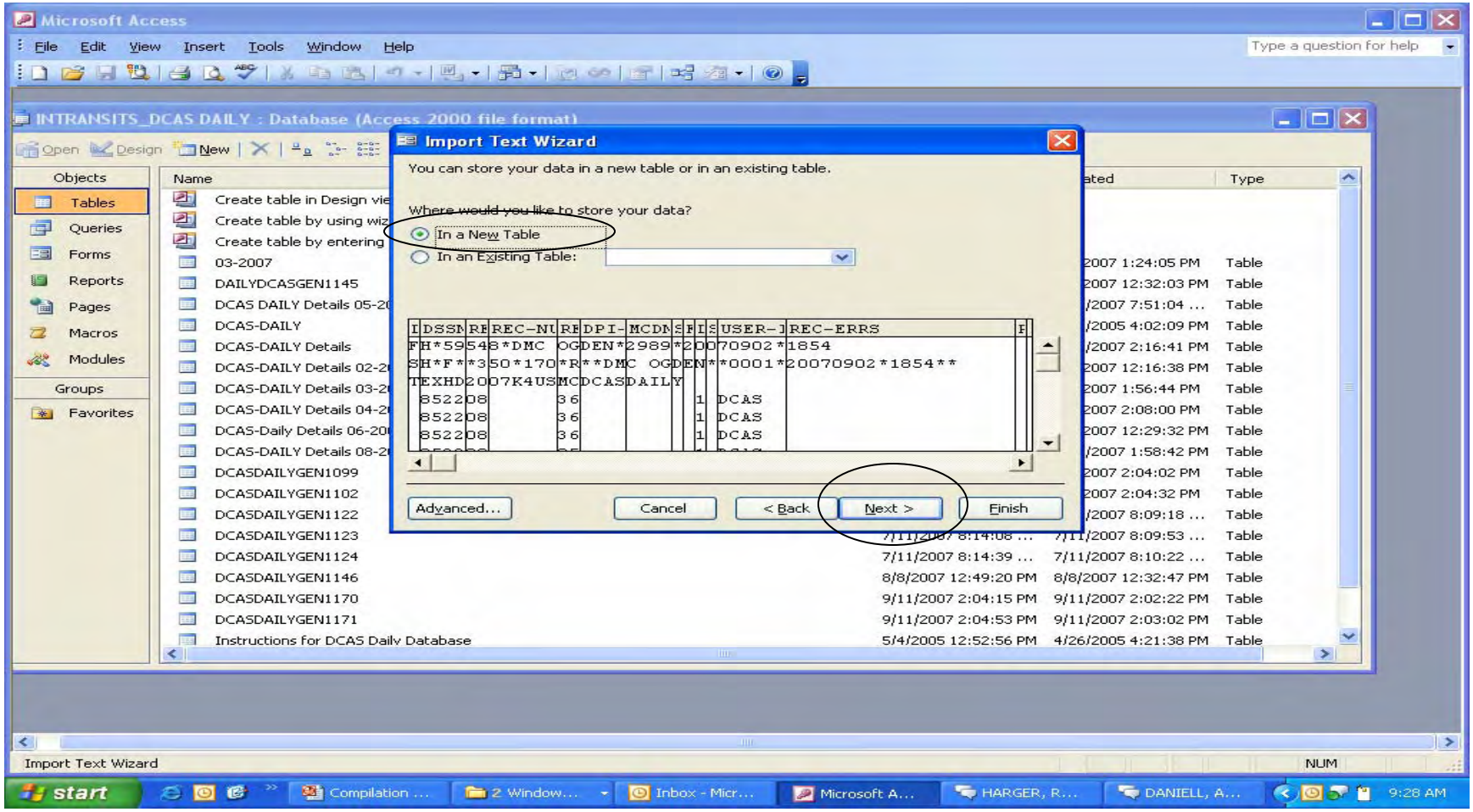
Check to be sure the Import/Export Specifications box reads:
"DCAS Daily Text File Import Specification,"
then select "Open" & "OK."



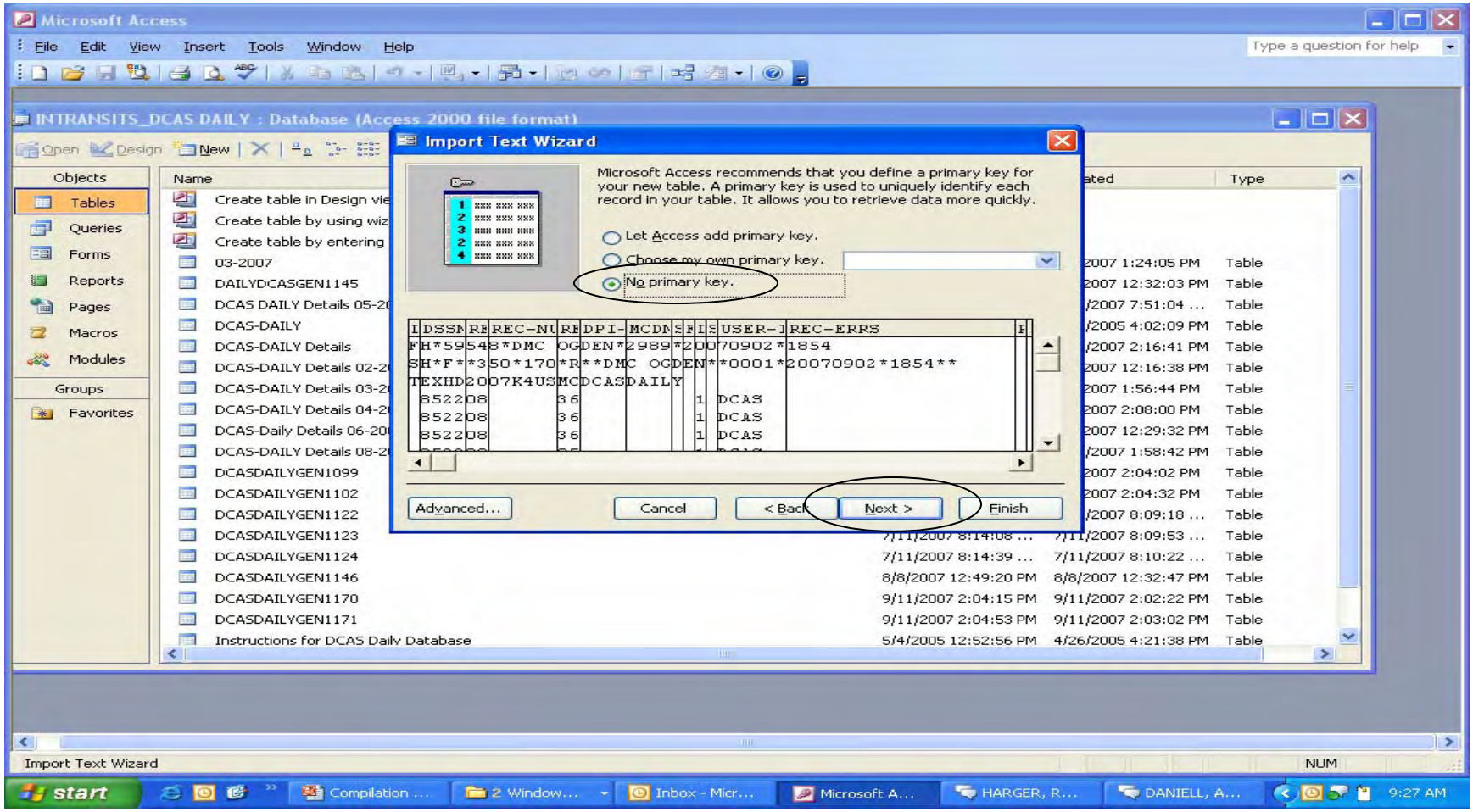
Select “Next” twice.



The file will be imported “In a New Table.” Select “Next” twice.

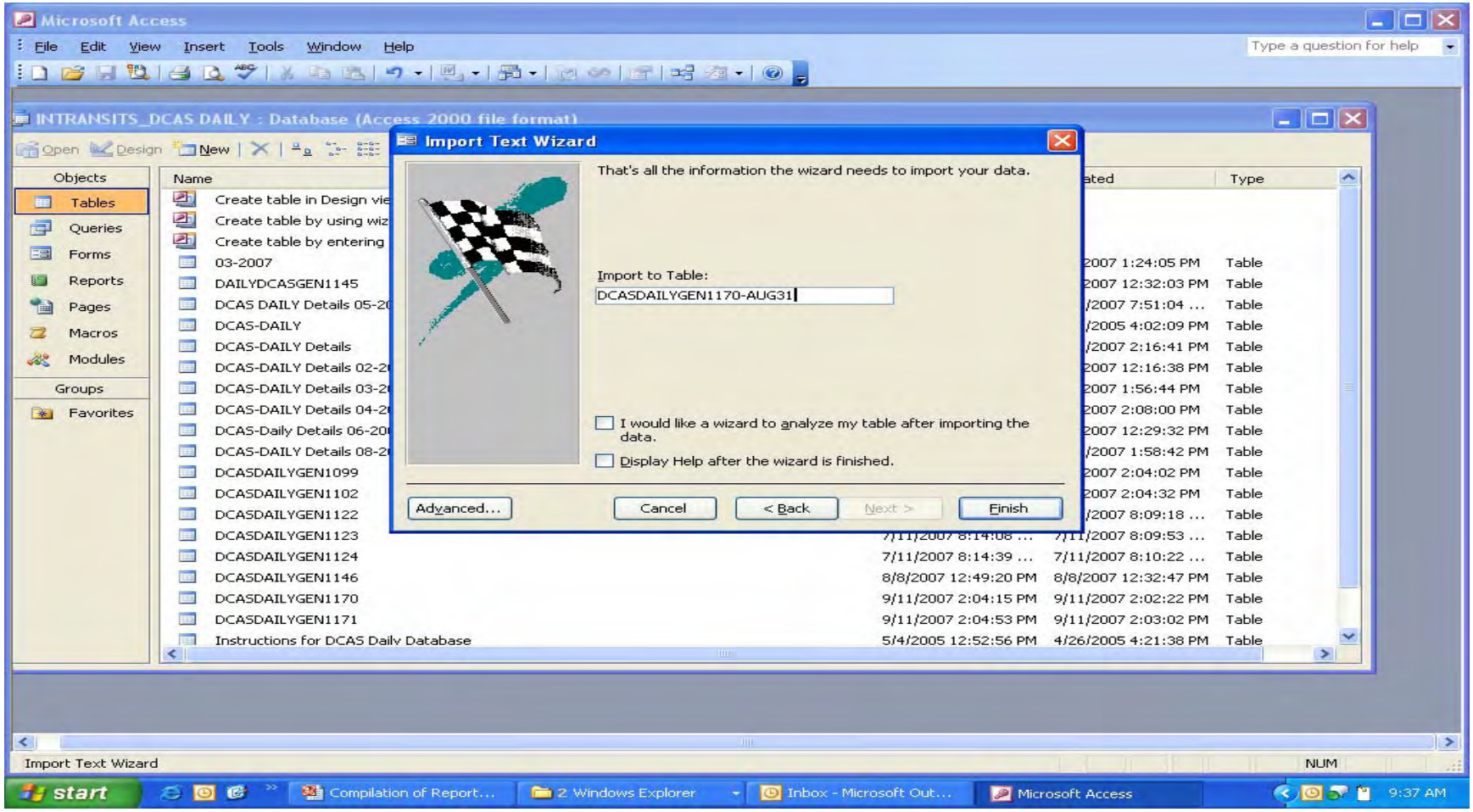


Select “No primary key,” & “Next.”

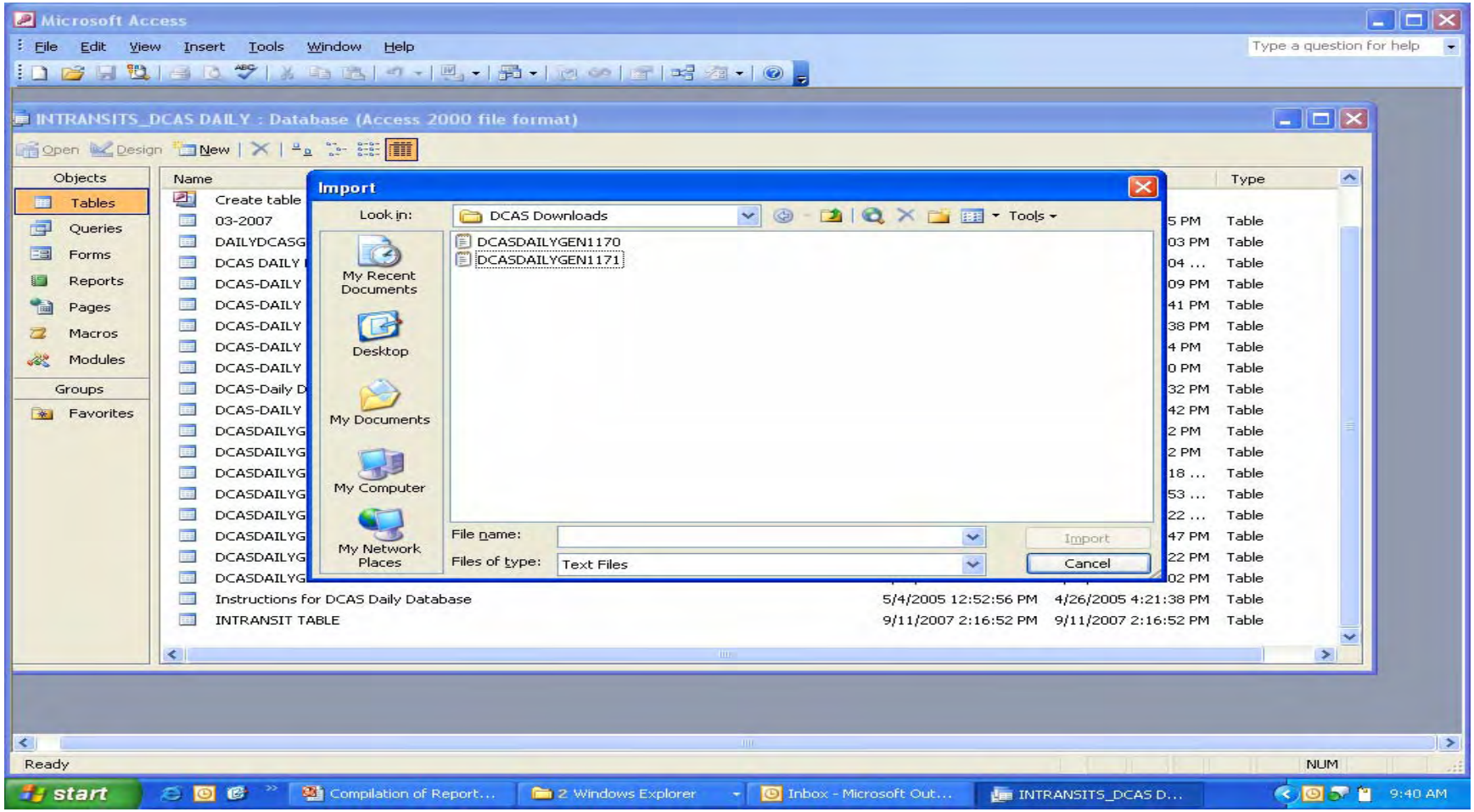


Name the table “DCASDAILYGEN****-MMMDD” & select “Finish.”

In this example it would be named “DCASDAILYGEN1170-AUG31.”

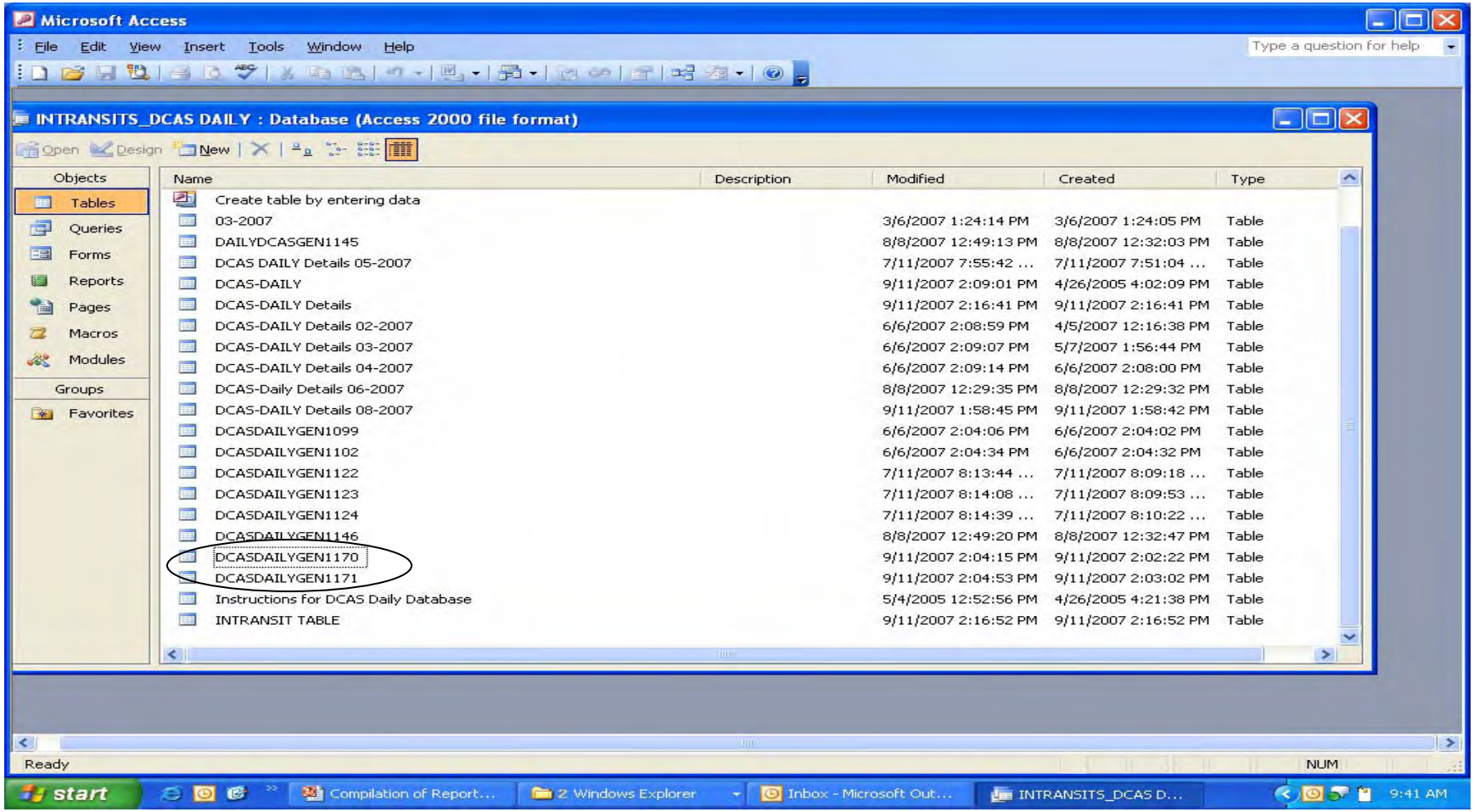


Repeat the steps in slides 101-108 to import the required DCASDAILYGEN text files.

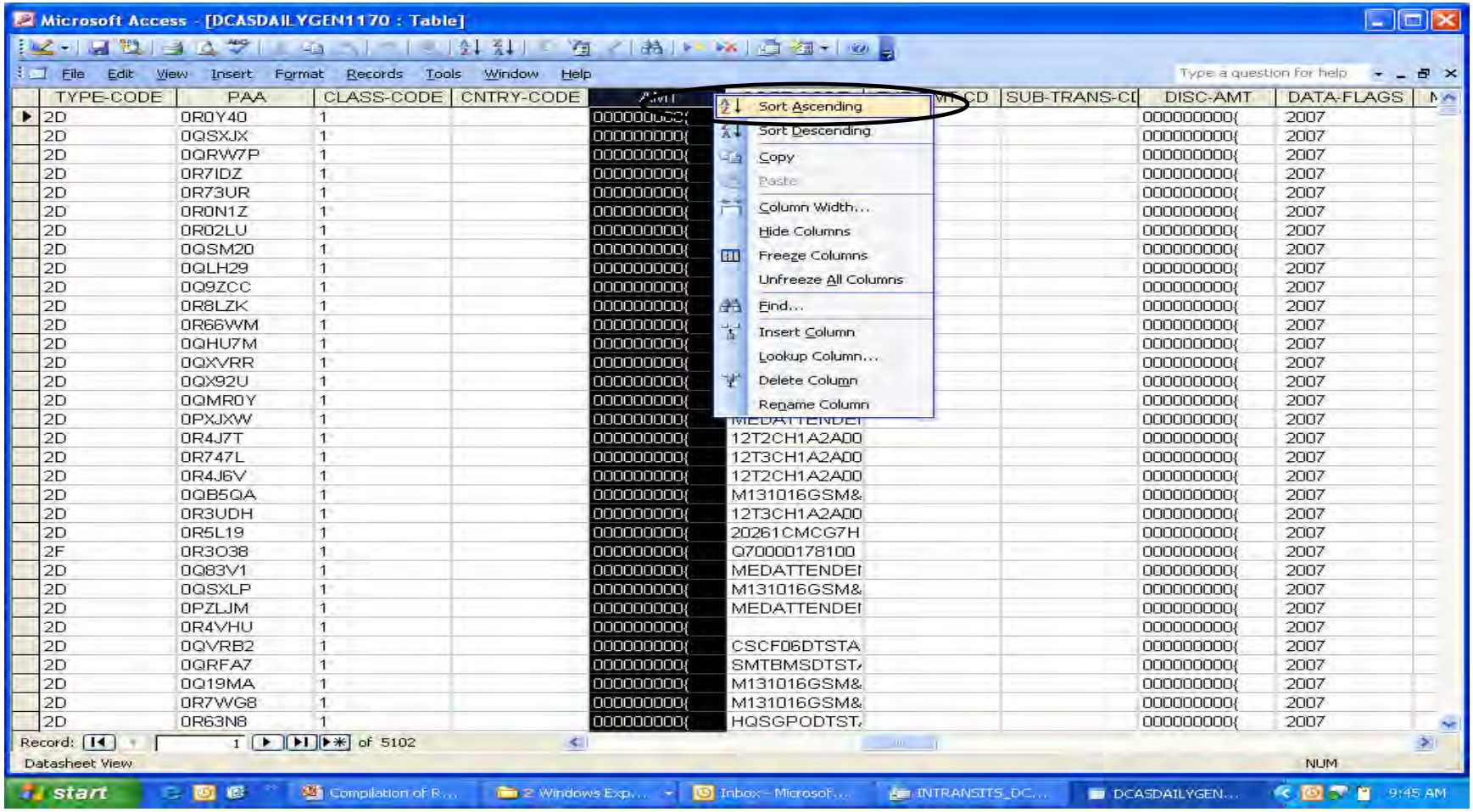


Open each file that was just imported.

Slides 111-112 will be repeated for each newly imported table.

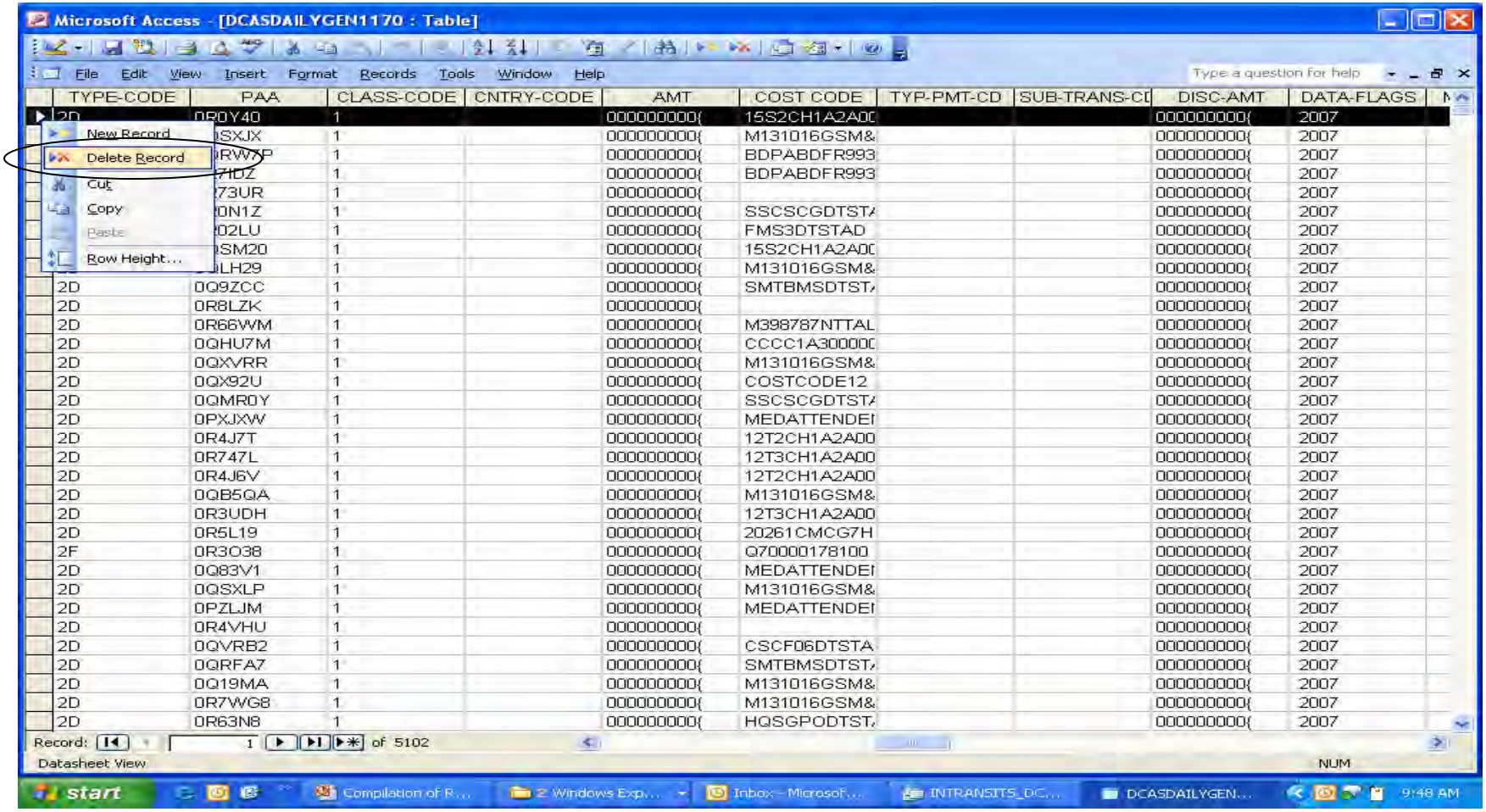


Scroll to the right until the “AMT” field is in view, then right-click on AMT & select “Sort Ascending.”

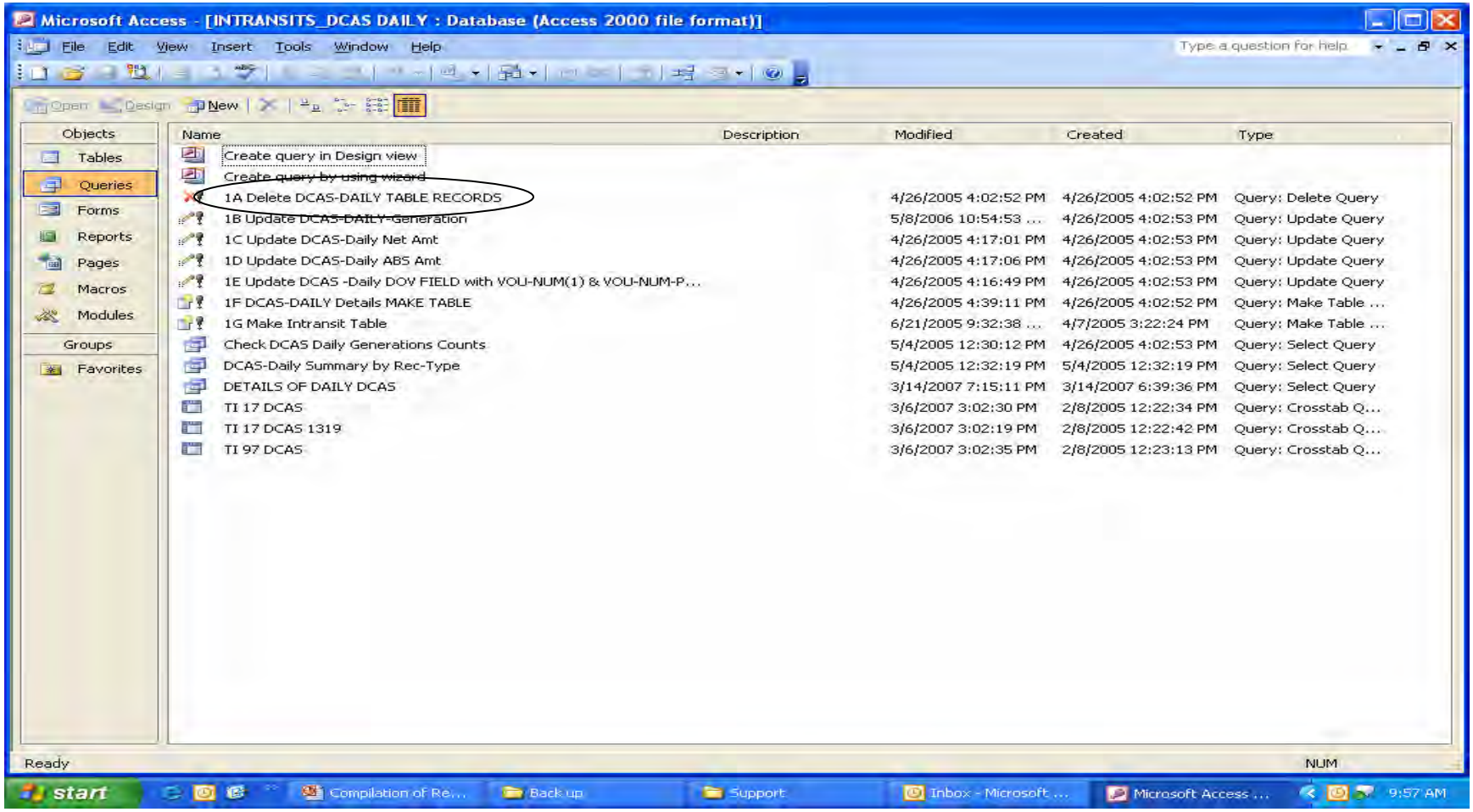


There will be a couple of blank records at the top (header rows). To delete these, right-click on the blank line, and select “Delete Record.” This will be done to each record with NO data across the line.

NOTE: This example does not have any header rows.



Run Query:
1A Delete DCAS-DAILY TABLE RECORDS

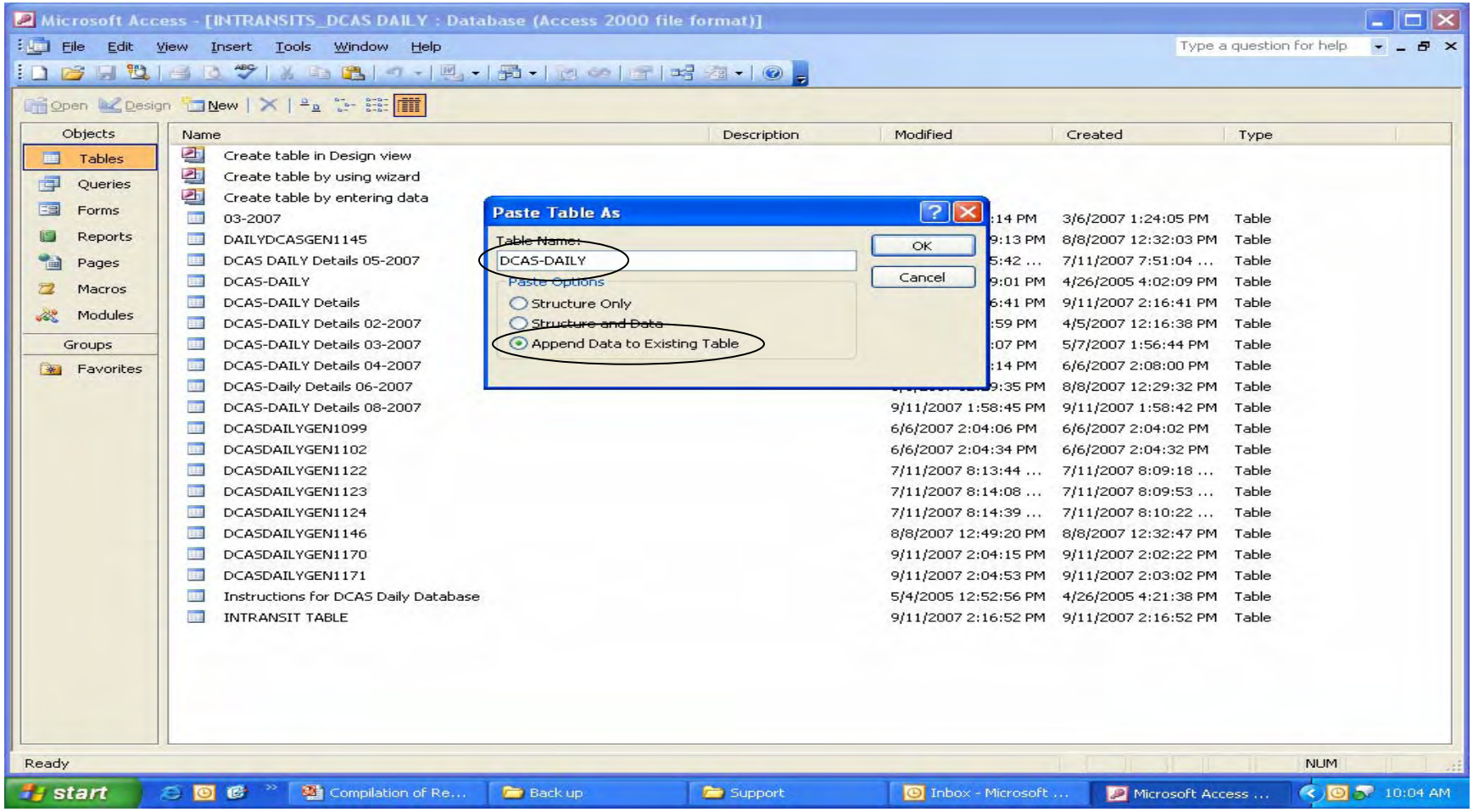


DAILY DCAS

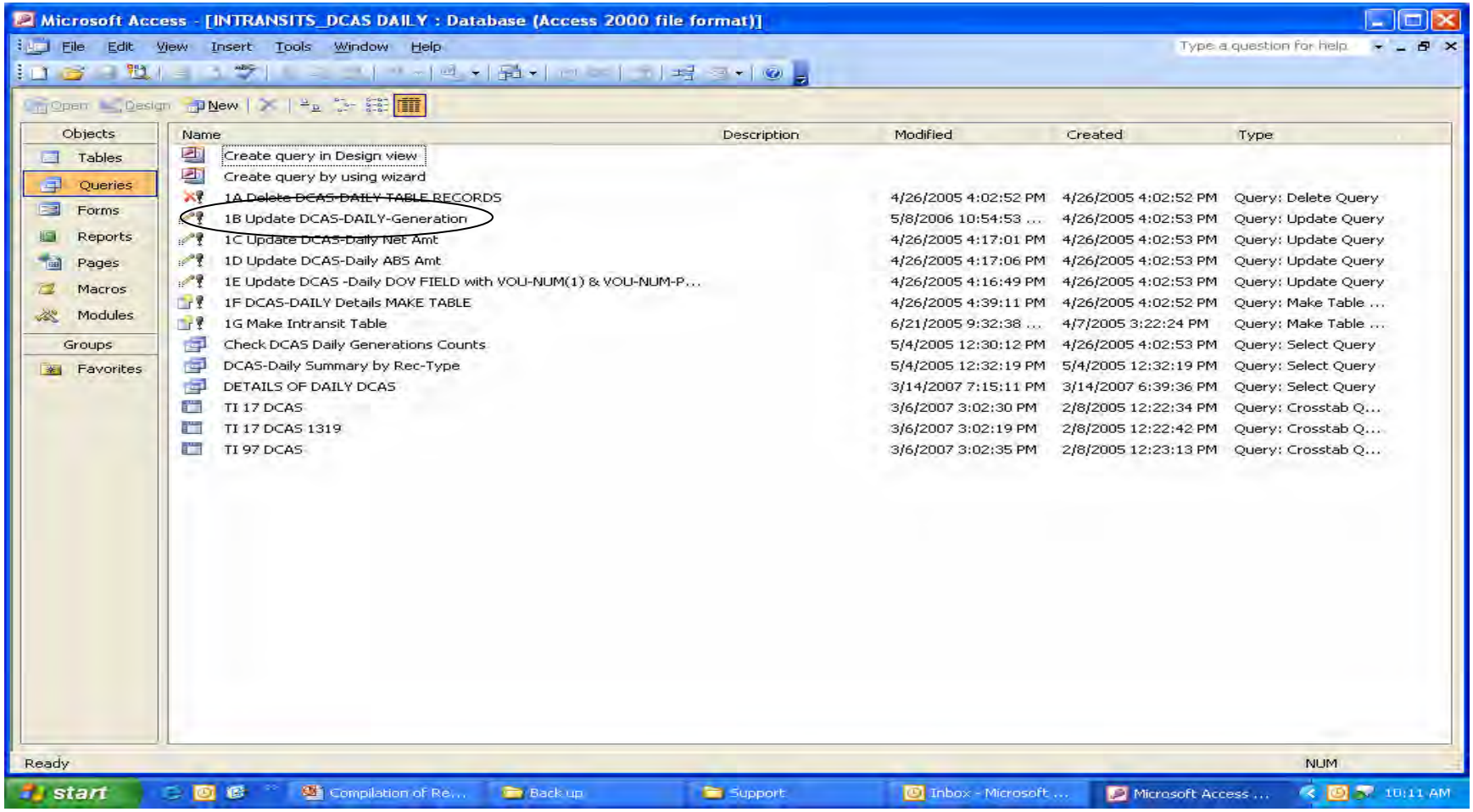
- The following steps (on slides 115-116) should be completed together for one newly imported table at a time so that each generation can be coded with its 4 digit generation number & date. Once the steps are completed for one table, continue to the next table & repeat until each newly imported table has been coded.

Copy & Paste Append each DCAS-DAILY Generation table to the “DCAS-DAILY” table.

Be sure the table name reads exactly “DCAS-DAILY”

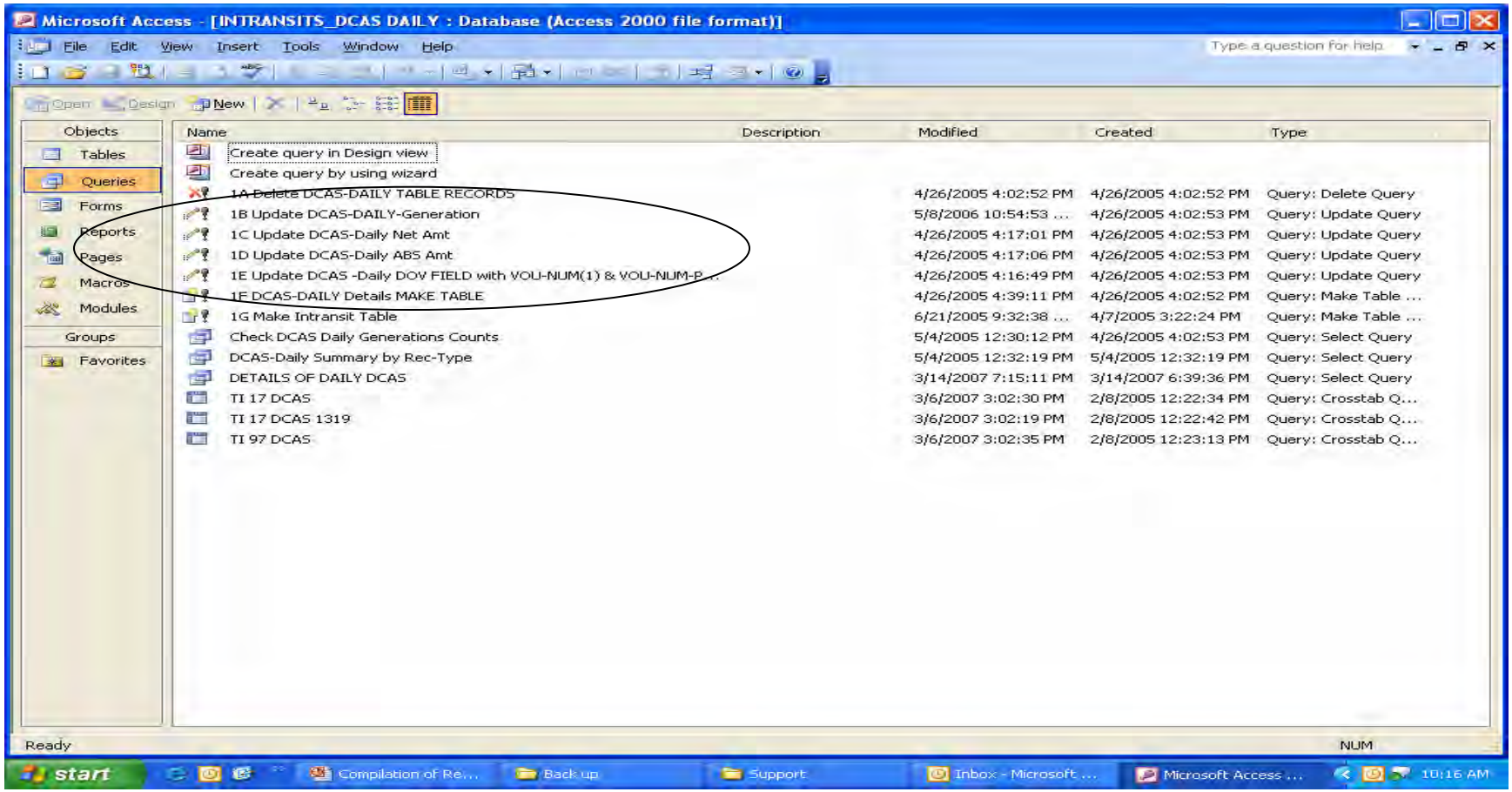


Run Query:
1B Update DCAS-DAILY-Generation
This query will prompt you to enter the Generation number & date.
Refer to the previous slide & repeat the steps for each new table.

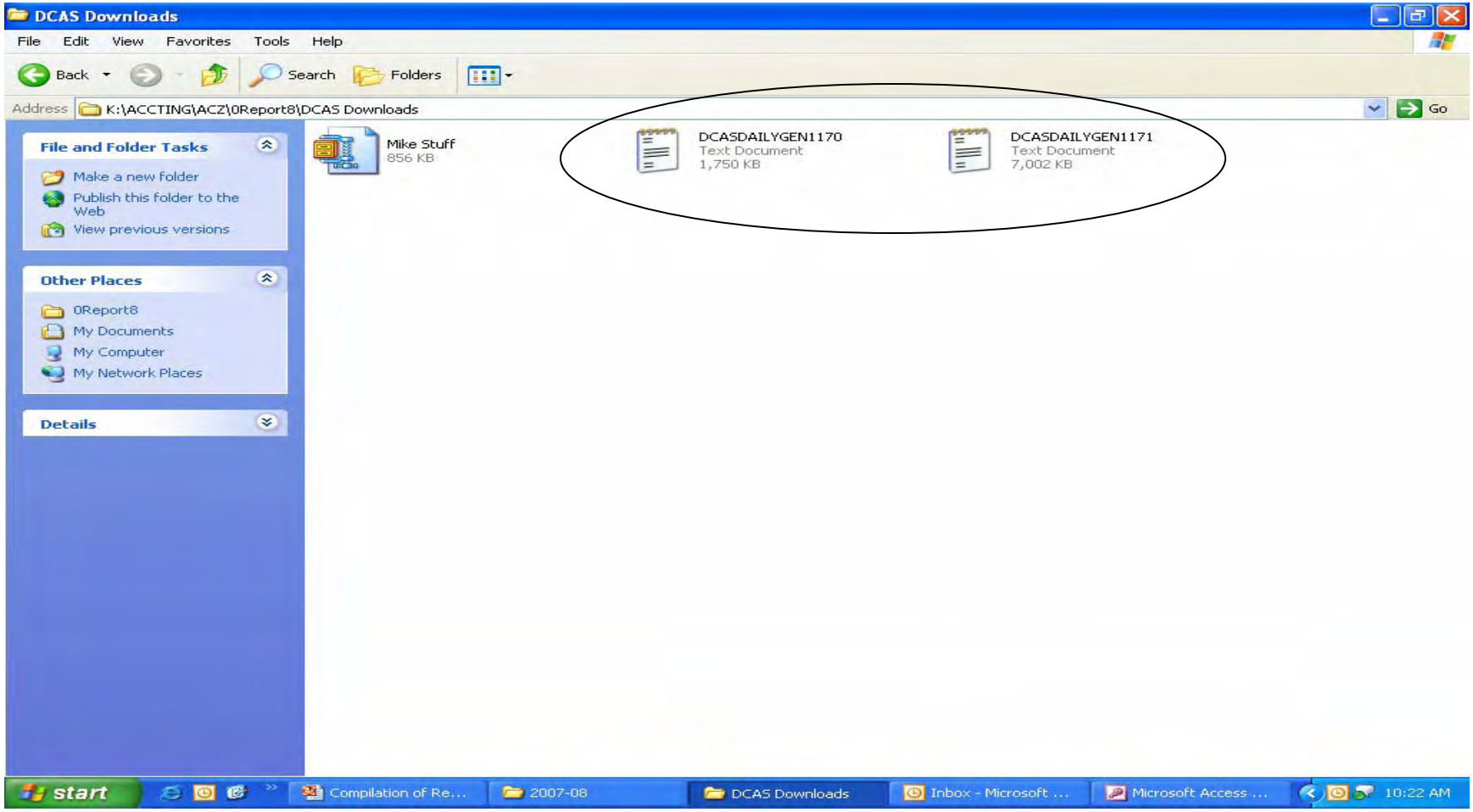


Run the following Queries:

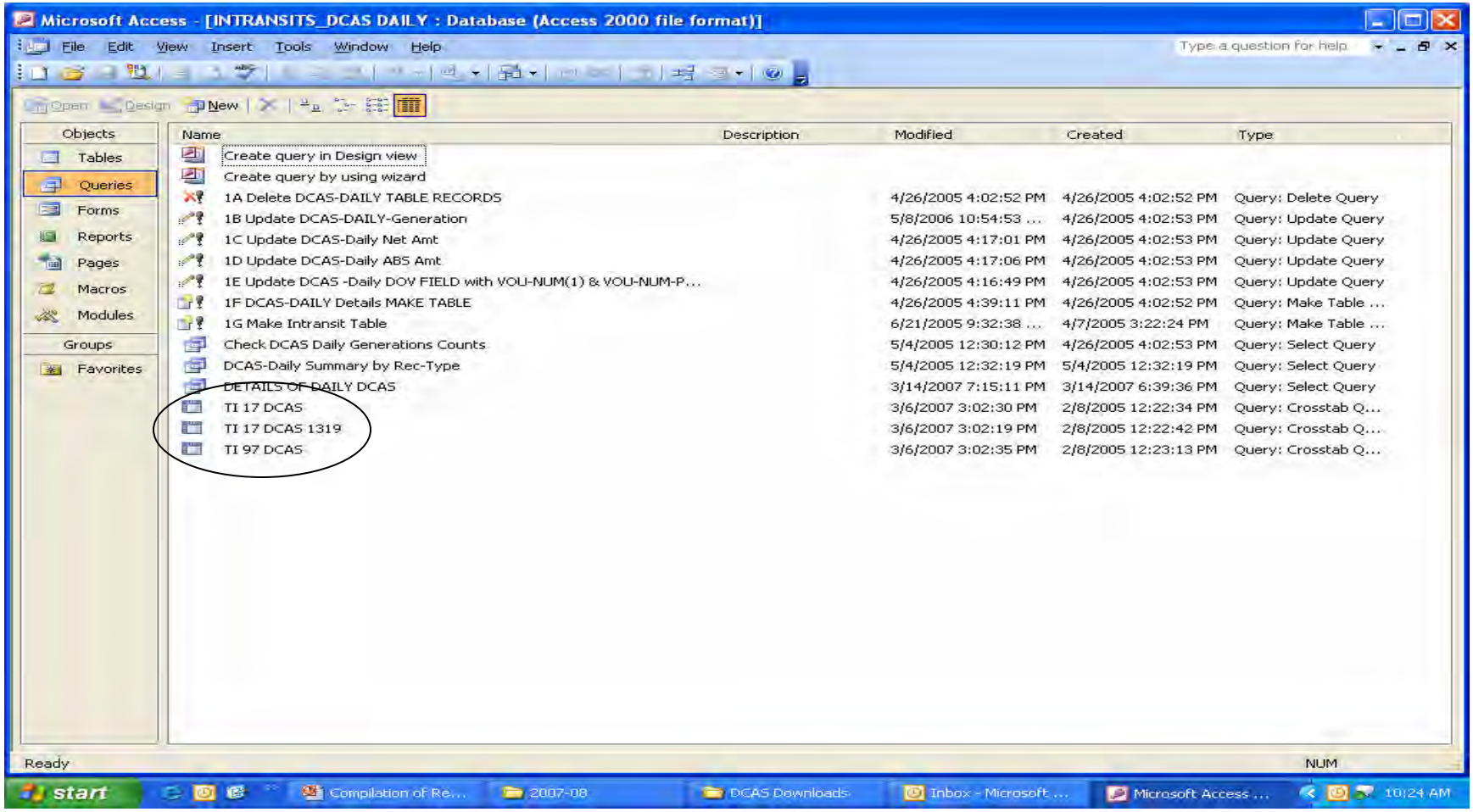
1C Update DCAS-Daily Net Amt
1D Update DCAS-Daily ABS Amt
1E Update DCAS-Daily DOV FIELD with VOU-NUM(1) & VOU-NUM PREFIX
1F DCAS-DAILY Details MAKE TABLE
1G Make Intransit Table



Delete the reporting month's daily generation files located at "K:\ACCTING\ACZ\0Report8\DCAS Downloads," to clear the folder for the next month.

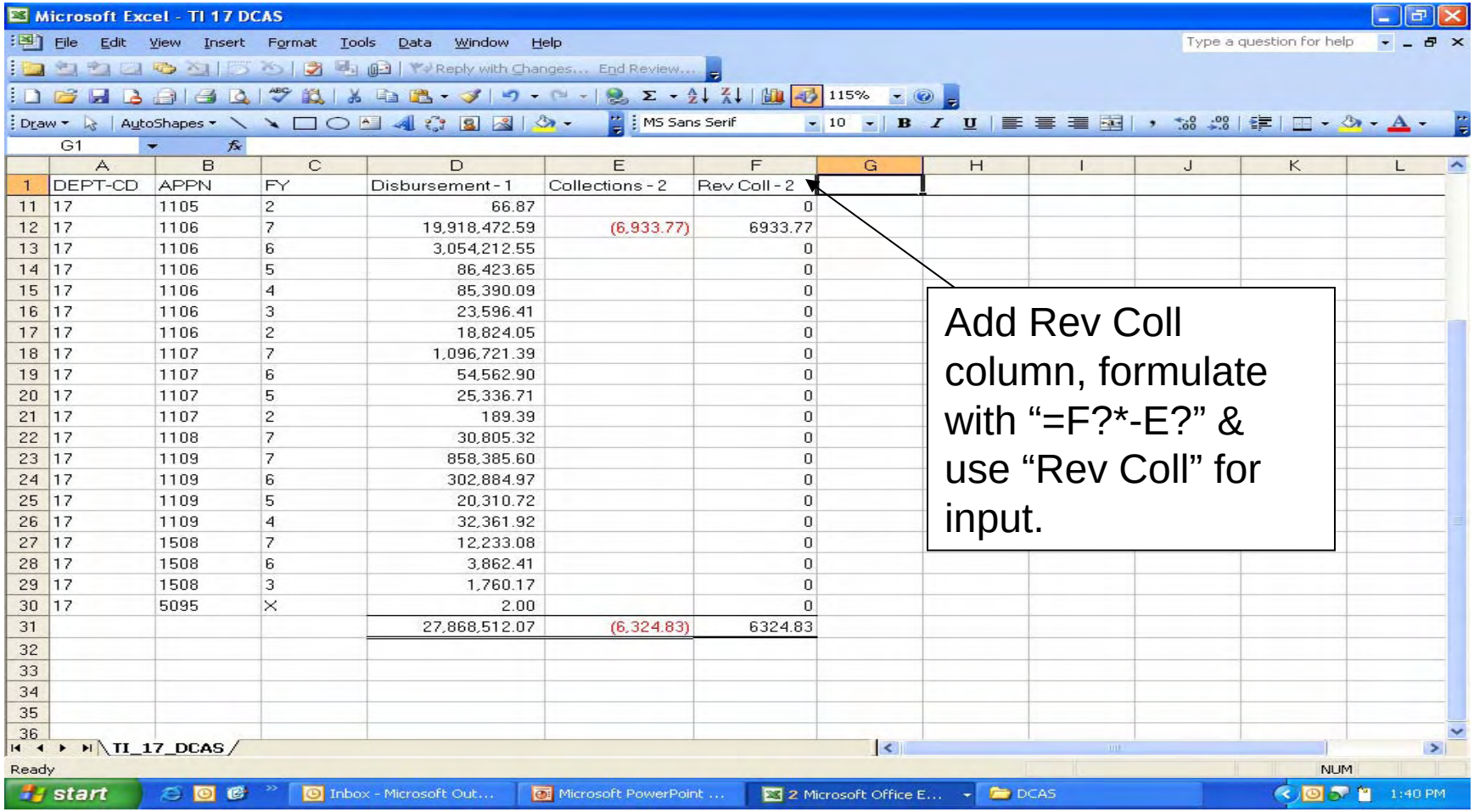


Export each query to the backup folder.



For “TI 17 DCAS” & “TI 17 DCAS 1319” calculate the sum for the “1” (Disbursements) & “2” (Collections) columns. This sum can be used as a reference after input to Rpt 8 to ensure accuracy.

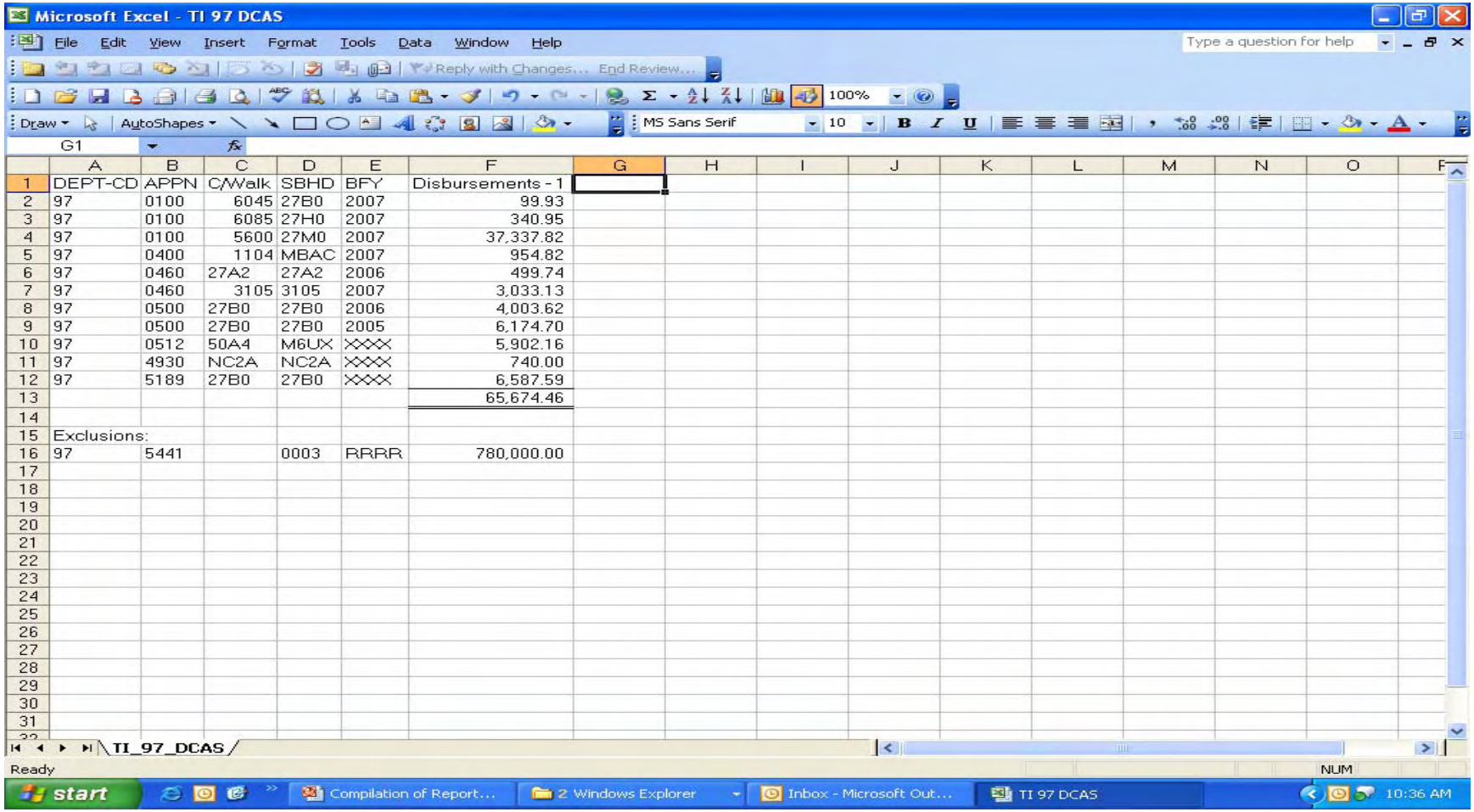
These numbers will be entered in the respective “Daily DCAS” column.



	A	B	C	D	E	F	G	H	I	J	K	L
1	DEPT-CD	APPN	FY	Disbursement - 1	Collections - 2	Rev Coll - 2						
11	17	1105	2	66.87		0						
12	17	1106	7	19,918,472.59	(6,933.77)	6933.77						
13	17	1106	6	3,054,212.55		0						
14	17	1106	5	86,423.65		0						
15	17	1106	4	85,390.09		0						
16	17	1106	3	23,596.41		0						
17	17	1106	2	18,824.05		0						
18	17	1107	7	1,096,721.39		0						
19	17	1107	6	54,562.90		0						
20	17	1107	5	25,336.71		0						
21	17	1107	2	189.39		0						
22	17	1108	7	30,805.32		0						
23	17	1109	7	858,385.60		0						
24	17	1109	6	302,884.97		0						
25	17	1109	5	20,310.72		0						
26	17	1109	4	32,361.92		0						
27	17	1508	7	12,233.08		0						
28	17	1508	6	3,862.41		0						
29	17	1508	3	1,760.17		0						
30	17	5095	X	2.00		0						
31				27,868,512.07	(6,324.83)	6324.83						
32												
33												
34												
35												
36												

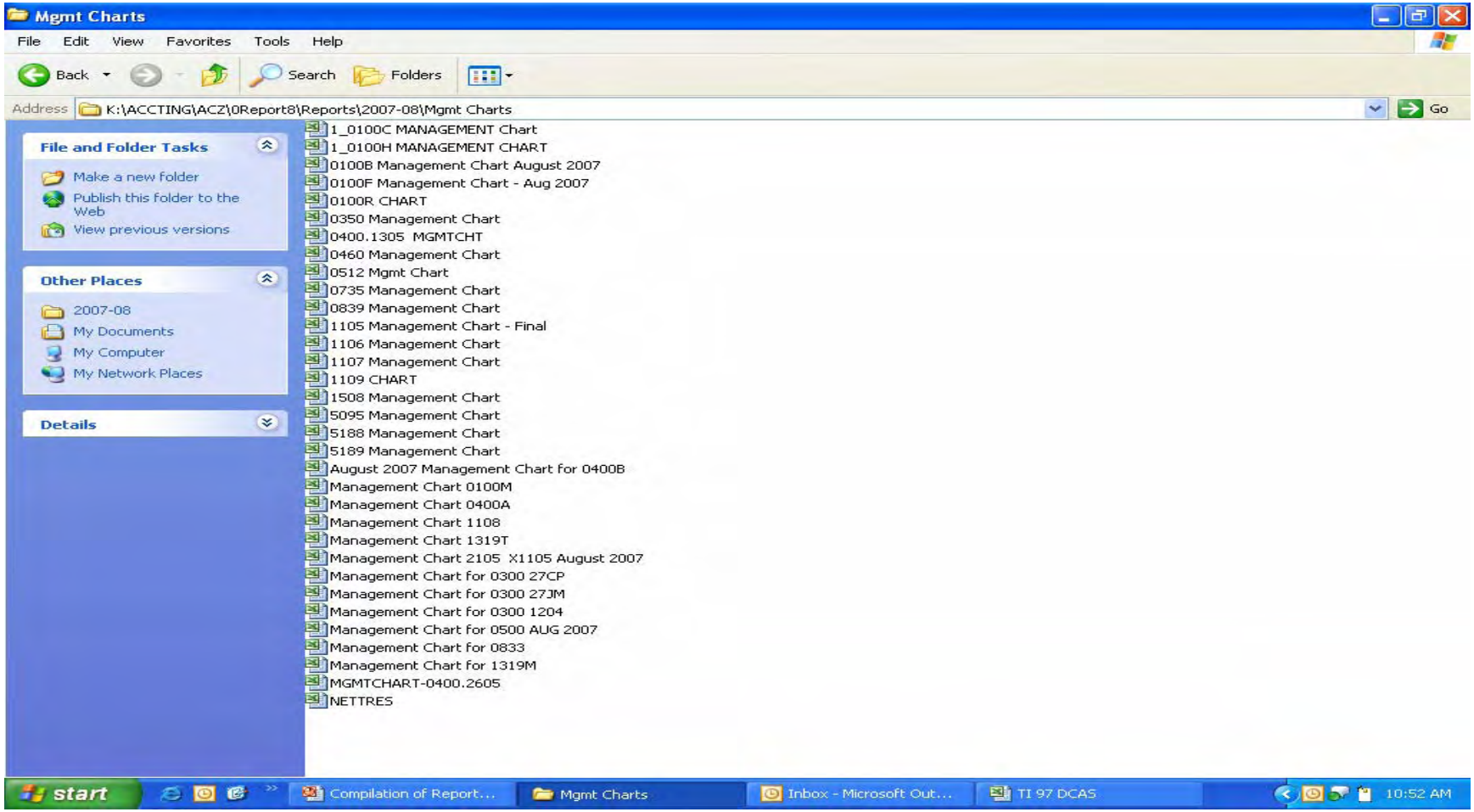
For “TI 97 DCAS” calculate the sum for “1” (Disbursements). Insert a “C/Walk” column & use the crosswalk to determine the proper DoD limit.

These numbers will be entered in the respective “Daily DCAS” column.

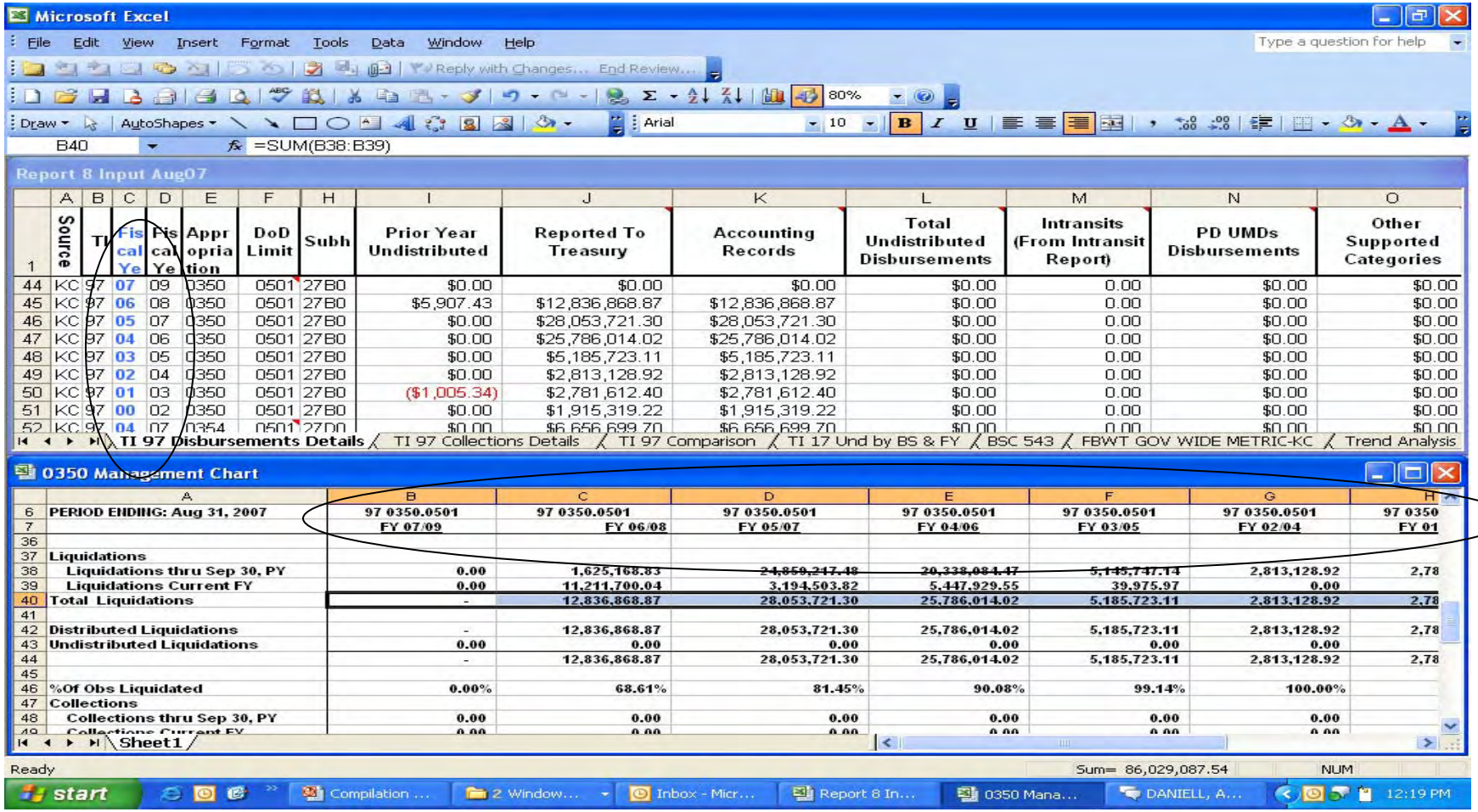


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	DEPT-CD	APPN	C/Walk	SBHD	BFY	Disbursements - 1									
2	97	0100	6045	27B0	2007	99.93									
3	97	0100	6085	27H0	2007	340.95									
4	97	0100	5600	27M0	2007	37,337.82									
5	97	0400	1104	MBAC	2007	954.82									
6	97	0460	27A2	27A2	2006	499.74									
7	97	0460	3105	3105	2007	3,033.13									
8	97	0500	27B0	27B0	2006	4,003.62									
9	97	0500	27B0	27B0	2005	6,174.70									
10	97	0512	50A4	M6UX	XXXX	5,902.16									
11	97	4930	NC2A	NC2A	XXXX	740.00									
12	97	5189	27B0	27B0	XXXX	6,587.59									
13						65,674.46									
14															
15	Exclusions:														
16	97	5441		0003	RRRR	780,000.00									
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															

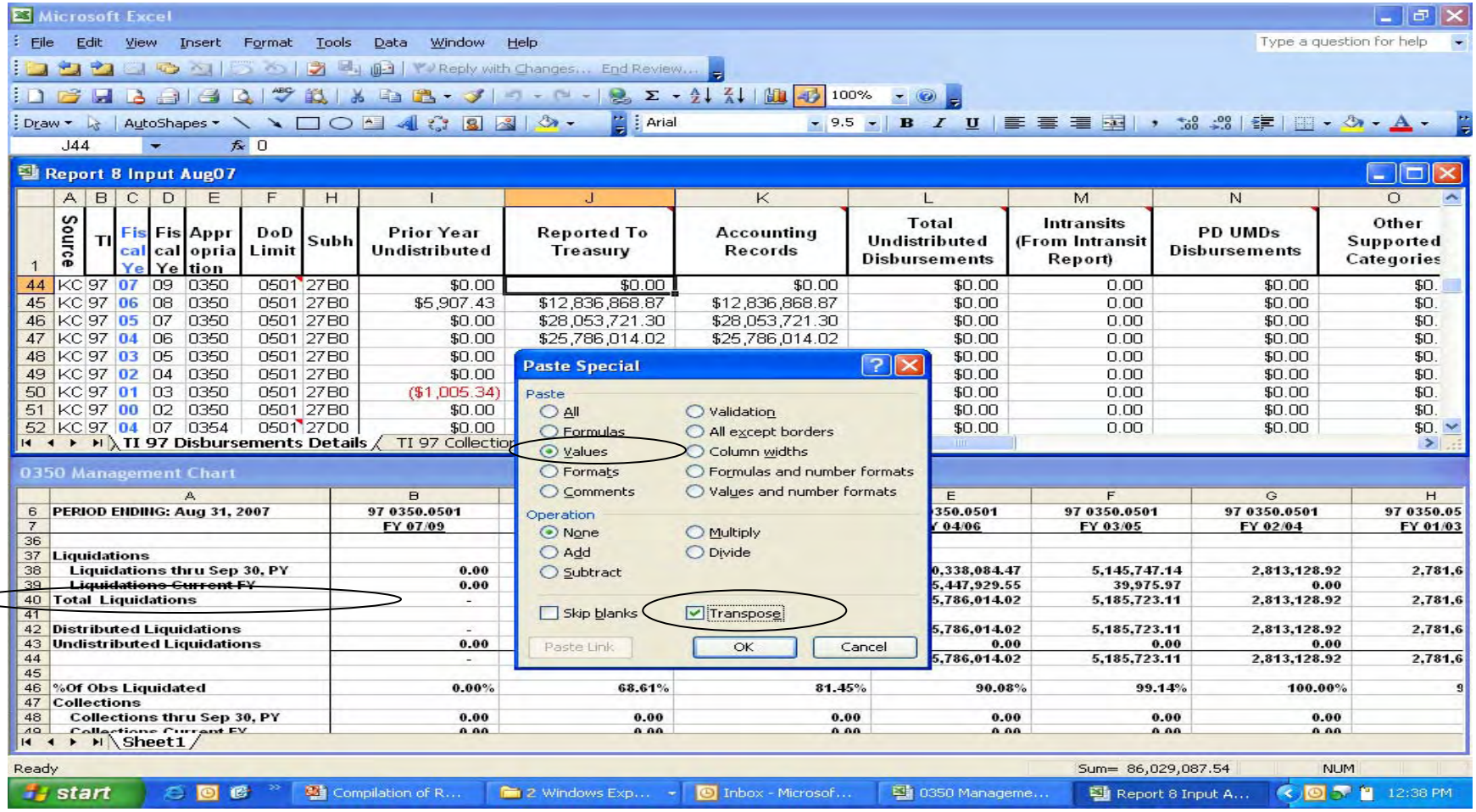
As Accountant's from Departmental send Management Charts, save the Charts to
"K:\ACCTING\ACZ\0Report8\Reports\2007-08\Mgmt Charts"



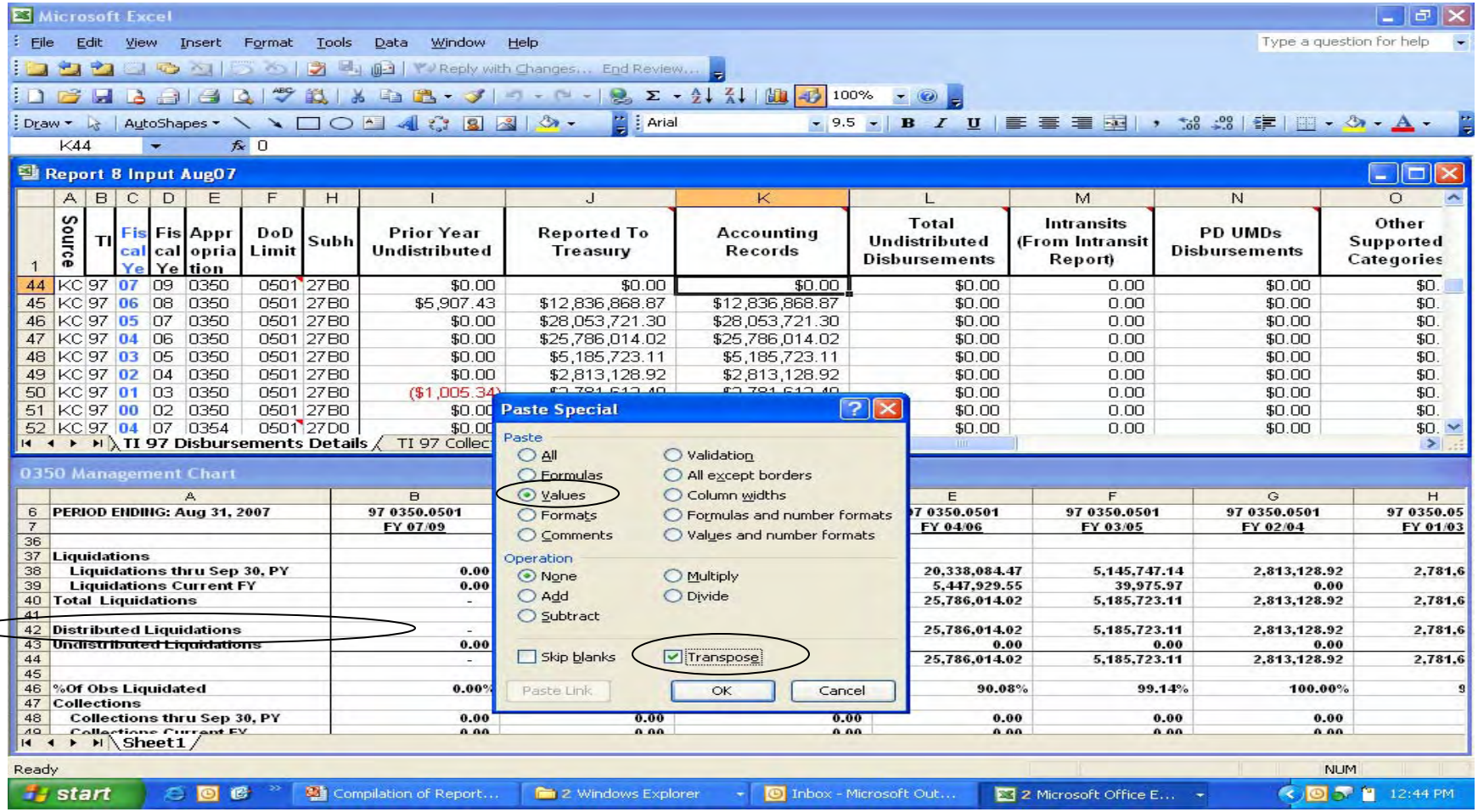
Open Report 8 & split the screen to view one Mgmt Chart at a time. Find the appropriate appn in Rpt 8 & make sure the fiscal years on the rpt match the fiscal years on the mgmt chart.



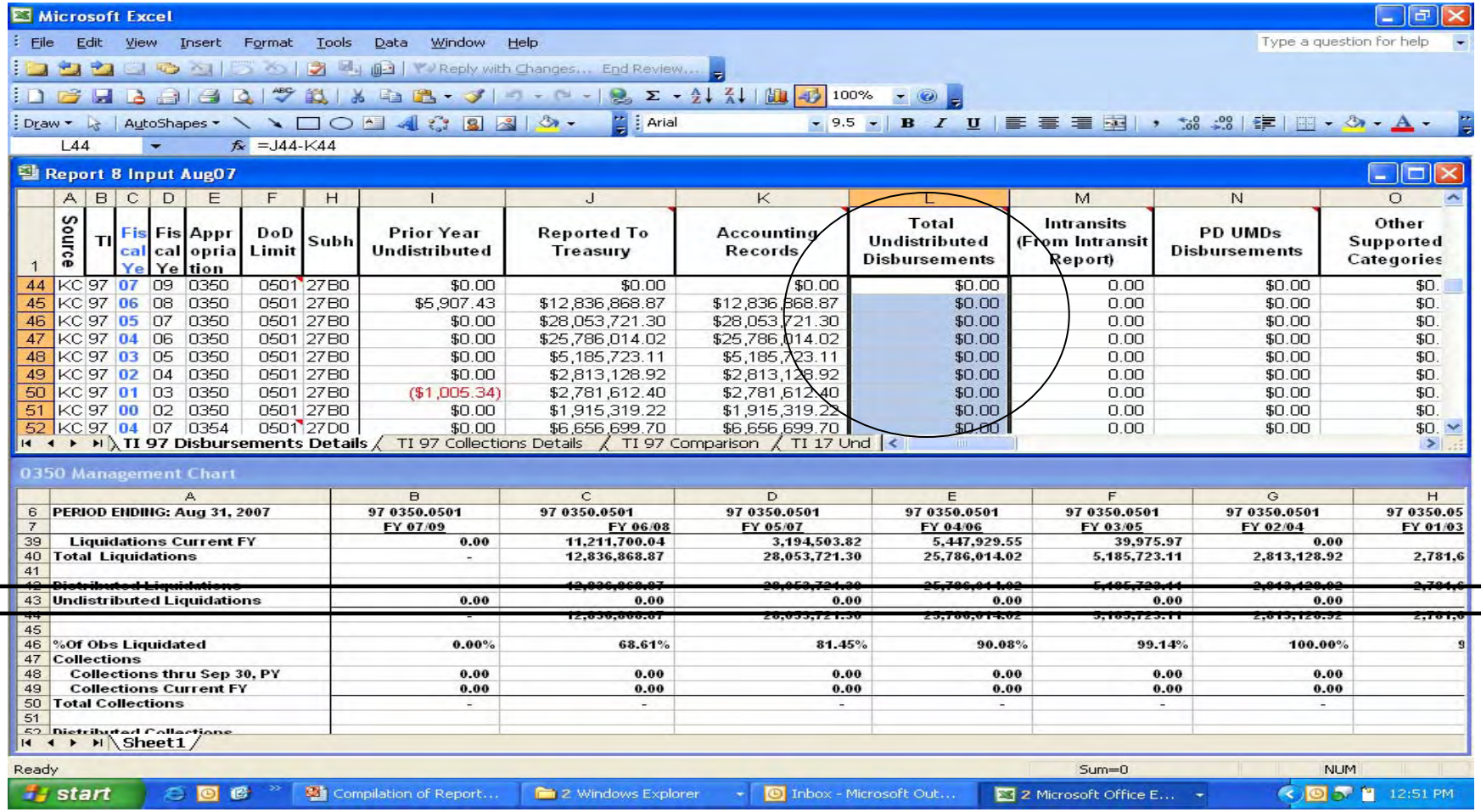
For each Disbursement tab:
Copy & Paste Special “Total Liquidations” in the “Reported to Treasury” Column. Be sure to select “Values” & “Transpose” so that the numbers paste down the column, instead of across the row.



For each Disbursement tab:
Copy & Paste Special “Distributed Liquidations” in the “Accounting Records” Column. Be sure to select “Values” & “Transpose” so that the numbers paste down the column, instead of across the row.



The “Total Undistributed Disbursements” on Rpt 8 should match the “Undistributed Liquidations” on the mgmt chart.



Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Type a question for help

Reply with Changes... End Review...

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L44 =J44-K44

Report 8 Input Aug07

	A	B	C	D	E	F	H	I	J	K	L	M	N	O
1	Source	TI	Fiscal Ye	Fiscal Ye	Appropriation	DoD Limit	Subh	Prior Year Undistributed	Reported To Treasury	Accounting Records	Total Undistributed Disbursements	Intransits (From Intransit Report)	PD UMDs Disbursements	Other Supported Categories
44	KC	97	07	09	0350	0501	27B0	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.
45	KC	97	06	08	0350	0501	27B0	$5,907.43	$12,836,868.87	$12,836,868.87	$0.00	0.00	$0.00	$0.
46	KC	97	05	07	0350	0501	27B0	$0.00	$28,053,721.30	$28,053,721.30	$0.00	0.00	$0.00	$0.
47	KC	97	04	06	0350	0501	27B0	$0.00	$25,786,014.02	$25,786,014.02	$0.00	0.00	$0.00	$0.
48	KC	97	03	05	0350	0501	27B0	$0.00	$5,185,723.11	$5,185,723.11	$0.00	0.00	$0.00	$0.
49	KC	97	02	04	0350	0501	27B0	$0.00	$2,813,128.92	$2,813,128.92	$0.00	0.00	$0.00	$0.
50	KC	97	01	03	0350	0501	27B0	($1,005.34)	$2,781,612.40	$2,781,612.40	$0.00	0.00	$0.00	$0.
51	KC	97	00	02	0350	0501	27B0	$0.00	$1,915,319.22	$1,915,319.22	$0.00	0.00	$0.00	$0.
52	KC	97	04	07	0354	0501	27D0	$0.00	$6,656,699.70	$6,656,699.70	$0.00	0.00	$0.00	$0.

TI 97 Disbursements Details | TI 97 Collections Details | TI 97 Comparison | TI 17 Und

0350 Management Chart

	A	B	C	D	E	F	G	H
6	PERIOD ENDING: Aug 31, 2007	97 0350.0501	97 0350.0501	97 0350.0501	97 0350.0501	97 0350.0501	97 0350.0501	97 0350.05
7		FY 07/09	FY 06/08	FY 05/07	FY 04/06	FY 03/05	FY 02/04	FY 01/03
39	Liquidations Current FY	0.00	11,211,700.04	3,194,503.82	5,447,929.55	39,975.97	0.00	
40	Total Liquidations	-	12,836,868.87	28,053,721.30	25,786,014.02	5,185,723.11	2,813,128.92	2,781,6
41								
42	~~Distributed Liquidations~~	~~-~~	~~12,836,868.87~~	~~28,053,721.30~~	~~25,786,014.02~~	~~5,185,723.11~~	~~2,813,128.92~~	~~2,781,6~~
43	Undistributed Liquidations	0.00	0.00	0.00	0.00	0.00	0.00	
44	~~-~~	~~-~~	~~12,836,868.87~~	~~28,053,721.30~~	~~25,786,014.02~~	~~5,185,723.11~~	~~2,813,128.92~~	~~2,781,6~~
45								
46	%Of Obs Liquidated	0.00%	68.61%	81.45%	90.08%	99.14%	100.00%	9
47	Collections							
48	Collections thru Sep 30, PY	0.00	0.00	0.00	0.00	0.00	0.00	
49	Collections Current FY	0.00	0.00	0.00	0.00	0.00	0.00	
50	Total Collections	-	-	-	-	-	-	
51								
52	~~Distributed Collections~~							

Sheet1

Ready Sum=0 NUM

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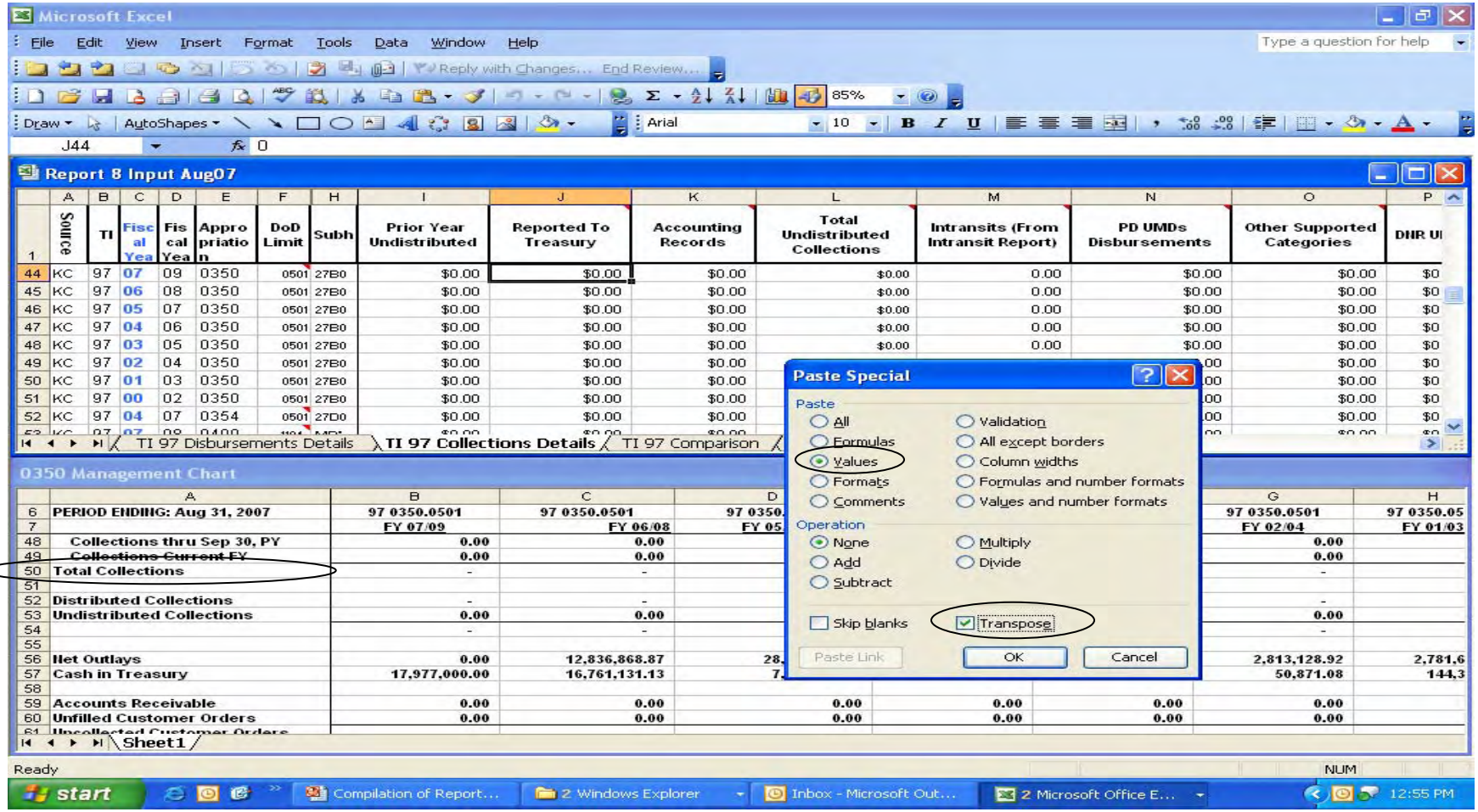
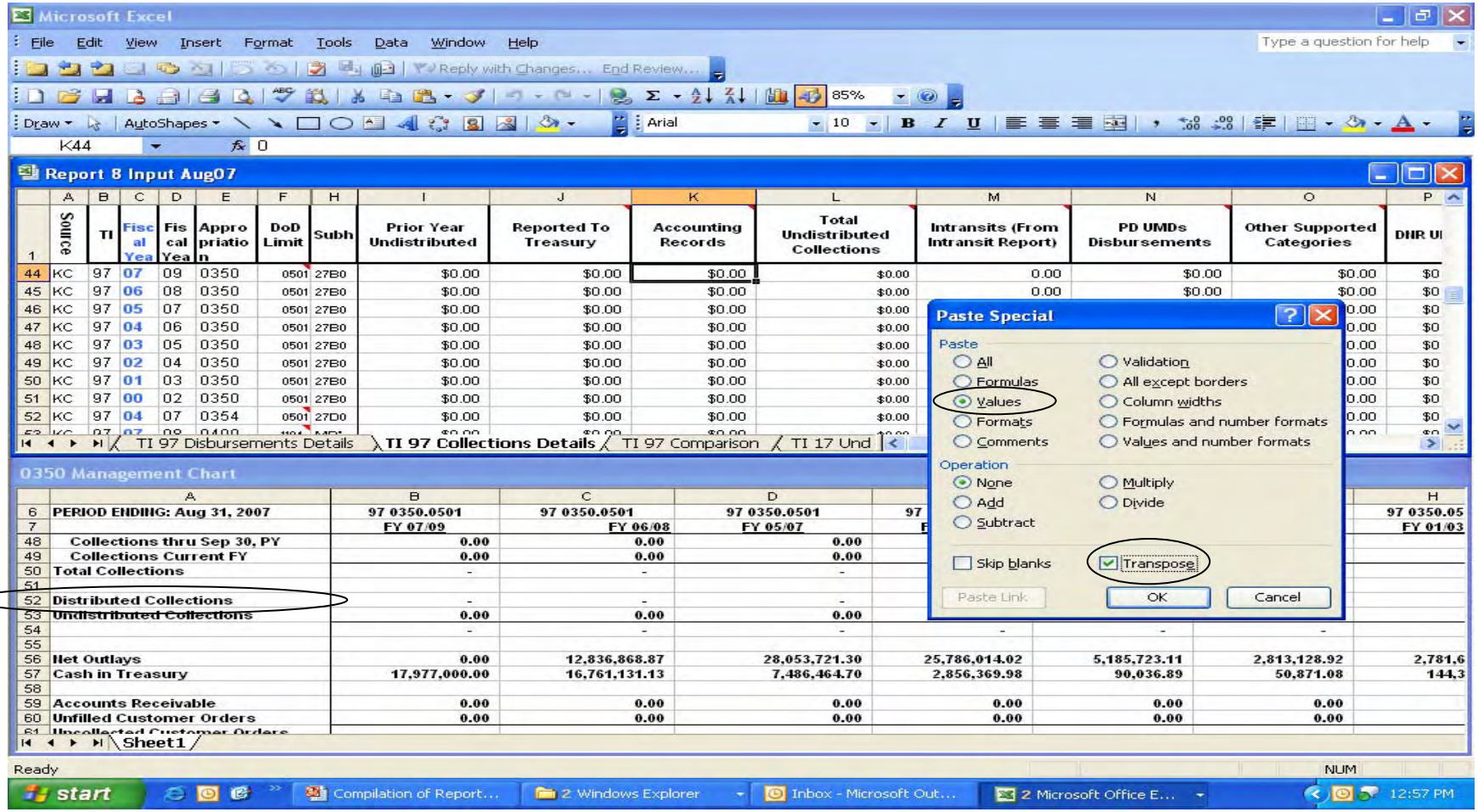
For each Collections tab:
Copy & Paste Special “Total Collections” in the “Reported to Treasury” Column. Be sure to select “Values” & “Transpose” so that the numbers paste down the column, instead of across the row.

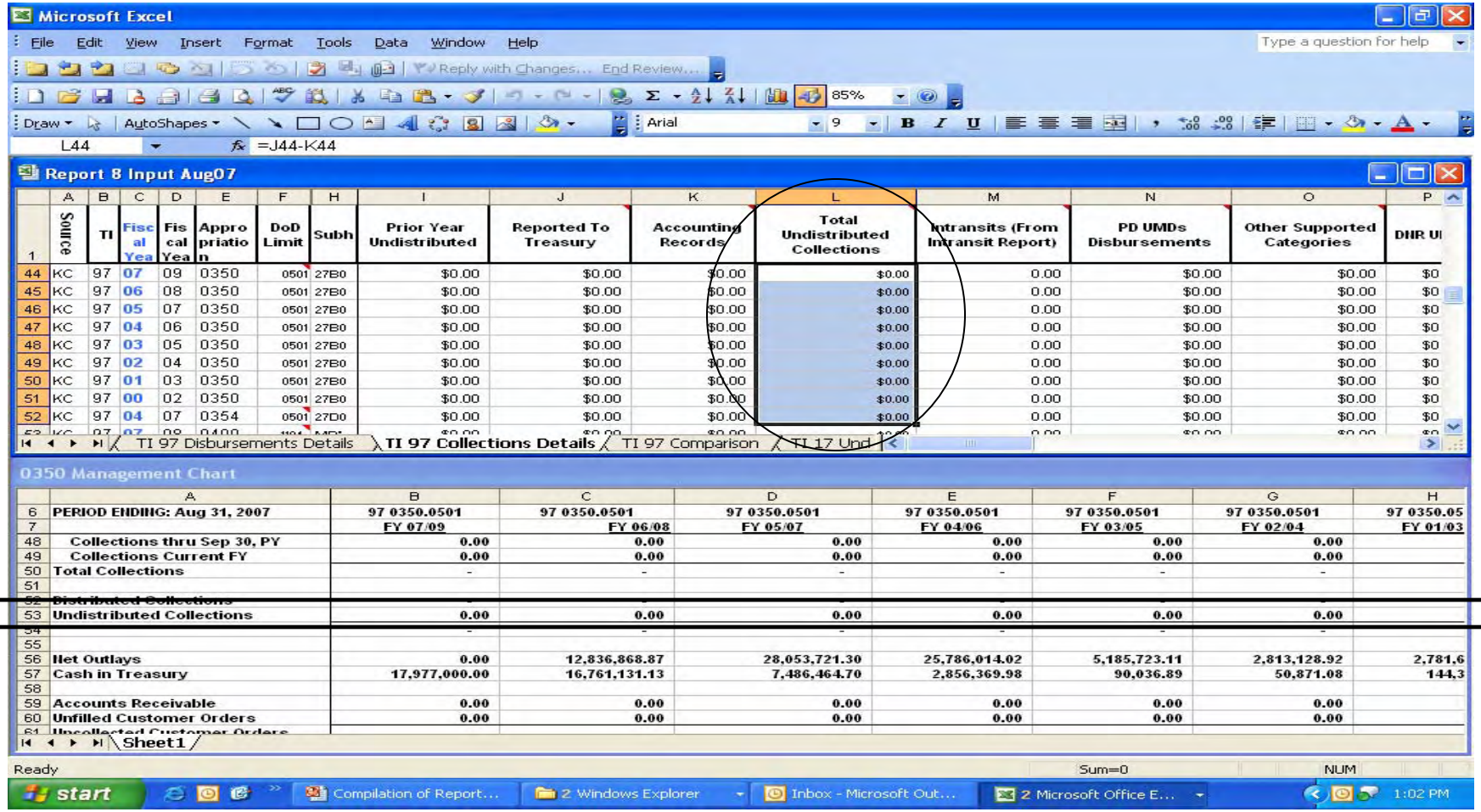


For each Collections tab:

Copy & Paste Special “Distributed Collections” in the “Accounting Records” Column. Be sure to select “Values” & “Transpose” so that the numbers paste down the column, instead of across the row.

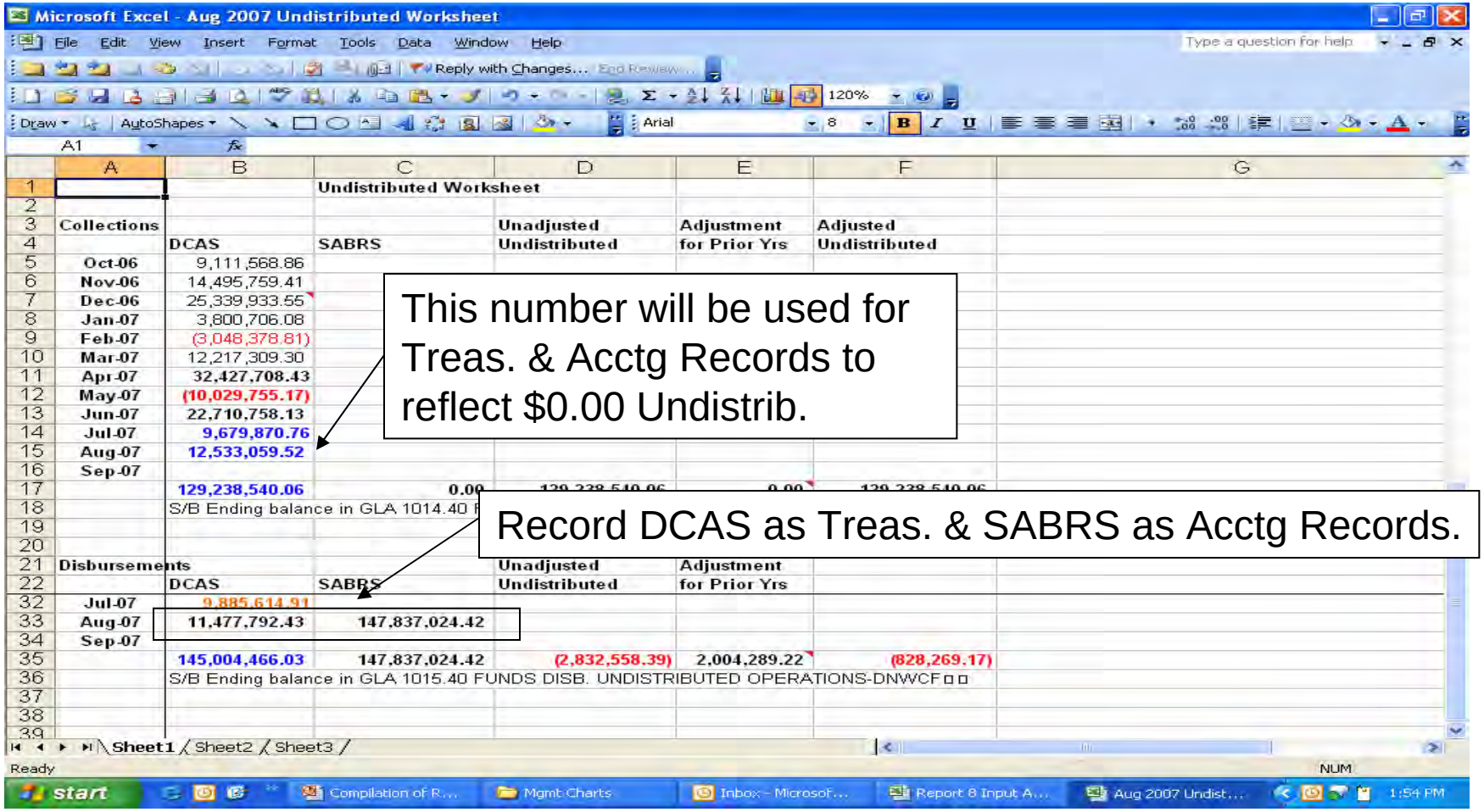


The “Total Undistributed Collections” on Rpt 8 should match the “Undistributed Collections” on the mgmt chart.



"MMM YYYY Undistributed Worksheet"

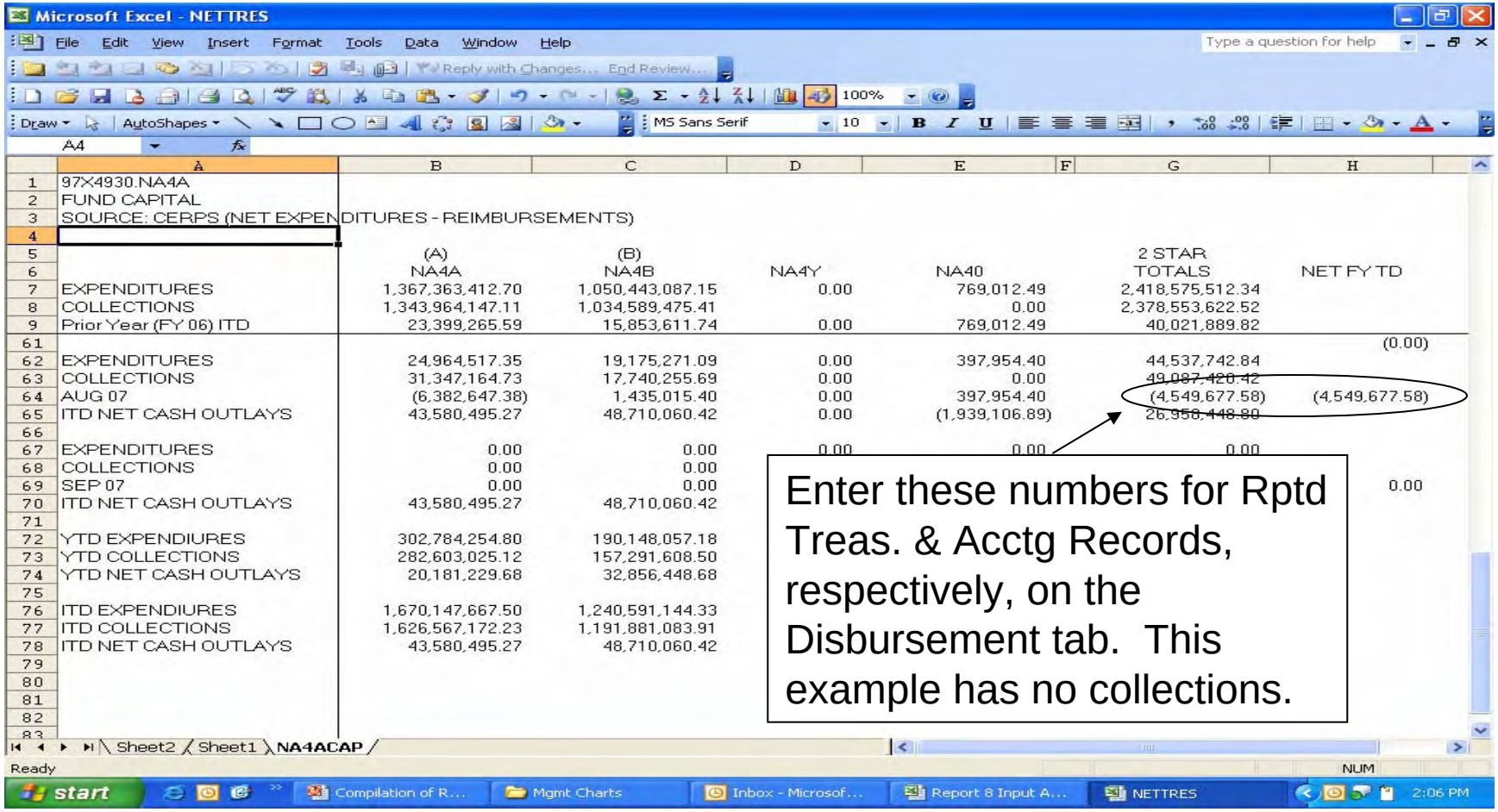
This worksheet, located at "K:\ACCTING\ACZ\0Report8\Reports\2007-08**Mgmt Charts**," is used to for appropriation 4930 NC2A. The collections are not supported in SABRS so on the Collections Rpt 8 tab, Treasury & Accounting Records will be the same to reflect the $0.00 Undistributed.



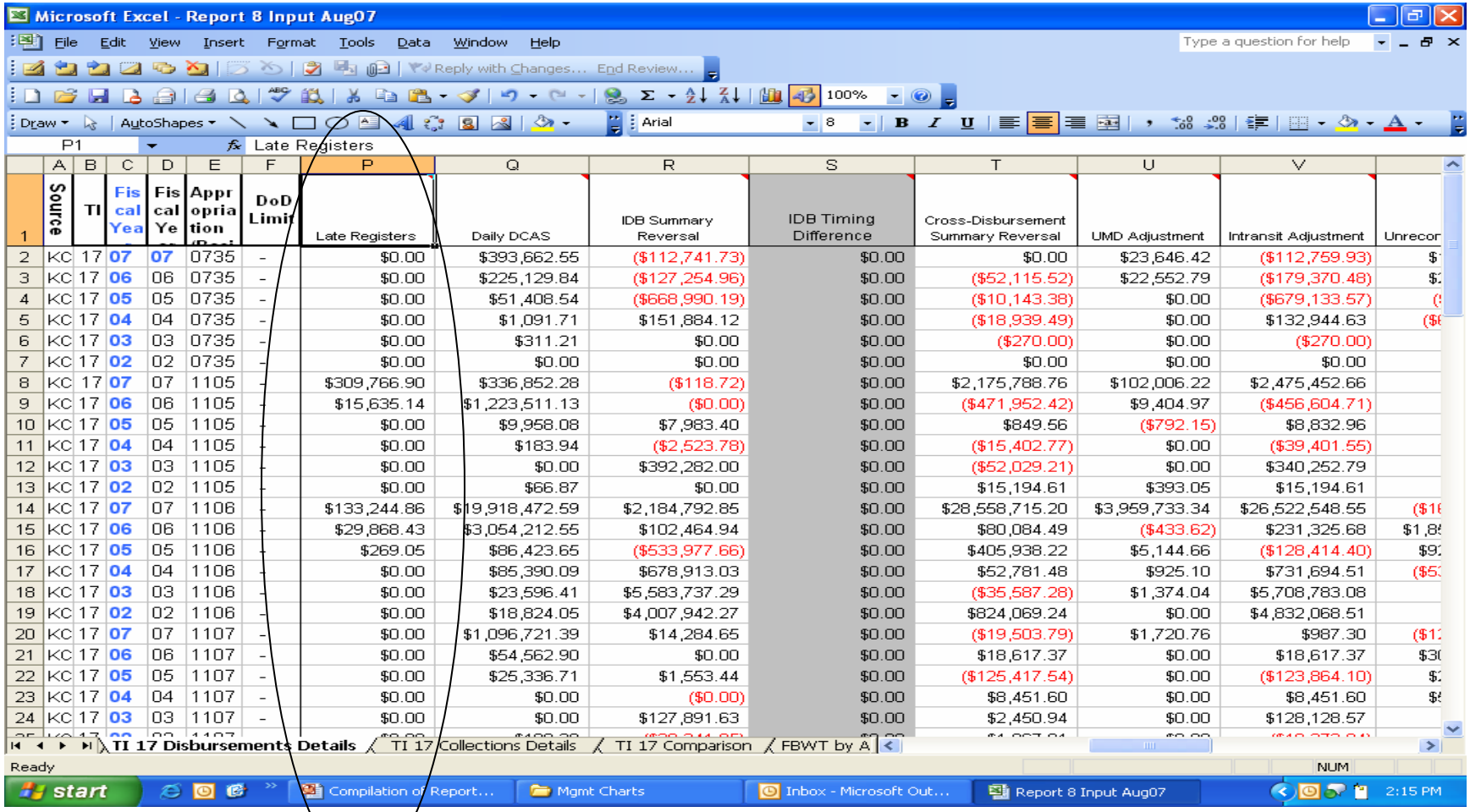
	A	B	C	D	E	F
1			Undistributed Worksheet			
3	Collections			Unadjusted	Adjustment	Adjusted
4		DCAS	SABRS	Undistributed	for Prior Yrs	Undistributed
5	Oct-06	9,111,568.86				
6	Nov-06	14,495,759.41				
7	Dec-06	25,339,933.55				
8	Jan-07	3,800,706.08				
9	Feb-07	(3,048,378.81)				
10	Mar-07	12,217,309.30				
11	Apr-07	32,427,708.43				
12	May-07	(10,029,755.17)				
13	Jun-07	22,710,758.13				
14	Jul-07	9,679,870.76				
15	Aug-07	12,533,059.52				
16	Sep-07					
17		129,238,540.06	0.00			
18		S/B Ending balance in GLA 1014.40				
19						
20						
21	Disbursements			Unadjusted	Adjustment	
22		DCAS	SABRS	Undistributed	for Prior Yrs	
32	Jul-07	9,885,614.91				
33	Aug-07	11,477,792.43	147,837,024.42			
34	Sep-07					
35		145,004,466.03	147,837,024.42	(2,832,558.39)	2,004,289.22	(828,269.17)
36		S/B Ending balance in GLA 1015.40 FUNDS DISB. UNDISTRIBUTED OPERATIONS-DNWCF				

"NETTRES.xls"

This worksheet is used for appropriation 4930 NA40. There will be no support for the account because its transactions are not in SABRS, so the Treas. & Acctg records amount will be the same to reflect the $0.00 Undistributed.



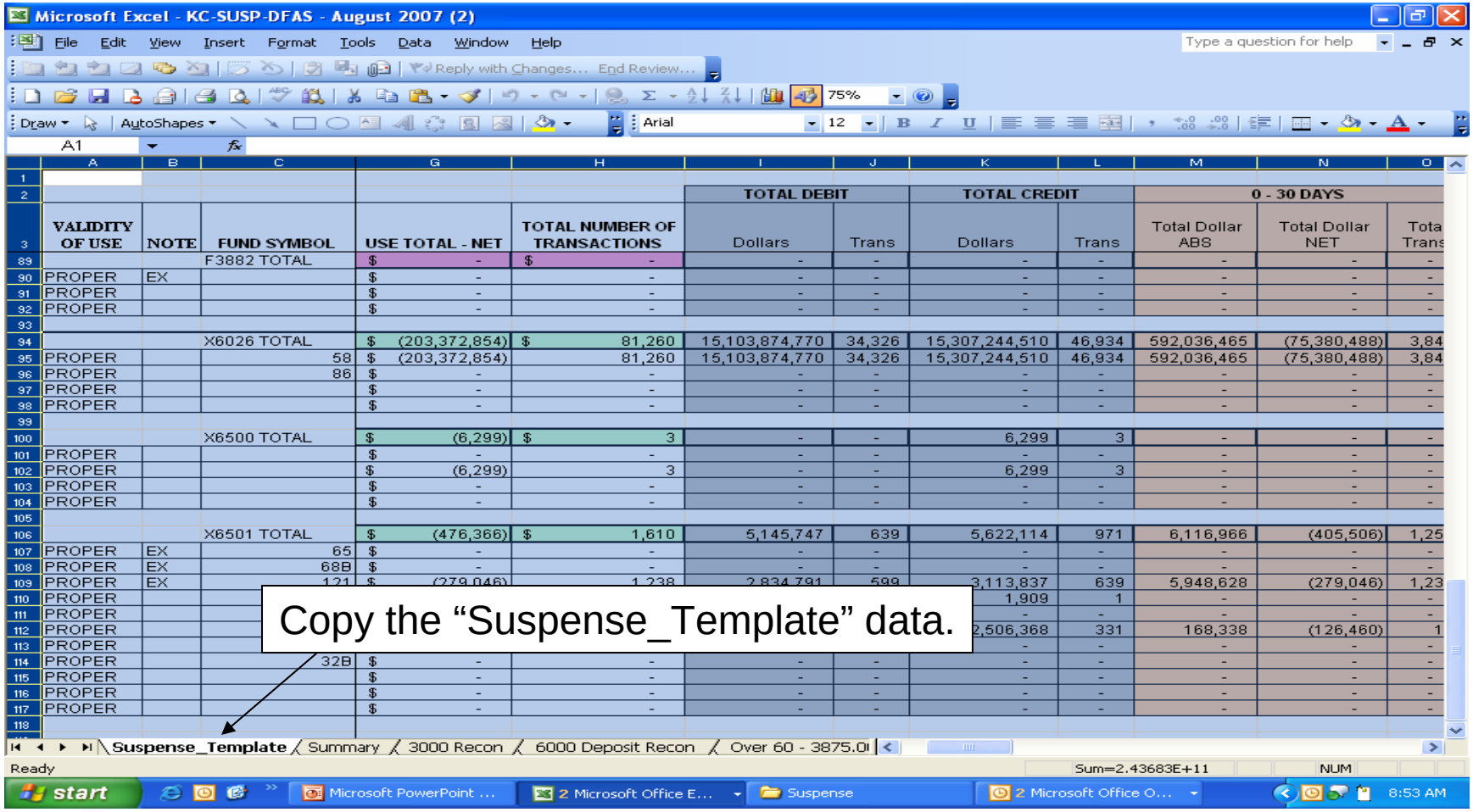
Accountant's with 1100 accounts will send "Late Registers" for their appns as they are available. Save the late registers with the mgmt charts & input them in Rpt 8, as shown below.
(These will be on the disbursement tab only).



	A	B	C	D	E	F	P	Q	R	S	T	U	V	
1	Source	TI	Fiscal Yea	Fiscal Ye	Appropriation	DoD Limit	Late Registers	Daily DCAS	IDB Summary Reversal	IDB Timing Difference	Cross-Disbursement Summary Reversal	UMD Adjustment	Intransit Adjustment	Unrecor
2	KC	17	07	07	0735	-	$0.00	$393,662.55	($112,741.73)	$0.00	$0.00	$23,646.42	($112,759.93)	$
3	KC	17	06	06	0735	-	$0.00	$225,129.84	($127,254.96)	$0.00	($52,115.52)	$22,552.79	($179,370.48)	$
4	KC	17	05	05	0735	-	$0.00	$51,408.54	($668,990.19)	$0.00	($10,143.38)	$0.00	($679,133.57)	(
5	KC	17	04	04	0735	-	$0.00	$1,091.71	$151,884.12	$0.00	($18,939.49)	$0.00	$132,944.63	($
6	KC	17	03	03	0735	-	$0.00	$311.21	$0.00	$0.00	($270.00)	$0.00	($270.00)	
7	KC	17	02	02	0735	-	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
8	KC	17	07	07	1105	-	$309,766.90	$336,852.28	($118.72)	$0.00	$2,175,788.76	$102,006.22	$2,475,452.66	
9	KC	17	06	06	1105	-	$15,635.14	$1,223,511.13	($0.00)	$0.00	($471,952.42)	$9,404.97	($456,604.71)	
10	KC	17	05	05	1105	-	$0.00	$9,958.08	$7,983.40	$0.00	$849.56	($792.15)	$8,832.96	
11	KC	17	04	04	1105	-	$0.00	$183.94	($2,523.78)	$0.00	($15,402.77)	$0.00	($39,401.55)	
12	KC	17	03	03	1105	-	$0.00	$0.00	$392,282.00	$0.00	($52,029.21)	$0.00	$340,252.79	
13	KC	17	02	02	1105	-	$0.00	$66.87	$0.00	$0.00	$15,194.61	$393.05	$15,194.61	
14	KC	17	07	07	1106	-	$133,244.86	$19,918,472.59	$2,184,792.85	$0.00	$28,558,715.20	$3,959,733.34	$26,522,548.55	($1
15	KC	17	06	06	1106	-	$29,868.43	$3,054,212.55	$102,464.94	$0.00	$80,084.49	($433.62)	$231,325.68	$1,8
16	KC	17	05	05	1106	-	$269.05	$86,423.65	($533,977.66)	$0.00	$405,938.22	$5,144.66	($128,414.40)	$9
17	KC	17	04	04	1106	-	$0.00	$85,390.09	$678,913.03	$0.00	$52,781.48	$925.10	$731,694.51	($5
18	KC	17	03	03	1106	-	$0.00	$23,596.41	$5,583,737.29	$0.00	($35,587.28)	$1,374.04	$5,708,783.08	
19	KC	17	02	02	1106	-	$0.00	$18,824.05	$4,007,942.27	$0.00	$824,069.24	$0.00	$4,832,068.51	
20	KC	17	07	07	1107	-	$0.00	$1,096,721.39	$14,284.65	$0.00	($19,503.79)	$1,720.76	$987.30	($1
21	KC	17	06	06	1107	-	$0.00	$54,562.90	$0.00	$0.00	$18,617.37	$0.00	$18,617.37	$3
22	KC	17	05	05	1107	-	$0.00	$25,336.71	$1,553.44	$0.00	($125,417.54)	$0.00	($123,864.10)	$
23	KC	17	04	04	1107	-	$0.00	$0.00	($0.00)	$0.00	$8,451.60	$0.00	$8,451.60	$
24	KC	17	03	03	1107	-	$0.00	$0.00	$127,891.63	$0.00	$2,450.94	$0.00	$128,128.57	

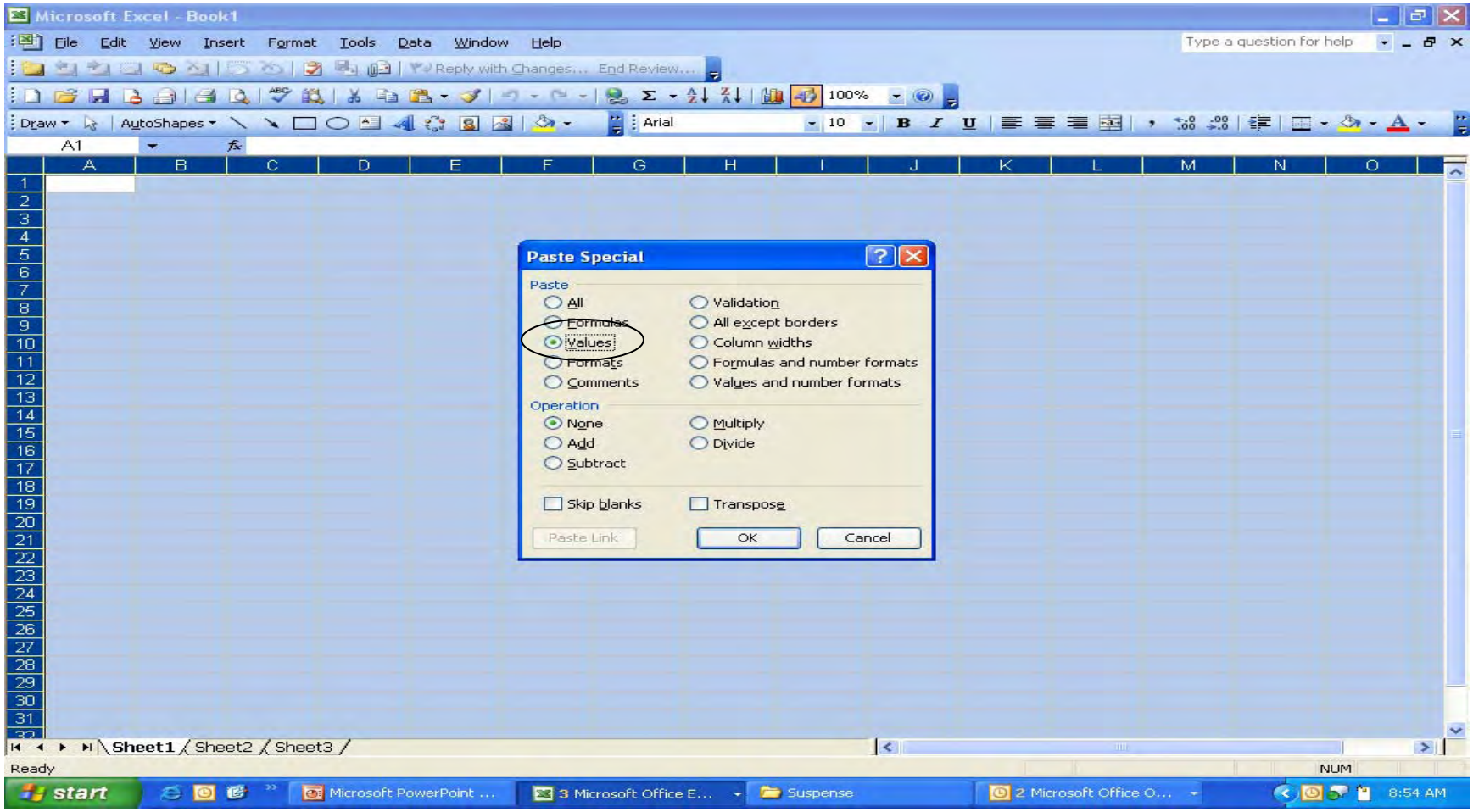
Prepare Suspense Data for Report 8 input.

Receive email from Fiscal Reporting & open attachment named “KC-SUSP-DFAS”

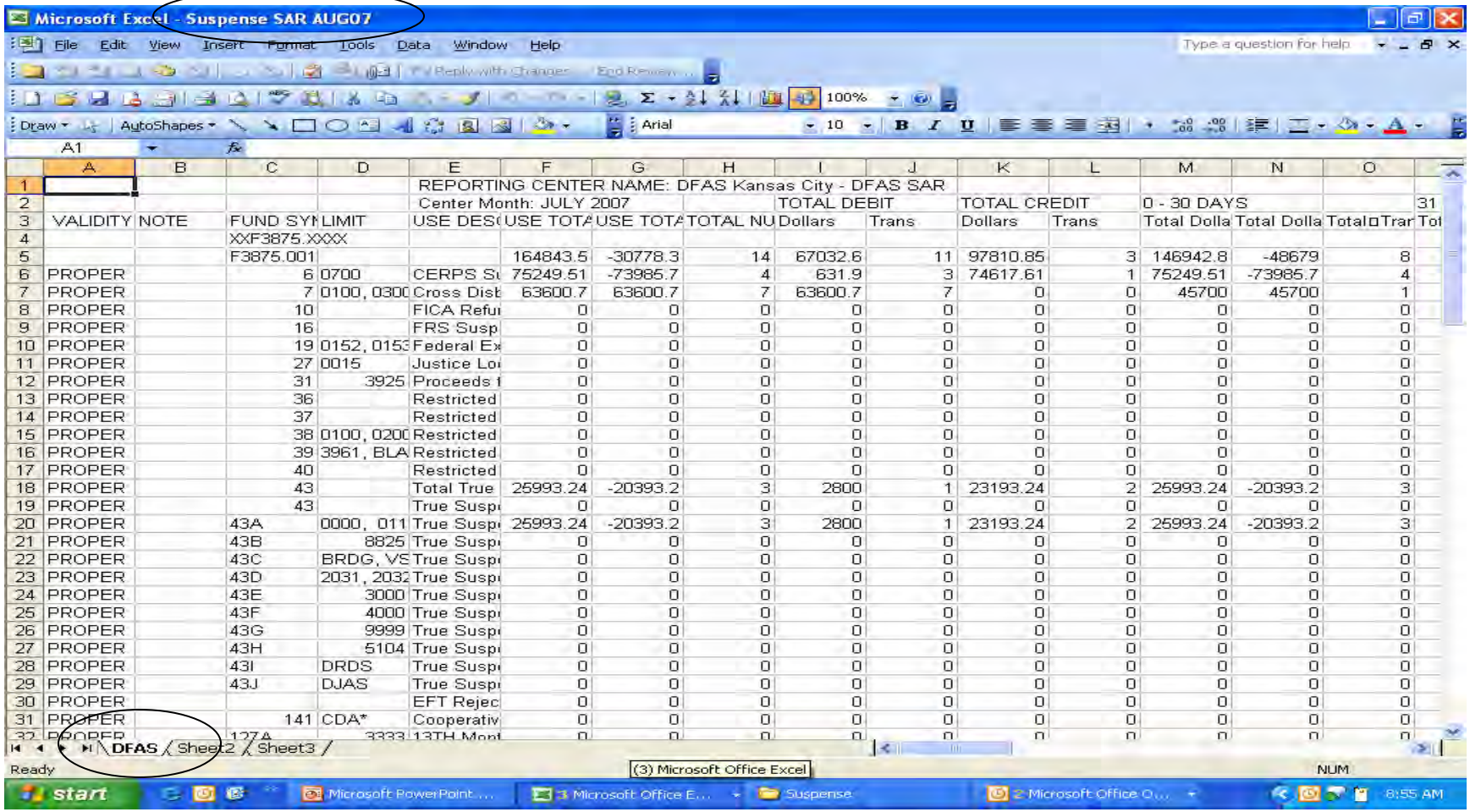


	A	B	C	G	H	I	J	K	L	M	N	O
1												
2						TOTAL DEBIT		TOTAL CREDIT		0 - 30 DAYS		
3	VALIDITY OF USE	NOTE	FUND SYMBOL	USE TOTAL - NET	TOTAL NUMBER OF TRANSACTIONS	Dollars	Trans	Dollars	Trans	Total Dollar ABS	Total Dollar NET	Tota Trans
89			F3882 TOTAL	$ -	$ -	-	-	-	-	-	-	-
90	PROPER	EX		$ -	-	-	-	-	-	-	-	-
91	PROPER			$ -	-	-	-	-	-	-	-	-
92	PROPER			$ -	-	-	-	-	-	-	-	-
93												
94			X6026 TOTAL	$ (203,372,854)	$ 81,260	15,103,874,770	34,326	15,307,244,510	46,934	592,036,465	(75,380,488)	3,84
95	PROPER		58	$ (203,372,854)	81,260	15,103,874,770	34,326	15,307,244,510	46,934	592,036,465	(75,380,488)	3,84
96	PROPER		86	$ -	-	-	-	-	-	-	-	-
97	PROPER			$ -	-	-	-	-	-	-	-	-
98	PROPER			$ -	-	-	-	-	-	-	-	-
99												
100			X6500 TOTAL	$ (6,299)	$ 3	-	-	6,299	3	-	-	-
101	PROPER			$ -	-	-	-	-	-	-	-	-
102	PROPER			$ (6,299)	3	-	-	6,299	3	-	-	-
103	PROPER			$ -	-	-	-	-	-	-	-	-
104	PROPER			$ -	-	-	-	-	-	-	-	-
105												
106			X6501 TOTAL	$ (476,366)	$ 1,610	5,145,747	639	5,622,114	971	6,116,966	(405,506)	1,25
107	PROPER	EX	65	$ -	-	-	-	-	-	-	-	-
108	PROPER	EX	68B	$ -	-	-	-	-	-	-	-	-
109	PROPER	EX	121	$ (279,046)	1,238	2,834,791	599	3,113,837	639	5,948,628	(279,046)	1,23
110	PROPER							1,909	1	-	-	-
111	PROPER							-	-	-	-	-
112	PROPER							2,506,368	331	168,338	(126,460)	1
113	PROPER							-	-	-	-	-
114	PROPER		32B	$ -	-	-	-	-	-	-	-	-
115	PROPER			$ -	-	-	-	-	-	-	-	-
116	PROPER			$ -	-	-	-	-	-	-	-	-
117	PROPER			$ -	-	-	-	-	-	-	-	-
118												

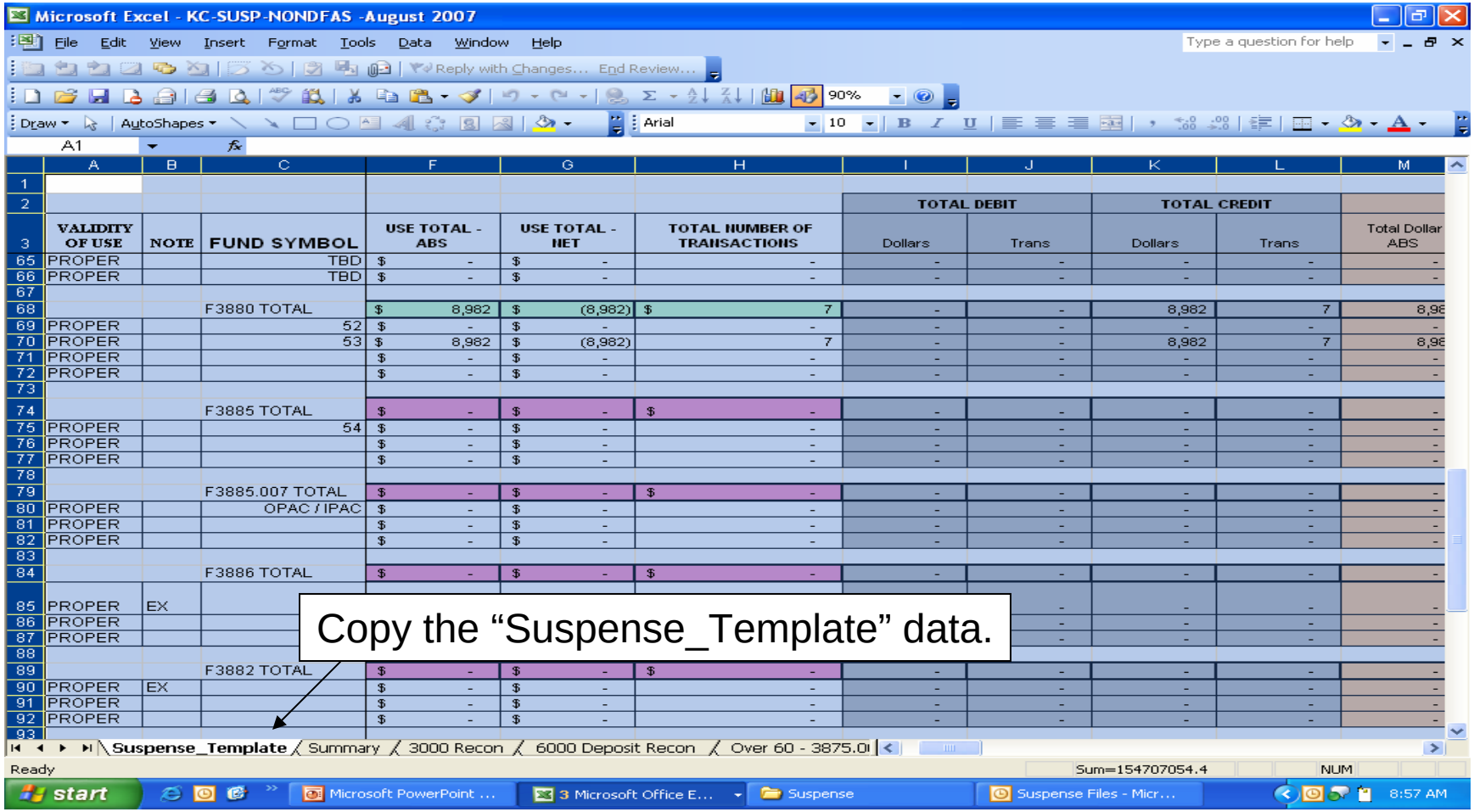
Open a new workbook & Paste Special Values.



Rename Sheet1 “DFAS” & save the file as “Suspense SAR AUG07” in the report month’s backup folder named “Suspense.”

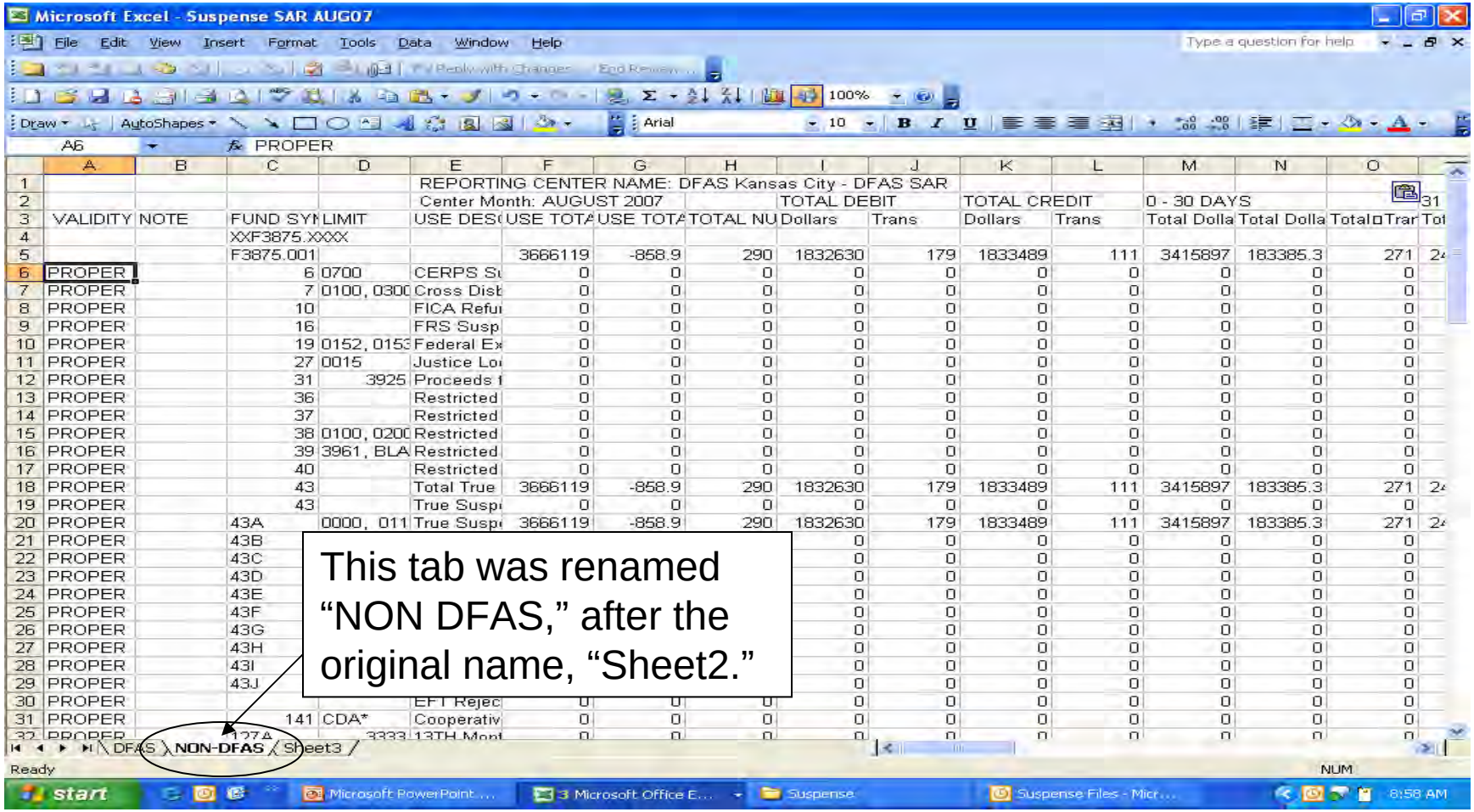


Open attachment named “KC-SUSP-NON DFAS.”

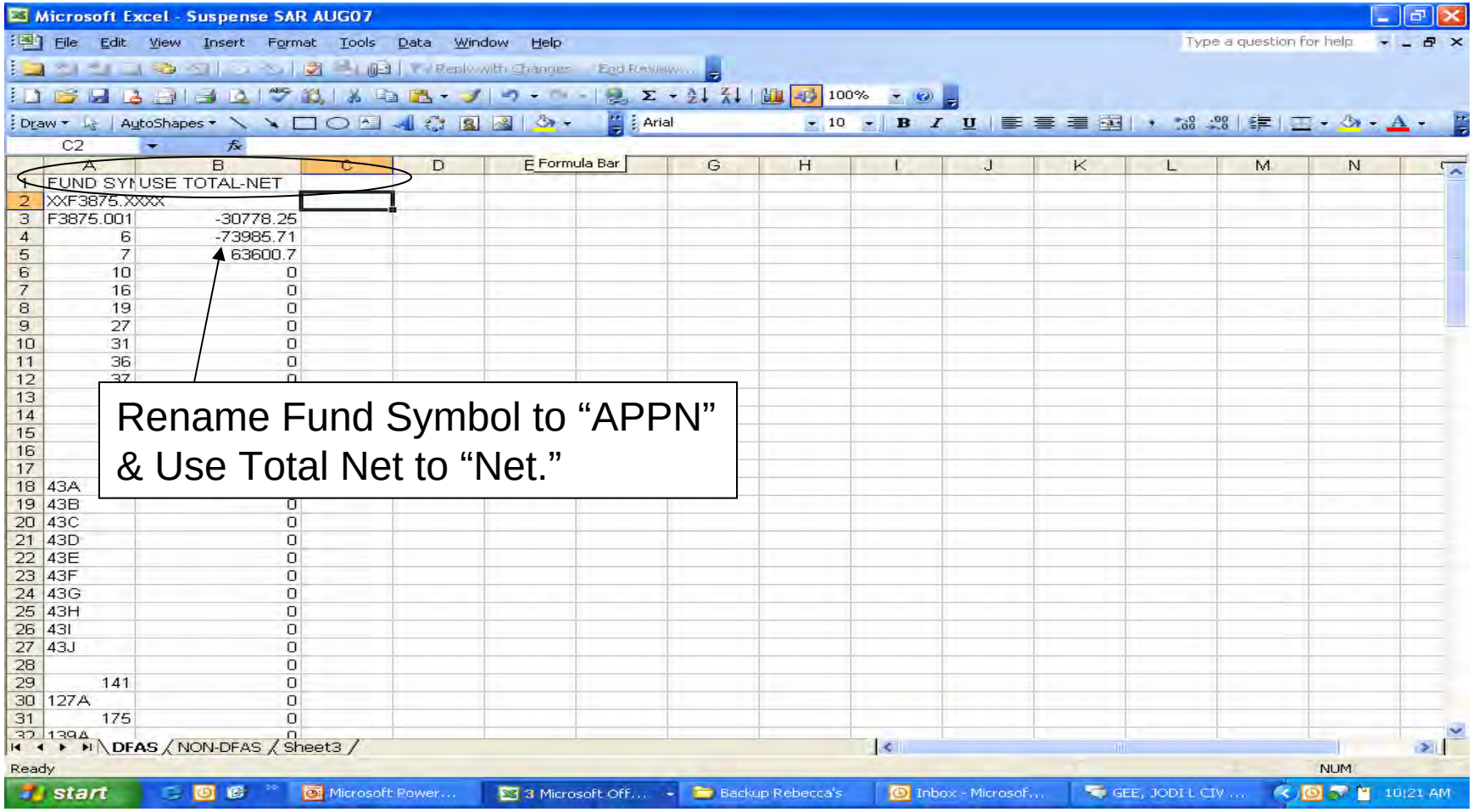


	A	B	C	F	G	H	I	J	K	L	M
1											
2							TOTAL DEBIT		TOTAL CREDIT		
3	VALIDITY OF USE	NOTE	FUND SYMBOL	USE TOTAL - ABS	USE TOTAL - NET	TOTAL NUMBER OF TRANSACTIONS	Dollars	Trans	Dollars	Trans	Total Dollar ABS
65	PROPER		TBD	$ -	$ -	-	-	-	-	-	-
66	PROPER		TBD	$ -	$ -	-	-	-	-	-	-
67											
68			F3880 TOTAL	$ 8,982	$ (8,982)	$ 7	-	-	8,982	7	8,98
69	PROPER		52	$ -	$ -	-	-	-	-	-	-
70	PROPER		53	$ 8,982	$ (8,982)	7	-	-	8,982	7	8,98
71	PROPER			$ -	$ -	-	-	-	-	-	-
72	PROPER			$ -	$ -	-	-	-	-	-	-
73											
74			F3885 TOTAL	$ -	$ -	$ -	-	-	-	-	-
75	PROPER		54	$ -	$ -	-	-	-	-	-	-
76	PROPER			$ -	$ -	-	-	-	-	-	-
77	PROPER			$ -	$ -	-	-	-	-	-	-
78											
79			F3885.007 TOTAL	$ -	$ -	$ -	-	-	-	-	-
80	PROPER		OPAC / IPAC	$ -	$ -	-	-	-	-	-	-
81	PROPER			$ -	$ -	-	-	-	-	-	-
82	PROPER			$ -	$ -	-	-	-	-	-	-
83											
84			F3886 TOTAL	$ -	$ -	$ -	-	-	-	-	-
85	PROPER	EX							-	-	-
86	PROPER								-	-	-
87	PROPER								-	-	-
88											
89			F3882 TOTAL	$ -	$ -	$ -	-	-	-	-	-
90	PROPER	EX		$ -	$ -	-	-	-	-	-	-
91	PROPER			$ -	$ -	-	-	-	-	-	-
92	PROPER			$ -	$ -	-	-	-	-	-	-
93											

Paste Special Values to Sheet 2 of “Suspense SAR AUG07.”

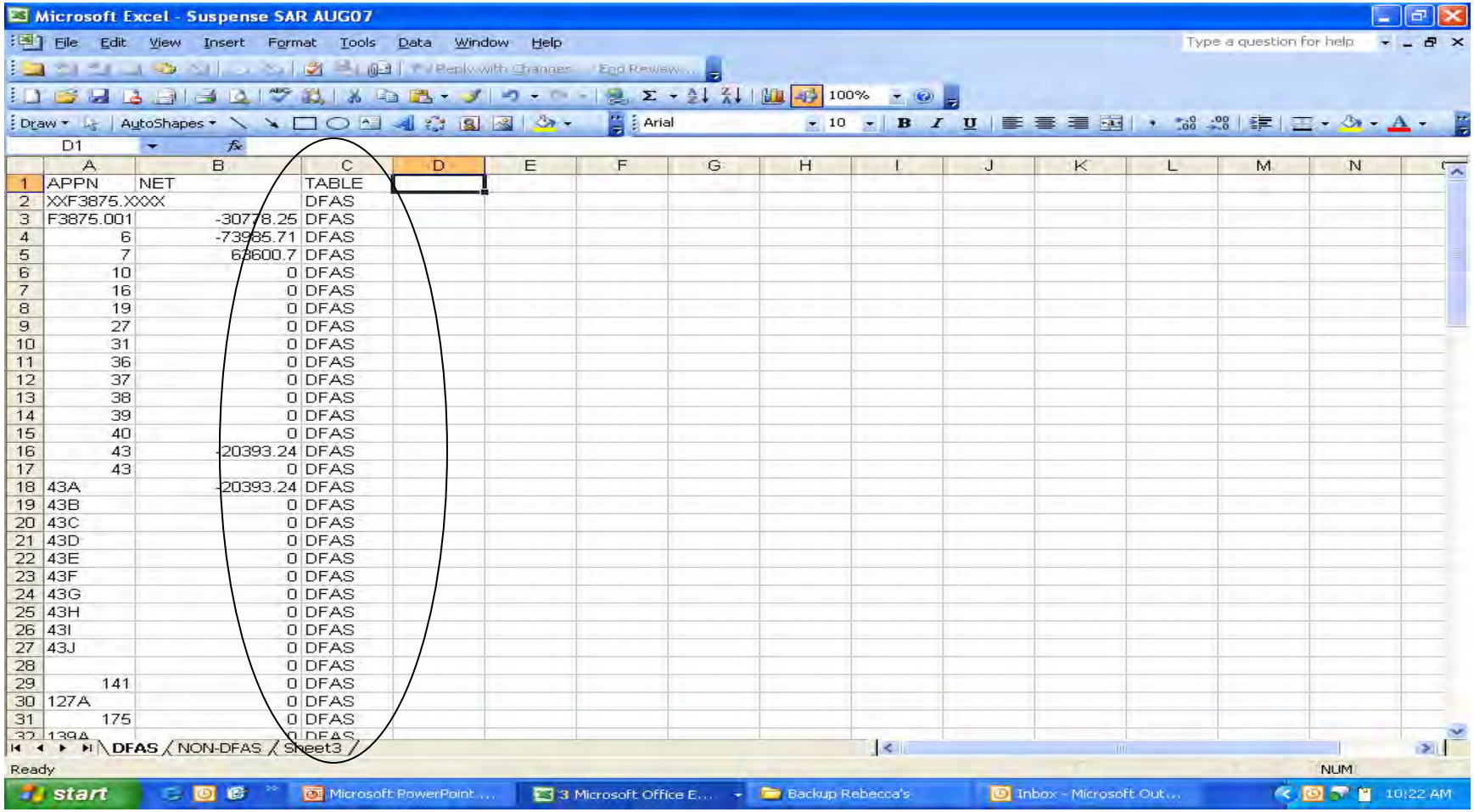


Go to the “DFAS” tab of the new workbook & delete unwanted columns leaving only the “Fund Symbol” & “Use Total Net” columns.



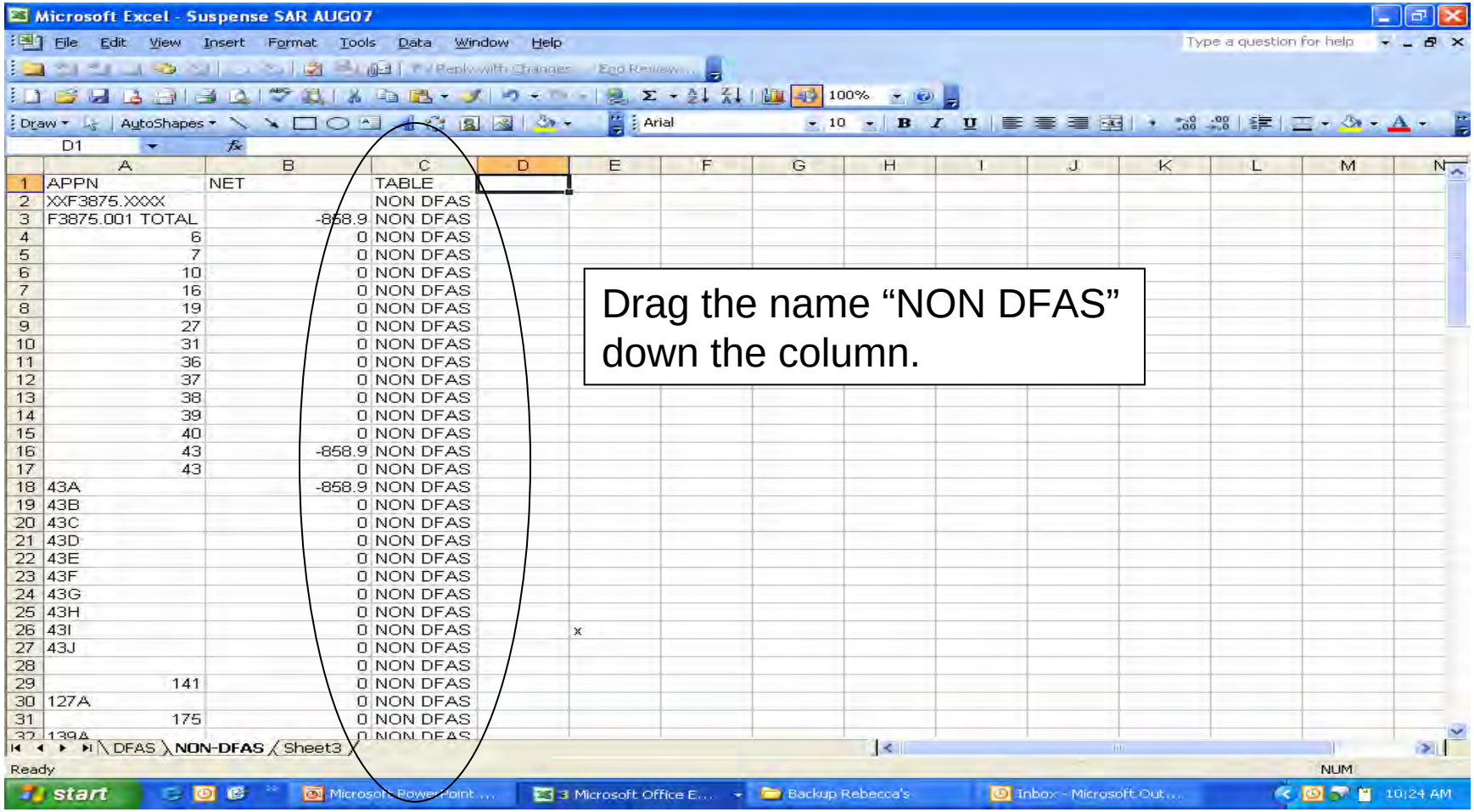
	A	B	C
1	FUND SYM	USE TOTAL-NET	
2	XXF3875.XXXX		
3	F3875.001	-30778.25	
4	6	-73985.71	
5	7	63600.7	
6	10	0	
7	16	0	
8	19	0	
9	27	0	
10	31	0	
11	36	0	
12	37	0	
13			
14			
15			
16			
17			
18	43A		
19	43B	0	
20	43C	0	
21	43D	0	
22	43E	0	
23	43F	0	
24	43G	0	
25	43H	0	
26	43I	0	
27	43J	0	
28		0	
29	141	0	
30	127A	0	
31	175	0	
32	139A	0	

Add a column named “TABLE” & drag the name “DFAS” down the row & SAVE.



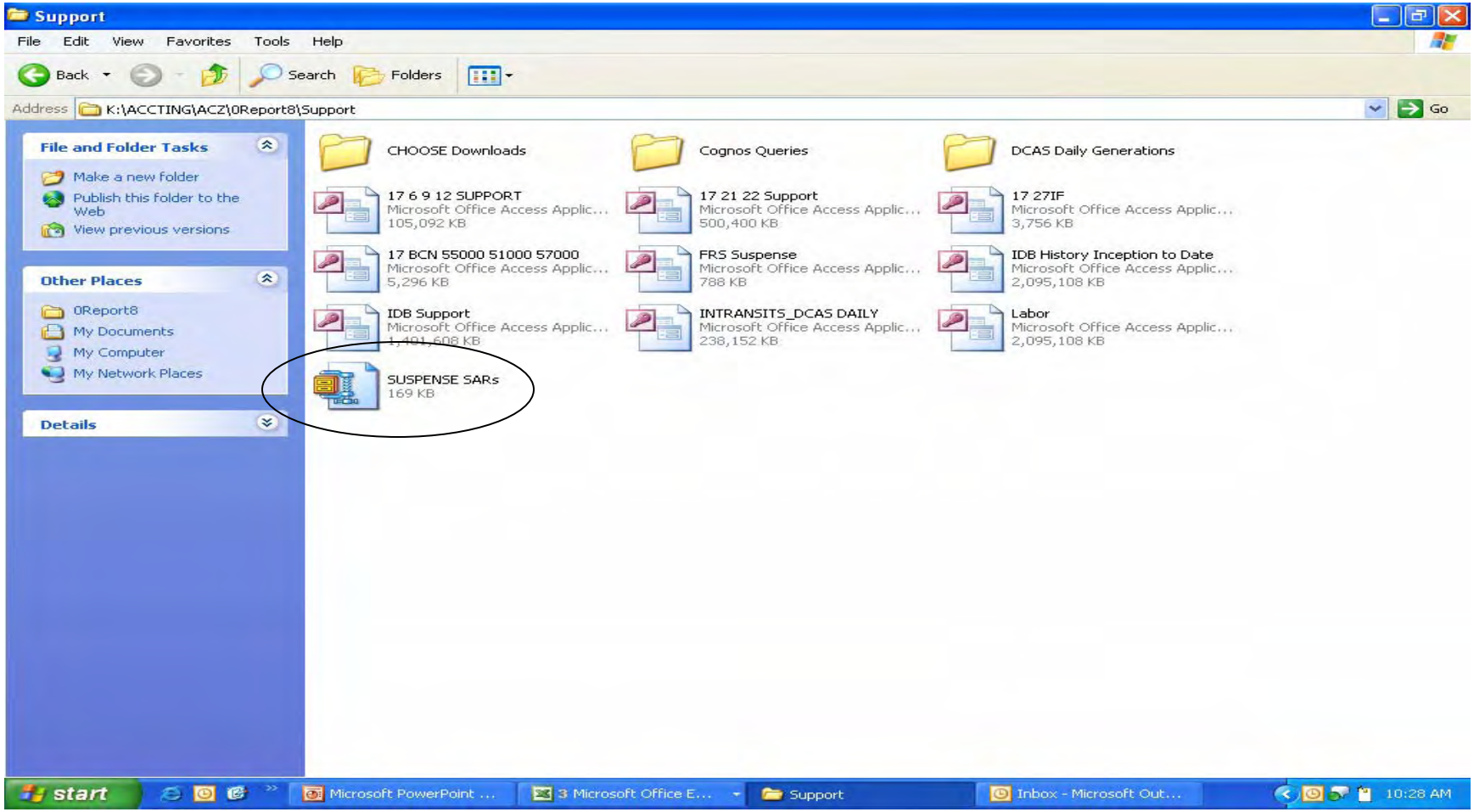
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	APPN	NET	TABLE											
2	XXF3875.XXXX		DFAS											
3	F3875.001	-30778.25	DFAS											
4	6	-73985.71	DFAS											
5	7	68600.7	DFAS											
6	10	0	DFAS											
7	16	0	DFAS											
8	19	0	DFAS											
9	27	0	DFAS											
10	31	0	DFAS											
11	36	0	DFAS											
12	37	0	DFAS											
13	38	0	DFAS											
14	39	0	DFAS											
15	40	0	DFAS											
16	43	-20393.24	DFAS											
17	43	0	DFAS											
18	43A	-20393.24	DFAS											
19	43B	0	DFAS											
20	43C	0	DFAS											
21	43D	0	DFAS											
22	43E	0	DFAS											
23	43F	0	DFAS											
24	43G	0	DFAS											
25	43H	0	DFAS											
26	43I	0	DFAS											
27	43J	0	DFAS											
28		0	DFAS											
29	141	0	DFAS											
30	127A	0	DFAS											
31	175	0	DFAS											
32	139A	0	DFAS											

Repeat the steps on slides 138-139 for the NON-DFAS tab, making necessary adjustments & SAVE.

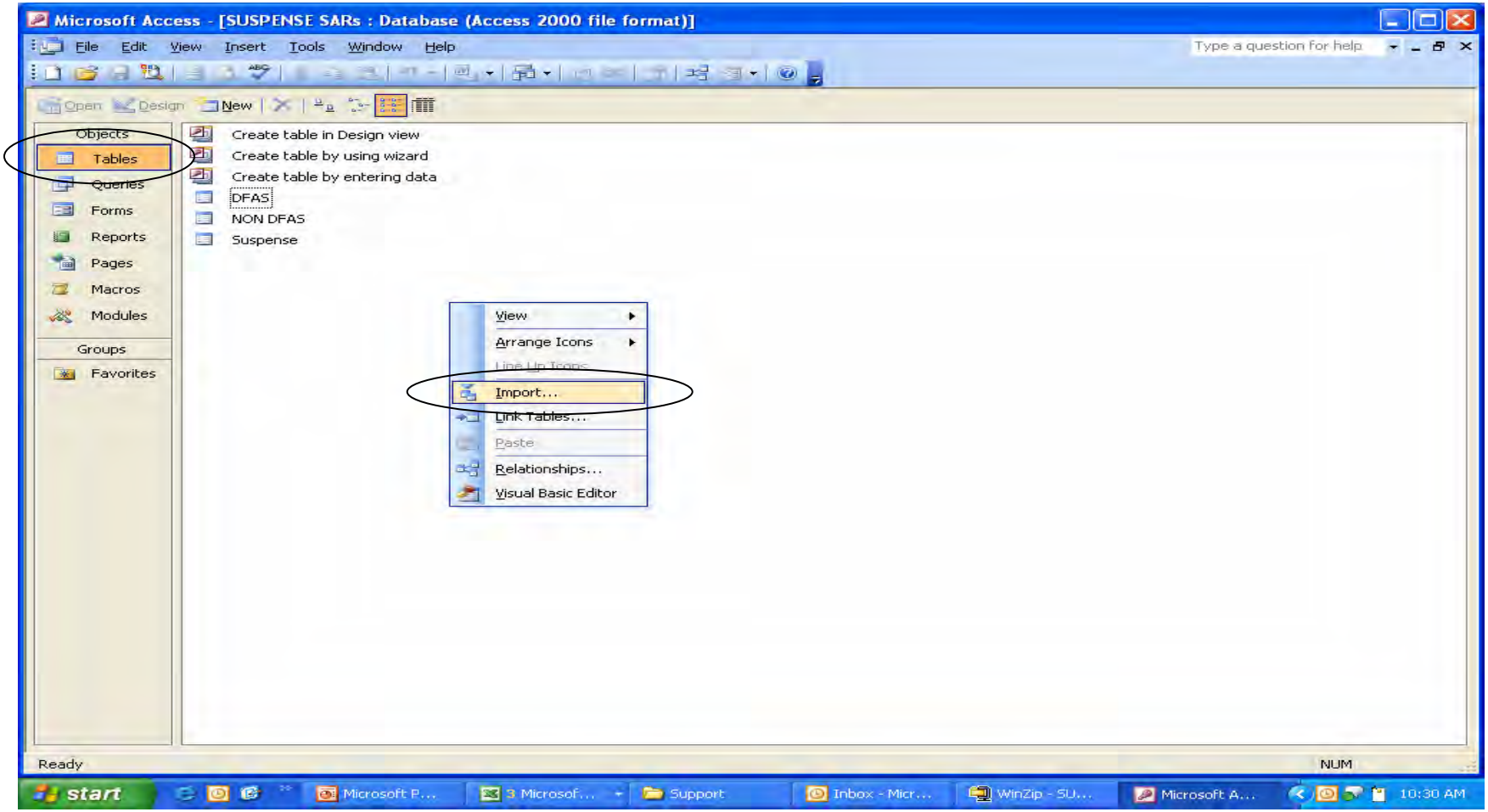


	A	B	C
1	APPN	NET	TABLE
2	XXF3875.XXXX		NON DFAS
3	F3875.001 TOTAL	-858.9	NON DFAS
4	6	0	NON DFAS
5	7	0	NON DFAS
6	10	0	NON DFAS
7	16	0	NON DFAS
8	19	0	NON DFAS
9	27	0	NON DFAS
10	31	0	NON DFAS
11	36	0	NON DFAS
12	37	0	NON DFAS
13	38	0	NON DFAS
14	39	0	NON DFAS
15	40	0	NON DFAS
16	43	-858.9	NON DFAS
17	43	0	NON DFAS
18	43A	-858.9	NON DFAS
19	43B	0	NON DFAS
20	43C	0	NON DFAS
21	43D	0	NON DFAS
22	43E	0	NON DFAS
23	43F	0	NON DFAS
24	43G	0	NON DFAS
25	43H	0	NON DFAS
26	43I	0	NON DFAS
27	43J	0	NON DFAS
28		0	NON DFAS
29	141	0	NON DFAS
30	127A	0	NON DFAS
31	175	0	NON DFAS
32	139A	0	NON DFAS

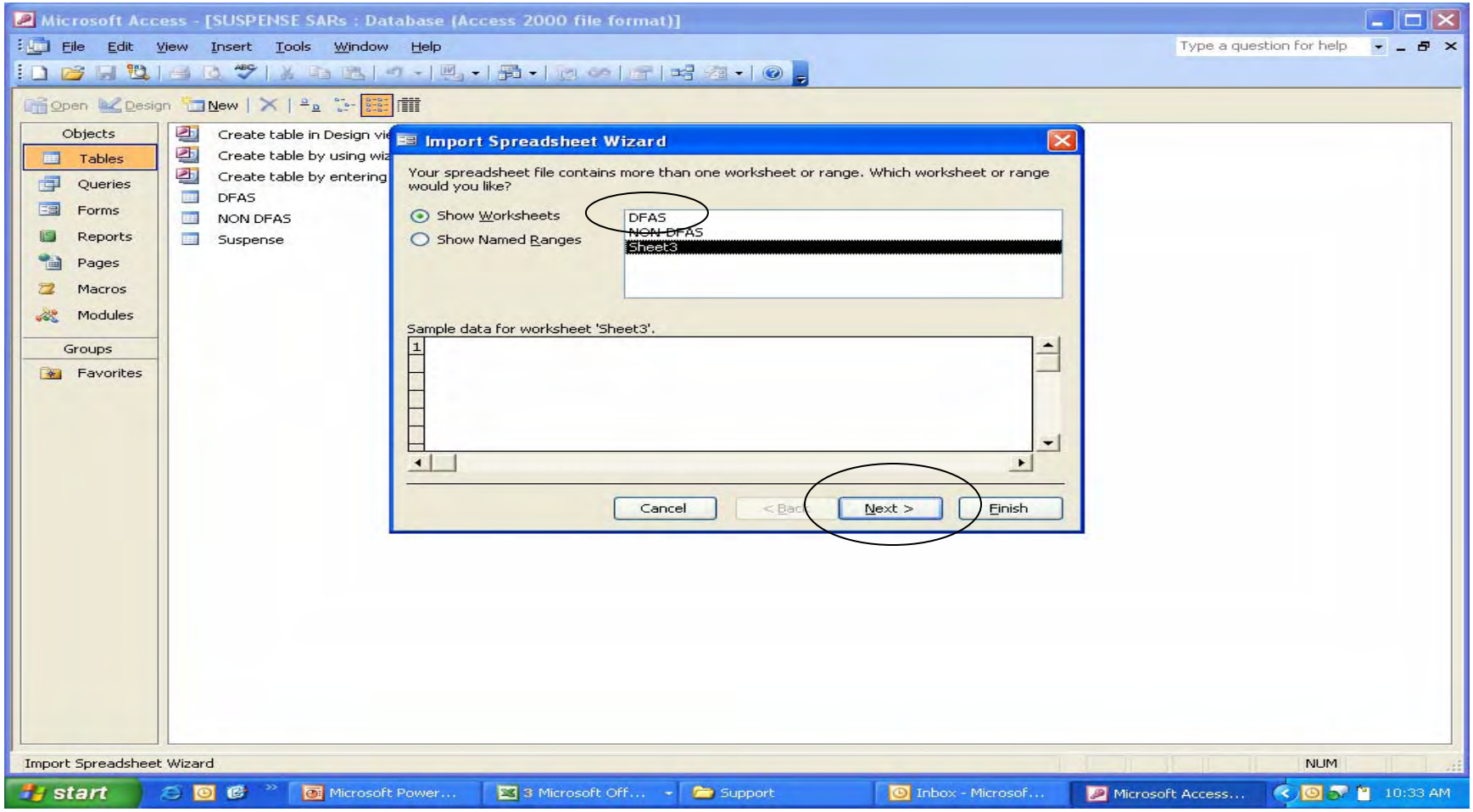
Open the working database named “Suspense SARS” located at “K:\ACCTING\ACZ\0Report8\Support.”



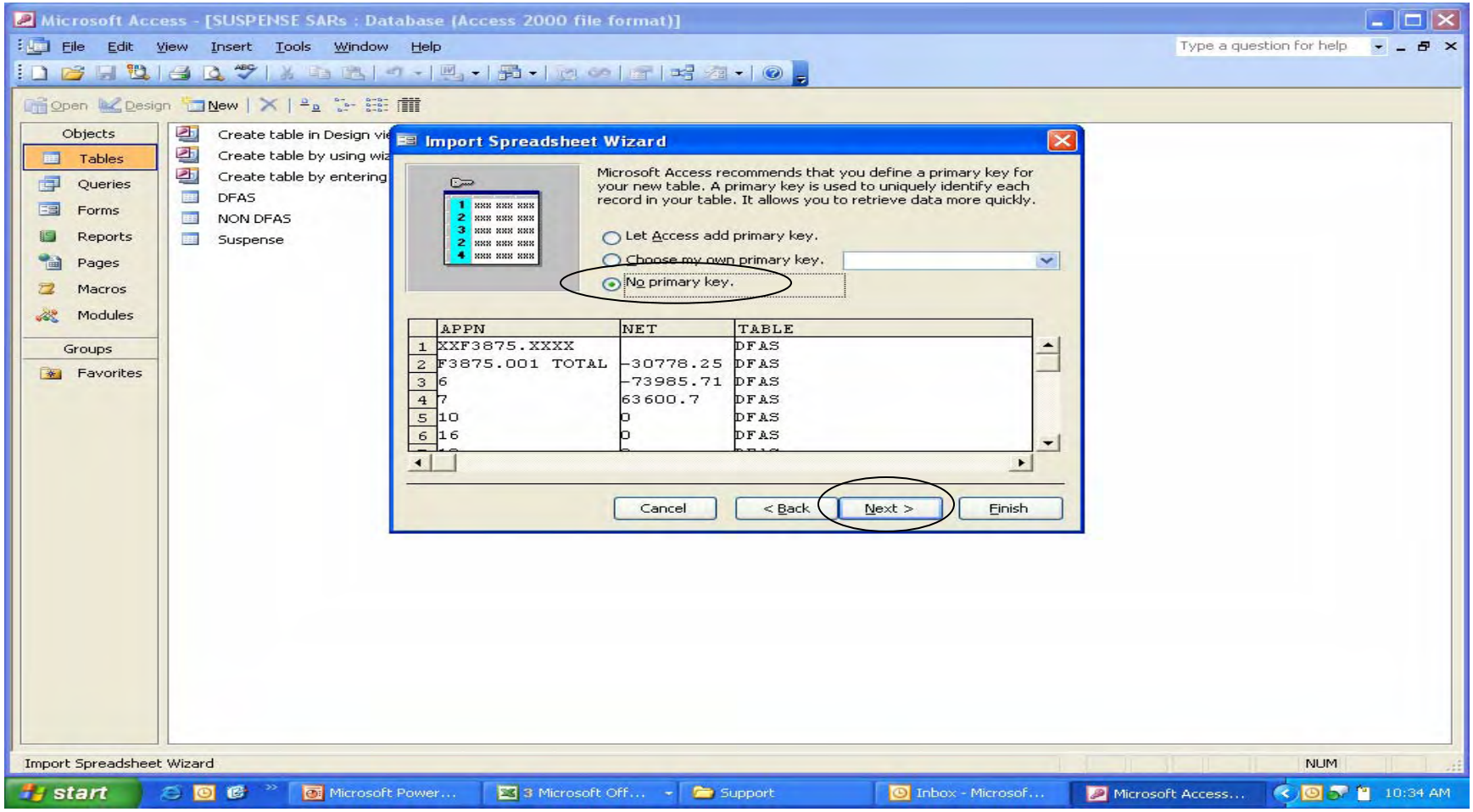
Right-click in the white area of the “Tables” tab & select “Import.”



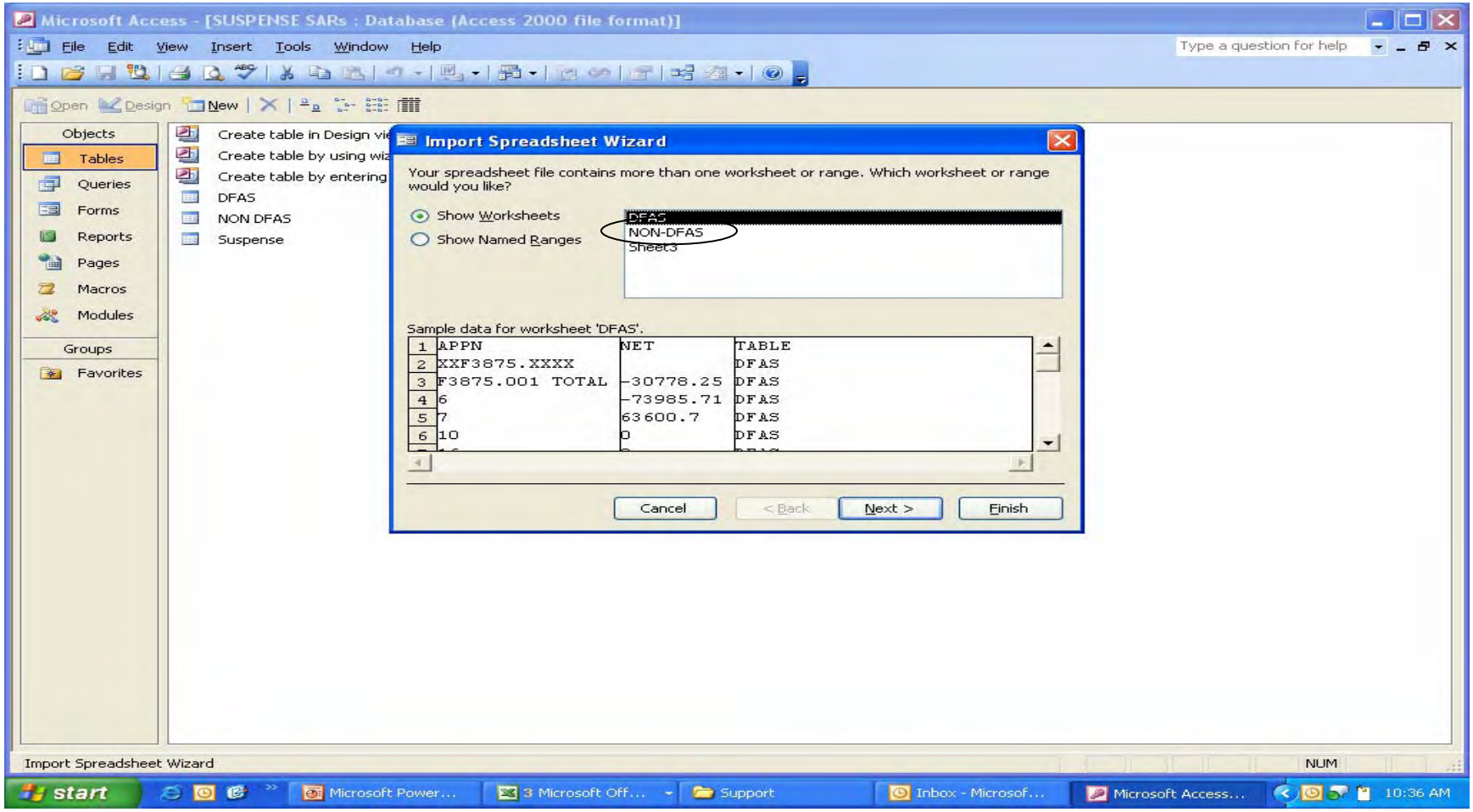
Import the tab named “DFAS” as a new table & select “Next” through the next 4 boxes.



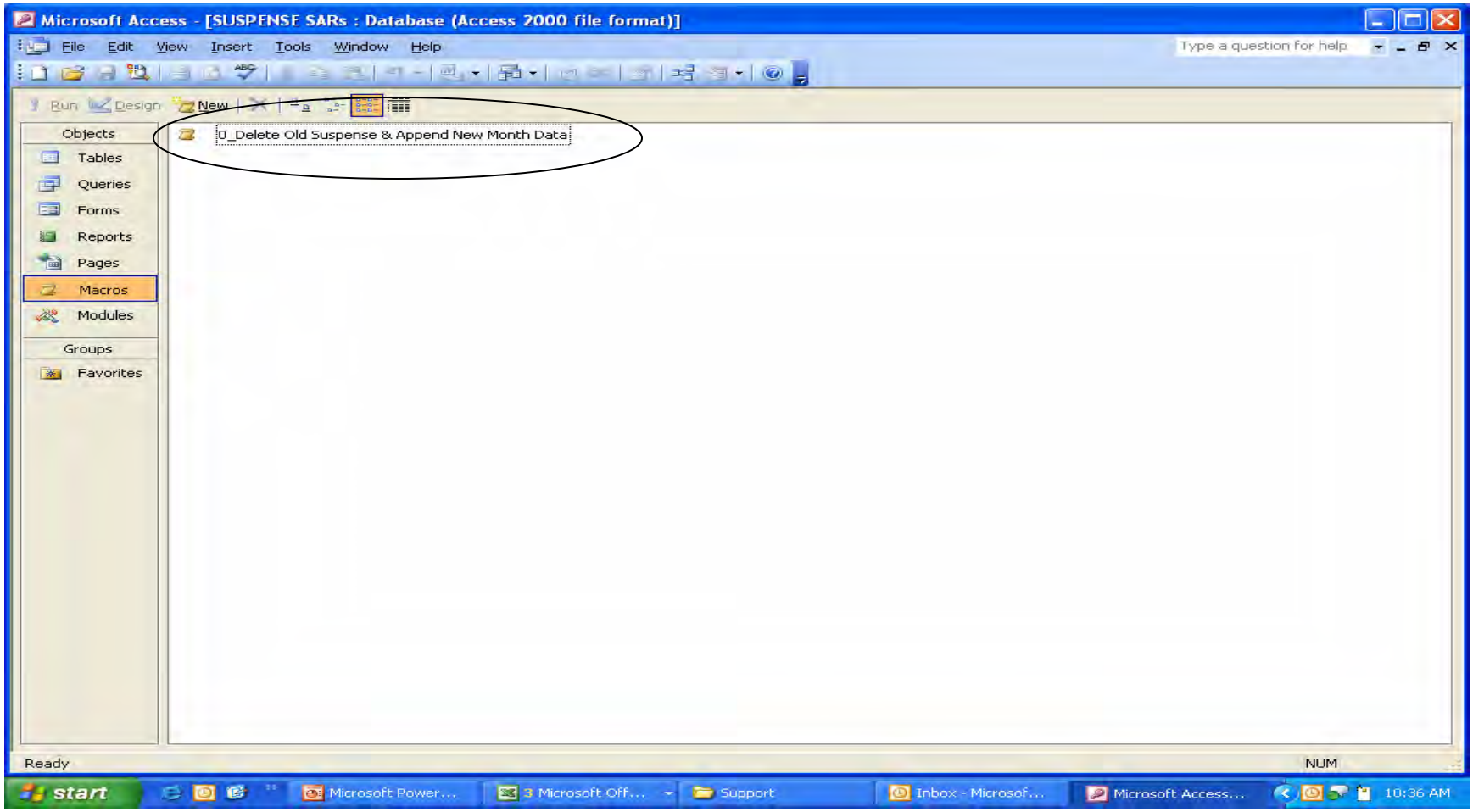
Choose “No Primary Key,” & select “Next” & “Finish.”



Repeat slides 143-144 to import the tab “NON DFAS.”

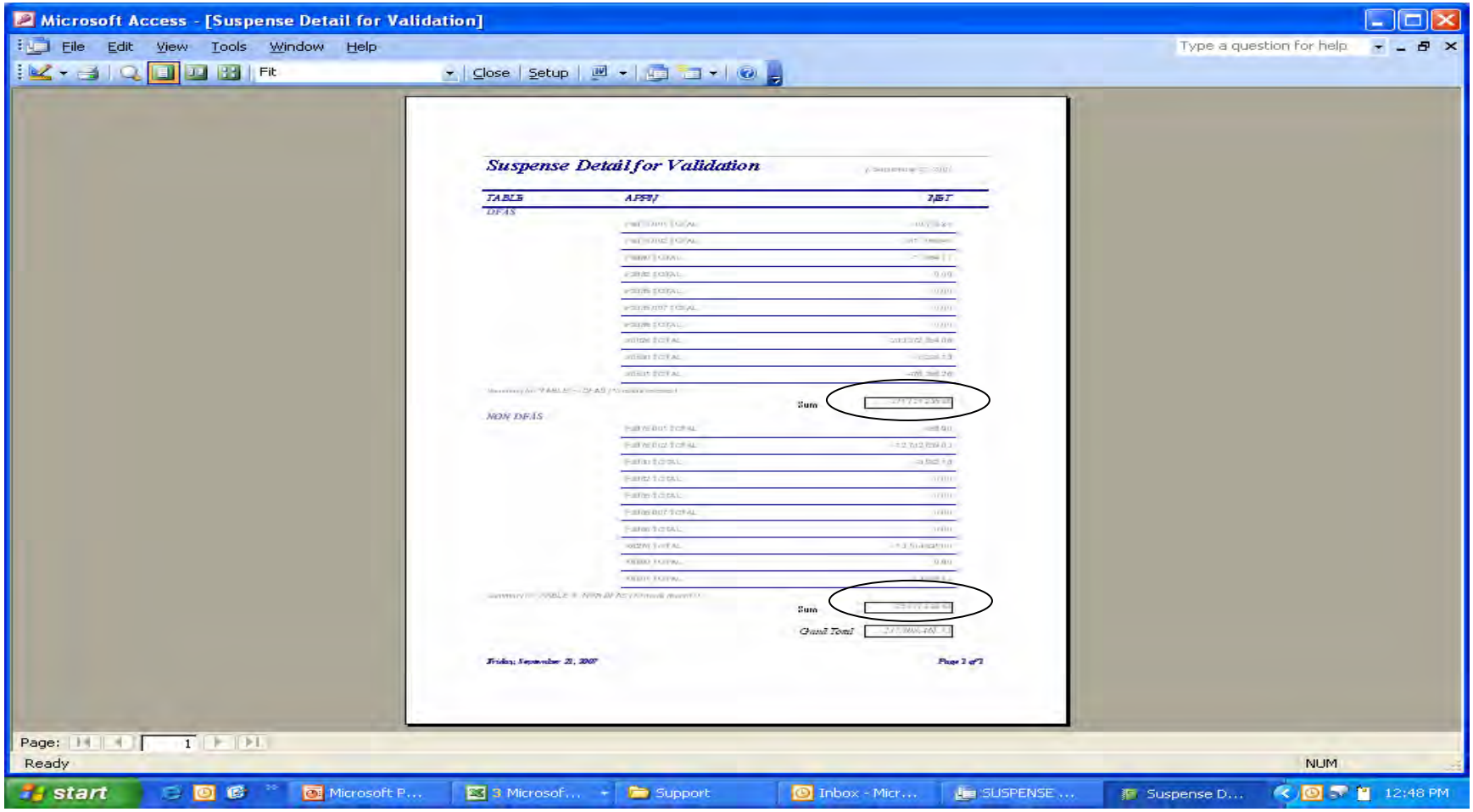


Run macro “0_Delete Old Suspense & Append New Month Data” then pick up the print off the printer.

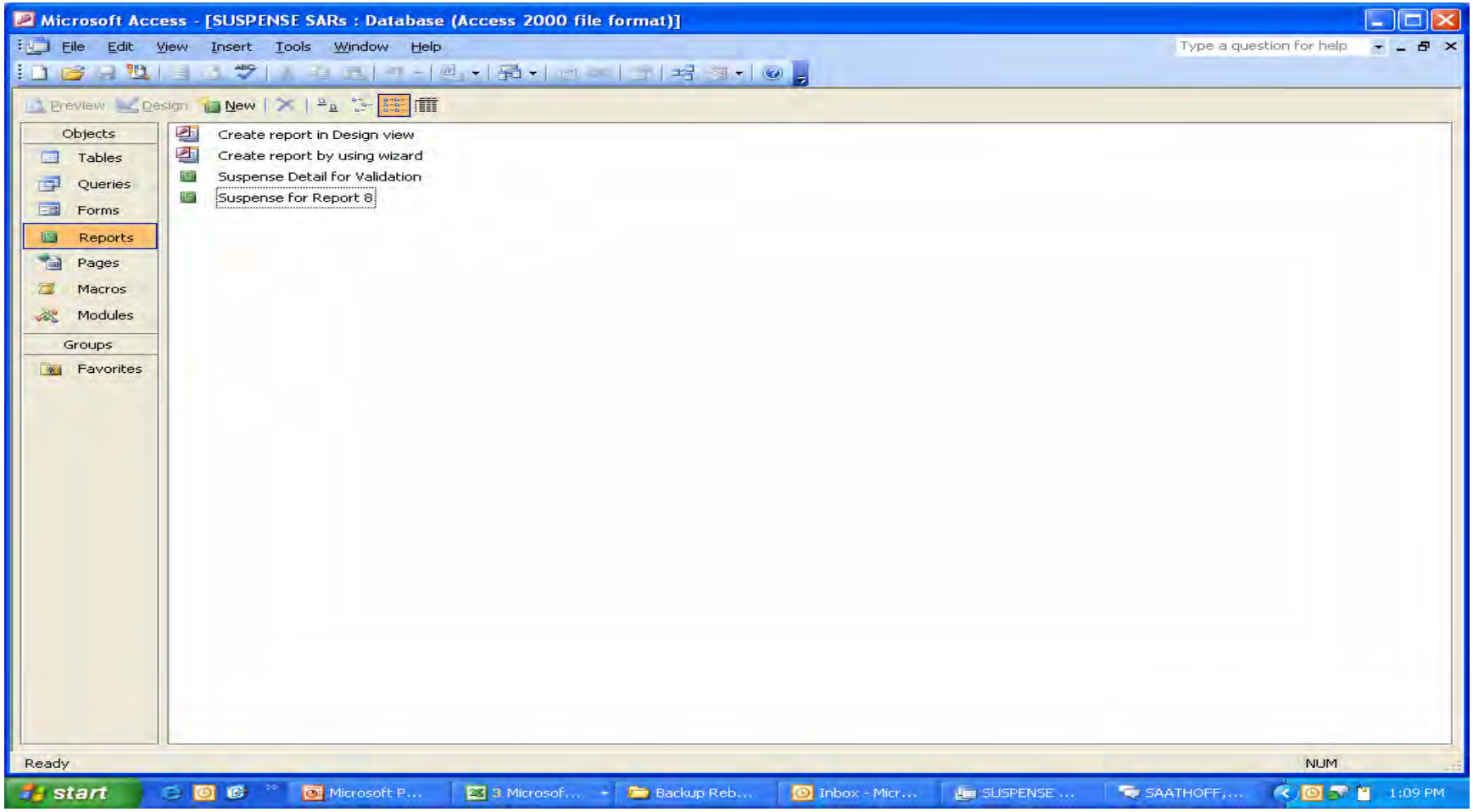


The printed report will be “Suspense Detail for Validation.”

Use the report to verify that the grand total for both DFAS & NON DFAS balance with the original attachment sent by Fiscal Reporting.

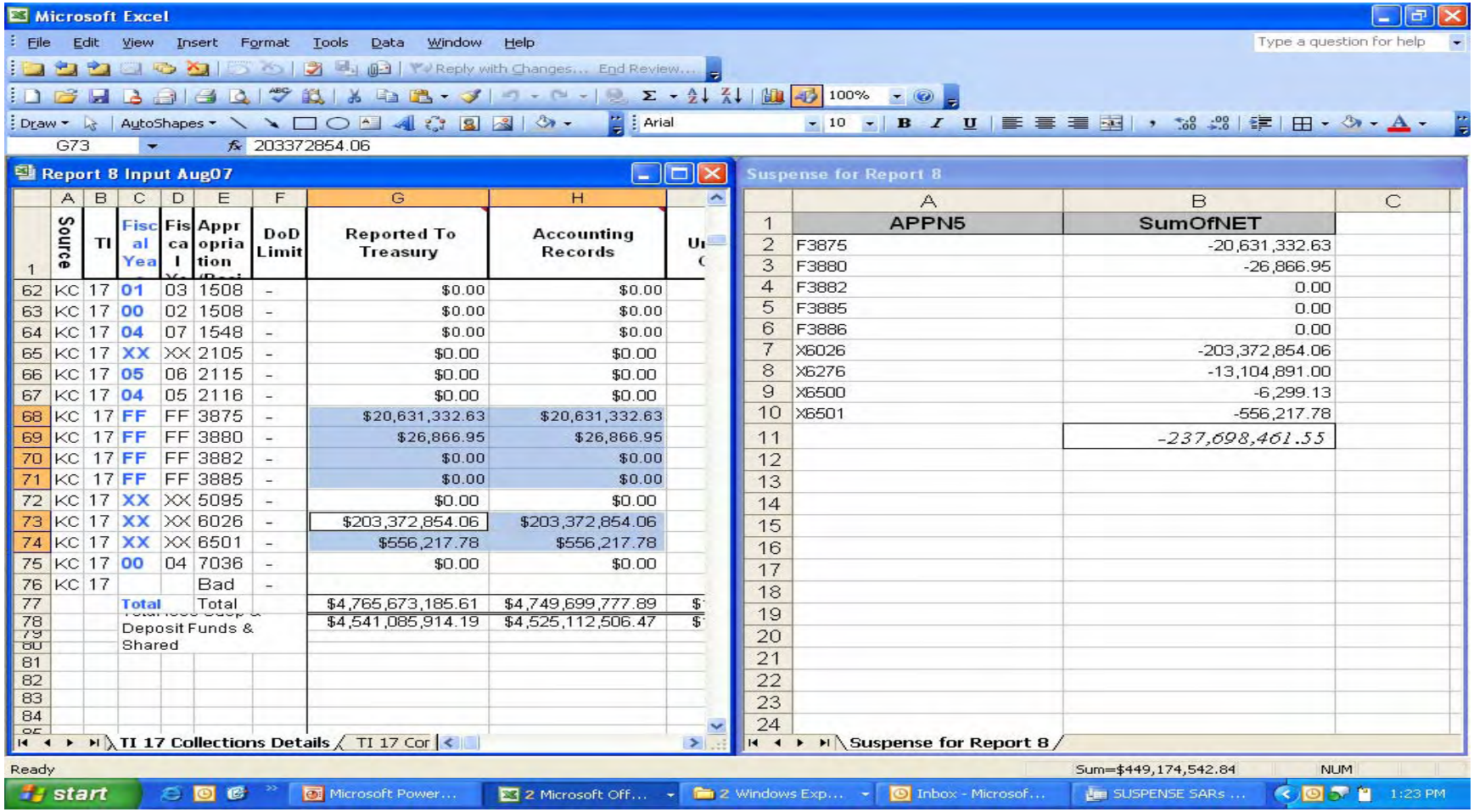


Export the “Suspense for Report 8” file to excel & save in the Suspense folder.



Open the file just saved, “Suspense for Report 8,” & input the SumOfNet for each appropriation into the Report 8 Treasury & Accounting Records columns.

If the SumOfNet is negative, input the amounts on the collections tab.
If the SumOfNet is positive, input the amounts on the disbursements tab.

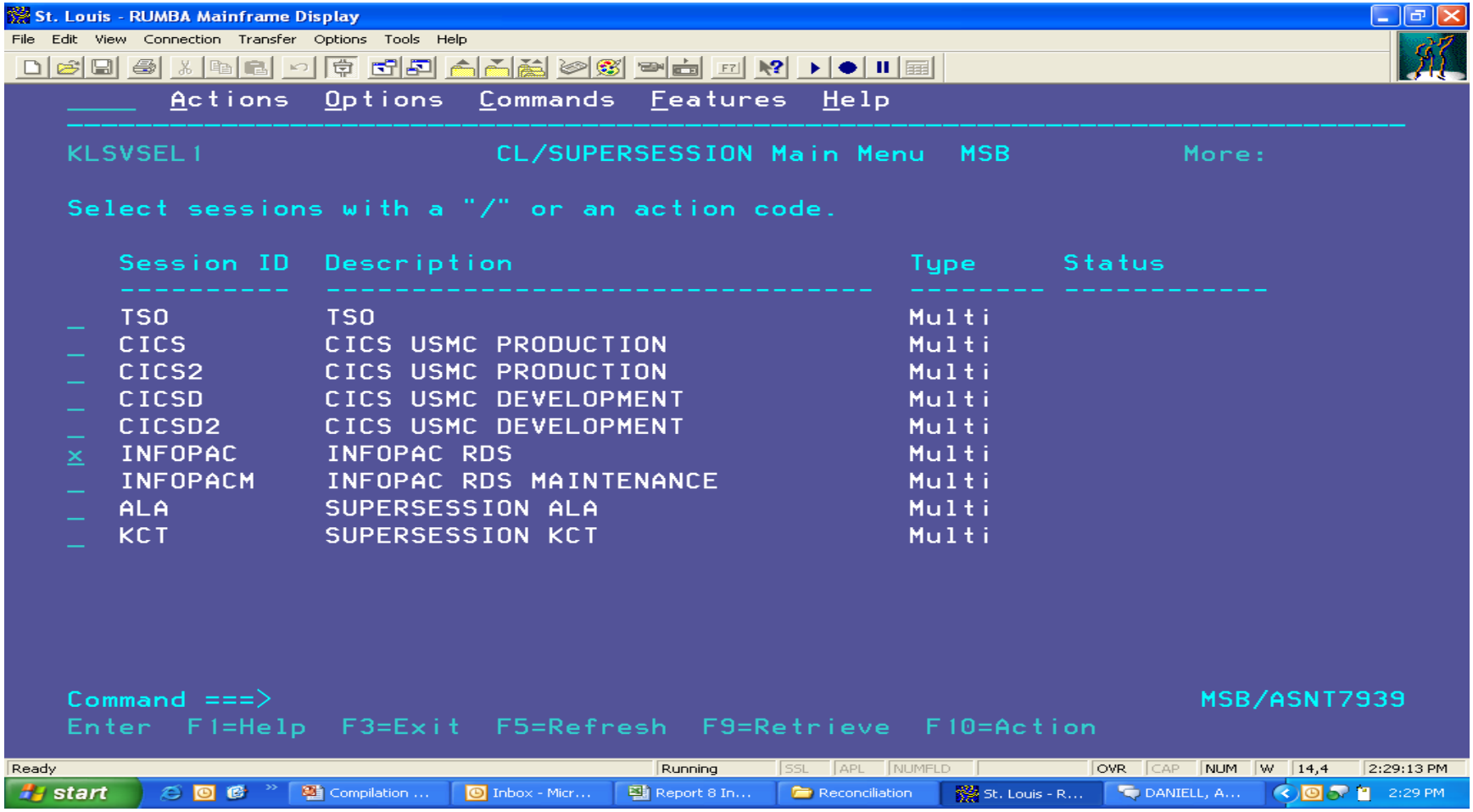


	A	B	C	D	E	F	G	H
1	Source	TI	Fiscal Yea	Fiscal	Appropriation	DoD Limit	Reported To Treasury	Accounting Records
62	KC	17	01	03	1508	-	$0.00	$0.00
63	KC	17	00	02	1508	-	$0.00	$0.00
64	KC	17	04	07	1548	-	$0.00	$0.00
65	KC	17	XX	XX	2105	-	$0.00	$0.00
66	KC	17	05	06	2115	-	$0.00	$0.00
67	KC	17	04	05	2116	-	$0.00	$0.00
68	KC	17	FF	FF	3875	-	$20,631,332.63	$20,631,332.63
69	KC	17	FF	FF	3880	-	$26,866.95	$26,866.95
70	KC	17	FF	FF	3882	-	$0.00	$0.00
71	KC	17	FF	FF	3885	-	$0.00	$0.00
72	KC	17	XX	XX	5095	-	$0.00	$0.00
73	KC	17	XX	XX	6026	-	$203,372,854.06	$203,372,854.06
74	KC	17	XX	XX	6501	-	$556,217.78	$556,217.78
75	KC	17	00	04	7036	-	$0.00	$0.00
76	KC	17			Bad	-		
77			Total		Total		$4,765,673,185.61	$4,749,699,777.89
78			Deposit Funds & Shared				$4,541,085,914.19	$4,525,112,506.47

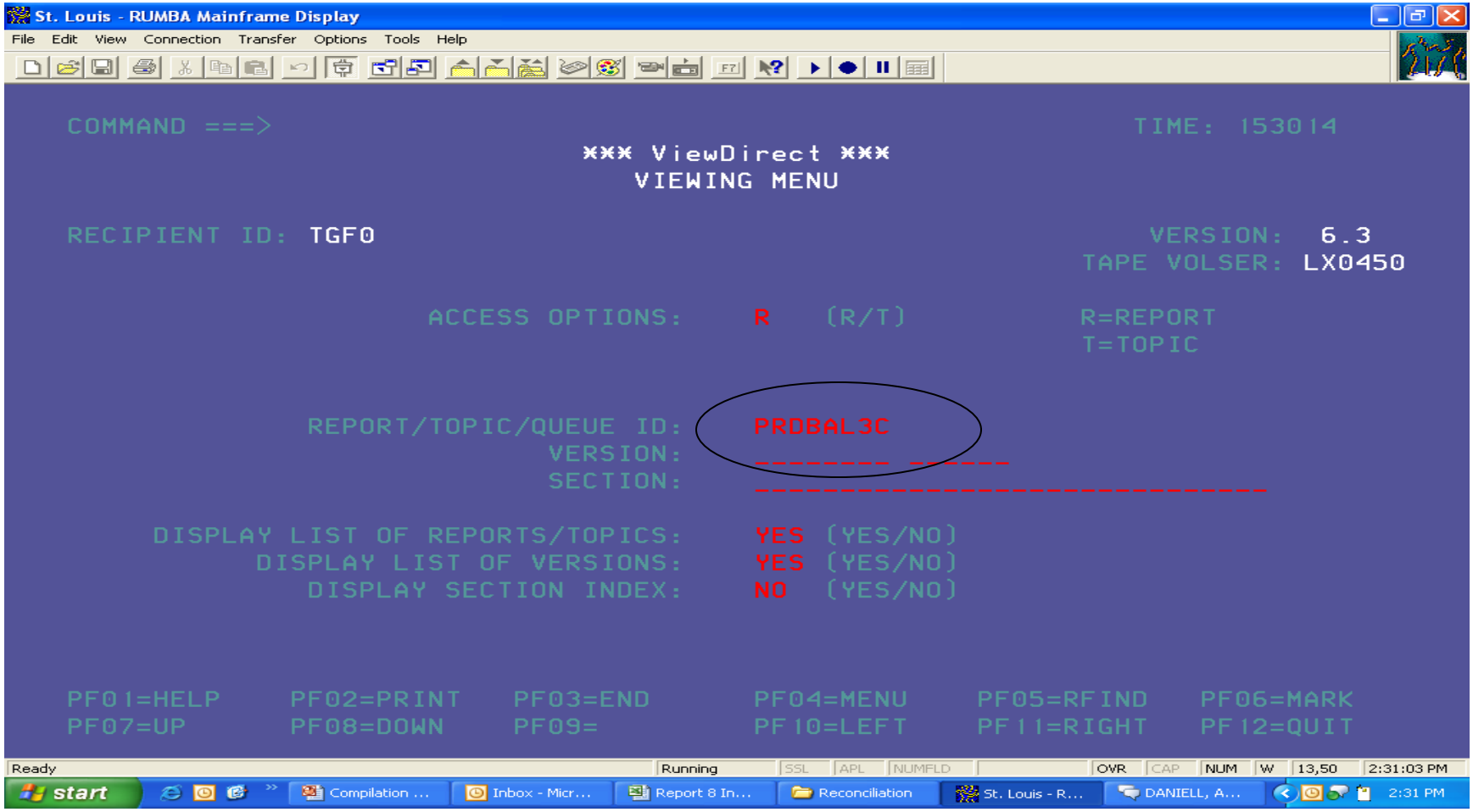
	A	B	C
1	APPN5	SumOfNET	
2	F3875	-20,631,332.63	
3	F3880	-26,866.95	
4	F3882	0.00	
5	F3885	0.00	
6	F3886	0.00	
7	X6026	-203,372,854.06	
8	X6276	-13,104,891.00	
9	X6500	-6,299.13	
10	X6501	-556,217.78	
11		*-237,698,461.55*	

Go to Infopac in SABRS

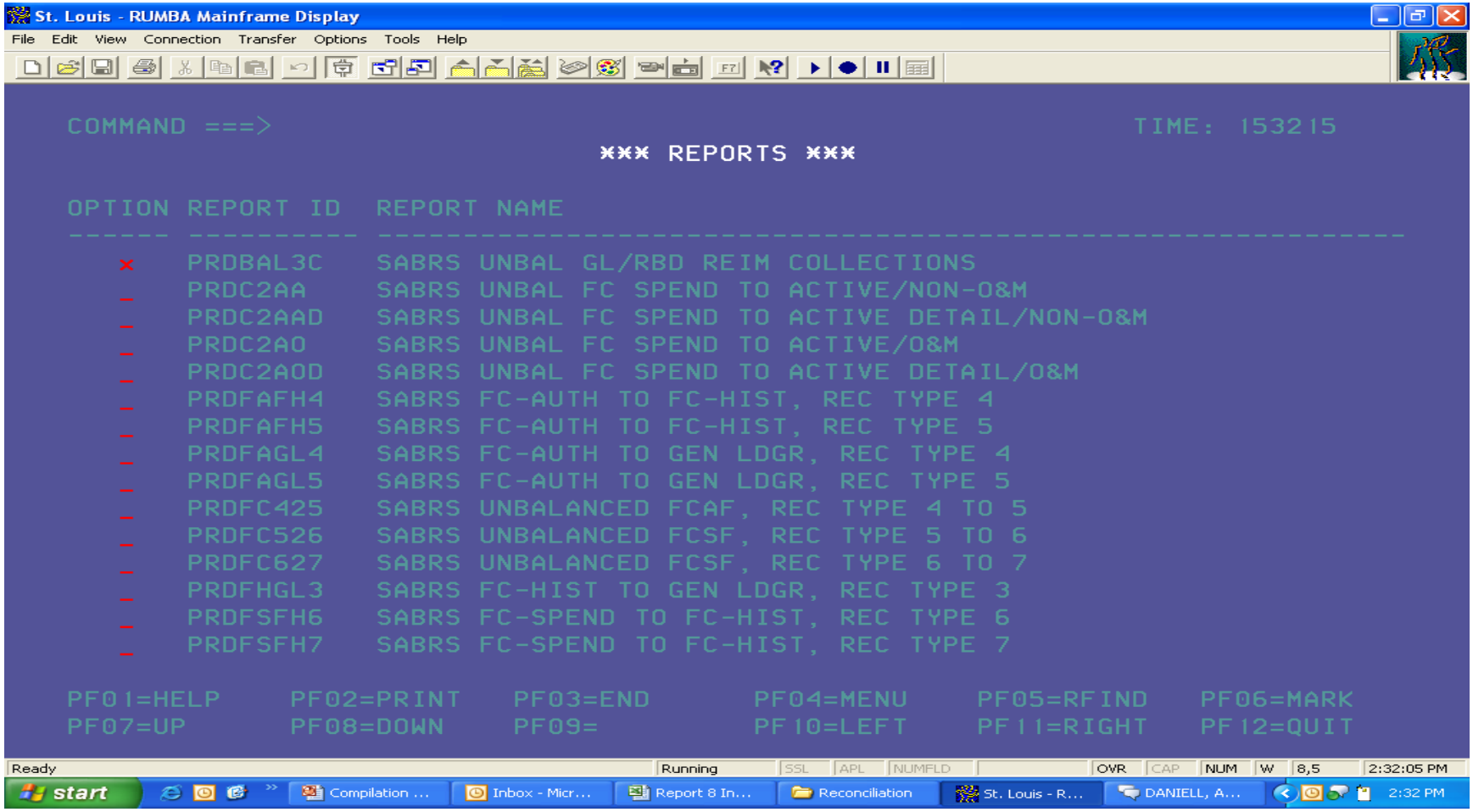
(The command will not actually work with an “x” next to it. The cursor on the line is all that is required).



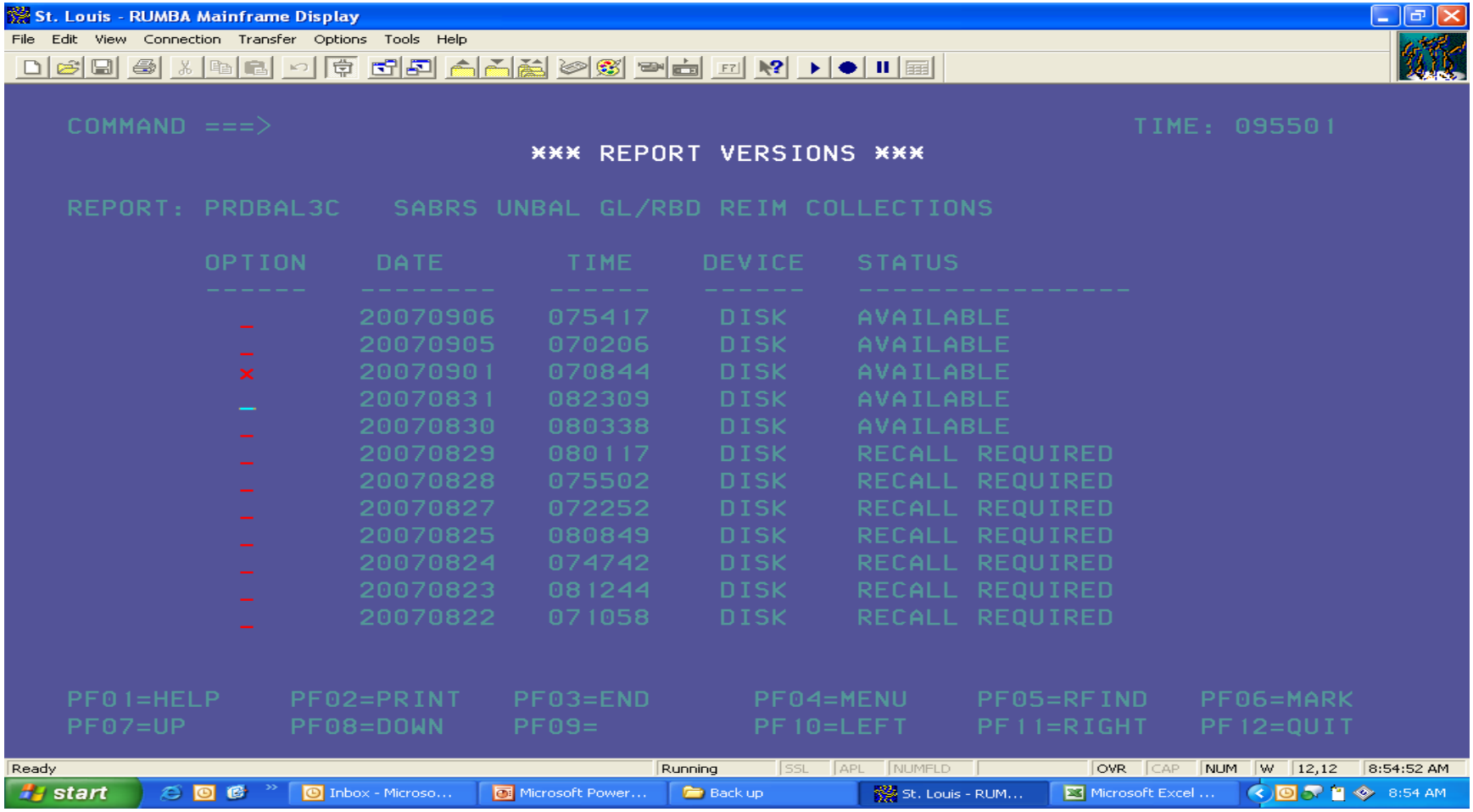
The first report pulled in Infopac is PRDBAL3C, so type “PRDBAL3C”, then hit “Enter.”



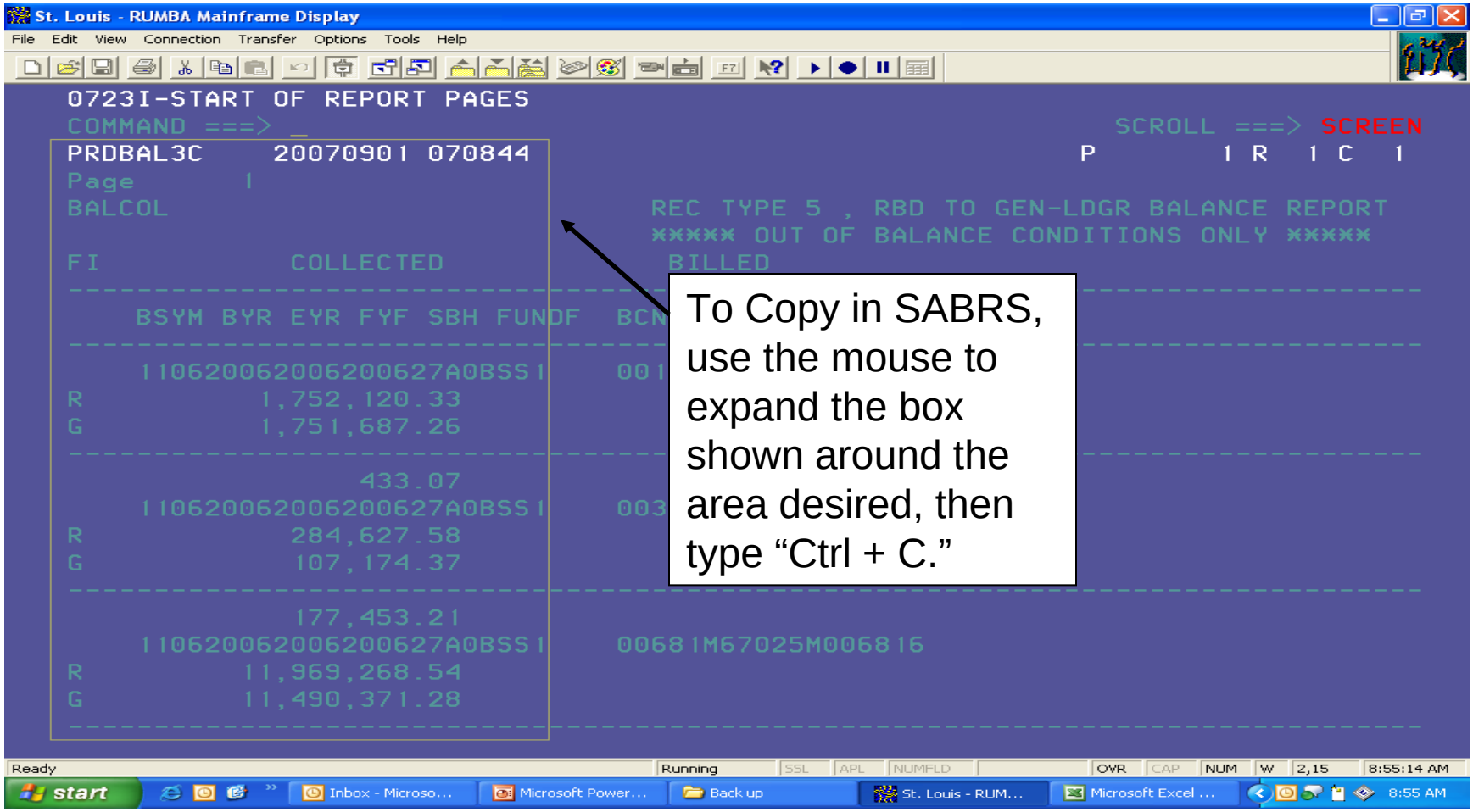
Type an “X” next to “PRDBAL3C” & hit “Enter.”



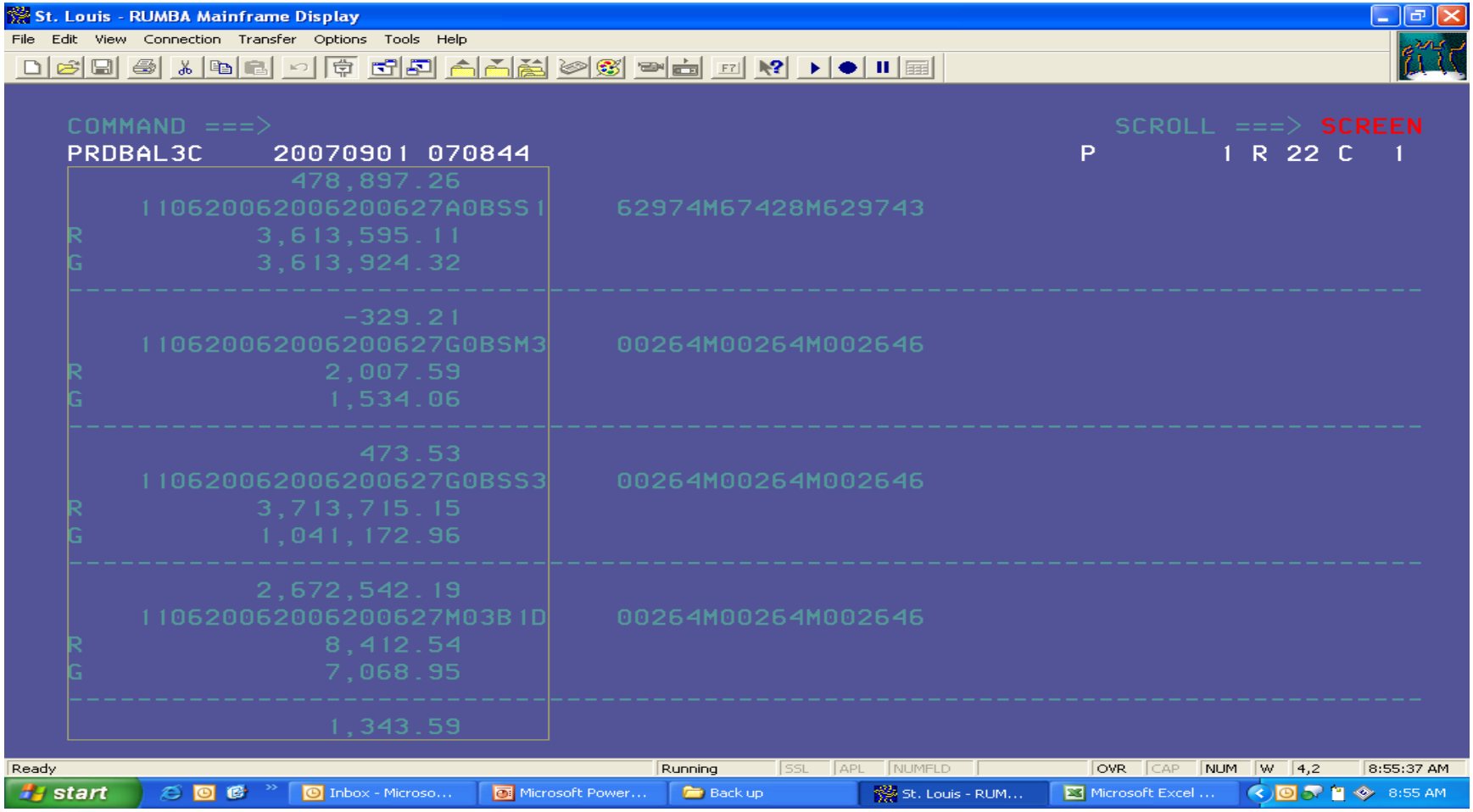
Find the record for the first day of the month following the reporting month, place an “X” next to it, and hit “Enter.”



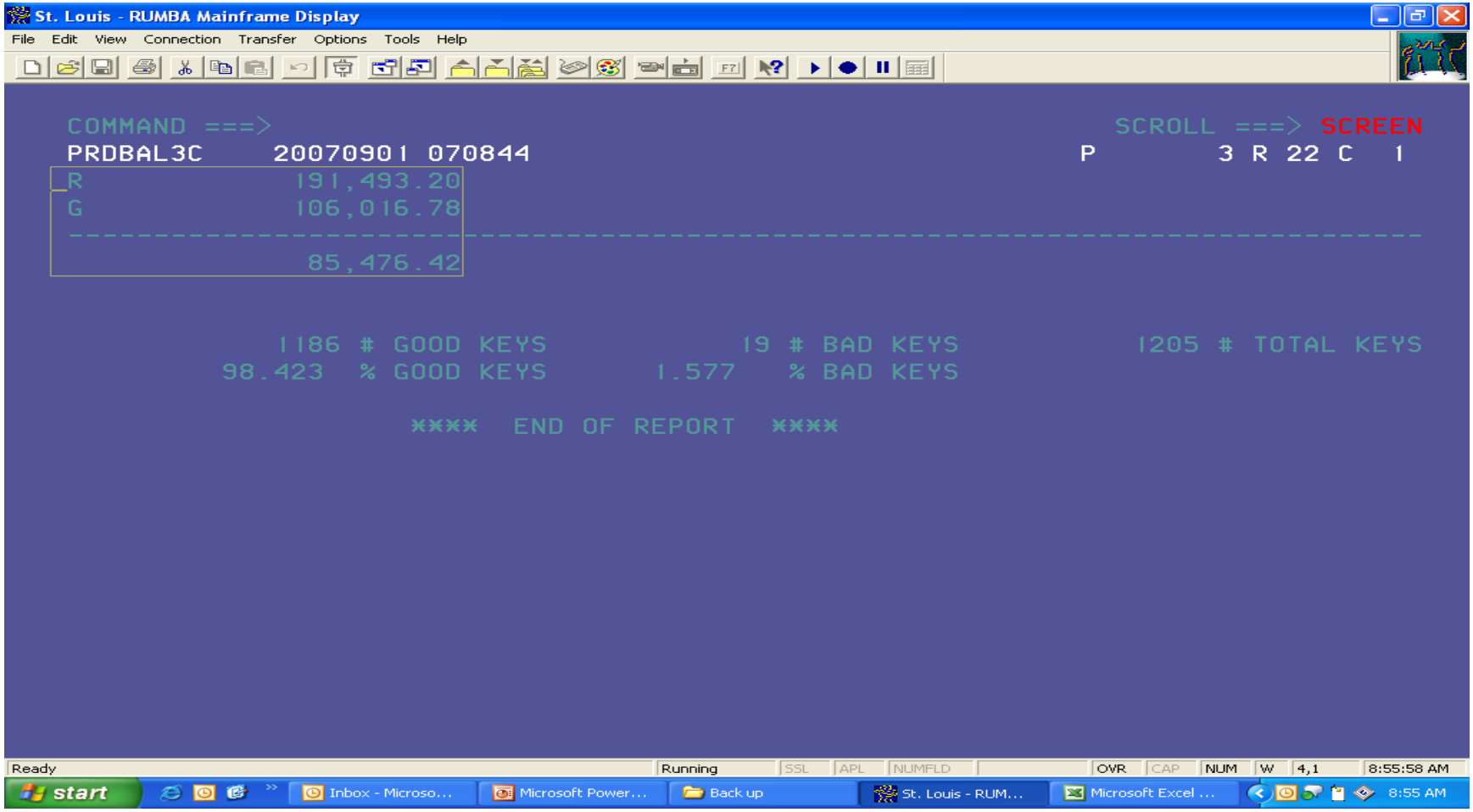
Open a new workbook in excel & save as “PRD Reports” to the backup folder. One of the tabs will be named “PRDBAL3C.” Copy & Paste the selected area shown below to the workbook on the PRDBAL3C tab.



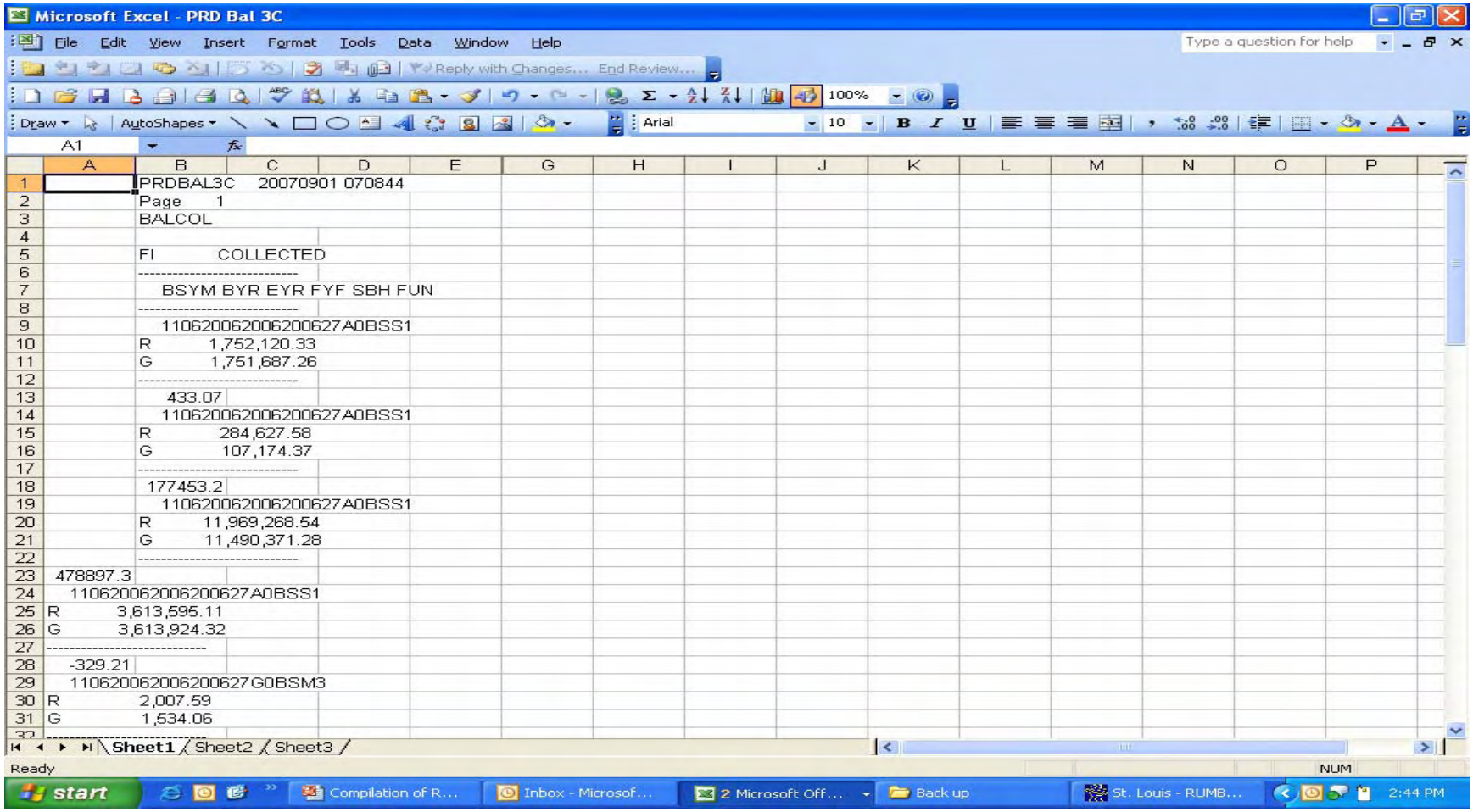
Hit “F8” to view the next page & continue to Copy & Paste the selected area to the new workbook below the previous selection, as shown below.



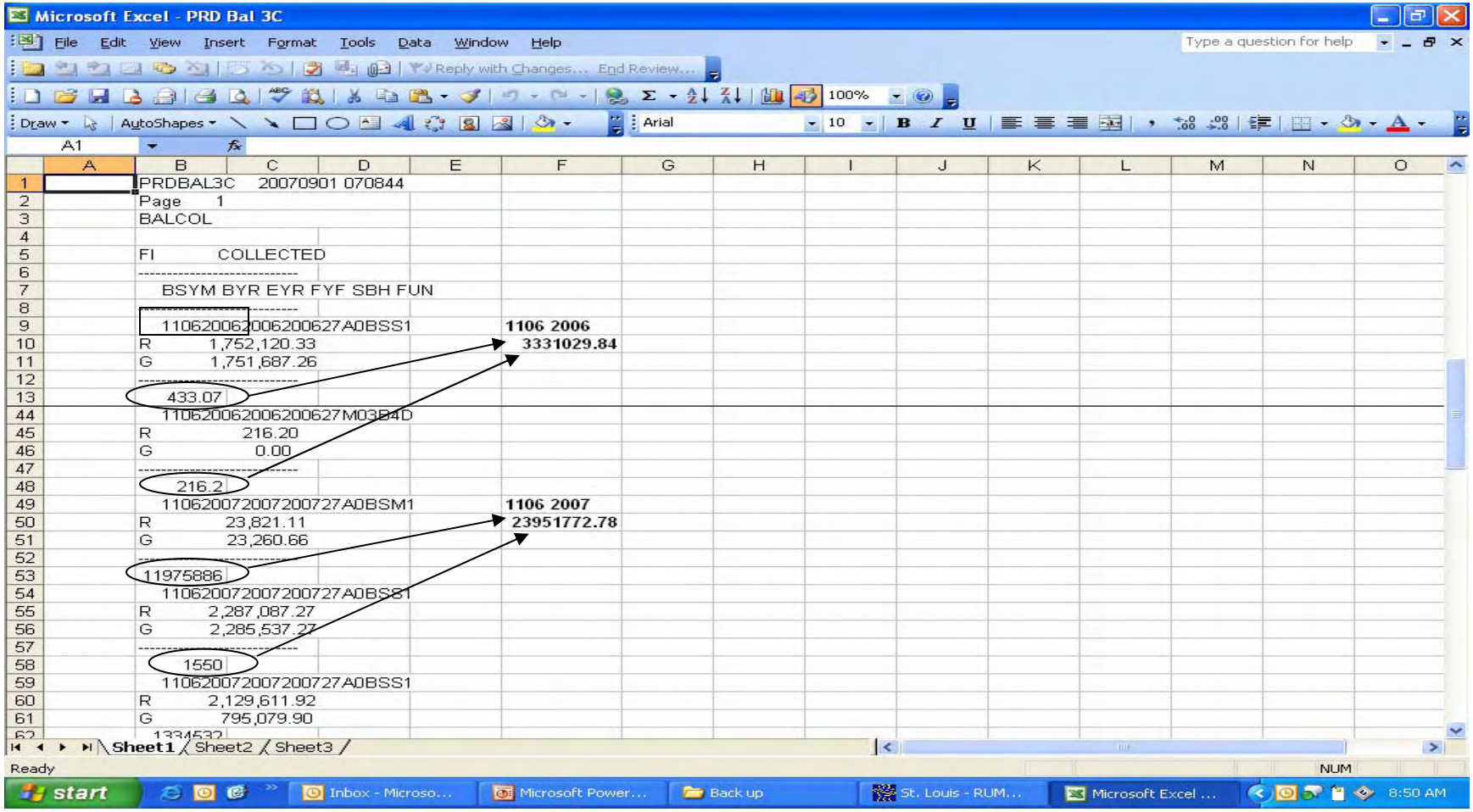
“End of Report” indicates where to stop copying.



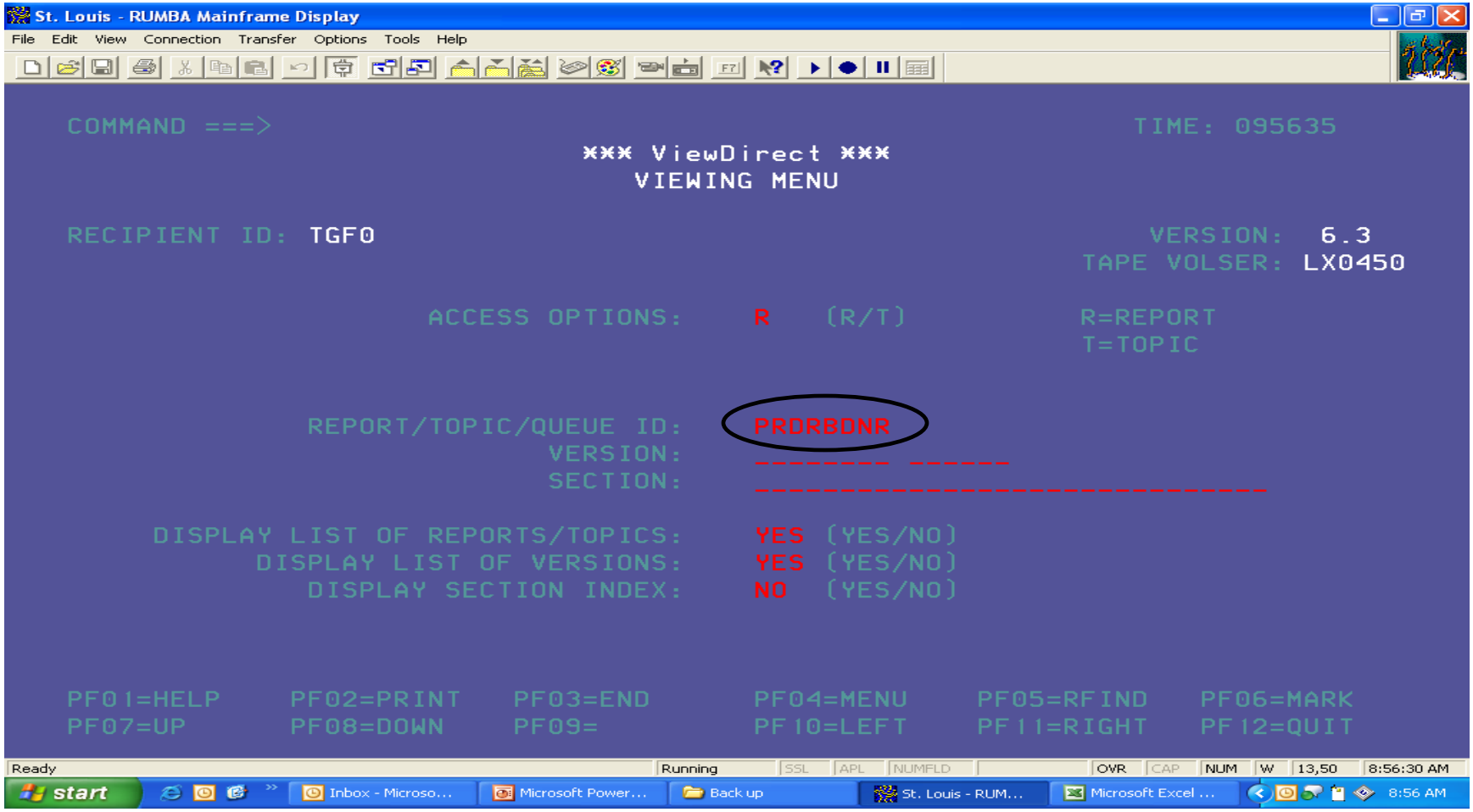
This is what the workbook will look like.



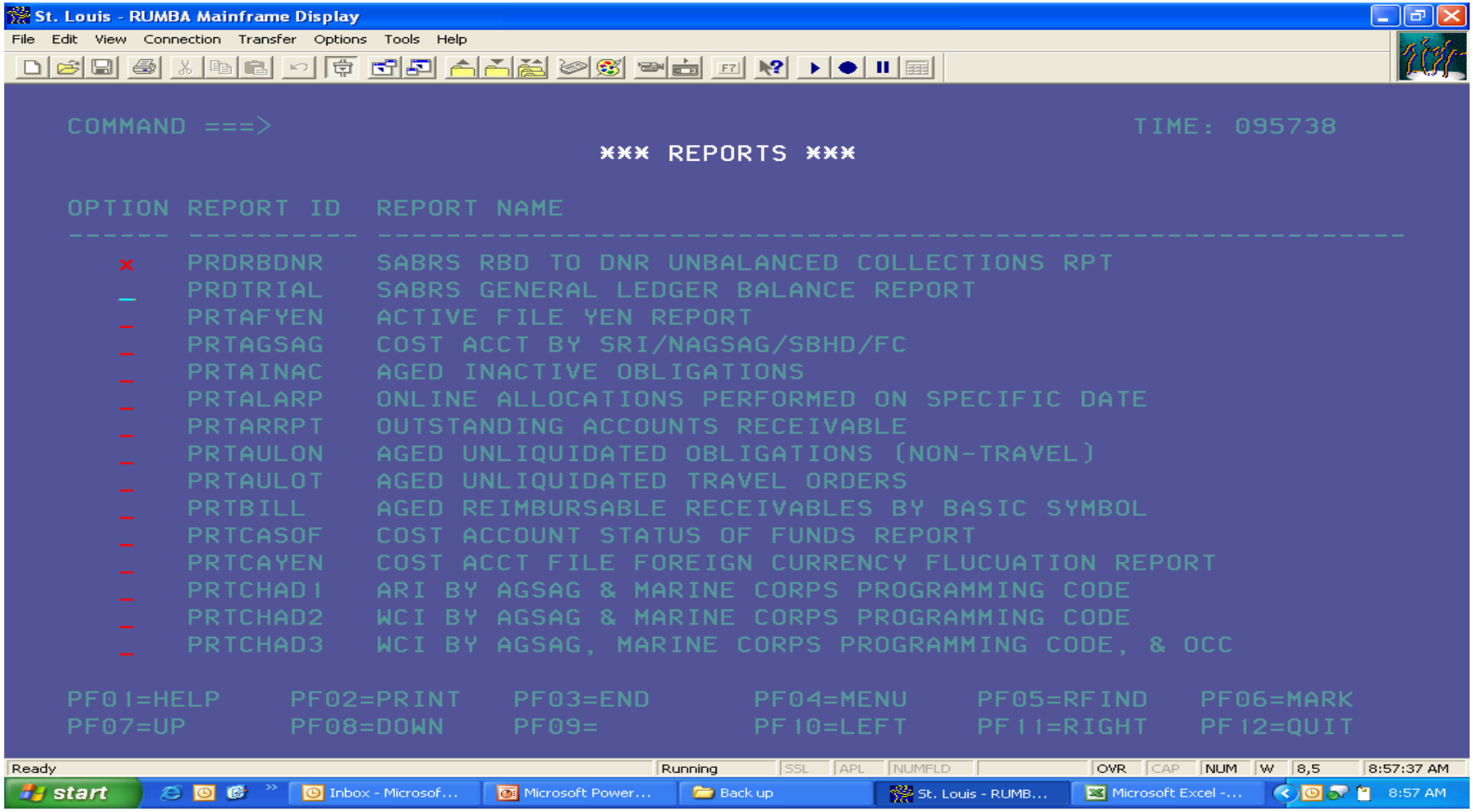
Calculate the sum of each appropriation's fiscal year, as shown below. Save the file.



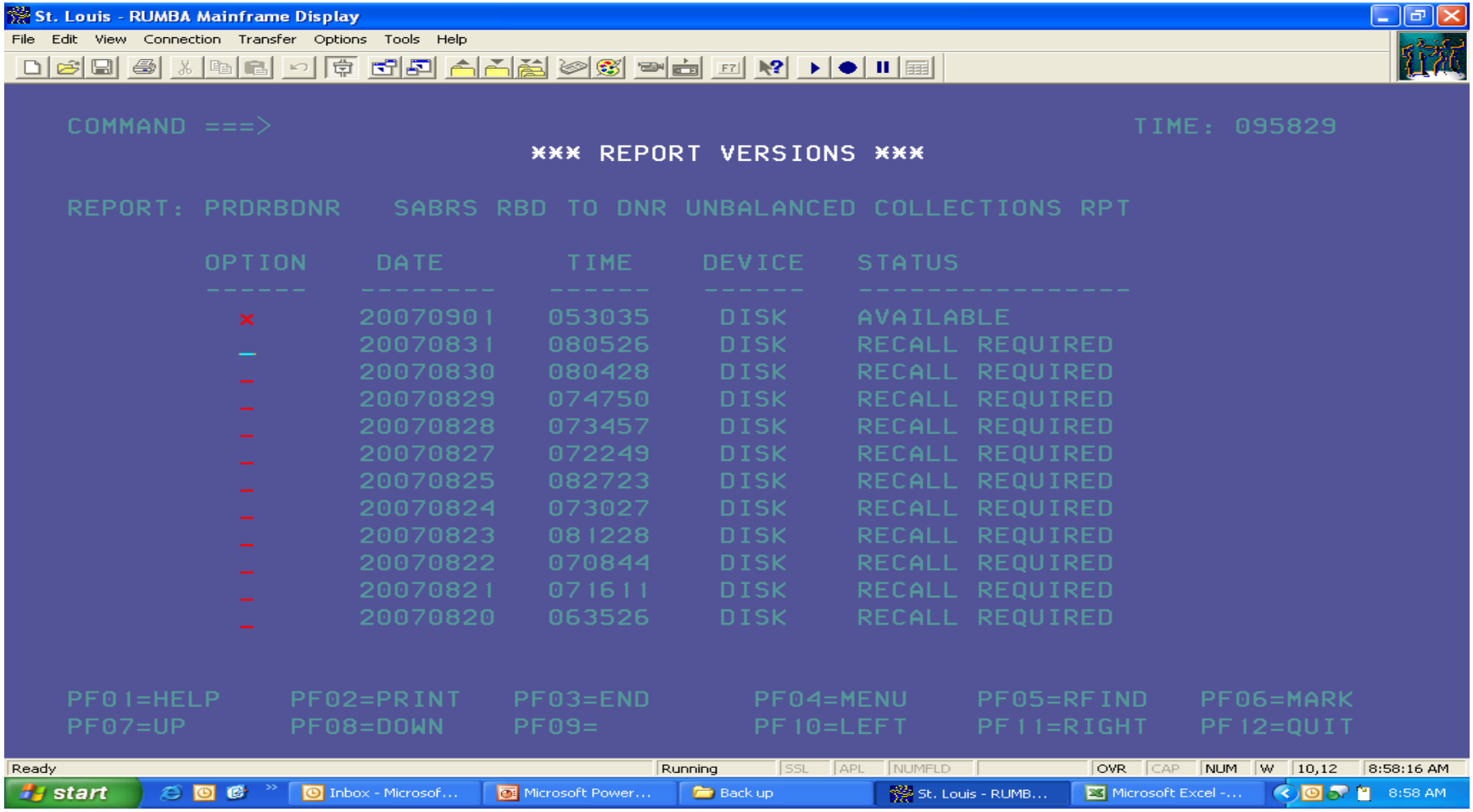
In SABRS, hit “F4” to return to this screen, type “PRDRBDNR,” then hit “Enter.”



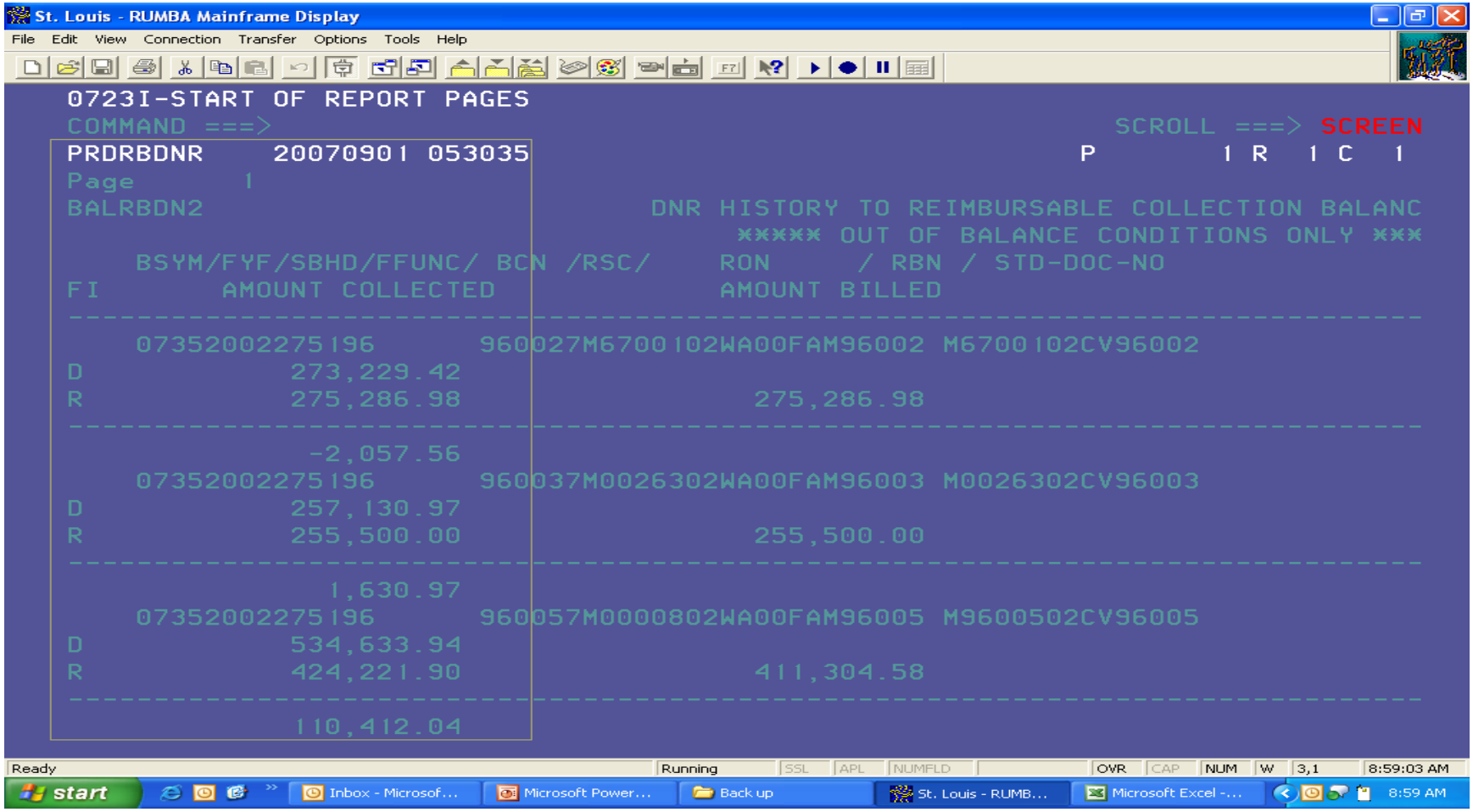
Place an “X” next to PRDRBDNR & hit “Enter.”



Find the record for the first day of the month following the reporting month, place an “X” next to it, and hit “Enter.”

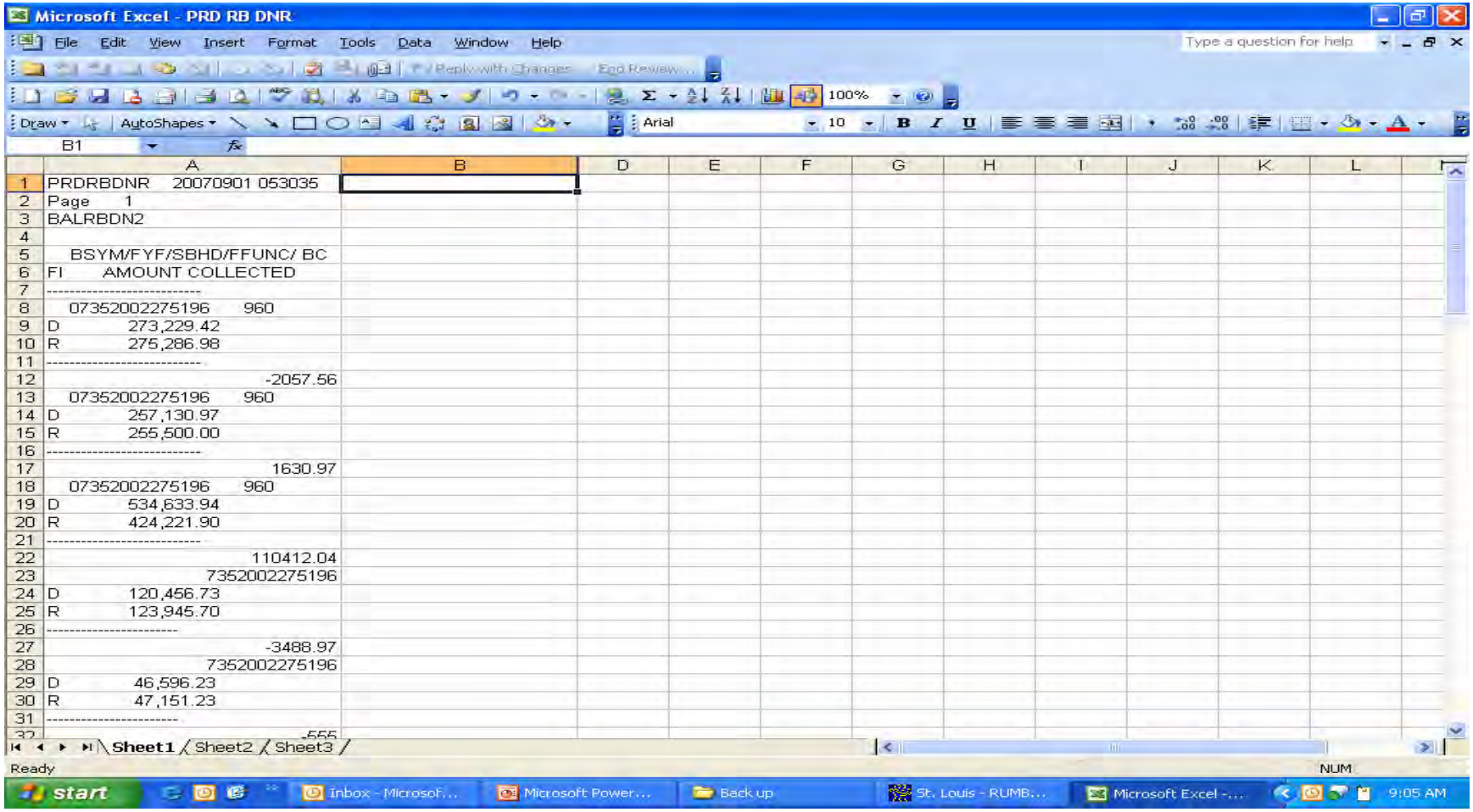


Copy & Paste the selected area shown below to the workbook on the “PRDRBDNR” tab.

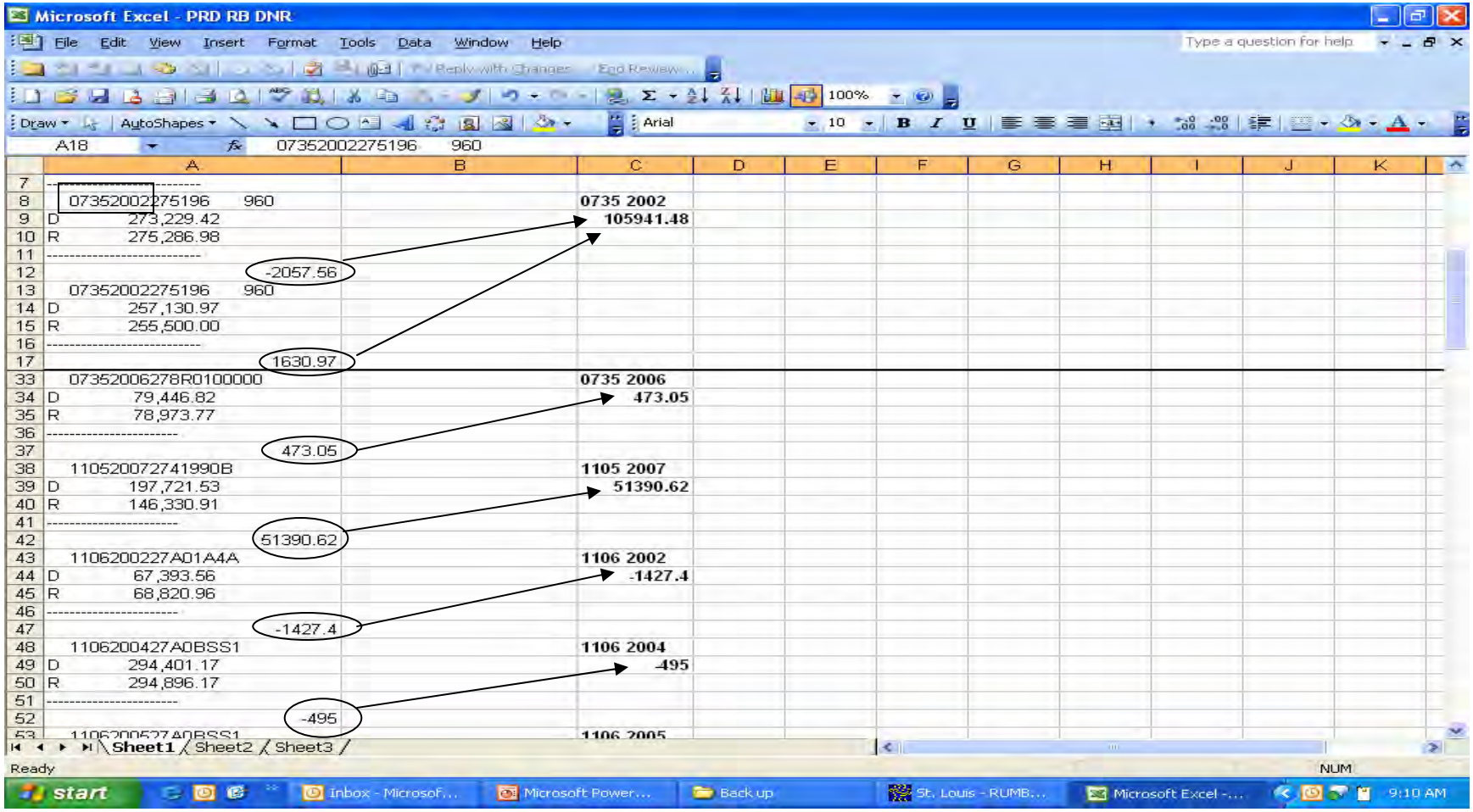


The PRD RB DNR report should look like this.

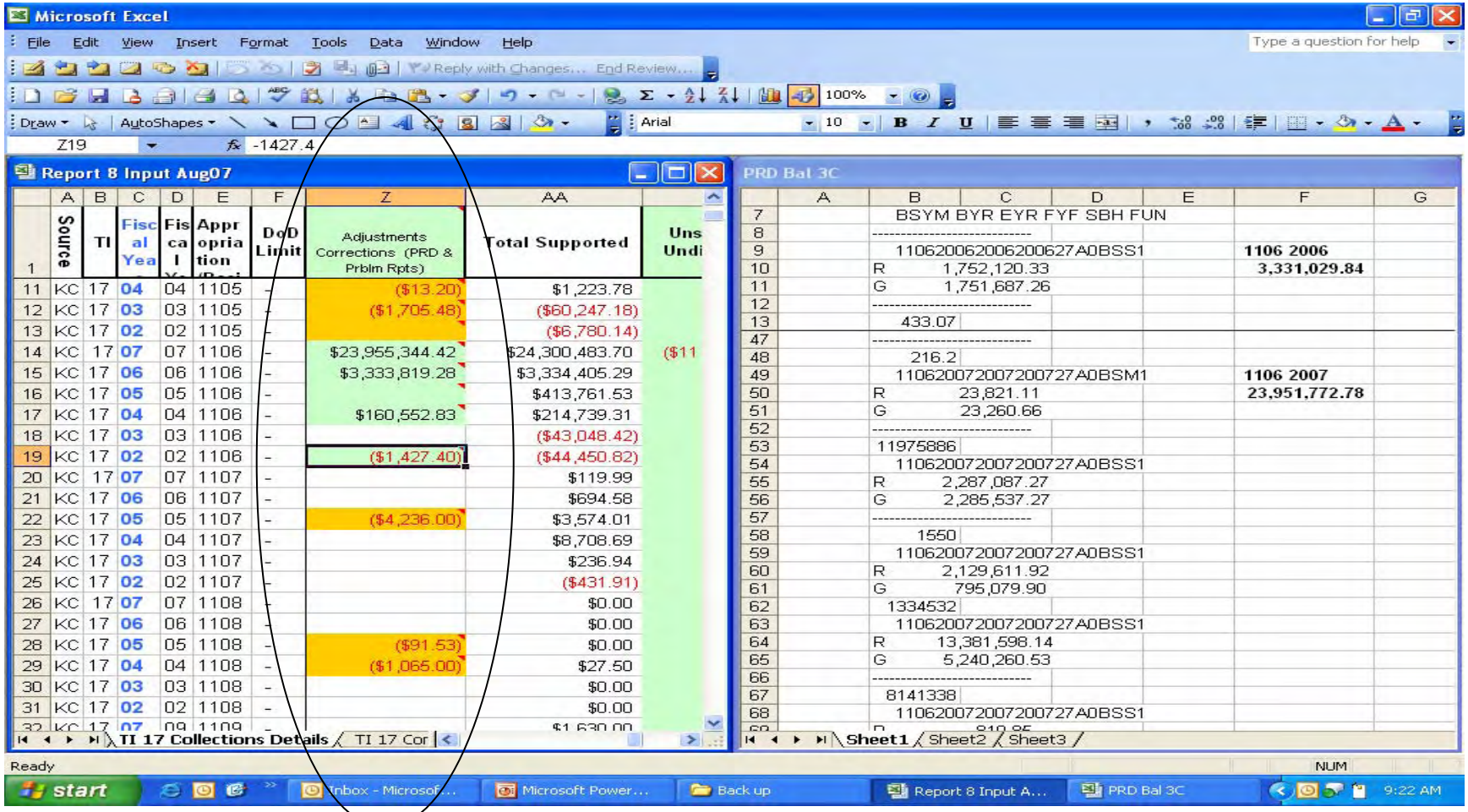
(The cells may need to be formatted for “number” to prevent unusable format, ie - “7.35E+12”)



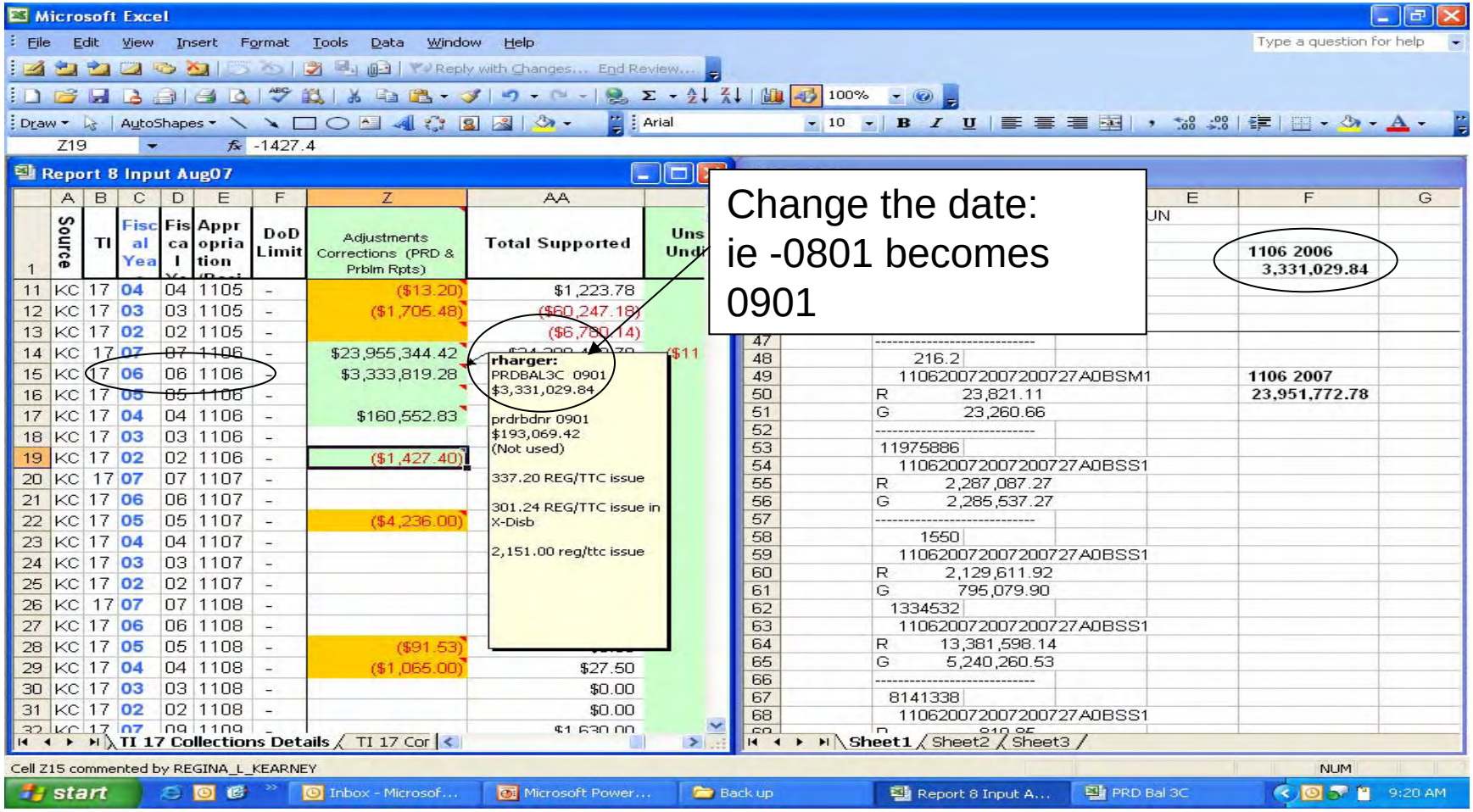
Calculate the sum of each appropriation's fiscal year, as shown below, & save.



Go to the “17 Collections” tab on Report 8 & find the Adjustments & Corrections column.

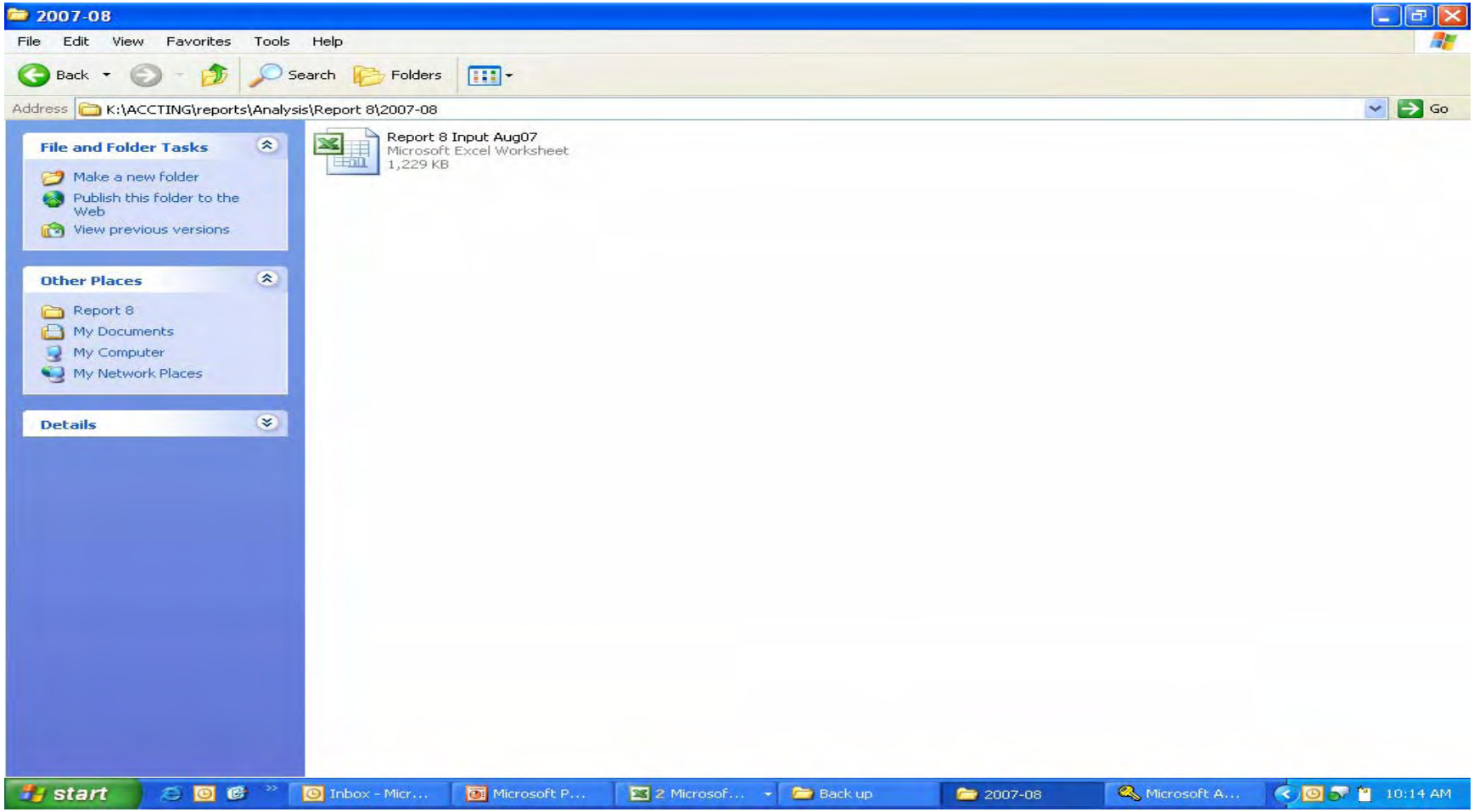


Find the appropriation & FY for each PRD (BAL3C & RBDNR) total on Report 8.
Check the comment & edit the comment & cell with the new number.

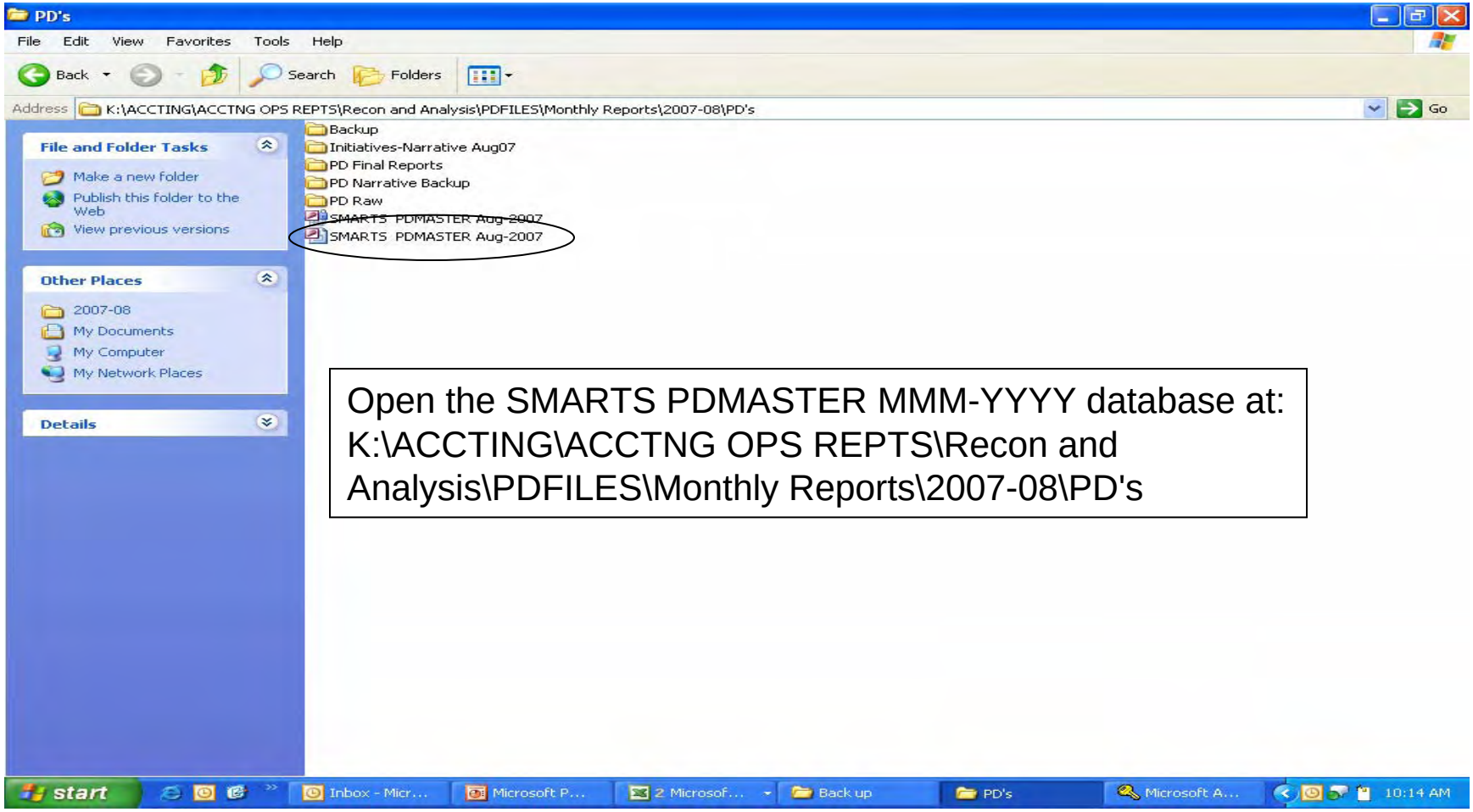


Post a copy of “Report 8 Input MMM YY” to “K:\ACCTING\reports\Analysis\Report 8\2007-08” by the 10th workday of the month.

Notify Accountant’s in Departmental, by email, that the report is available for their use.

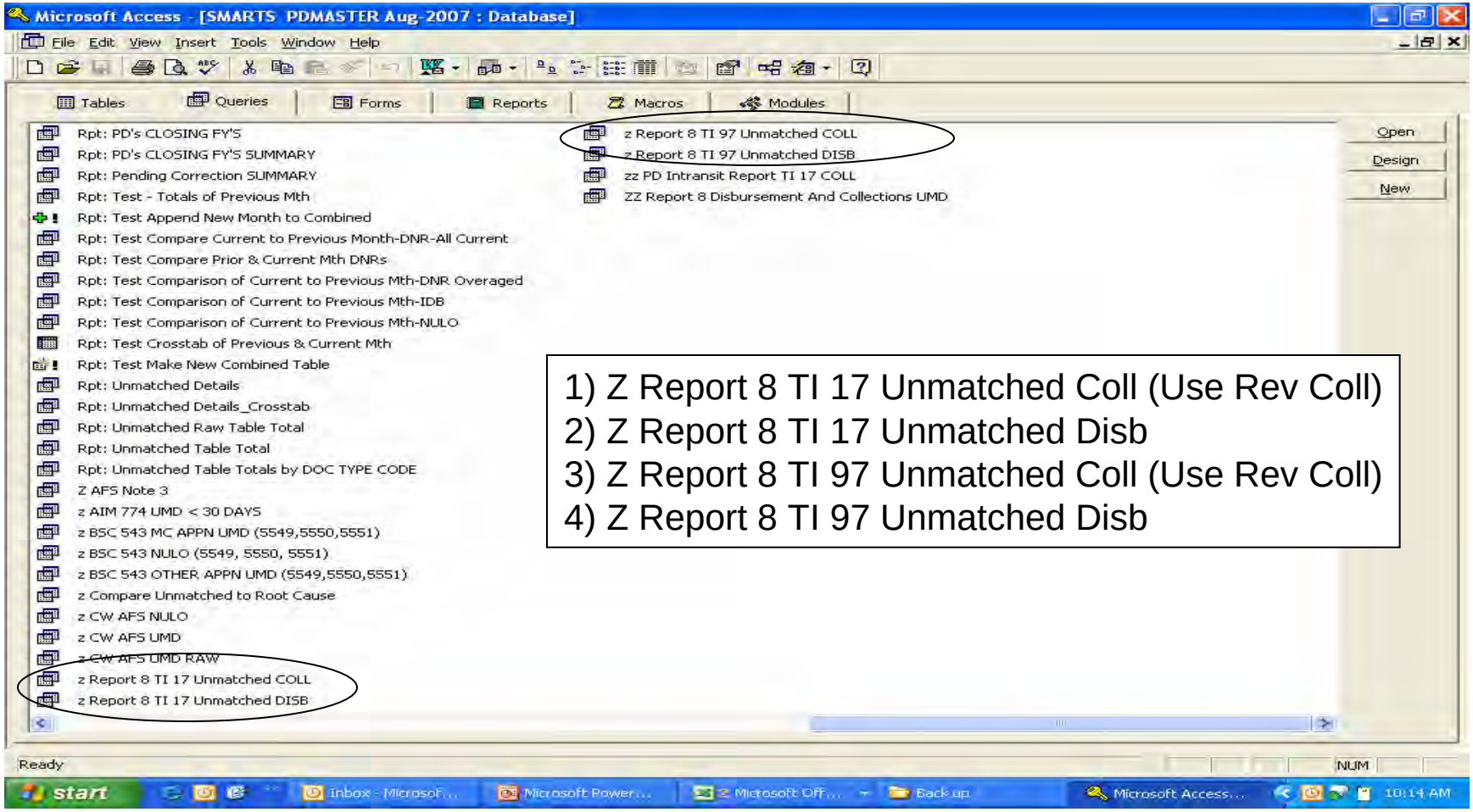


When PD Numbers are available, obtain UMD & In-transits as follows:
NOTE: ACCESS 97 IS REQUIRED FOR THESE STEPS!!!



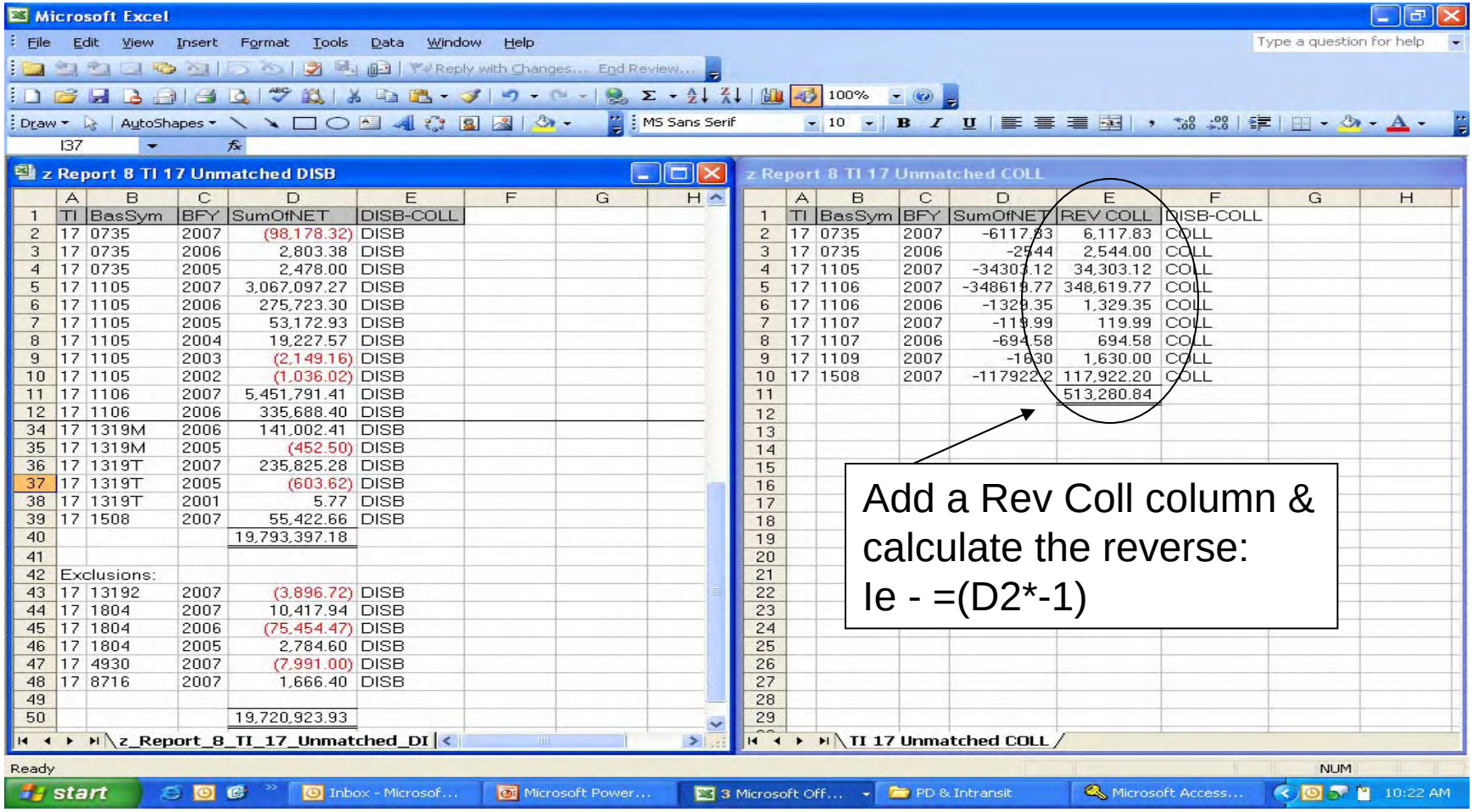
Open the SMARTS PDMASTER MMM-YYYY database at: K:\ACCTING\ACCTNG OPS REPTS\Recon and Analysis\PDFILES\Monthly Reports\2007-08\PD's

Export the following queries to the backup folder.



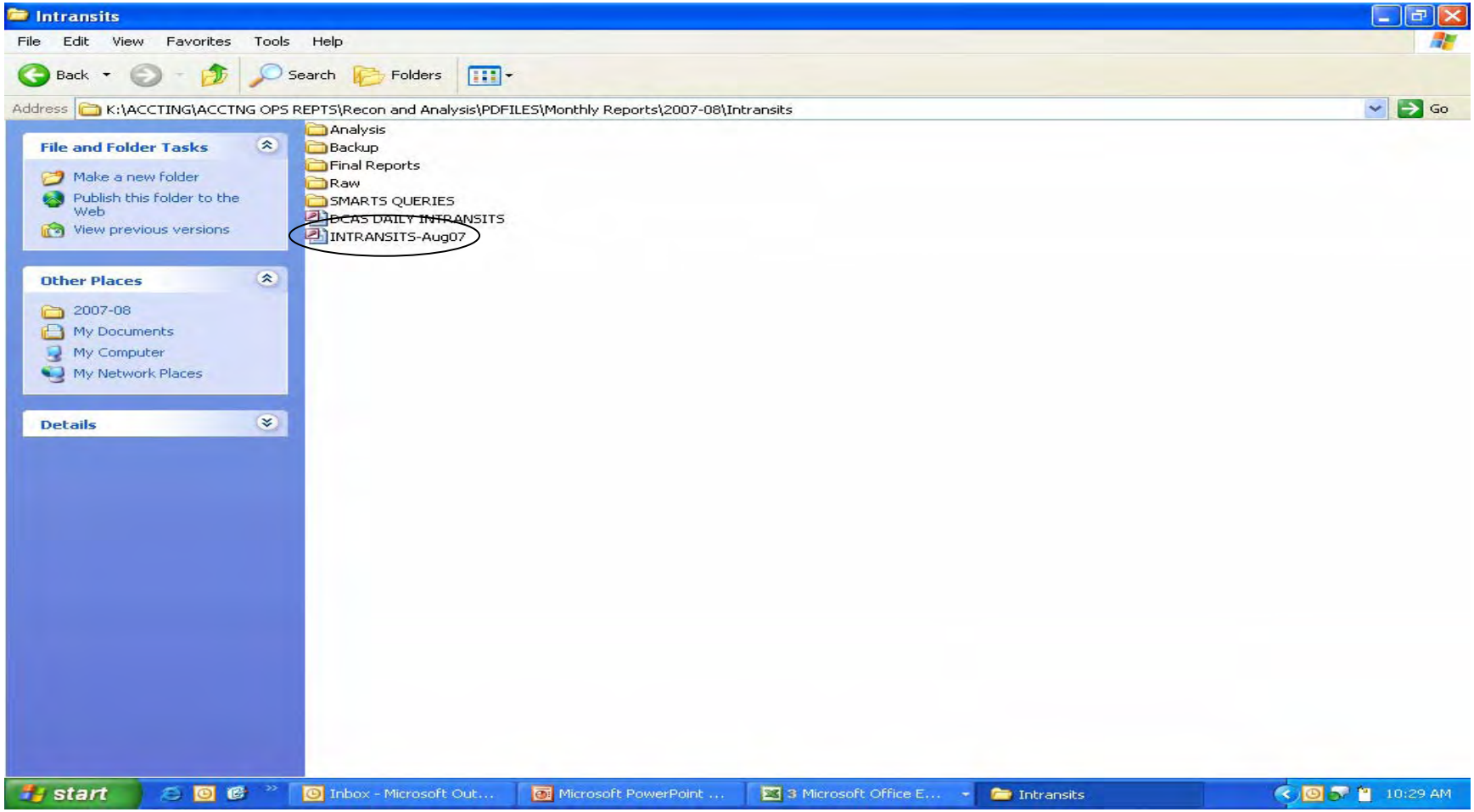
Format each exported query by considering exclusions and calculating totals, as shown below.

Input this data to column K of the respective Disbursement & Collections tabs of Report 8.

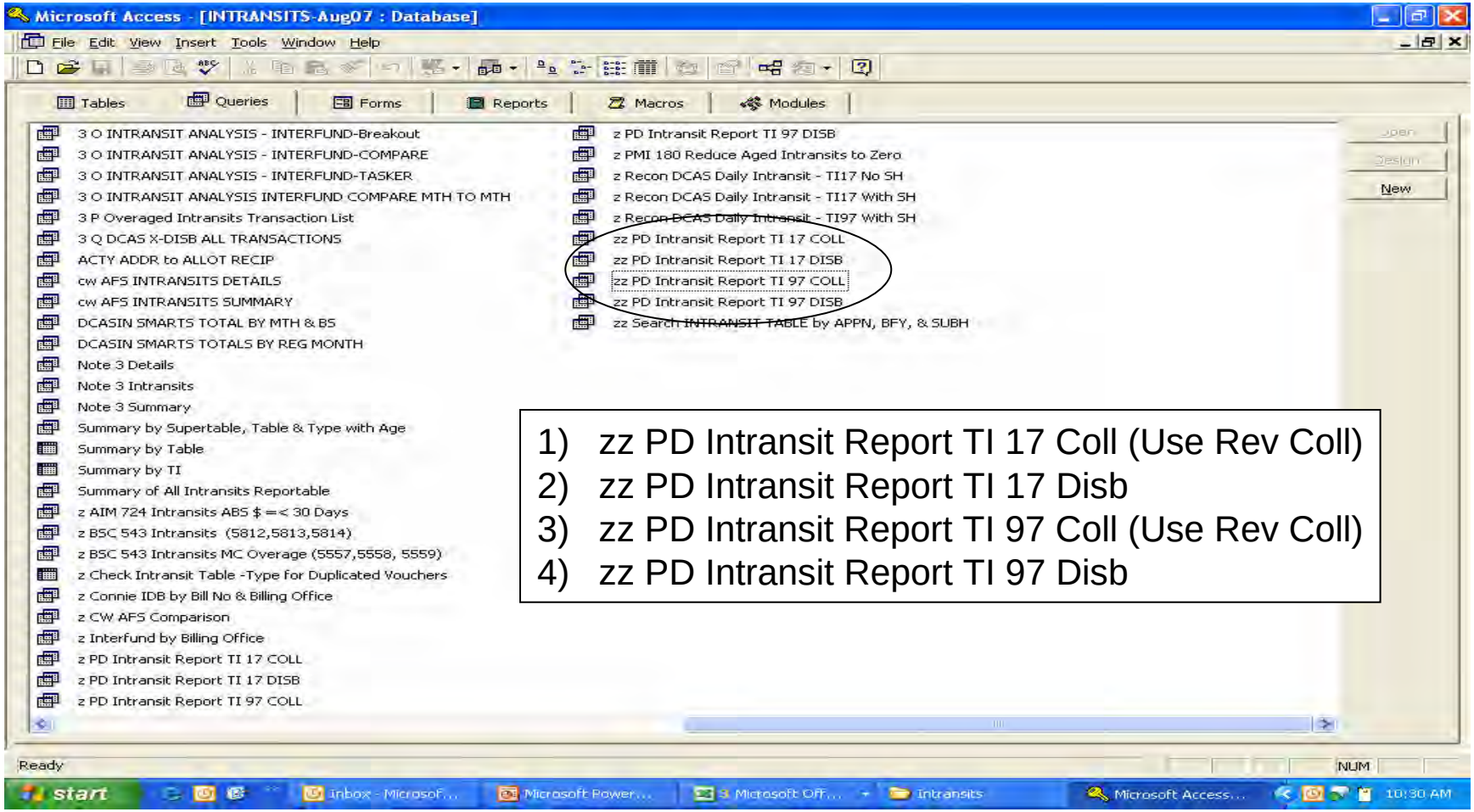


Open the “INTRANSITS-MMMYY” database at:
“K:\ACCTING\ACCTNG OPS REPTS\Recon and Analysis\PDFILES\Monthly Reports\2007-08\Intransits”

NOTE: MUST USE ACCESS 97!!!



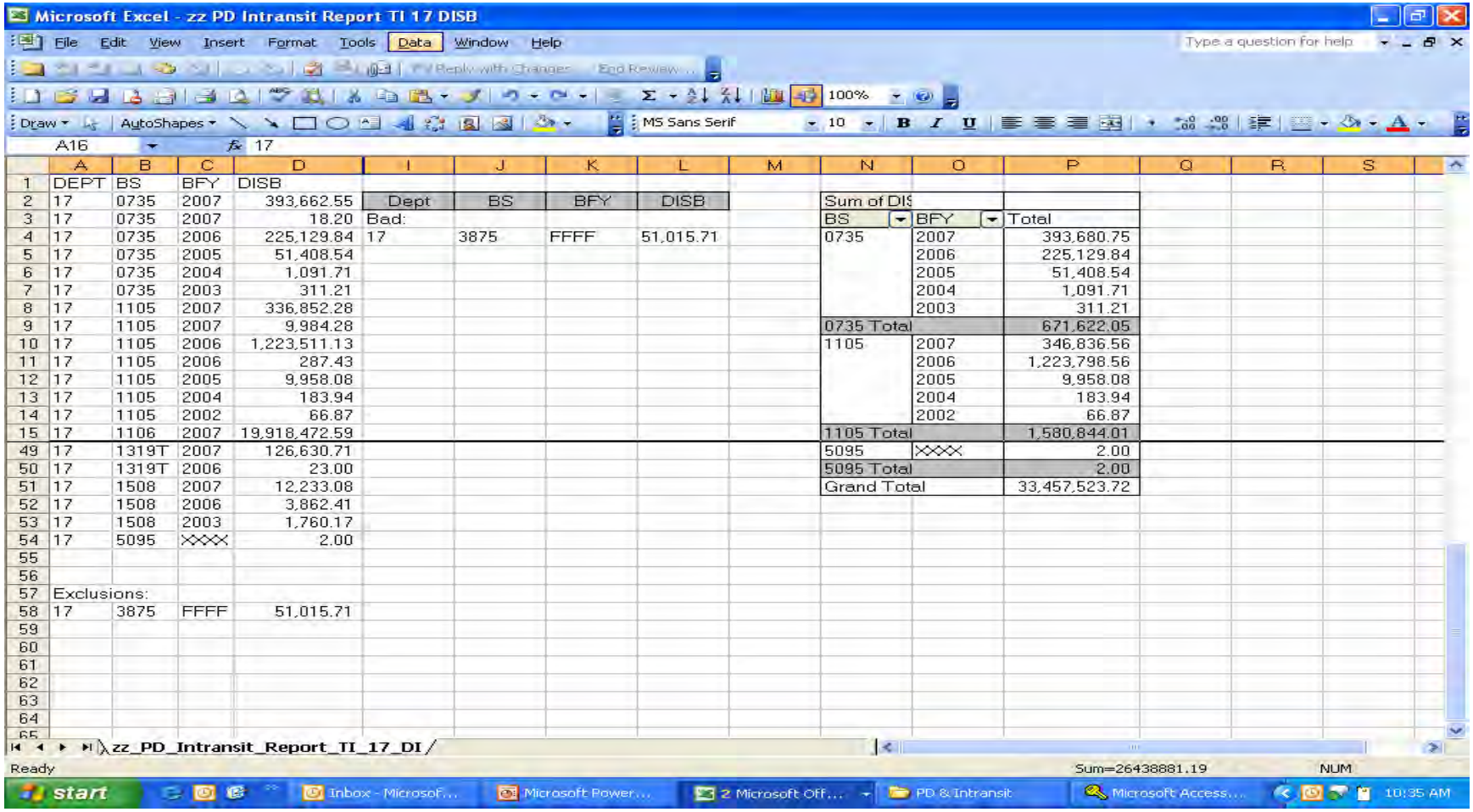
Export the following queries to the backup folder.



1) zz PD Intransit Report TI 17 Coll (Use Rev Coll)
2) zz PD Intransit Report TI 17 Disb
3) zz PD Intransit Report TI 97 Coll (Use Rev Coll)
4) zz PD Intransit Report TI 97 Disb

Format each exported query by considering exclusions and calculating totals, as shown below.

Input this data to column J of the respective Disbursement & Collections tabs of Report 8.



	A	B	C	D
1	DEPT	BS	BFY	DISB
2	17	0735	2007	393,662.55
3	17	0735	2007	18.20
4	17	0735	2006	225,129.84
5	17	0735	2005	51,408.54
6	17	0735	2004	1,091.71
7	17	0735	2003	311.21
8	17	1105	2007	336,852.28
9	17	1105	2007	9,984.28
10	17	1105	2006	1,223,511.13
11	17	1105	2006	287.43
12	17	1105	2005	9,958.08
13	17	1105	2004	183.94
14	17	1105	2002	66.87
15	17	1106	2007	19,918,472.59
49	17	1319T	2007	126,630.71
50	17	1319T	2006	23.00
51	17	1508	2007	12,233.08
52	17	1508	2006	3,862.41
53	17	1508	2003	1,760.17
54	17	5095	XXXX	2.00
55				
56				
57	Exclusions:			
58	17	3875	FFFF	51,015.71
59				
60				
61				
62				
63				
64				
65				

Dept	BS	BFY	DISB
Bad:			
17	3875	FFFF	51,015.71

Sum of DIS		
BS	BFY	Total
0735	2007	393,680.75
	2006	225,129.84
	2005	51,408.54
	2004	1,091.71
	2003	311.21
0735 Total		671,622.05
1105	2007	346,836.56
	2006	1,223,798.56
	2005	9,958.08
	2004	183.94
	2002	66.87
1105 Total		1,580,844.01
5095	XXXX	2.00
5095 Total		2.00
Grand Total		33,457,523.72

Update the Official Reports

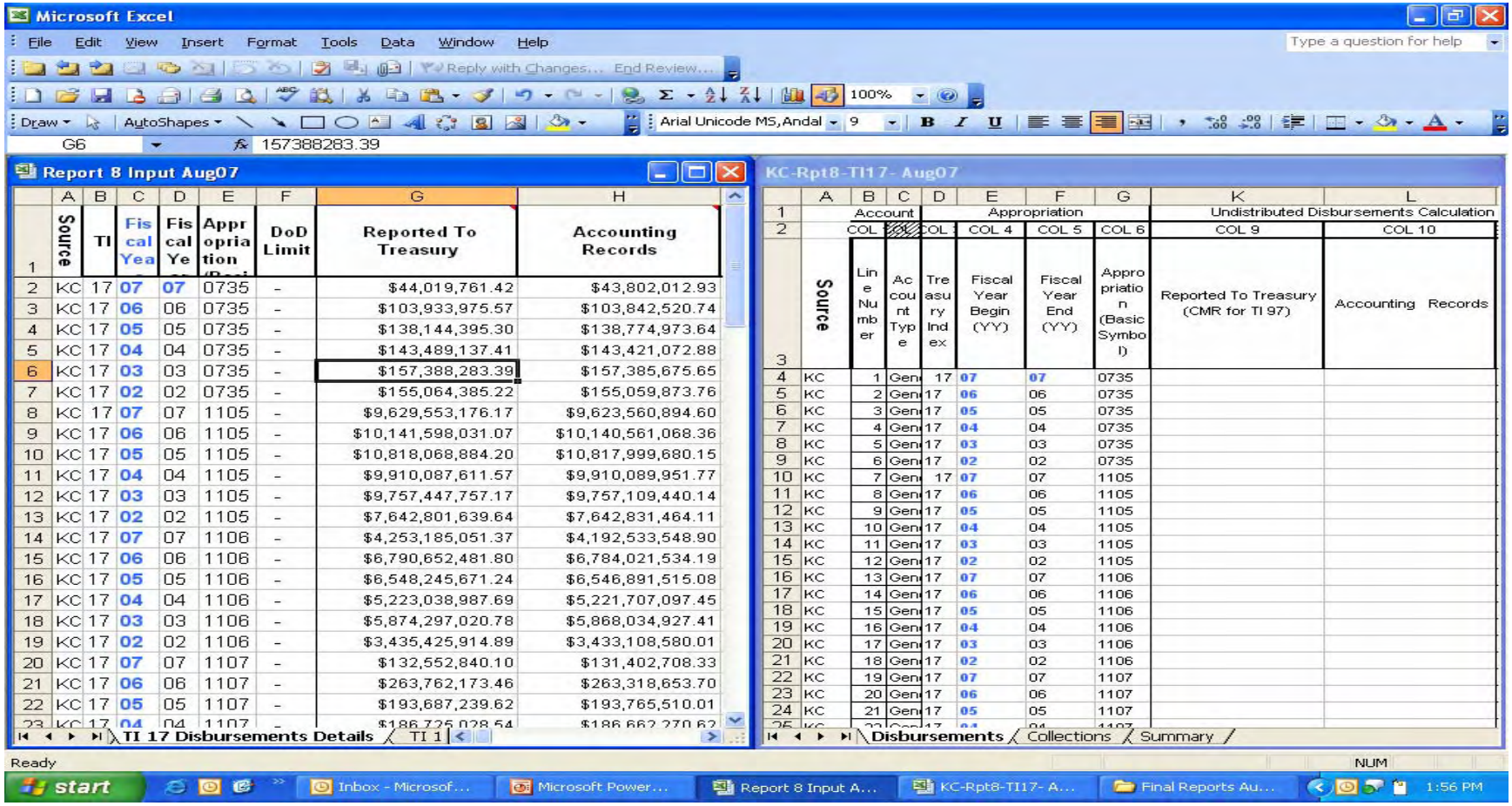
- Open the completed Report 8 Input MMM YY workbook.
  - Go to TI 17 Disbursement Details tab
- Open Workbook KC-Report8-MMM-YY-TI17
  - K:\ACCTING\ACZ\0Report8\Reports\2007-08\Final Reports Aug 07
  - Go to worksheet titled Disbursements
- View these reports side-by-side, vertically.

- The following 2 slides should also be used for copying & pasting the TI 17 Collections data.

- When done with these two steps, SAVE & close “KC-Report8-MMM-YY-TI17”

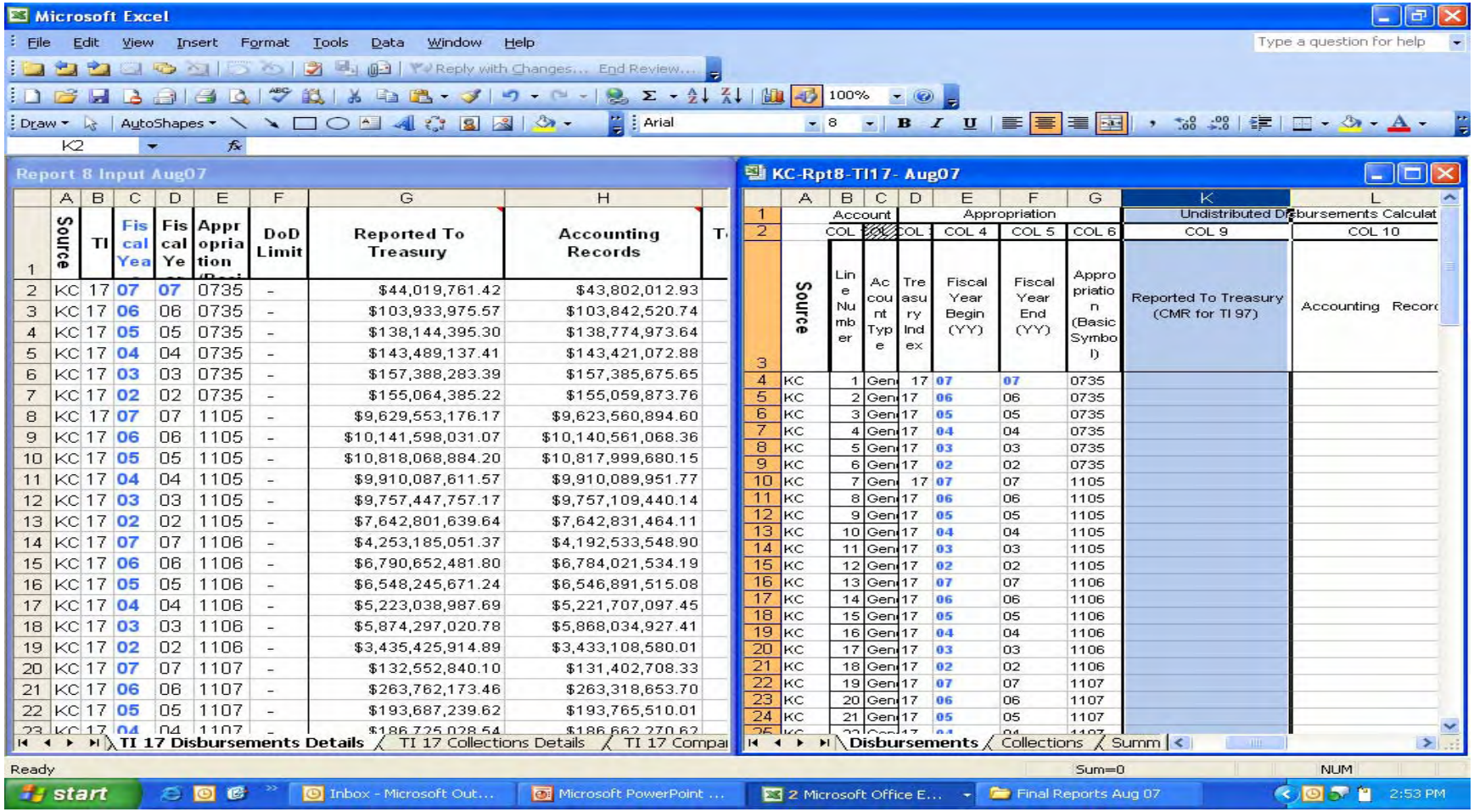
Copy cells from Report 8 Input containing: Reported to Treasury, Accounting Records, Intransits (from Intransit Report), Unmatched Disbursements (from UMD Section of PD Report), & Other Supported Categories data.

Columns: G, H, J, K, & L



Paste special (values) into the appropriate columns in KC-Report8.

Columns: K, L, O, P, & Q



Update the Official Reports

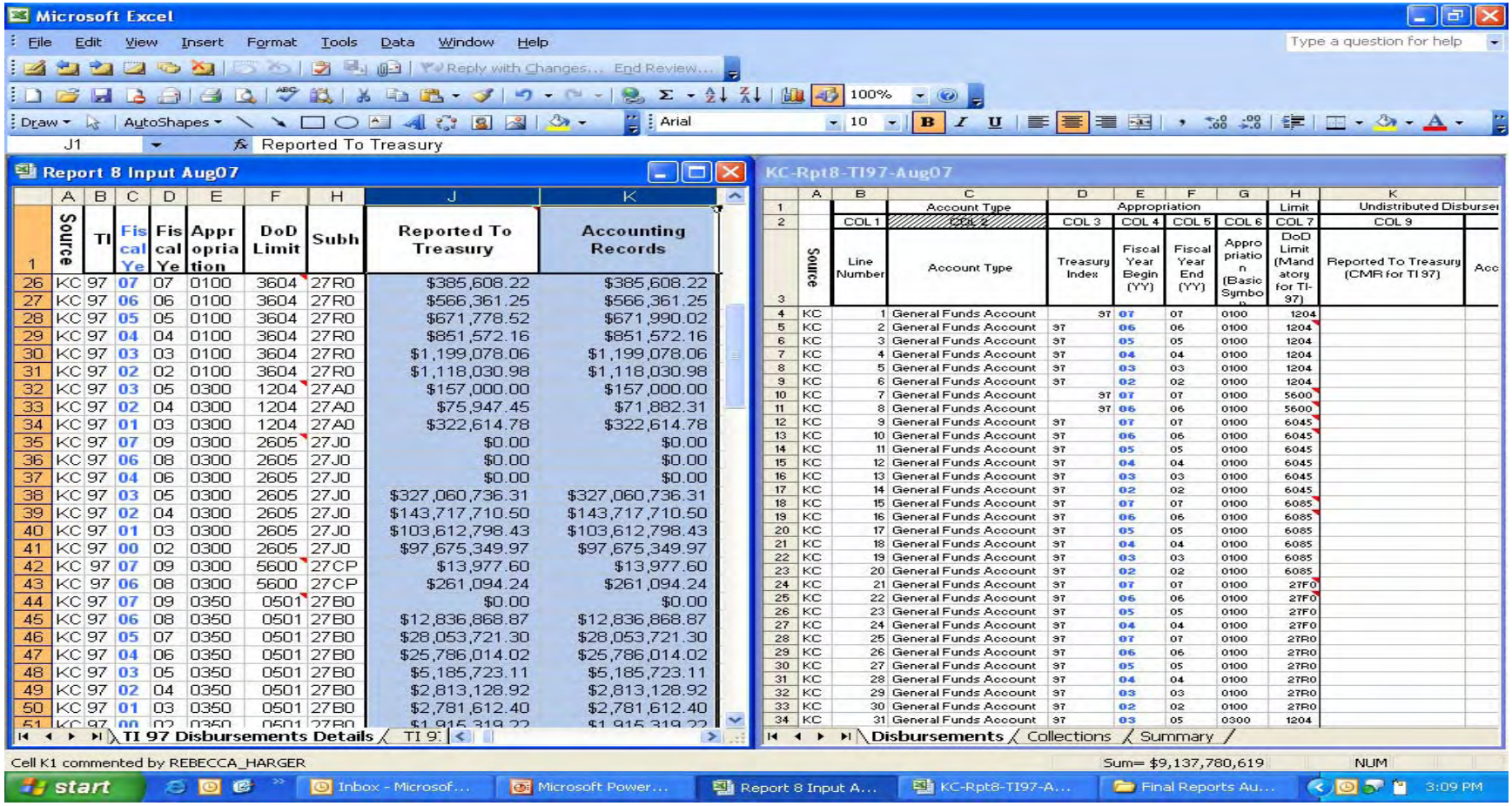
- Open the completed Report 8 Input MMM YY workbook.
  - Go to TI 97 Disbursement Details tab
- Open Workbook KC-Report8-MMM-YY-TI97
  - K:\ACCTING\ACZ\0Report8\Reports\2007-08\Final Reports Aug 07
  - Go to worksheet titled Disbursements
- View these reports side-by-side, vertically.

- The following 2 slides should also be used for copying & pasting the TI 91 Collections data.

- When completed, SAVE & close all workbooks.

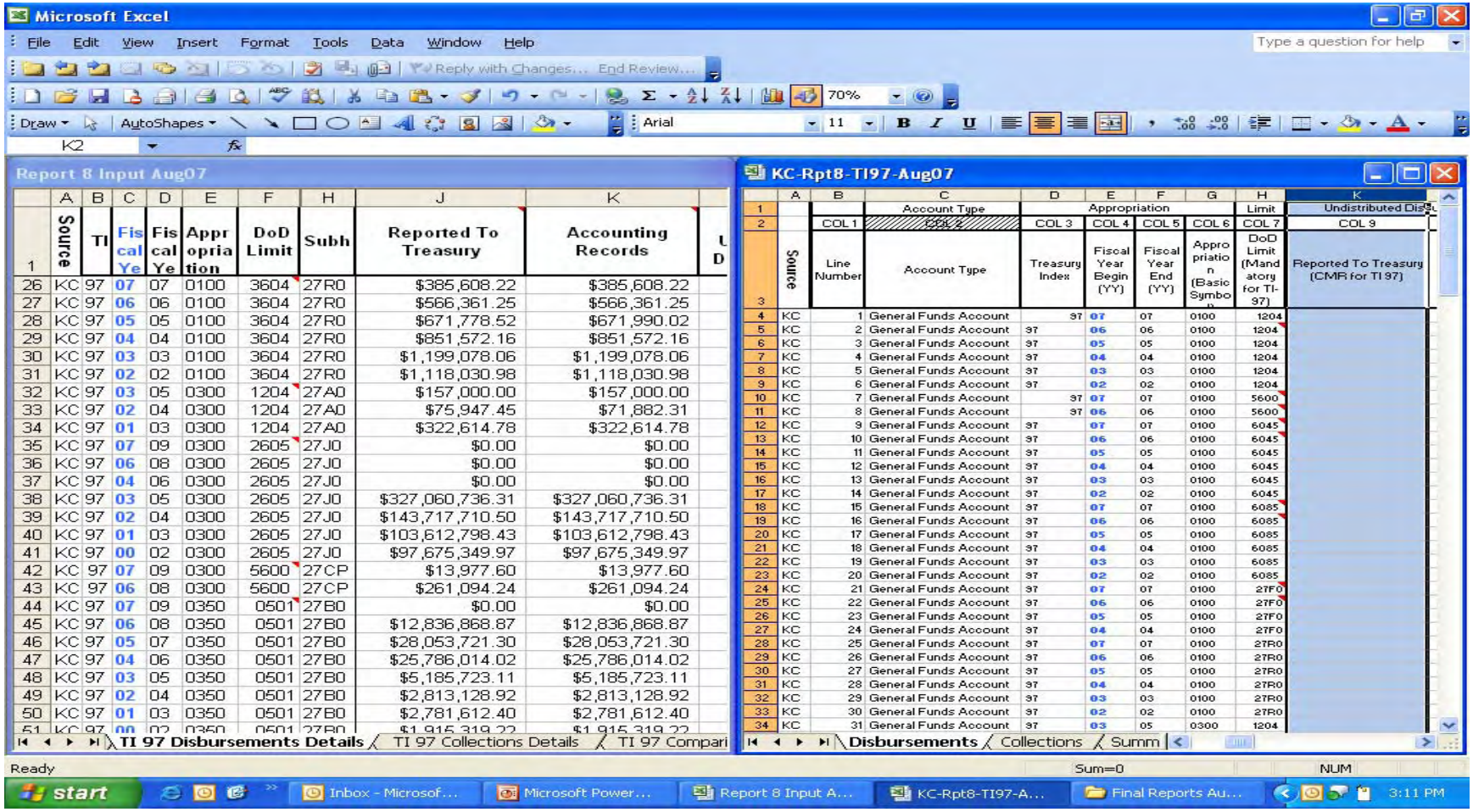
Copy cells from Report 8 Input containing: Reported to Treasury, Accounting Records, Intransits (from Intransit Report), Unmatched Disbursements (from UMD Section of PD Report), & Other Supported Categories data.

Columns: J, K, M, N, & O



Paste special (values) into the appropriate columns in KC-Report8.

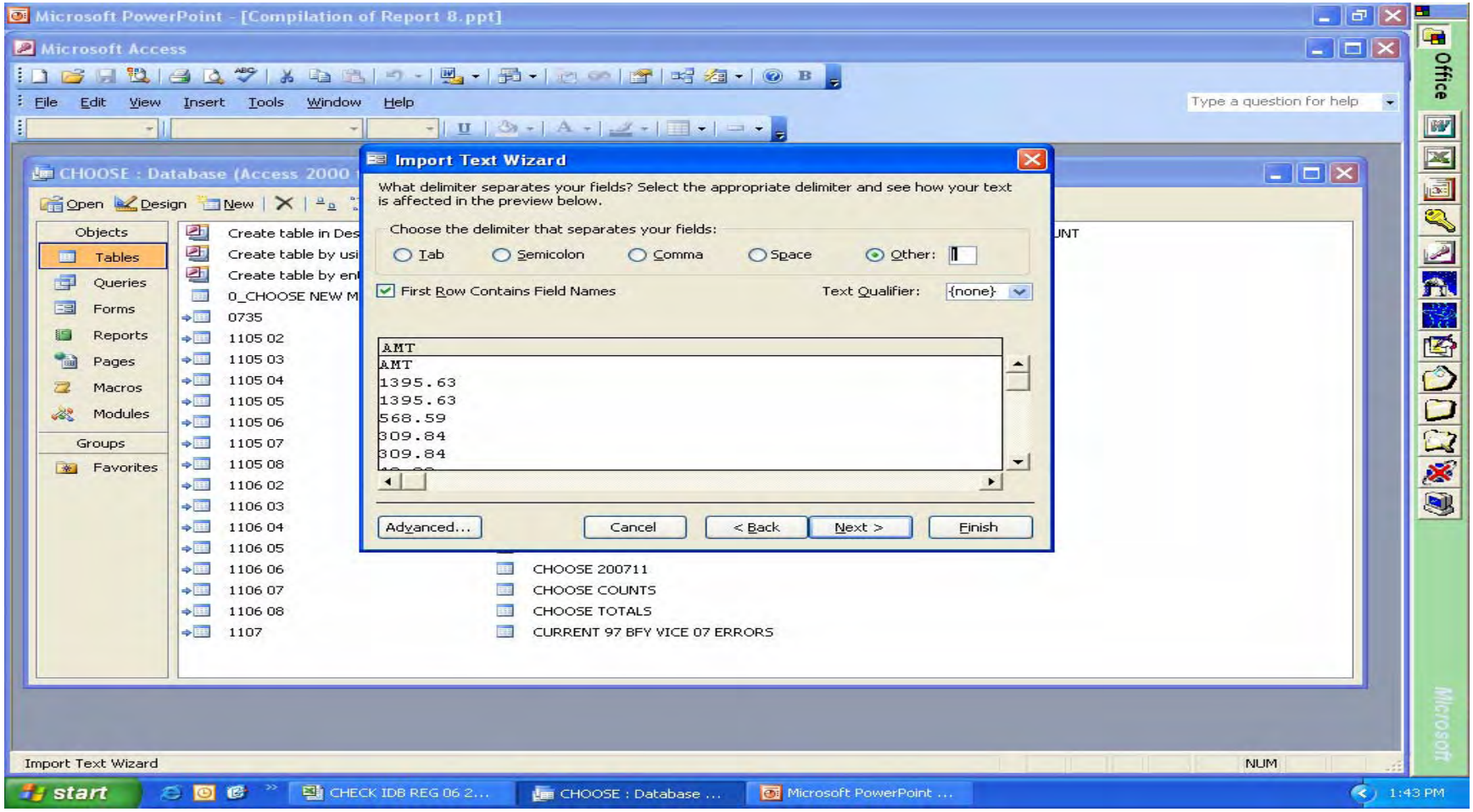
Columns: K, L, O, P, & Q



Report 8 Distribution

- Email the BSC#543 Unsupported to:
  -
  -
- Request the consolidated BSC#543 for inclusion in the Narrative.
- Follow the path below to post documents to ABL Operational Metrics Projects Portlet:
  - Open the ABL Operational Metrics Project
  - Select the Documents tab
  - Go to the following path: Reporting FY06\ MM-FY-YY\OSD\FBWT (1 month in arrears)\KC
- Post the following documents:
  - KC-RPT8-TI17-MMMYY.xls
  - KC-RPT8-TI97-MMMYY.xls

Click Next


Microsoft PowerPoint - [Compilation of Report 8.ppt]
Microsoft Access
File Edit View Insert Tools Window Help
Type a question for help
CHOOSE : Database (Access 2000
Open Design New
Objects
Tables
Queries
Forms
Reports
Pages
Macros
Modules
Groups
Favorites
Import Text Wizard
What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.
Choose the delimiter that separates your fields:
Tab Semicolon Comma Space Other:
First Row Contains Field Names
Text Qualifier: {none}
AMT
AMT
1395.63
1395.63
568.59
309.84
309.84
Advanced... Cancel < Back Next > Finish
CHOOSE 200711
CHOOSE COUNTS
CHOOSE TOTALS
CURRENT 97 BFY VICE 07 ERRORS
Import Text Wizard
NUM
start
CHECK IDB REG 06 2...
CHOOSE : Database ...
Microsoft PowerPoint ...
1:43 PM

DEPARTMENT OF DEFENSE
Defense Finance and Accounting Service – Kansas City
Financial Accounting and Support
Financial Reporting and Analysis Branch
1500 E. Bannister Rd.
Kansas City, Missouri 64197

Desktop for Retrieving and Posting Source Documentation for Accounts Receivable

1. Retrieve source Excel-based files and post to the K Drive. Path is K:ACCTING\reports\AcctRec\YearMo\Input.

1.1 By the last day of each month, ensure the MCTFS file has been received from Military Pay; request if not. Once received, post to the K: drive.

1.2. On the last working day of each month, download the MDMR file from the MDMR project on the e-portal and save to the K drive. Save another original copy to K:ACCTING\reports\AcctRec\ARTool-RA\Source\MDMR. Send notification to Field Accounting, giving the path within the message.

1.2.1 In the Source\MDMR copy, go to column titled “POC(s)”. Change the column title to “POC” and save.

1.2.2 In the Input copy, go to column titled “dBRecordLoc” and filter on “Lite”.

1.2.2.1 Go to column titled “ImportFrom”. Filter on “C62”.

1.2.2.2 Type “VP” instead of Lite for all debts imported from C62.

1.2.2.3 Do a custom filter on the “ImportFrom” column as “does not contain C62”.

1.2..2.4 Type “MOCAS” instead of Lite for all debts imported from anything other than C62. Save the file with these changes.

1.3. Between first and third day of each month, run the DTS retrievals from Report.Net (Commands/Dept Head/Financial Accounting & Support ADR/Hist Trans/Hist Trans Query).

1.4. By the fourth day of each month, receive Word format DDMS zip files via e-mail from DDMS Denver. Unzip the file, extract and save the DDMS MRR and TROR files to the K Drive.

1.5. Between the third and seventh days of each month, once the designated individuals with access to the AFS&ARSSSR project on to the K Drive, and will send e-mail notification to the accountants who prepare the receivables reports that the files are available.

DEPARTMENT OF DEFENSE
Defense Finance and Accounting Service – Kansas City
Financial Accounting and Support
Financial Reporting and Analysis Branch
1500 E. Bannister Rd.
Kansas City, Missouri 64197

Desktop for Completing the Supplemental Receivables Reports: Pacing View Report for Accounts Receivable, TUFTE Supplemental Charts, and Monthly Certification Letter

1. Pacing View Report.

1.1. Retrieve source Excel file ("Pacing View Yr/Mo.xls"). Path is K:ACCTING\reports\AcctRec\YearMo.

1.2. Using the AR Tool, run the "Metric Report By Agency" for the current month.

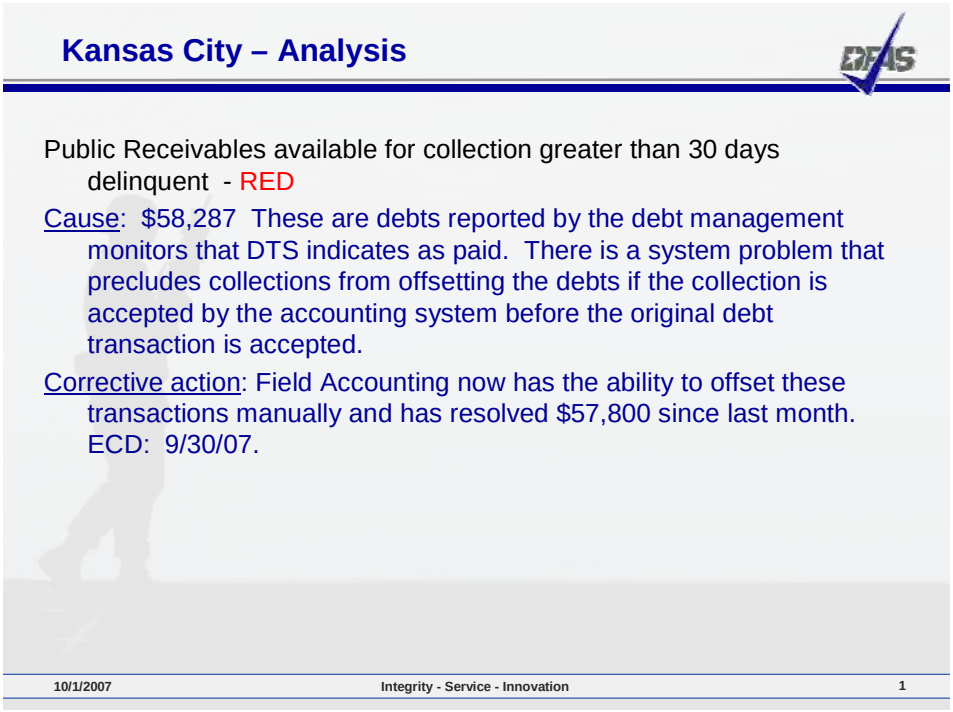
1.3. Input the Goal and Reported figures for USMC only (do not include TI 97 UCC receivables) into the Pacing View Excel file (screenshot below):

				Site Goal for Month	Site Actual for Month
FOM - PD NU	Maintain NULO levels below FY04 ending balance.				
FOM - PD NU	Reduce > 120 day NULOs to zero.				
FOM - PD UMD	Maintain FY 2004 year-end balance.				
FOM - PD UMD	Reduce > 120 day UMDs to zero.				
FOM - AR	DoD Public Delinquent Receivables over 30 days should not exceed 10% of the Total Public Receivables. (% and $)	**$0.00**	**$0.00**	**$4,143,744.00**	**($821,231.00)**
FOM - AR	The Within DoD Delinquent Intragovernmental Receivables over 30 days should not exceed 8% of the Total Within DoD Intragovernmental Receivables. (% and $)	**$0.00**	**$0.00**	**$6,603,523.00**	**$2,607,706.00**
FOM - AR	The Outside DoD Delinquent Intragovernmental Receivables over 30 days should not exceed 10% of the Total Outside DoD Intragovernmental Receivables. (% and $)	**$0.00**	**$0.00**	**$309,327.00**	**$86,174.00**
FOM - AR	Public Debt greater than 60 days delinquent that is available for transfer to debt management is not to exceed 1% of the Total Public Receivables. (% and $)	**$0.00**	**$0.00**	**$481,321.00**	**($505,230.00)**
FOM - IT	To reduce the 31-120 days overaged by 50% and to reduce the > 120 days overaged by 75% from the FY 2005 year-end balance. Capitalized agencies 31-120 days goal is to reduce to $56.01M and the > 120 days overaged goal is to reduce to $34.06M.				

1.3.1. For site actual numbers, the cell is conditionally formatted to reflect the red, yellow, or green status of the metric. This conditional formatting may need to be adjusted as the metrics change.

1.3.2. Once input is complete, save the file. Open up the next month's folder and save the file with the next month's name. For example, after saving Pacing View 200709.xls, open a 200710 Oct folder and save the file as Pacing View 200710.xls, and it will be ready for updating the next month.

1.3.4. Red metrics require narratives addressing the causes and corrective actions in a separate Microsoft PowerPoint file, titled (Month) Analysis Pacing View.ppt, and located in the same folder as the Excel spreadsheet (screenshot below):



This narrative should be the same as on the metric narratives submitted with the monthly receivables data and the TUFTE Chart that is submitted each month for any metrics that are red. Submit narratives ONLY for metrics that are red in the current month.

1.3.5. Submit this report and narrative charts to the business office (currently XXXXX) via e-mail by the 10th working day of each month (working days do not include weekends or holidays).

2. TUFTE Charts.

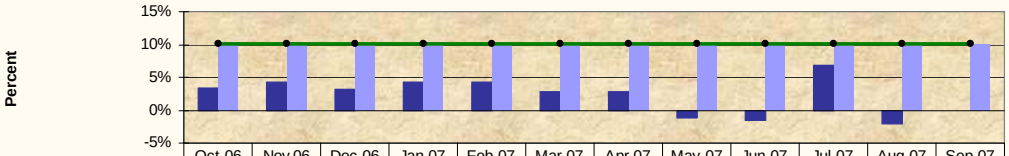
2.1. Retrieve source PowerPoint file ("KC AR-Supplemental Yr/Mo.ppt"). Path is K:ACCTING\reports\AcctRec\YearMo. Kansas City slides begin at about slide 28. The first metric slide is shown below.

Kansas City: Delinquent Public Accounts Receivable

Goal: No more than 10 percent of the Total Public Accounts Receivables available for collection should be greater than 30 days old.

Information for August 2007

Marine Corps: Delinquent Public Accounts Receivable



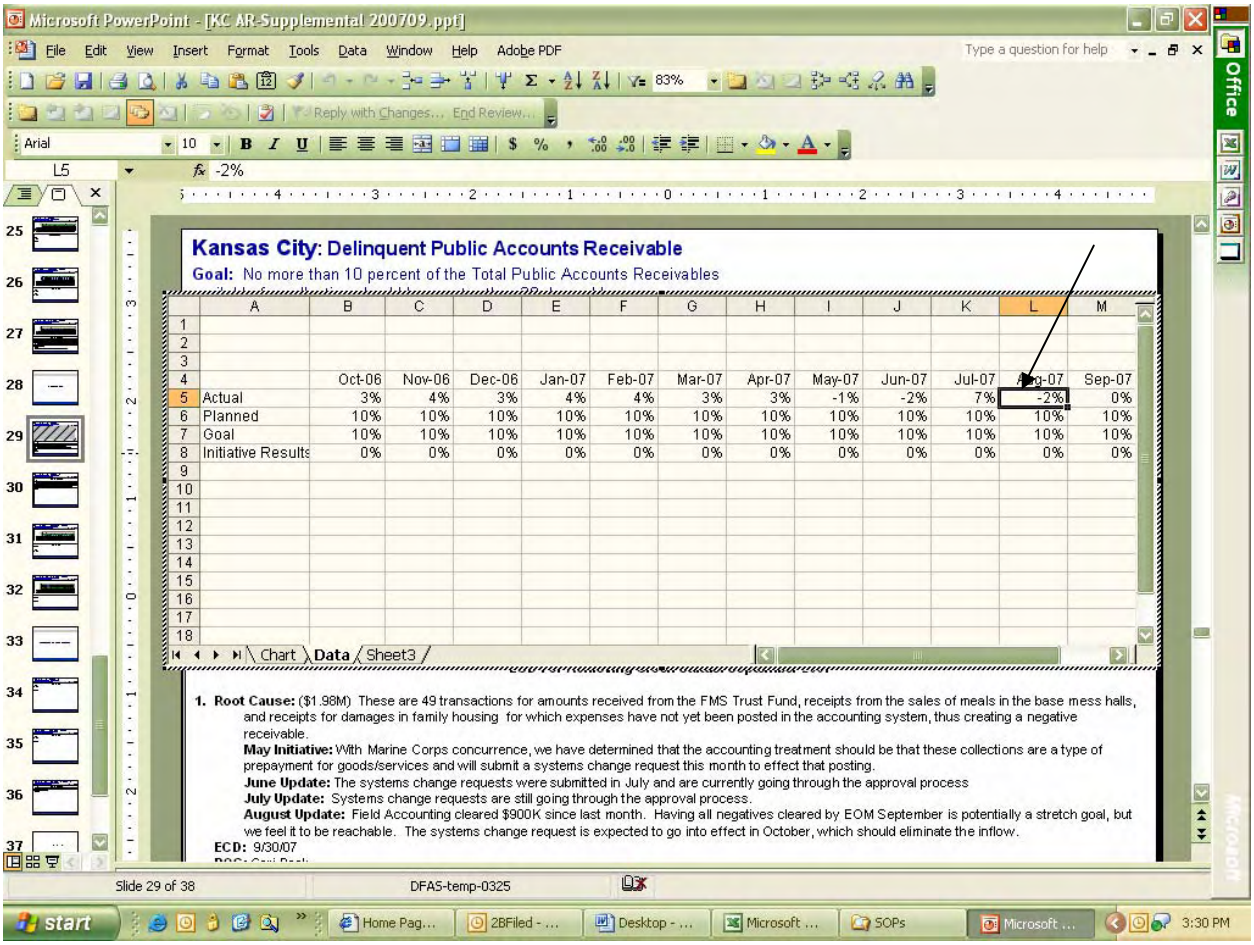
	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07
Actual	3%	4%	3%	4%	4%	3%	3%	-1%	-2%	7%	-2%	0%
Planned	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Goal	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Initiative Results	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Initiatives For Meeting FY 07 Goal
ECD For Achieving Green Status: September 2007

1. **Root Cause:** ($1.98M) These are 49 transactions for amounts received from the FMS Trust Fund, receipts from the sales of meals in the base mess halls, and receipts for damages in family housing for which expenses have not yet been posted in the accounting system, thus creating a negative receivable.
   May Initiative: With Marine Corps concurrence, we have determined that the accounting treatment should be that these collections are a type of prepayment for goods/services and will submit a systems change request this month to effect that posting.
   June Update: The systems change requests were submitted in July and are currently going through the approval process
   July Update: Systems change requests are still going through the approval process.
   August Update: Field Accounting cleared $900K since last month. Having all negatives cleared by EOM September is potentially a stretch goal, but we feel it to be reachable. The systems change request is expected to go into effect in October, which should eliminate the inflow.

   ECD: 9/30/07
   POC: Cari Pack

2.2. For each metric, update the "information for" date, then double click on the embedded Excel chart to open it. Go to the data sheet and update the actual cell for the current month (screenshot below). Return to the chart sheet before leaving Excel.



2.3. Narratives must be provided for any metric that is red in the current month or that was red in the prior month (even if it is now green). These narratives address root causes, planned actions and/or updates from the initial planned actions, and expected resolution dates (for each root cause) and should tie closely with the metric narratives submitted with the monthly receivables data in the AR Tool and the Pacing View narratives. For metrics that have gone from red to green, note that the actions to resolve the root cause were completed with the approximate date completion took place. If the metric stays green, no further narrative will be required.

2.4. Once input is complete, save the file. Open up the next month's folder and save the file with the next month's name. For example, after saving KC AR-Supplemental 200709.ppt, open the 200710 Oct folder and save the file as KC AR-Supplemental 200710.xls, and it will be ready for updating the next month.

2.5. Post the file to the e-Portal in the Accounts Receivable Project, Documents Tab, Tufte Supplemental Folder, Current Month. This file is due the day after the monthly receivables data file (usually the 14th calendar day of each month).

3. Monthly Certification Letter.

3.1. Retrieve the monthly certification letter (“AR Cert.doc”) from K:ACCTING\reports\AcctRec.

3.2. Update to the current month and print.

3.3. Have the Site Director or his deputy sign the letter at the monthly receivables briefing, which will take place on or before the 13th calendar day of the month.

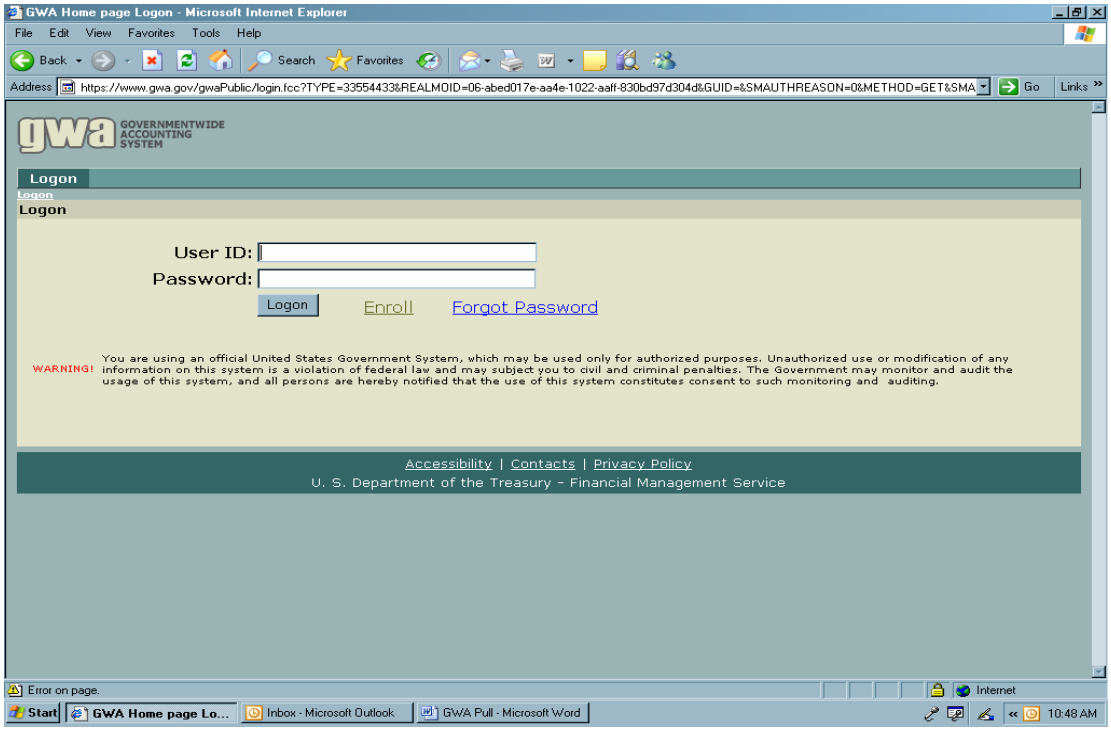
3.4. Digitize the signed letter into *.pdf format using the digital sender. Save the resulting file as “AR Cert YrMo.pdf” to the current month’s receivable file (K:ACCTING\reports\AcctRec\YrMo).

3.5. Upload the *.pdf file to the Accounts Receivable project under the current month’s MRD KC folder (Documents, MRD (#) Month-Year, KC).

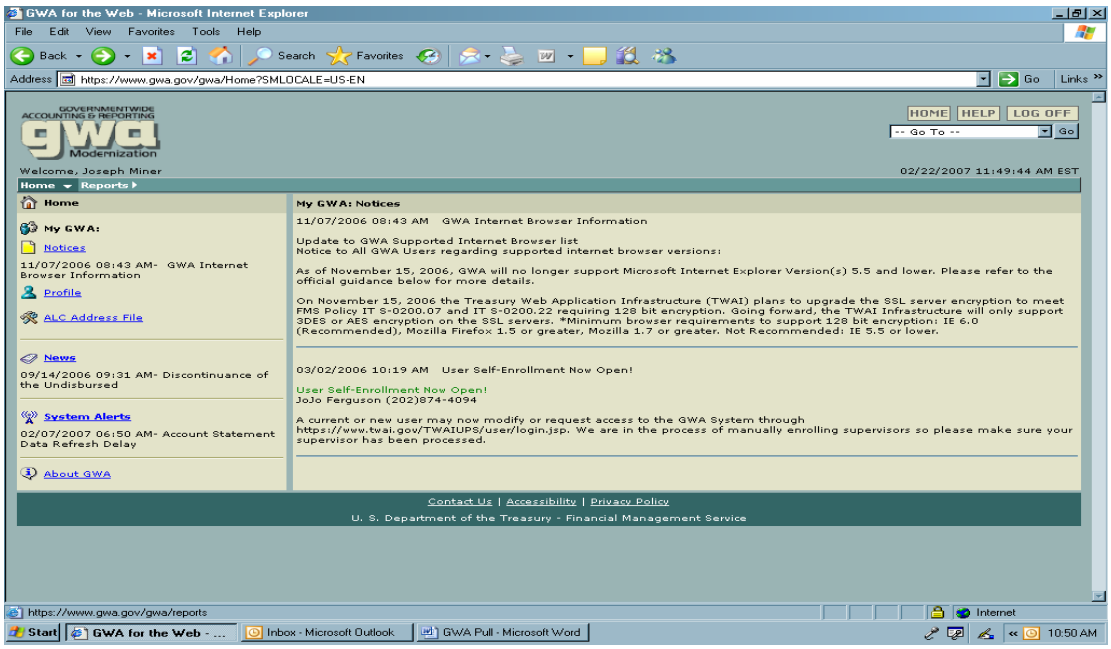
Reports and Analysis GWA Pull

Pulling the Expenditure Activity

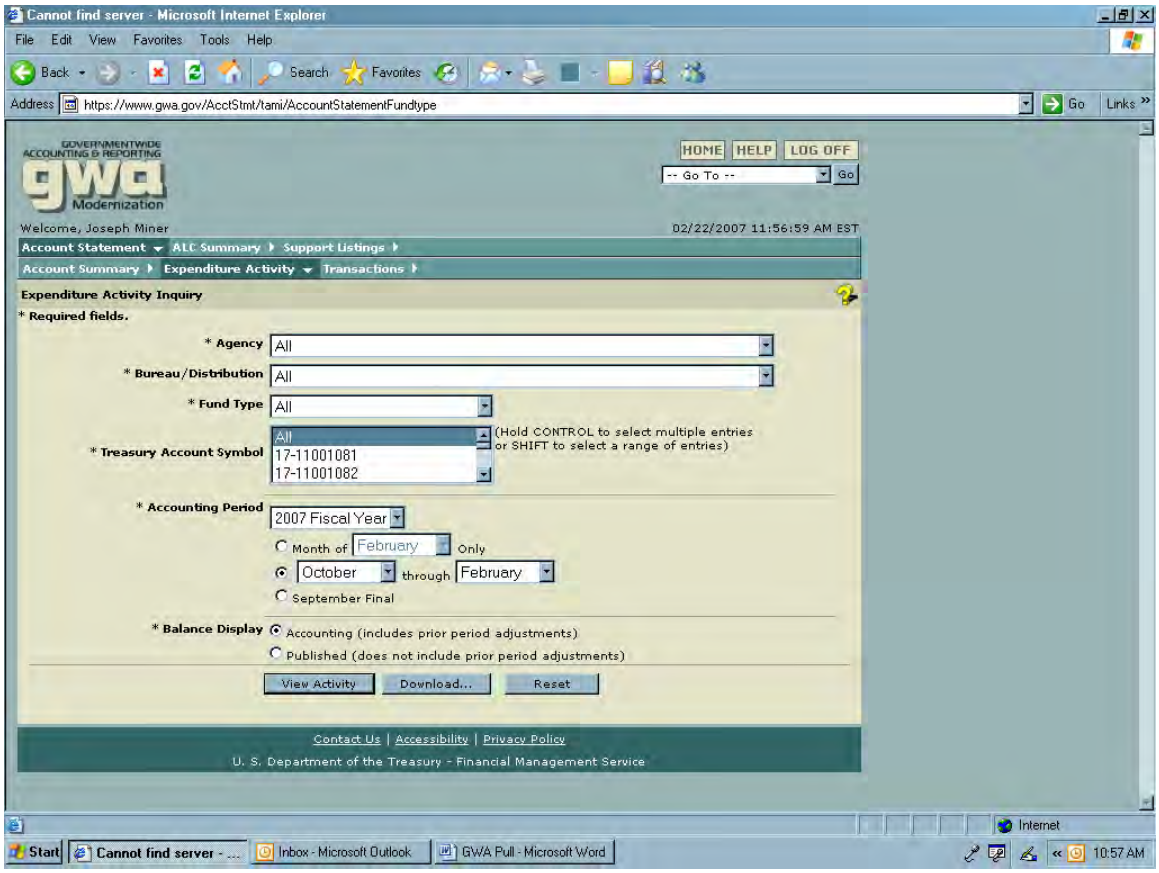
1. Open GWA and enter your User ID and Password and select Logon.



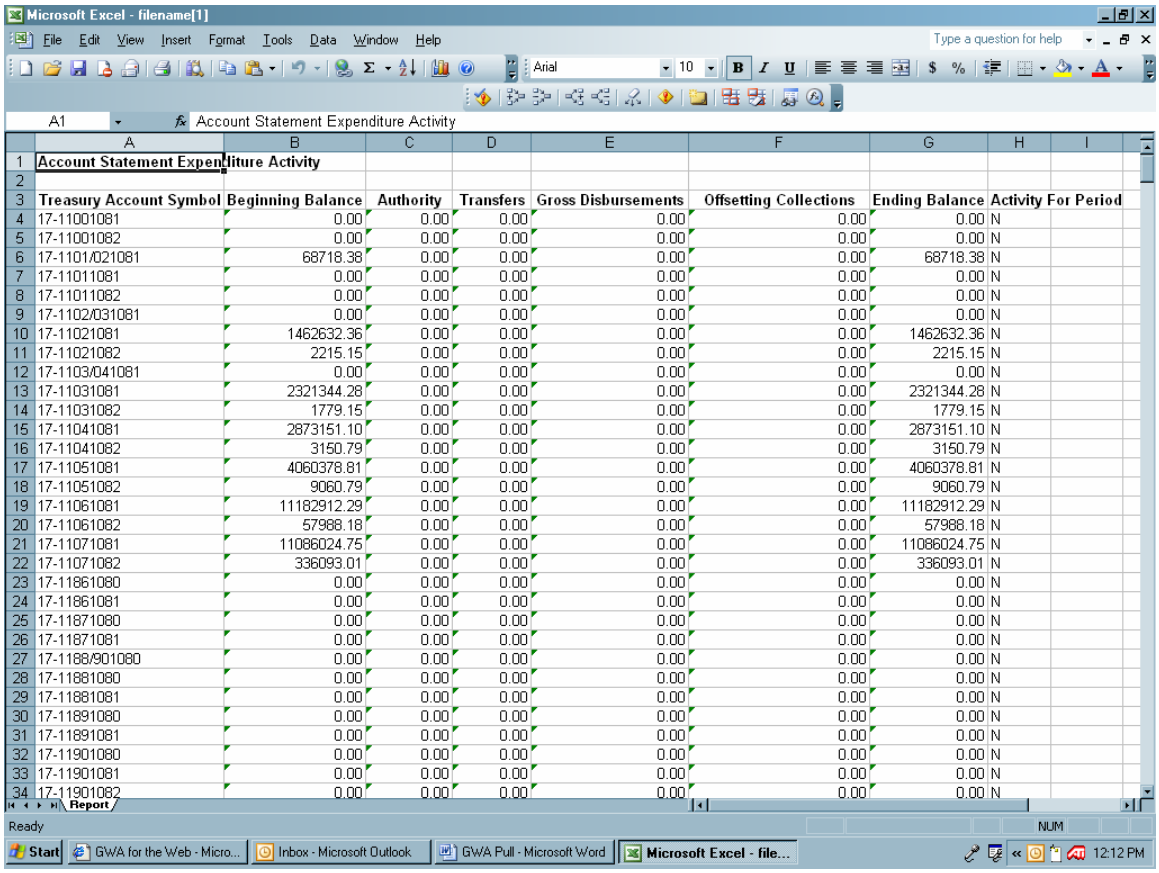
2. Select Reports.



3. Select Expenditure Activity under the Account Statement.
4. Select Agency 17 Department of Navy.
5. Select All for the Bureau /Distribution.
6. Select General Fund for the Fund Type.
7. Select All for the Treasury Account Symbol.
8. Select 2007 Fiscal Year for the Accounting Period. Note that the Fiscal Year (2007) should reflect the current Fiscal Year.
9. Select the option for October through February. Note that the ending month (February) is the current month end period and will change each month to reflect the current month end period.
10. Select Accounting for the Balance Display and select download..

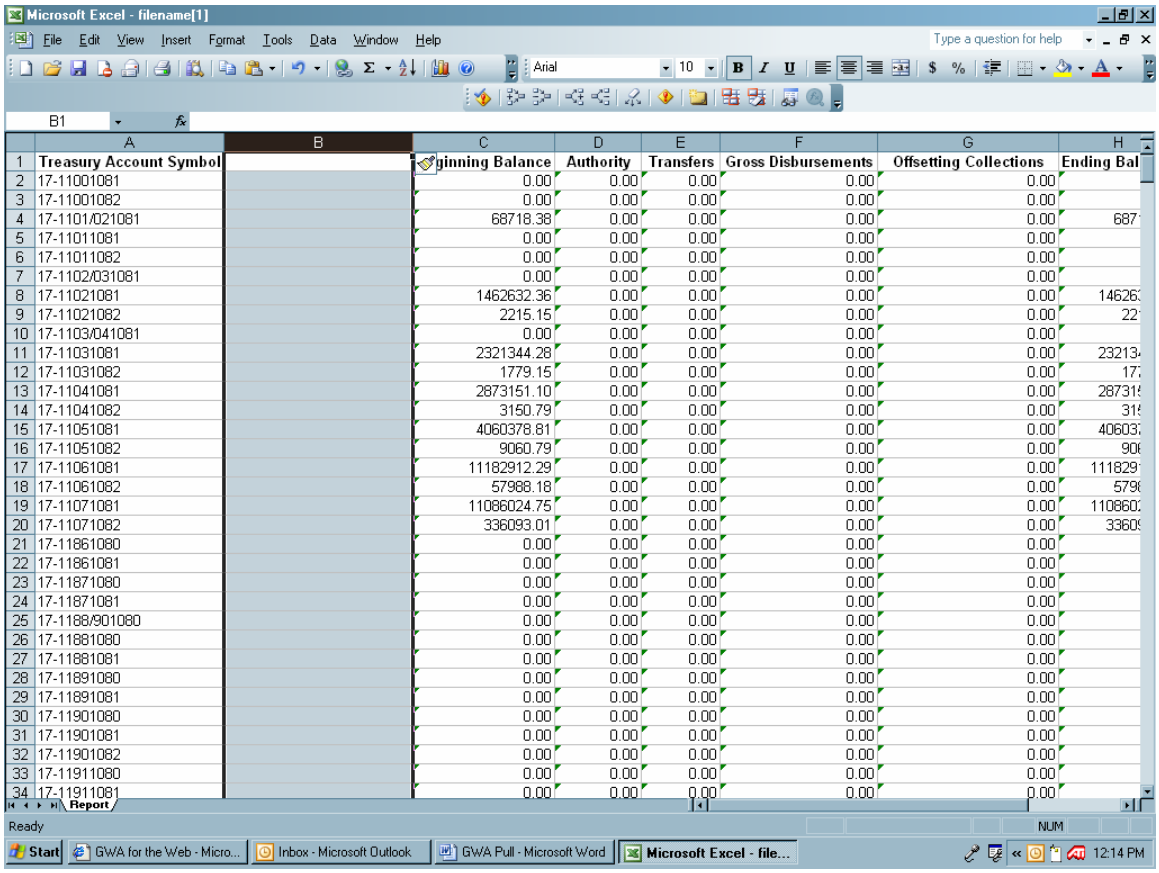


11. Select Excel as the download file type and include table headings under the options and select download.
12. Select Open.
13. You will now have a spreadsheet that looks like the following.



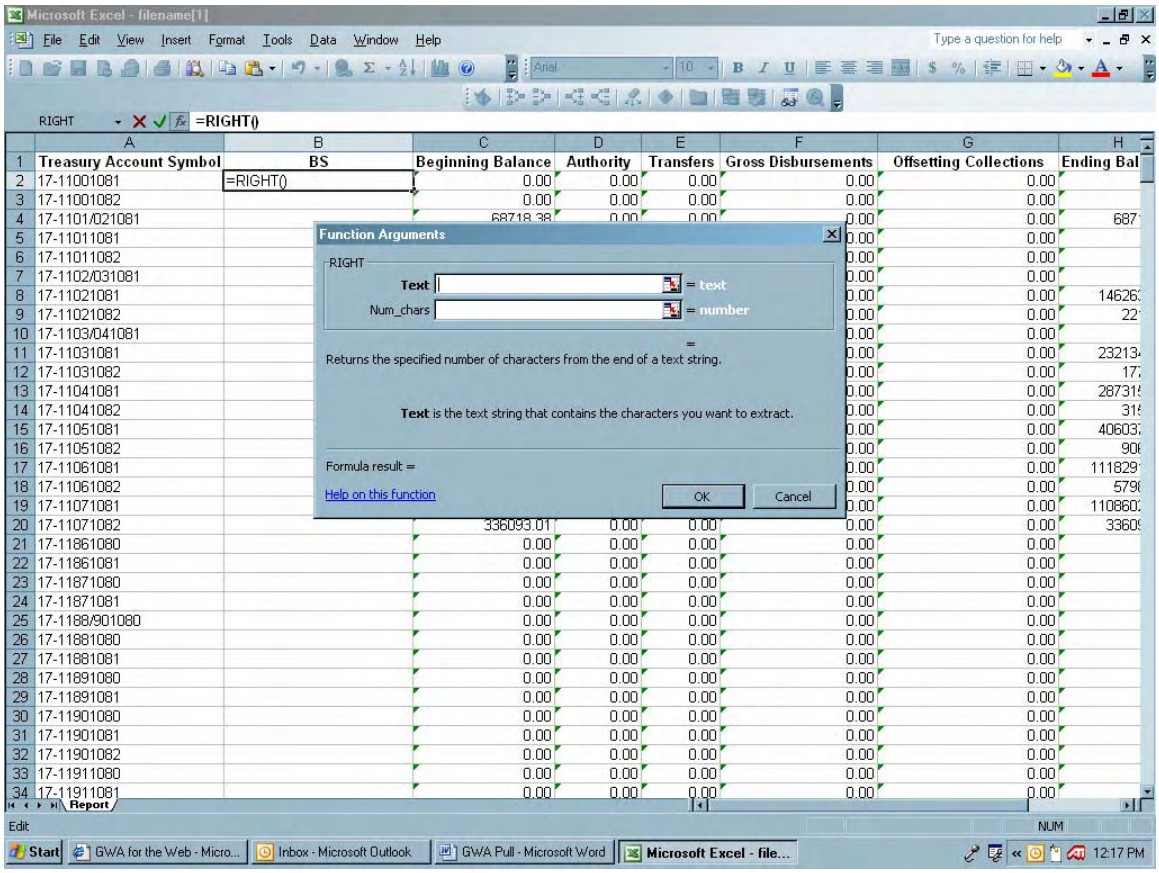
	A	B	C	D	E	F	G	H	I
1	Account Statement Expenditure Activity								
2									
3	Treasury Account Symbol	Beginning Balance	Authority	Transfers	Gross Disbursements	Offsetting Collections	Ending Balance	Activity For Period	
4	17-11001081	0.00	0.00	0.00	0.00	0.00	0.00	N	
5	17-11001082	0.00	0.00	0.00	0.00	0.00	0.00	N	
6	17-1101/021081	68718.38	0.00	0.00	0.00	0.00	68718.38	N	
7	17-11011081	0.00	0.00	0.00	0.00	0.00	0.00	N	
8	17-11011082	0.00	0.00	0.00	0.00	0.00	0.00	N	
9	17-1102/031081	0.00	0.00	0.00	0.00	0.00	0.00	N	
10	17-11021081	1462632.36	0.00	0.00	0.00	0.00	1462632.36	N	
11	17-11021082	2215.15	0.00	0.00	0.00	0.00	2215.15	N	
12	17-1103/041081	0.00	0.00	0.00	0.00	0.00	0.00	N	
13	17-11031081	2321344.28	0.00	0.00	0.00	0.00	2321344.28	N	
14	17-11031082	1779.15	0.00	0.00	0.00	0.00	1779.15	N	
15	17-11041081	2873151.10	0.00	0.00	0.00	0.00	2873151.10	N	
16	17-11041082	3150.79	0.00	0.00	0.00	0.00	3150.79	N	
17	17-11051081	4060378.81	0.00	0.00	0.00	0.00	4060378.81	N	
18	17-11051082	9060.79	0.00	0.00	0.00	0.00	9060.79	N	
19	17-11061081	11182912.29	0.00	0.00	0.00	0.00	11182912.29	N	
20	17-11061082	57988.18	0.00	0.00	0.00	0.00	57988.18	N	
21	17-11071081	11086024.75	0.00	0.00	0.00	0.00	11086024.75	N	
22	17-11071082	336093.01	0.00	0.00	0.00	0.00	336093.01	N	
23	17-11861080	0.00	0.00	0.00	0.00	0.00	0.00	N	
24	17-11861081	0.00	0.00	0.00	0.00	0.00	0.00	N	
25	17-11871080	0.00	0.00	0.00	0.00	0.00	0.00	N	
26	17-11871081	0.00	0.00	0.00	0.00	0.00	0.00	N	
27	17-1188/901080	0.00	0.00	0.00	0.00	0.00	0.00	N	
28	17-11881080	0.00	0.00	0.00	0.00	0.00	0.00	N	
29	17-11881081	0.00	0.00	0.00	0.00	0.00	0.00	N	
30	17-11891080	0.00	0.00	0.00	0.00	0.00	0.00	N	
31	17-11891081	0.00	0.00	0.00	0.00	0.00	0.00	N	
32	17-11901080	0.00	0.00	0.00	0.00	0.00	0.00	N	
33	17-11901081	0.00	0.00	0.00	0.00	0.00	0.00	N	
34	17-11901082	0.00	0.00	0.00	0.00	0.00	0.00	N	

14. Delete rows 1&2 in the spreadsheet.
15. Insert a column in column B by clicking on column B and selecting Insert and Columns.



	A	B	C	D	E	F	G	H
1	Treasury Account Symbol		ginning Balance	Authority	Transfers	Gross Disbursements	Offsetting Collections	Ending Bal
2	17-11001081		0.00	0.00	0.00	0.00	0.00	
3	17-11001082		0.00	0.00	0.00	0.00	0.00	
4	17-1101/021081		68718.38	0.00	0.00	0.00	0.00	687
5	17-11011081		0.00	0.00	0.00	0.00	0.00	
6	17-11011082		0.00	0.00	0.00	0.00	0.00	
7	17-1102/031081		0.00	0.00	0.00	0.00	0.00	
8	17-11021081		1462632.36	0.00	0.00	0.00	0.00	14626
9	17-11021082		2215.15	0.00	0.00	0.00	0.00	22
10	17-1103/041081		0.00	0.00	0.00	0.00	0.00	
11	17-11031081		2321344.28	0.00	0.00	0.00	0.00	23213
12	17-11031082		1779.15	0.00	0.00	0.00	0.00	17
13	17-11041081		2873151.10	0.00	0.00	0.00	0.00	28731
14	17-11041082		3150.79	0.00	0.00	0.00	0.00	31
15	17-11051081		4060378.81	0.00	0.00	0.00	0.00	40603
16	17-11051082		9060.79	0.00	0.00	0.00	0.00	90
17	17-11061081		11182912.29	0.00	0.00	0.00	0.00	111829
18	17-11061082		57988.18	0.00	0.00	0.00	0.00	579
19	17-11071081		11086024.75	0.00	0.00	0.00	0.00	110860
20	17-11071082		336093.01	0.00	0.00	0.00	0.00	3360
21	17-11861080		0.00	0.00	0.00	0.00	0.00	
22	17-11861081		0.00	0.00	0.00	0.00	0.00	
23	17-11871080		0.00	0.00	0.00	0.00	0.00	
24	17-11871081		0.00	0.00	0.00	0.00	0.00	
25	17-1188/901080		0.00	0.00	0.00	0.00	0.00	
26	17-11881080		0.00	0.00	0.00	0.00	0.00	
27	17-11881081		0.00	0.00	0.00	0.00	0.00	
28	17-11891080		0.00	0.00	0.00	0.00	0.00	
29	17-11891081		0.00	0.00	0.00	0.00	0.00	
30	17-11901080		0.00	0.00	0.00	0.00	0.00	
31	17-11901081		0.00	0.00	0.00	0.00	0.00	
32	17-11901082		0.00	0.00	0.00	0.00	0.00	
33	17-11911080		0.00	0.00	0.00	0.00	0.00	
34	17-11911081		0.00	0.00	0.00	0.00	0.00	

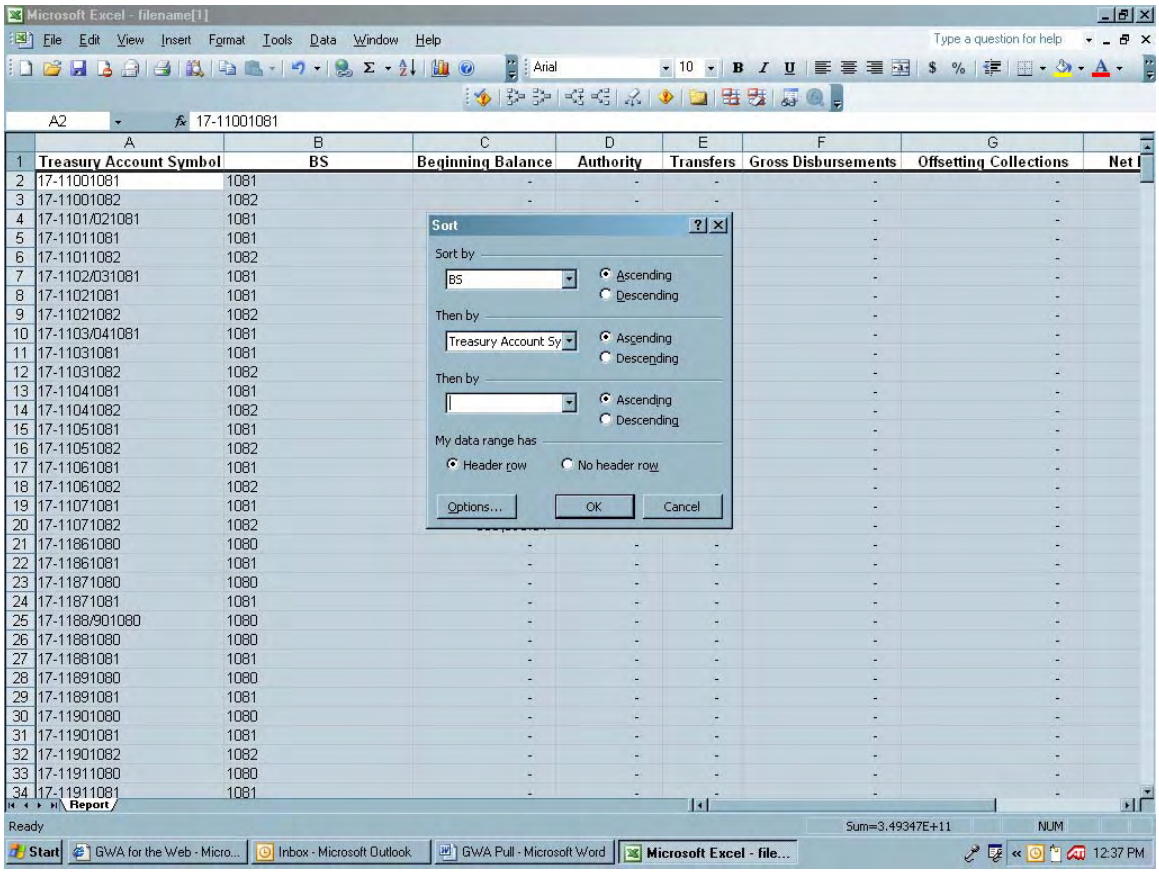
16. Label column B in cell B1 as “BS” Basic Symbol.
17. In cell B2 select Insert, Function, Right and you will get a function arguments box.



	A	B	C	D	E	F	G	H
1	Treasury Account Symbol	BS	Beginning Balance	Authority	Transfers	Gross Disbursements	Offsetting Collections	Ending Bal
2	17-11001081	=RIGHT()	0.00	0.00	0.00	0.00	0.00	
3	17-11001082		0.00	0.00	0.00	0.00	0.00	
4	17-1101/021081		68718.38	0.00	0.00	0.00	0.00	687
5	17-11011081					0.00	0.00	
6	17-11011082					0.00	0.00	
7	17-1102/031081					0.00	0.00	
8	17-11021081					0.00	0.00	14626
9	17-11021082					0.00	0.00	22
10	17-1103/041081					0.00	0.00	
11	17-11031081					0.00	0.00	23213
12	17-11031082					0.00	0.00	17
13	17-11041081					0.00	0.00	28731
14	17-11041082					0.00	0.00	31
15	17-11051081					0.00	0.00	40603
16	17-11051082					0.00	0.00	90
17	17-11061081					0.00	0.00	111829
18	17-11061082					0.00	0.00	579
19	17-11071081					0.00	0.00	110860
20	17-11071082		336093.01	0.00	0.00	0.00	0.00	3360
21	17-11861080		0.00	0.00	0.00	0.00	0.00	
22	17-11861081		0.00	0.00	0.00	0.00	0.00	
23	17-11871080		0.00	0.00	0.00	0.00	0.00	
24	17-11871081		0.00	0.00	0.00	0.00	0.00	
25	17-1188/901080		0.00	0.00	0.00	0.00	0.00	
26	17-11881080		0.00	0.00	0.00	0.00	0.00	
27	17-11881081		0.00	0.00	0.00	0.00	0.00	
28	17-11891080		0.00	0.00	0.00	0.00	0.00	
29	17-11891081		0.00	0.00	0.00	0.00	0.00	
30	17-11901080		0.00	0.00	0.00	0.00	0.00	
31	17-11901081		0.00	0.00	0.00	0.00	0.00	
32	17-11901082		0.00	0.00	0.00	0.00	0.00	
33	17-11911080		0.00	0.00	0.00	0.00	0.00	
34	17-11911081		0.00	0.00	0.00	0.00	0.00	

18. With the blinking cursor in the text argument box, click on cell A2.
19. Now move to the Num_char box and type the number 4 and select OK.
20. Copy cell B2 down until there is no more data in column A. For this example you will copy cell B2 to cells B3:B749. Copy B2 by double clicking in the lower right corner of cell B2. With the cells highlighted, right click and select Copy, right click and select Paste Special, Values, OK.
21. Now go to cell J2 and type: =C2*1.
22. Drag J2 across to O2 and double click to copy it down.
23. With your cursor in the highlighted area, right click and select Copy, right click and select Paste Special, Value.
24. Still within the highlighted area, right click and select Format cells, Number, 2 decimals and mark the box for Use 1000 separator (,).
25. Still within the highlighted area, right click and select Cut. Move the cursor to cell C2 and select Paste. This will move the data from cells J2:O*** to cells C2:H***.
26. Click on column H and select Insert, Columns.
27. In cell H1 label the column Net Disbursements.
28. In cell H2 type the formula =F2-G2.

29. Copy the formula in cell H2 down to the bottom of the data and Copy, paste special, values.
30. Select data, sort.
31. Select sort by BS and then sort by Treasury Acct Symbol and select OK.

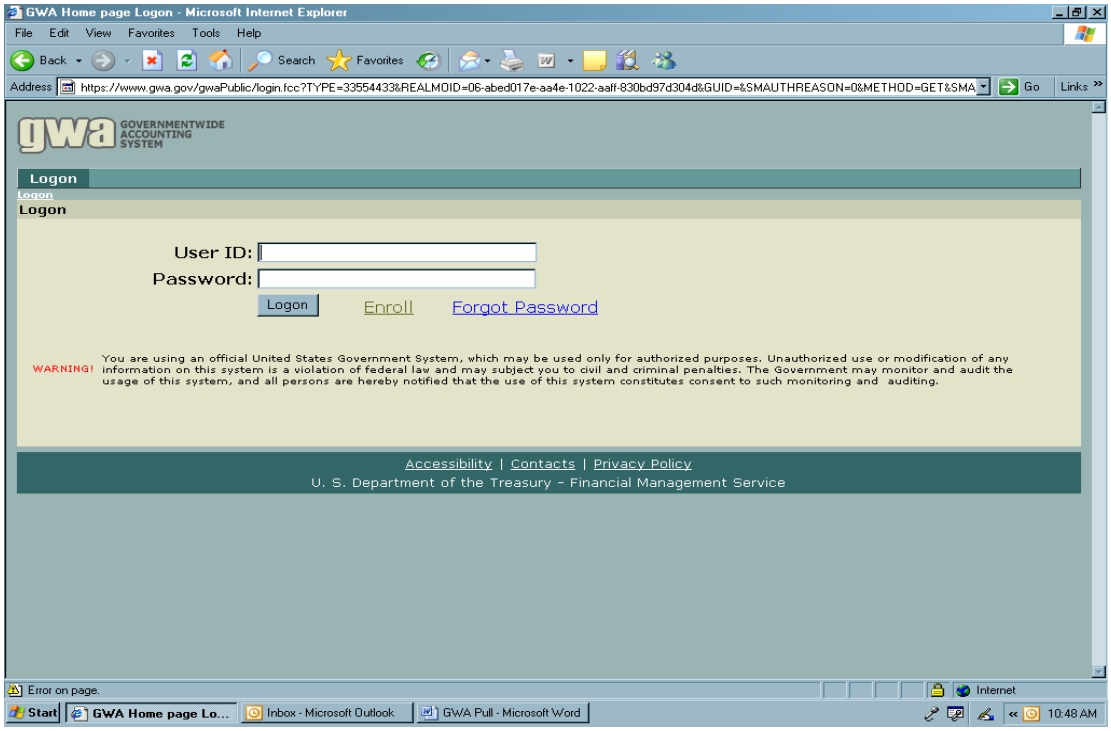


	A	B	C	D	E	F	G
1	Treasury Account Symbol	BS	Beginning Balance	Authority	Transfers	Gross Disbursements	Offsetting Collections
2	17-11001081	1081	-	-	-	-	-
3	17-11001082	1082	-	-	-	-	-
4	17-1101/021081	1081				-	-
5	17-11011081	1081				-	-
6	17-11011082	1082				-	-
7	17-1102/031081	1081				-	-
8	17-11021081	1081				-	-
9	17-11021082	1082				-	-
10	17-1103/041081	1081				-	-
11	17-11031081	1081				-	-
12	17-11031082	1082				-	-
13	17-11041081	1081				-	-
14	17-11041082	1082				-	-
15	17-11051081	1081				-	-
16	17-11051082	1082				-	-
17	17-11061081	1081				-	-
18	17-11061082	1082				-	-
19	17-11071081	1081				-	-
20	17-11071082	1082				-	-
21	17-11861080	1080	-	-	-	-	-
22	17-11861081	1081	-	-	-	-	-
23	17-11871080	1080	-	-	-	-	-
24	17-11871081	1081	-	-	-	-	-
25	17-1188/901080	1080	-	-	-	-	-
26	17-11881080	1080	-	-	-	-	-
27	17-11881081	1081	-	-	-	-	-
28	17-11891080	1080	-	-	-	-	-
29	17-11891081	1081	-	-	-	-	-
30	17-11901080	1080	-	-	-	-	-
31	17-11901081	1081	-	-	-	-	-
32	17-11901082	1082	-	-	-	-	-
33	17-11911080	1080	-	-	-	-	-
34	17-11911081	1081	-	-	-	-	-

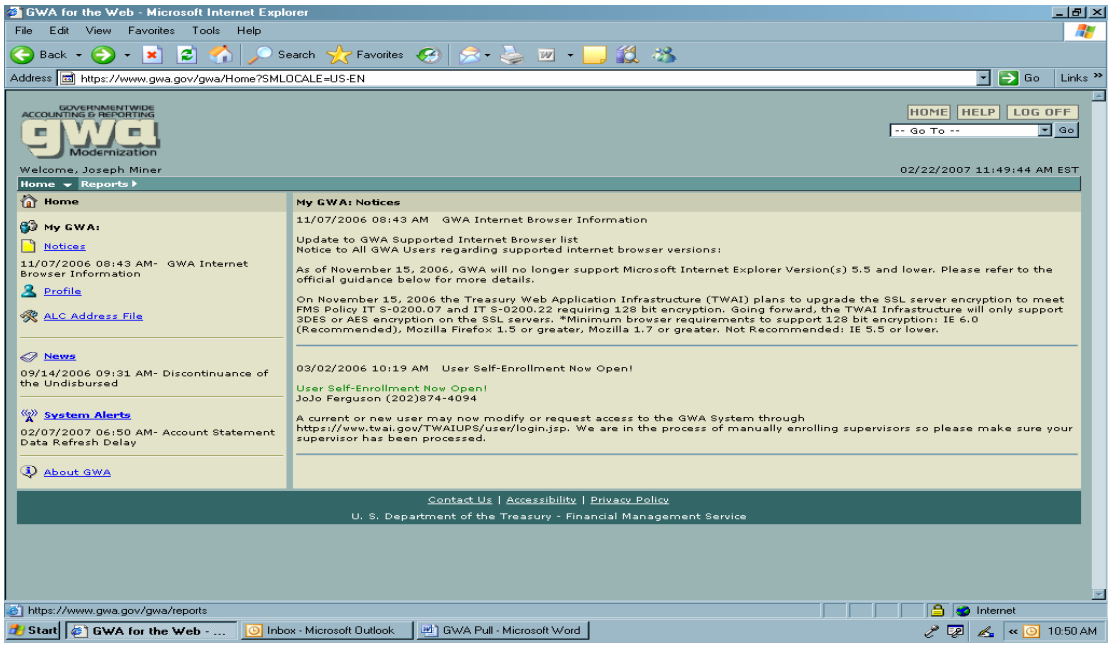
32. Select Data, Auto Filter.
33. Perform a custom filter on column B “BS” so that it does not begin with “11”.
34. Highlight the rows and right click and delete.
35. Change the filter on column B “BS” back to “ALL”.
36. Filter on column J “activity for period” for “N”.
37. Highlight the rows and right click and delete rows.
38. Change the filter on column J “activity for period back to “ALL”.
39. Select file save as and save the file to K:\\ACCTING\ACZ\Treasury\FY 2008\ and into the appropriate month folder. The name of the file should be “GWA Expenditure activity DDMMMYYYY.xls”. The date in the file name should reflect the date that you pulled the file from GWA.
40. Select your appropriation and perform your analysis.

Pulling the Transaction Detail

1. Open GWA and enter your User ID and Password and select Logon.

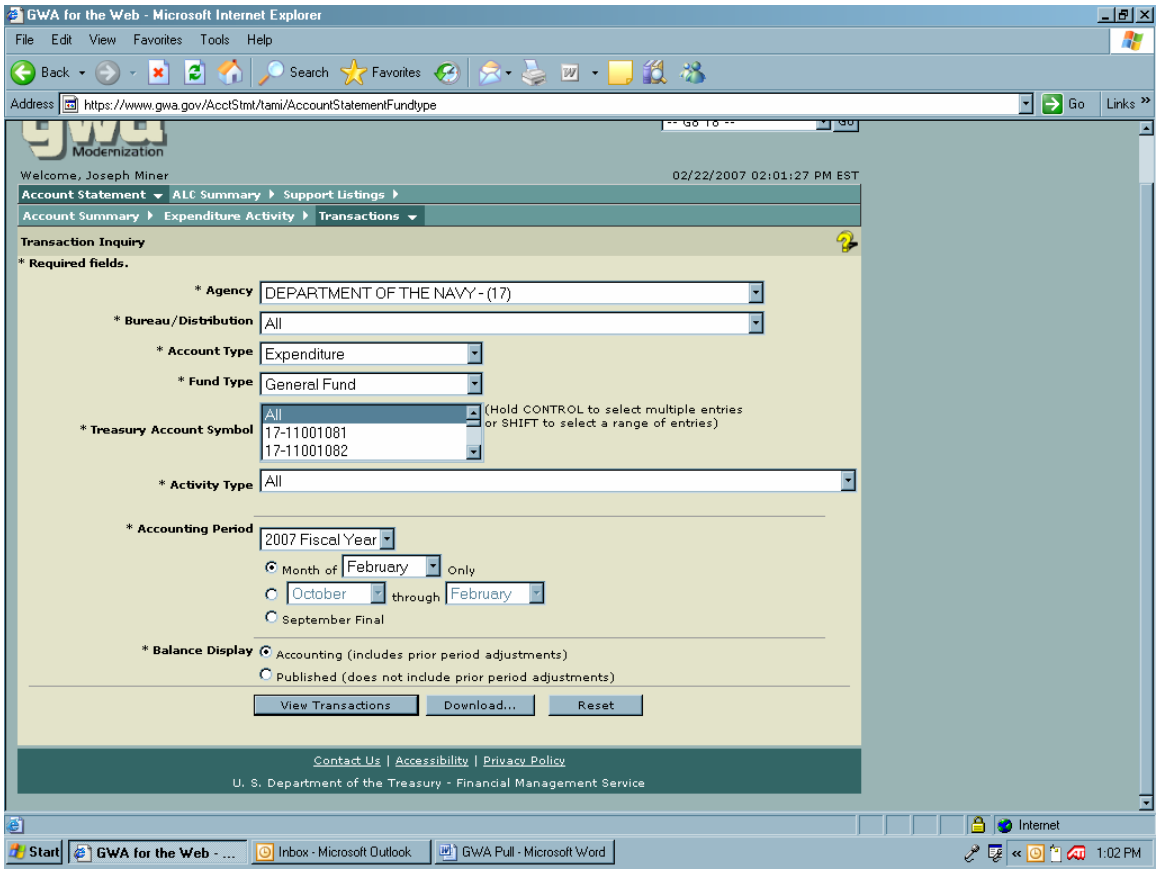


2. Select Reports.

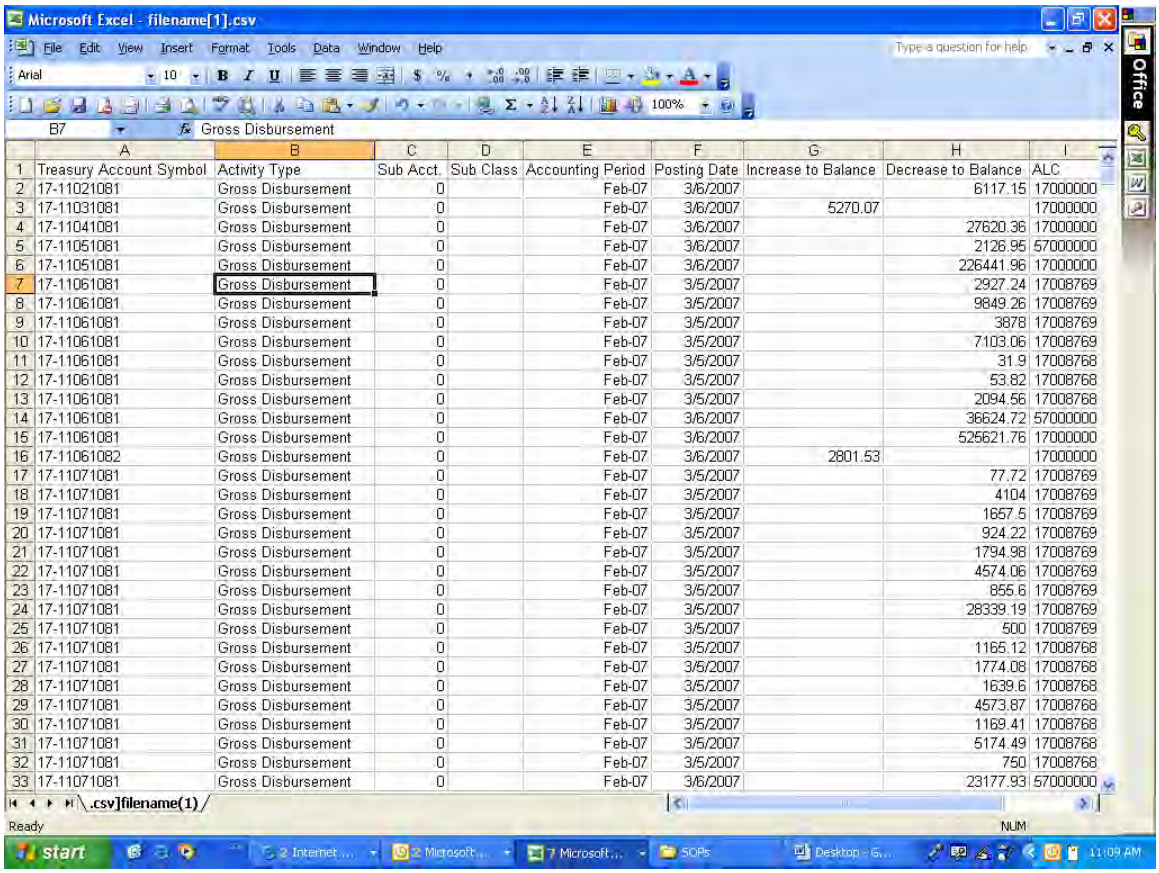


3. Select Transactions under the Account Statement.
4. Select Agency 17 Department of Navy.

5. Select 1700 for the Bureau /Distribution.
6. Select Expenditure for account type.
7. Select General Fund for the Fund Type.
8. Select All for the Treasury Account Symbol.
9. Select All for activity type.
10. Select 2007 Fiscal Year for the Accounting Period. Note that the Fiscal Year (2007) should reflect the current Fiscal Year.
11. Select the option for February or the current closed month. Note that the ending month (February) is the current month end period and will change each month to reflect the current month end period.
12. Select Accounting for the Balance Display and select download..

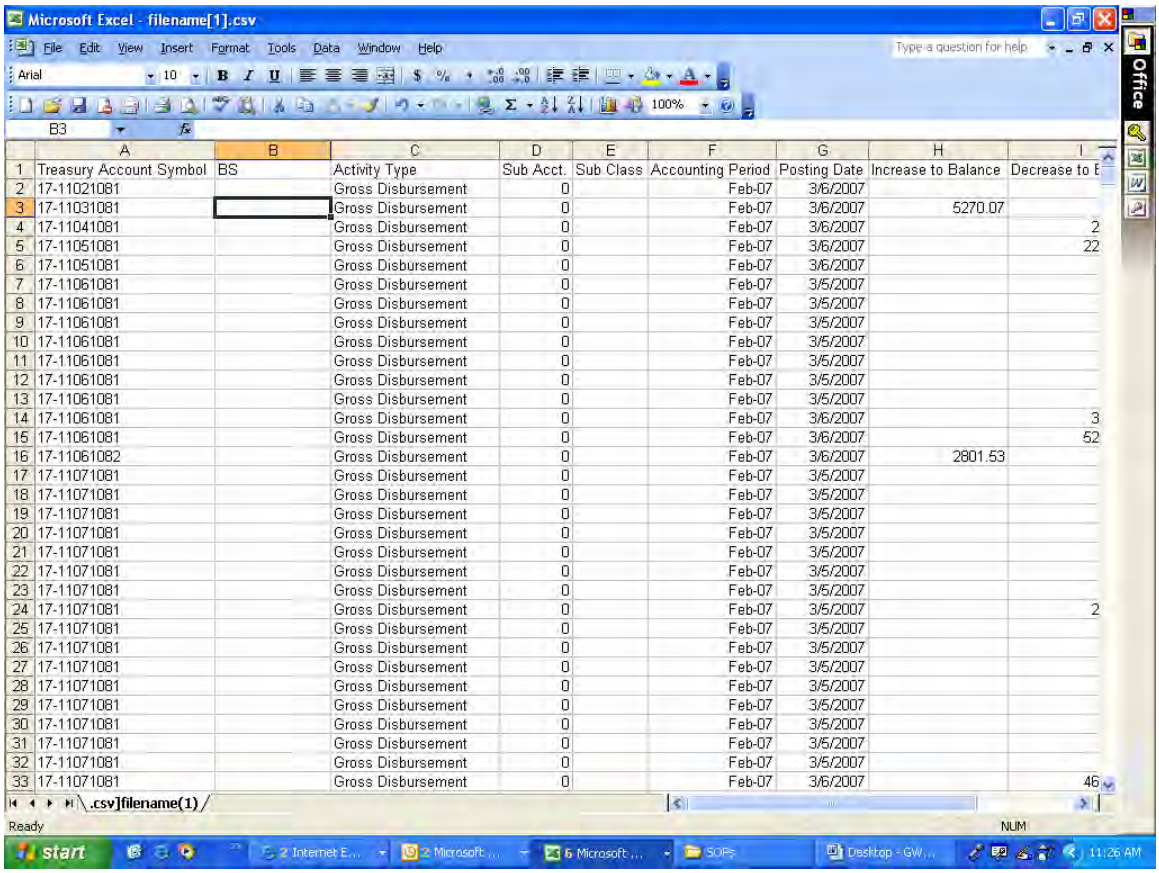


13. Select Excel as the download file type and include table headings under the options and select download.
14. Select Open.
15. You will now have a spreadsheet that looks like the following.



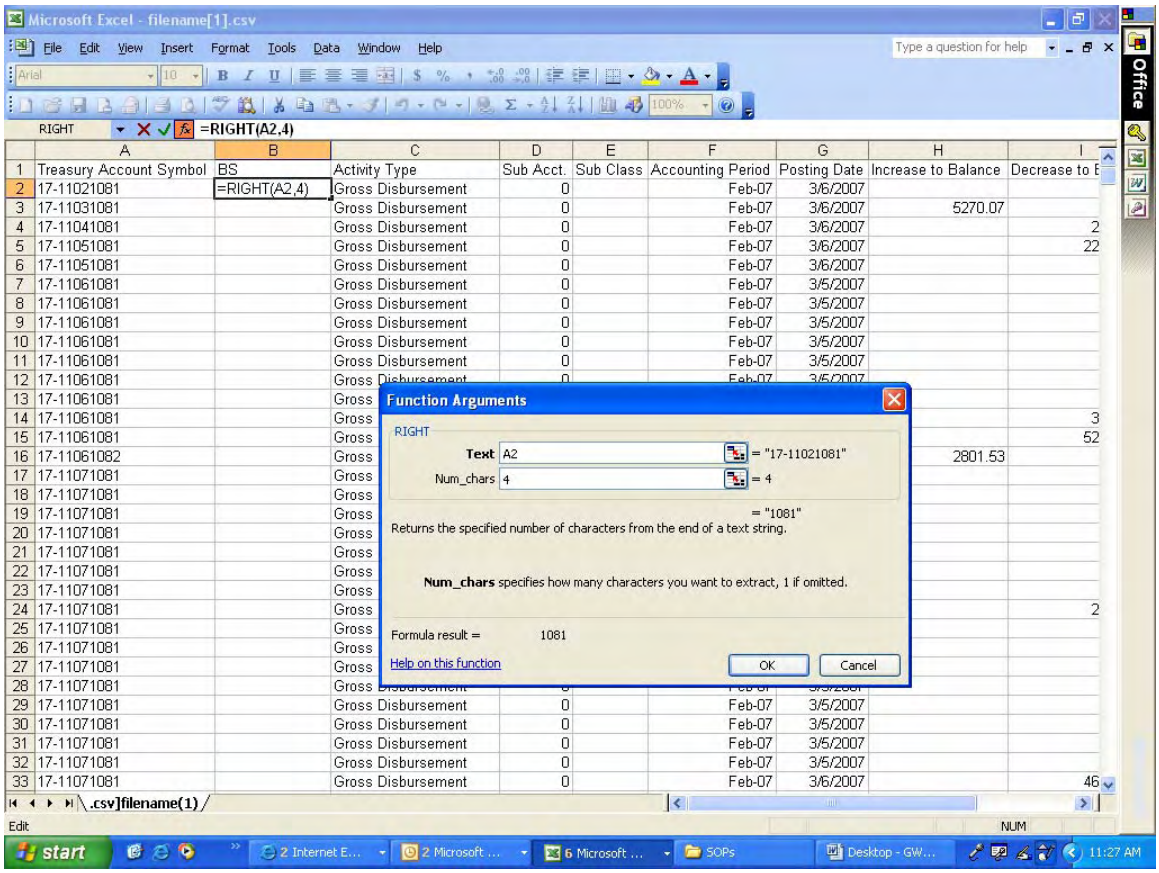
	A	B	C	D	E	F	G	H	I
1	Treasury Account Symbol	Activity Type	Sub Acct.	Sub Class	Accounting Period	Posting Date	Increase to Balance	Decrease to Balance	ALC
2	17-11021081	Gross Disbursement	0		Feb-07	3/6/2007		6117.15	17000000
3	17-11031081	Gross Disbursement	0		Feb-07	3/6/2007	5270.07		17000000
4	17-11041081	Gross Disbursement	0		Feb-07	3/6/2007		27620.36	17000000
5	17-11051081	Gross Disbursement	0		Feb-07	3/6/2007		2126.95	57000000
6	17-11051081	Gross Disbursement	0		Feb-07	3/6/2007		226441.96	17000000
7	17-11061081	Gross Disbursement	0		Feb-07	3/5/2007		2927.24	17008769
8	17-11061081	Gross Disbursement	0		Feb-07	3/5/2007		9849.26	17008769
9	17-11061081	Gross Disbursement	0		Feb-07	3/5/2007		3878	17008769
10	17-11061081	Gross Disbursement	0		Feb-07	3/5/2007		7103.06	17008769
11	17-11061081	Gross Disbursement	0		Feb-07	3/5/2007		31.9	17008768
12	17-11061081	Gross Disbursement	0		Feb-07	3/5/2007		53.82	17008768
13	17-11061081	Gross Disbursement	0		Feb-07	3/5/2007		2094.56	17008768
14	17-11061081	Gross Disbursement	0		Feb-07	3/6/2007		36624.72	57000000
15	17-11061081	Gross Disbursement	0		Feb-07	3/6/2007		525621.76	17000000
16	17-11061082	Gross Disbursement	0		Feb-07	3/6/2007	2801.53		17000000
17	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		77.72	17008769
18	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		4104	17008769
19	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		1657.5	17008769
20	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		924.22	17008769
21	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		1794.98	17008769
22	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		4574.06	17008769
23	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		855.6	17008769
24	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		28339.19	17008769
25	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		500	17008769
26	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		1165.12	17008768
27	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		1774.08	17008768
28	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		1639.6	17008768
29	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		4573.87	17008768
30	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		1169.41	17008768
31	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		5174.49	17008768
32	17-11071081	Gross Disbursement	0		Feb-07	3/5/2007		750	17008768
33	17-11071081	Gross Disbursement	0		Feb-07	3/6/2007		23177.93	57000000

16. Insert a column in column B by clicking on column B and selecting Insert and Columns.



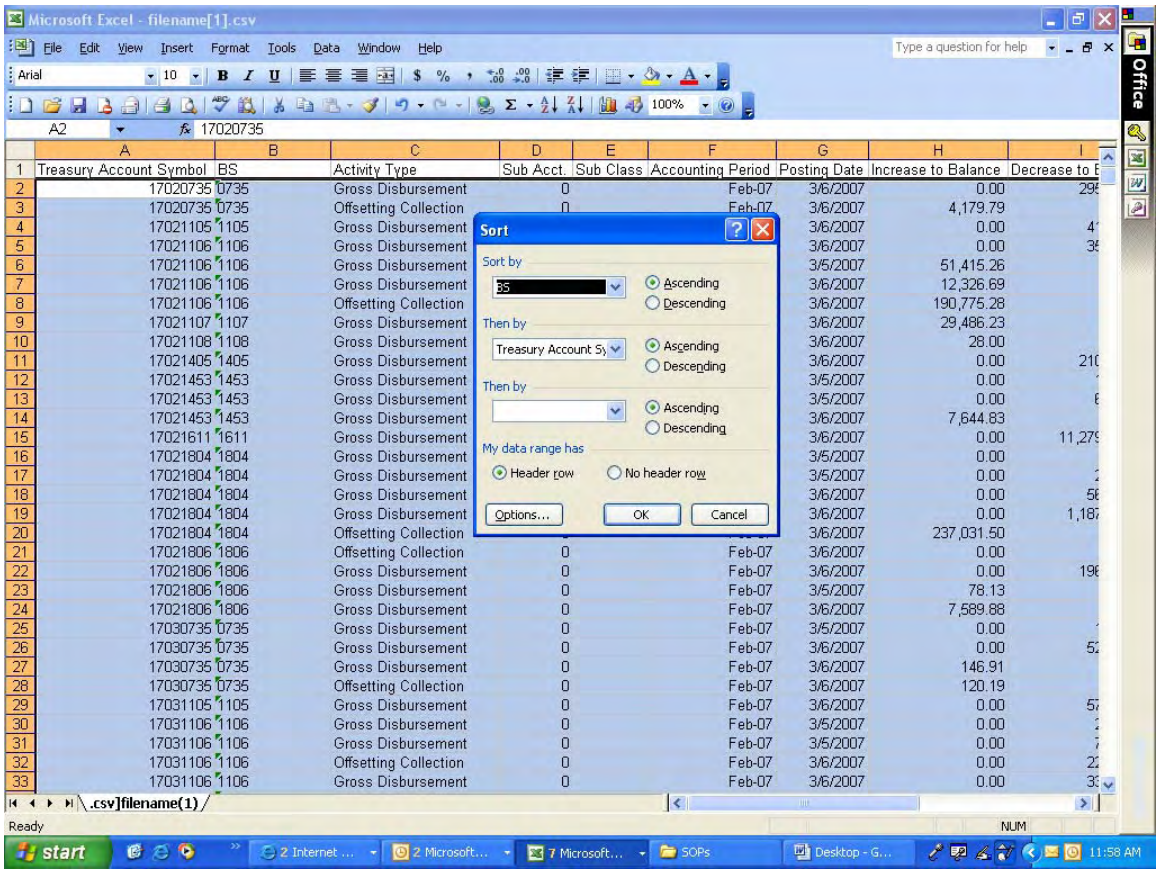
	A	B	C	D	E	F	G	H	I
1	Treasury Account Symbol	BS	Activity Type	Sub Acct.	Sub Class	Accounting Period	Posting Date	Increase to Balance	Decrease to E
2	17-11021081		Gross Disbursement	0		Feb-07	3/6/2007		
3	17-11031081		Gross Disbursement	0		Feb-07	3/6/2007	5270.07	
4	17-11041081		Gross Disbursement	0		Feb-07	3/6/2007		2
5	17-11051081		Gross Disbursement	0		Feb-07	3/6/2007		22
6	17-11051081		Gross Disbursement	0		Feb-07	3/6/2007		
7	17-11061081		Gross Disbursement	0		Feb-07	3/5/2007		
8	17-11061081		Gross Disbursement	0		Feb-07	3/5/2007		
9	17-11061081		Gross Disbursement	0		Feb-07	3/5/2007		
10	17-11061081		Gross Disbursement	0		Feb-07	3/5/2007		
11	17-11061081		Gross Disbursement	0		Feb-07	3/5/2007		
12	17-11061081		Gross Disbursement	0		Feb-07	3/5/2007		
13	17-11061081		Gross Disbursement	0		Feb-07	3/5/2007		
14	17-11061081		Gross Disbursement	0		Feb-07	3/6/2007		3
15	17-11061081		Gross Disbursement	0		Feb-07	3/6/2007		52
16	17-11061082		Gross Disbursement	0		Feb-07	3/6/2007	2801.53	
17	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
18	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
19	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
20	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
21	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
22	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
23	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
24	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		2
25	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
26	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
27	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
28	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
29	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
30	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
31	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
32	17-11071081		Gross Disbursement	0		Feb-07	3/5/2007		
33	17-11071081		Gross Disbursement	0		Feb-07	3/6/2007		46

17. Label column B in cell B1 as “BS” Basic Symbol.
18. In cell B2 select Insert, Function, Right and you will get a function arguments box.



19. With the blinking cursor in the text argument box, click on cell A2.
20. Now move to the Num_char box and type the number 4 and select OK.
21. Copy cell B2 down until there is no more data in column A. Copy B2 by double clicking in the lower right corner of cell B2. With the cells highlighted, right click and select Copy, right click and select Paste Special, Values, OK.
22. Sort the Data by “decrease to balance”. Now insert a zero “0” into the cells in the “increase to balance” and “decrease to balance” columns that are blank.
23. Now go to cell M2 and type: =H2*1.
24. Drag M2 across to N2 and drag it to copy it down to the end of the data.
25. With your cursor in the highlighted area, right click and select Copy, right click and select Paste Special, Value.
26. Still within the highlighted area, right click and select Format cells, Number, 2 decimals and mark the box for Use 1000 separator (,).

27. Still within the highlighted area, right click and select Cut. Move the cursor to cell H2 and select Paste. This will move the data from cells M2:N*** to cells H2:I***.
28. Insert a column in column J by clicking on column J and selecting Insert and Columns. Name this new column "Net"
29. In cell J2 type "=I2-H2". Copy this formula down by double clicking on the lower right corner of cell J2. While still highlighted, right click in the highlighted area and select copy, right click and select paste special, values.
30. Go to data, sort.
31. Select sort by BS and then sort by Treasury Acct Symbol and select OK.



32. Select Data, Auto Filter.
33. Perform a custom filter on column B "BS" so that it does not begin with "11".
34. Highlight the rows and right click and delete.
35. Change the filter on column B "BS" back to "ALL".
36. Select file save and save the file to K:\\ACCTING\ACZ\Treasury\FY 2008\ and into the appropriate month folder. The name of the file should be

"GWA Mmmm Transactions DDMMMYYYY.xls". The month in the file name should be the month of the data you pulled. The date in the file name should reflect the date that you pulled the file from GWA.

37. Select your appropriation and perform your analysis.

DEPARTMENT OF DEFENSE
Defense Finance and Accounting Service – Kansas City
Financial Accounting and Support
Financial Reporting and Analysis Branch
1500 E. Bannister Rd.
Kansas City, Missouri 64197

DFAS - JAFB/KC June 1, 2007
Desktop – Pulling Monthly CHOOSE

The Defense Finance and Accounting Service – Cleveland Center Code A (DFAS-CL/A), in conjunction with DFAS-CL/S and the Defense Enterprise Computing Center-Mechanicsburg (DECC-Mech), have developed the CASH History On-line Operator Search Engine (CHOOSE), which will allow DFAS and Navy users access to CASH history via the Internet. CHOOSE will allow users to access a database, located on a DECC-Mech Web Server, and create various reports based on the users search criteria and reporting needs. DFAS-CL/A will update this User's Guide when any enhancements are created to make the CHOOSE server more accessible and easier to use for the large customer base.

1. To review/retrieve the monthly cash disbursements and collections go to the CHOOSE website:
   https://choose.csd.disa.mil/login/login.asp

2. If you are not CAC enabled, Type in your CHOOSE userID in the Login ID field. Press tab and type in you CHOOSE password. Click the Login button.

3. Scroll to bottom of information page and click 'continue.'

4. Click on the link 'CHOOSE.'

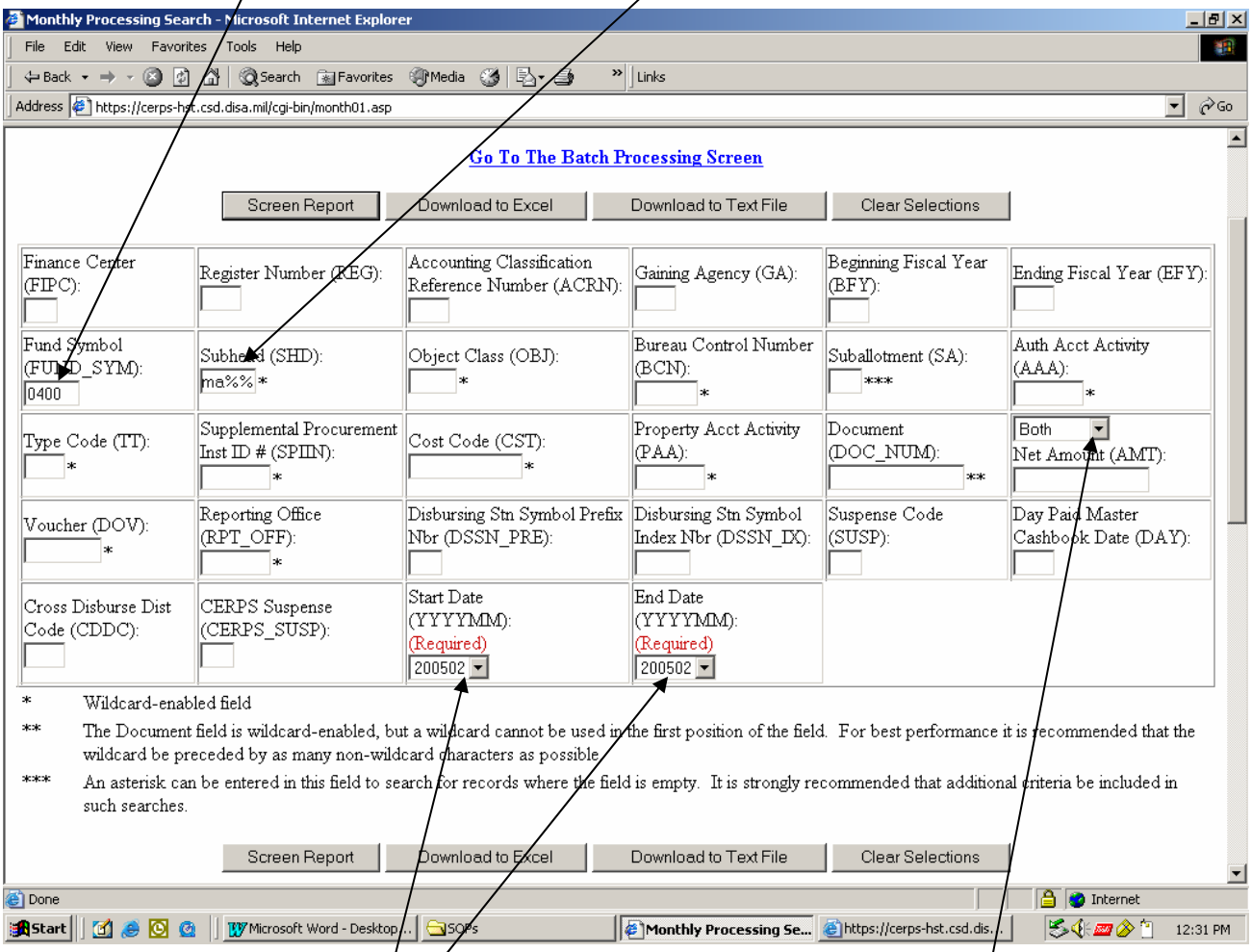
5. Enter in information for the fields desired (as shown below). The only boxes required are the 'start date' and 'end date' Boxes; however, to retrieve data for a specific appropriation enter its number in the Fund Symbol box (as shown below). In addition, for a large appropriation such as 1106 it is advisable to limit the search by the beginning (BFY) and ending (EFY) fiscal years, and by subhead (SHD) as well. For the monthly pull, both these boxes should state the latest month available (see figure below).

6. Select 'download to excel.' Open the file, then when it is

open in excel, save it to your k: drive folder.

Fund Symbol:
This is your appropriation, or basic symbol

Insert subhead here if applicable.
The % sign is the 'wild card' for the CHOOSE system.
In this example ma%% will pull all MA__s (MABB, MAAB, etc.)



Start date and End date should be the same.
From drop down menu, select the most current month.

Switch 'net amount' to:
BOTH

PREPARED BY:
XXXXX

TESTED BY:
XXXXXXXXXX

REVIEWED BY:
XXXXXXXXX
Supervisor, Financial Reporting & Analysis Branch

DEPARTMENT OF DEFENSE
Defense Finance and Accounting Service – Kansas City
Financial Accounting and Support
Financial Reporting and Analysis Branch
1500 E. Bannister Rd.
Kansas City, Missouri 64197

DFAS - JAFB/KC June 1, 2007
SOP – Pulling Collections and Disbursements from DCAS

(DCAS) is a cash management tool that can effectively manage cash transactions. The system is designed to provide a standard approach to processing, reporting and analyzing cash transactions.

1. To review/retrieve the monthly cash disbursements and collections go to the DCAS website: https://dcasw.csd.disa.mil/dcasweb/

2. You should be CAC enabled to login.
3. On the top right hand side of your screen, click the drop-down menu next to your name. Select ‘Customer’ and click ‘Go.’

4. On the top left hand side of your screen under the ‘Sections’ heading, click on ‘Reporting.’

5. Under the ‘Actions’ heading, click on ‘System Generated.’

6. Filter reports by month and year on the drop-down menu.

7. Scroll down to Posting Media Level A, B, or D Report(-AO27 or –R027 for Marine Corps activity).
   1. A – looks at the appropriation level
   2. B – looks at the subhead level
   3. D – looks at the BCN level

   Click the red PDF download icon.

8. Press ‘Control F’ to pull up the find feature.

9. In the find window type in your appropriation and press enter.

10. Highlight the disbursements and collection that have your corresponding subheads. Print the selection.

11. Now you have your DCAS disbursements and collections.

PREPARED BY:	TESTED BY:	REVIEWED BY:
XXXXXXXXXX Accountant	XXXXXXXXXXXXXXX Contractor	XXXXXXXXXXX Supervisor, Financial Reporting & Analysis Branch

MCO P7300.21

MARINE CORPS
FINANCIAL EXECUTION
STANDARD OPERATING PROCEDURE MANUAL

U. S. MARINE CORPS

PCN 10210035700

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
MCO P7300.21
RFL-A
29 MAR 2001

MARINE CORPS ORDER P7300.21

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FINANCIAL EXECUTION STANDARD OPERATING PROCEDURE MANUAL

Encl: (1) LOCATOR SHEET

1. Purpose. To provide comptrollers and fund managers with standard operating procedures related to the preparation, recording, reconciling, reporting and maintenance of financial records through all stages of funds management.

2. Cancellation. MCO P7300.8D and MCO P7300.20.

3. Information. This Manual is directive in nature and encompasses applicable principles and procedures for Marine Corps funds management as contained in Department of Defense and other higher authority financial management directives and as such, cannot be written in the five paragraph order format.

4. Action. This Manual is applicable to all U.S. Marine Corps activities performing financial functions.

5. Certification. Reviewed and approved this date.

By direction

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

RESPONSIBILITIES

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CHAPTER 1

RESPONSIBILITIES

1000. GENERAL. The legal and administrative responsibilities of funds are inherent at all levels of command. This chapter outlines the fund management duties and responsibilities of comptrollers and fund managers. This chapter also addresses the role and general responsibilities of the Defense Finance and Accounting Service.

1001. LEGAL AND ADMINISTRATIVE RESPONSIBILITIES. U.S. Marine Corps philosophy is based upon the principle that financial management is inseparable from Command. Funding and its availability are essential for commanders to perform their assigned missions. Commanders or others designated have legal and/or administrative responsibility for funds granted.

1. Legal responsibility over appropriated funds is cited in 31 U.S. Code 1517. Violations of this code are incurred for over-committing, over-obligating, or over-expending authorized funds. DoD 7000.14-R Financial Management Regulation (DODFMR), Volume 14, Administrative Control of Funds and Anti-Deficiency Act Violations contains all administrative and legal responsibilities and should be requisite reading for all personnel with legal responsibility of funds.

2. NAVMC 2664, Financial Guidebook for Commanders, contains legal and administrative responsibilities of commanders concerning financial management.

1002. COMPTROLLER FUNCTIONS AND RESPONSIBILITIES. Financial information is monitored and coordinated by the comptroller and his/her staff in order to provide the Commanding General or Commanding Officer with factual data essential for effective management control of the Command. Managerial Accounting Offices (MAOs) were established within the comptroller's office to assist with the duties associated with fund manager oversight. Responsibilities of the comptroller include:

1. Providing technical guidance and direction of financial matters throughout the organization as a staff service to the Commanding General or Commanding Officer.

2. Maintaining classification of programs administered and their objectives and a current inventory of budget plans and program schedules.

3. Formulating budgets, reviewing, and comparing execution performance against budgeted plans to include future, current, and prior fiscal years.

4. Providing guidance to fund managers responsible for the administration of travel payments (i.e., advances and settlements).

5. Maintaining customer service representatives for the Defense Civilian Pay System (DCPS).

6. Promoting economy and efficiency in the performance of assigned programs.

7. Maintaining oversight of transactions posted in the accounting system to ensure validity and accuracy of postings. These evaluations should include proper usage of funds, coding structures used, validity of obligations, and timely posting of financial information.

8. Conducting evaluations and analysis of fund manager areas for the purpose of promptly detecting and correcting problems. Resolving unsatisfactory conditions arising in connection with established financial procedures, practices, records and accounting system problems and deficiencies.

9. Ensuring proper records and source documents supporting fund execution are maintained by appropriate activities such as fund managers, for the life of the appropriation in accordance with document retention regulations.

10. Training fund managers in the proper utilization of the accounting system.

11. Acting as a liaison with the Defense Finance And Accounting Service (DFAS) on all accounting issues.

1003. FUND MANAGER DUTIES AND RESPONSIBILITIES. Fund managers are defined as those departments, battalions, regiments, staff sections, etc. that receive a funding authorization from commanders. Responsibility for oversight of financial management belongs to the comptroller. Fund managers must be appointed, in writing by the Commander as recommended by the comptroller. Appointment letters

will include the responsibilities and duties of fund management. Fund managers are responsible for, but not limited to the following:

1. Compiling and executing the budget in accordance with the financial plan for the current fiscal year.

2. Monitoring the execution of the financial plan for all fiscal years available for obligation and five additional years thereafter.

3. Preparing source documents.

4. Recording accounting transactions into the financial system.

5. Reconciling the accounting system with source documents on a cyclic basis.

6. Maintaining financial records and source documents in accordance with the DoD 7000.14-R DOD DODFMR, Volume 1, Chapter 9, Financial Records Retention.

7. Identifying and providing information to the comptroller on Unmatched Disbursements (UMD's) and Negative Unliquidated Obligation (NULO's) on error and exception listings.

8. Conducting Unliquidated Obligation (ULO) and Outstanding Travel Order (OTO) validations.

1004. DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS). DFAS is the official accounting firm for DoD. DFAS has functional responsibility for DoD finance and accounting policies, procedures, standards, systems, and operations. Each service is provided finance and accounting support through a primary service center of DFAS. The primary service center for the U.S. Marine Corps is Kansas City (i.e., DFAS-KC).

1. DFAS is responsible for the official reporting of accounting information affecting the U.S. Marine Corps. DFAS is tasked with: the processing and posting of liquidations or payments that affect the U.S. Marine Corps appropriations and granted allotments, scheduling and running cycles, correcting system problems, and assisting U.S. Marine Corps commands in resolving financial problems and issues.

2. The validity of the amounts recorded in the accounting system is the responsibility of the U.S. Marine Corps.

1005. ACCOUNTING SYSTEM.

1. The Standard Accounting, Budget and Reporting System (SABRS) is the official accounting system for the U.S. Marine Corps and was designed to meet fiduciary standards established by the General Accounting Office, Office of Management and Budget, United States Treasury Department, and DoD.

2. SABRS accounts and reports for all U.S. Marine Corps funds throughout the life of the appropriation. Normally, this will include the year authorized to incur new obligations and five subsequent years to complete receipt and expenditures on established undelivered orders.

CHAPTER 2

AUTHORIZATION AND FLOW OF FUNDS

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CHAPTER 2

AUTHORIZATION AND FLOW OF FUNDS

2000. GENERAL. This chapter outlines the appropriations process, or how the U.S. Marine Corps receives its funds, beginning with the Congress. An appropriation is the authority for the government to incur liabilities. The U.S. Marine Corps is funded through many appropriations. Most can be classified into one of three categories: annual, multiple-year, and no-year. This chapter explains how these appropriations are handled, provides examples of each, and discusses the funds distribution process within the accounting system. The chapter also explains the organizational elements within the U.S. Marine Corps that budget or expend appropriations in support of their assigned missions.

2001. APPROPRIATIONS PROCESS.

1. All U.S. Marine Corps funds are provided by Congress, principally by means of annual legislation known as the Department of Defense Appropriations Act. Before an Appropriation Act is passed, it must be preceded by an Authorization Act. The Authorization Act estimates the maximum amount of money that may be appropriated for such things as military and civilian end strengths (i.e., the number of Marines and civilians the U.S. Marine Corps is allowed to have), equipment purchase quantities, training student loads, and other similar limitations.

2. An appropriation constitutes the authority for the government to incur liabilities (i.e., make obligations to obtain goods and services and to make payments for goods and services ordered and received) out of the United States Treasury. The Constitution of the United States requires that, "No money shall be drawn from the Treasury, but on consequence of Appropriation made by law; and a regular statement and account of the receipts and expenditures of all public money shall be published from time to time."

3. Appropriations are made from the Treasury’s general fund by the Congress for specified purposes and cannot be used for other than the purpose stipulated by law. Some of the purposes for which appropriations are approved are : funding day-to-day operating costs (i.e., operations and maintenance appropriations); purchasing weapon systems and ammunition (i.e., procurement appropriations); funding for military salaries and permanent change of station moves (i.e., military personnel appropriations); constructing buildings and facilities (i.e., military construction appropriations); etc. A simple way of

looking at an appropriation is to think of it as a bank account at the Treasury that the U.S. Marine Corps can use to buy various goods and services. The "bank account number," therefore, is referred to as the treasury symbol. The use of treasury symbols ensures that all charges and credits to the appropriations are reported to HQMC so that the status of each appropriation may be determined at any time. The treasury symbol is a four-digit designator.

4. It is illegal to spend funds from one appropriation to accomplish a purpose for which that appropriation is not available. For example, funds that have been authorized and appropriated for buying ammunition cannot be used for Temporary Duty (TDY), except as specifically authorized by law.

2002. CONTINUING RESOLUTION AUTHORITY. The Continuing Resolution Authority (CRA) is a congressional action that provides budget authority for specific, ongoing activities prior to passage of the Annual Appropriation Act. The continuing resolution usually specifies a maximum rate at which an agency may incur obligations and is based either on the prior year spending rate or a set percentage. The CRA allows commands to continue daily operations before authorizations have been passed down by HQMC, Programs and Resources (P&R) Department. HQMC (P&R) will provide specific guidance upon approval of the CRA and on the limits commands are authorized.

2003. FUND FLOW PROCESS. After funds are appropriated by Congress, they are apportioned to the Department of Defense (DoD) by the Office of Management and Budget (OMB). DoD, in turn subapportions funds to the Department of the Navy (DON), Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN (FM&C)). ASN (FM&C) passes an allocation to the applicable Responsible Office (RO) within the DON. RO's are defined as the Headquarters Command that is responsible for budgeting, accounting, and reporting the totality of an appropriation. Two examples of RO's are the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC). The RO passes money down to an Administering Office (AO). The AO is assigned the responsibility of performing the budgeting, accounting, reporting, and issuing of operating budgets and allotments to commanders responsible for carrying out the missions of the U.S. Marine Corps. Since the U.S. Marine Corps is a small organization compared to the other services, HQMC assumes the role of both RO and AO. Although funds are passed to the commanders, administration of these operating budgets/allotments is accomplished by the comptrollers.

2004. U.S. MARINE CORPS APPROPRIATIONS. The U.S. Marine Corps is funded through many appropriations. The primary appropriations are classified into three types: one year (i.e., annual), multiple (i.e., more than one year), and no-year (i.e., continuing). The classification is determined by the period of time that the appropriation is available for obligations. (See APPENDIX B for a complete list of appropriations by treasury symbol under which the U.S. Marine Corps receives funds.)

1. Annual Appropriations. These appropriations are generally used for current administrative, maintenance, and operational programs. Annual appropriations are available for incurring new obligations for only one fiscal year. The term "new obligation" means the initial order, requisition, or contract to another command, government agency, or private business to obtain a good or service needed by the command for mission support or mission accomplishment. New obligations can only be created during the period of 1 October through 30 September for an annual appropriation. However, annual appropriations can have payments made against them for an additional five years beyond the authorized fiscal year. This occurs when goods and services are received and accepted following the close of the fiscal year in which the appropriation was authorized. Examples of annual appropriations and their associated treasury symbols are as follows:

a. Military Personnel, Marine Corps (MPMC) (1105). The MPMC appropriation provides funds for: the pay and allowances of all active duty Marines; the cost of subsistence for enlisted personnel; costs related to permanent change of station travel; and for a variety of other miscellaneous military personnel costs.

b. Reserve Personnel, Marine Corps (RPMC) (1108). The RPMC appropriation provides funds for such expenses as: pay and allowances for Reserve personnel on active duty for training; drill pay; uniform clothing and alterations; subsistence; travel; disability and hospital benefits; and group life insurance related to Reserve personnel, Reserve officer candidates, and U.S. Marine Corps Junior Reserve Officer's Training Corps.

c. Operation and Maintenance, Marine Corps (O&MMC) (1106). The O&MMC appropriation provides funds for: officer and troop training; civilian salaries; recruiting; administration; operation of the supply system; maintenance of equipment; TDY travel and miscellaneous costs; and medical and dental care. It also provides funds for personnel support activities such as: dining facilities, barracks, BOQ's, service clubs, and commissaries; maintenance and repair of property; operation and purchase of utilities; minor construction; engineering

support; and other base services, such as motor transport, communications, security, etc.

d. Operation and Maintenance, Marine Corps Reserve (O&MMCR) (1107). The O&MMCR appropriation provides funds for U.S. Marine Corps Reserve units to support: equipment operating costs; consumable supplies; maintenance of HQMC-furnished augmentation equipment; and TDY costs in support of reserve training conferences; the operation and maintenance of reserve training centers; Civilian Marine Pay; maintenance and replacement of station property; reserve recruiting operations; and hire of commercial transportation for field training of reservists.

2. Multiple-Year Appropriations. These appropriations are available for incurring obligations for a definite period in excess of one fiscal year. Multiple-year appropriations provide funds for weapons, ammunition, and other major items required by the Operating Forces and finance the research into advanced combat weaponry and equipment. Examples of multi-year appropriations and their associated treasury symbols are:

a. Procurement, Marine Corps (PMC) (1109). The PMC appropriation provides funds for the procurement of major items of equipment (i.e., investment items), including tanks, trucks, radios, and guided missile equipment. It also provides for major items of commercial equipment and support of initial outfitting of spares/major parts for newly fielded weapon systems.

b. Research, Development, Test, and Evaluation, Navy (RDT&EN) (1319). The RDT&EN appropriation finances the research into advanced combat weaponry and equipment. (The U.S. Marine Corps is concerned with this appropriation only when the funds are used in support of U.S. Marine Corps programs.)

3. No-Year Accounts. These accounts are more accurately described as revolving funds. Revolving funds finance a cycle of operations in which the original no-year funds are used and then replenished through reimbursements and collections from other appropriations. This process allows the revolving fund to be self-sufficient once it is established by Congress. Examples of no-year accounts include:

a. Defense Working Capital Stock Fund (4930.NC2A). This revolving fund was initially established by Congress. The Defense Working Capital Stock Fund finances the procurement and inventories of those standard supply and equipment parts of a consumable nature for which there is a recurring demand. The cost of these items is normally chargeable to the O&M,MC funds of the commander who requests and

receives the items from supply stock. In other words, the commander who buys the parts from the warehouse pays for the item with operating funds (i.e., O&M,MC). The money received is then used by the warehouse to replenish the inventory.

b. Defense Working Capital Industrial Fund (4930.NC1A). This revolving fund is established in accordance with requirements of the Secretary of Defense. The Defense Working Capital Industrial Fund provides the working capital to finance the operations of the overhaul and repair facilities at the U.S. Marine Corps Logistic bases in Albany, GA and Barstow, CA. The capital is replenished by the funds received as a result of periodic billings to customer activities for work or services the depots have performed.

c. Wildlife Conservation on Military Reservations, Navy (WCMRN) (5095). These funds are derived from fees collected from the sale of fishing and hunting permits pursuant to approved wildlife conservation programs established in accordance with instructions issued by HQMC.

2005. FUNDS DISTRIBUTION AND U.S. MARINE CORPS FUNDS FLOW ORGANIZATIONAL ELEMENTS. Funds flow is accomplished using the funds distribution process within the accounting system and begins with HQMC (P&R) recording the allocated amount for all treasury symbols and issuing operating budgets or allotments to commanders. The funds flow hierarchy is as follows:

1. Headquarters Marine Corps (HQMC). HQMC issues operating budgets (OPBUD's) and allotments which provide funding authority from a specific appropriation to a command to accomplish its mission. OPBUD/allotment authority is expressed in terms of a specific amount granted to incur obligations and payments in support of assigned missions and functions.

2. Major Command Recipients. A Major Command Recipient is a command that receives its funds directly from HQMC. Major Command Recipients may pass funds to Allotment Recipients within their command if applicable. Commander, Marine Forces Pacific; Commander, Marine Forces Atlantic; Commander, Marine Corps Material Command; Marine Corps Recruit Command; and Marine Corps Combat Development Command are examples of Major Command Recipients.

3. Allotment Recipients. An Allotment Recipient is a command that receives an allotment (formerly referred to as an OPBUD) from a Major Command Recipient. Commander, Air Bases East and Commander, Air Bases West are examples of Allotment Recipients. Major Command Recipients are also Allotment Recipients when they pass funds to themselves. An

example of a Major Command Recipient who passes funds to themselves as an Allotment Recipient is Commander, Marine Forces Pacific.

4. Suballotment Recipients. A Suballotment Recipient is a subordinate command that receives a portion of an allotment (OPBUD) from an Allotment Recipient. Examples of Suballotment Recipients are MCAS Mirmar, MCB Camp Pendleton, and I MEF. Major Command Recipients are also Allotment/Suballotment Recipients when they pass funds to themselves.

5. Work Center. A Work Center is a subdivision of a Suballotment Recipient. Typically, Work Centers refer to Assistant Chiefs of Staff within a U.S. Marine Corps Base or Major Commands within a MEF. These activities are held financially responsible as subordinate to superior. Legal responsibility is retained at the Suballotment Recipient level. An example is the MEF commander passing funds to the Division, Wing, and FSSG commanders to operate their units.

6. Budget Execution Activities (BEA). Budget Execution Activities are subdivisions of Work Centers. Legal responsibility for the proper management of the funds is retained by the OPBUD or Suboperating Budget (SUBOPBUD) holder. An example of a BEA is a battalion within a division.

7. Budget Execution Sub-Activity (BESA). Budget Execution Sub-Activities are subdivisions of BEA’s. BESA's are established whenever detailed identification of costs below the BEA is desired. BESA's are the lowest organizational level to which funding is broken down in the U.S. Marine Corps. An example would be assigning companies (i.e., the BESA) within a battalion (i.e., the BEA) to collect detailed costs of operating each company so the battalion can manage funds more effectively.

CHAPTER 3

CODING STRUCTURES

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CHAPTER 3

CODING STRUCTURES

3000. GENERAL. There are specific coding structures necessary to initiate and track valid financial transactions in the accounting system. The codes must reside in specific tables within the accounting system and the responsibility for maintaining these tables lies with DFAS, the comptroller, and HQMC (Liaison and Technical services Branch (RFL) Branch, Programs and Resources Department Division). This chapter will provide a basic understanding of the various codes necessary to initiate transactions within the accounting system and track the execution of those transactions.

3001. CODES REQUIRED TO INITIATE FINANCIAL TRANSACTIONS.

1. Document Number Construction. A document number is used to uniquely identify a specific accounting transaction derived from a source document for recording, tracking, and management purposes. Fund managers are responsible for properly assigning non-system generated document numbers to source documents. Comptrollers are ultimately responsible for document number management. There are three types of document numbers used, the Standard Document Number (SDN), Military Standard Requisitioning and Issue Procedures (MILSTRIP) Document Number, and Procurement Instrument Identification Number (PIIN).

a. Standard Document Number (SDN). The SDN is a 15-position document number used for all non-Interdepartmental Billing (IDB) requisitions. The example below shows the breakdown of an SDN:

M0002700WR00001

where:

POSITION	CONTENT
1-6	Activity Address Code (AAC) of requesting/issuing activity preceded by a service designator, e.g.“M” for Marine Corps
7-8	Last two digits of the fiscal year in which the document was created
9-10	Document Type Code (DTC)(See APPENDIX C for a complete list of DTC’s.)

POSITION	CONTENT
11-15	5-digit Serial Number (See definition below.)

NOTE: The serial number is locally assigned to distinguish individual source documents. The serial number may be created using both alpha and numeric characters. Serial numbers assigned when creating SDN's cannot be repeated during the fiscal year for the same AAC and Document Type Code. Comptrollers will provide guidance on assigning SDN's, to include specific guidance on serial number assignments made by a fund manager. Further, comptrollers will provide guidance on creating a document number log (i.e., spreadsheet, database, log book, etc.) to assist fund manager in maintaining control over assignment of SDN's during the fiscal year to ensure SDN's are not assigned to more than one source document.

b. MILSTRIP Document Number. The 14 position MILSTRIP document number is assigned to requisitions processed through a government source of supply and for open purchase requisitions. The example below shows the breakdown of a MILSTRIP Document Number:

M0002701150001

where:

POSITION	CONTENT
1-6	AAC of requisitioning activity preceded by a service designator, e.g. "M" for Marine Corps
7-10	Julian Date (See definition below.)
11-14	4-digit Serial Number, locally assigned to distinguish individual source documents (See 3001.1a.)

NOTE: The Julian Date is composed of a 1-digit calendar year (e.g., 1 represents calendar year 2001) followed by the current 3-digit Julian Date (e.g., 001 represents 01 January, 365 represents 31 December except for leap year).

c. The Procurement Instrument Identification Number (PIIN) is a 13-position document number used by contract issuing activities to identify procurement actions. The PIIN is the proper document number to cite when recording obligations applicable to contracts. The Supplementary Procurement Instrument Identification (SPIIN) is a 4

position document number and is the call or order number used for Blanket Purchase Agreements, Indefinite Delivery Contracts, and Basic Ordering Agreements. The example below shows the breakdown of a PIIN/SPIIN document number.

M00027-99-F-2580/0001

Where:

POSITION	CONTENT
1-6	Identifies the department/agency and office contracting/procuring the instrument, e.g. "M" for Marine Corps
7-8	Identifies the last two digits of the fiscal year in which the PIIN was assigned
10-13	Identifies the serial number. Activities may reserve a block of numbers or alphanumeric characters for use by its various components. The letters "I", "O" or all zeros, spaces, dashes, or hyphens will not be used.
14-17	A SPIIN will be used when position 9 is coded "A", "G", or "H" and sometimes if position 9 is a "D". The four positions will be alpha-numeric and will not contain the letters "I" and "O" or all zeros, spaces, dashes, or hyphens.

NOTE: Position 9 identifies the type of instrument issued as shown below:

1. Blanket Purchase agreements--A
2. Invitations for bids--B
3. Contracts of all types except indefinite delivery contracts, facilities contracts, sales contracts, and contracts placed with or through other Government departments or agencies or against contracts placed by such departments or agencies outside the DOD--C
4. Indefinite delivery contracts--D
5. Facilities contracts--E
6. Contracting actions placed with or through other Government departments or agencies or against contracts placed by such departments or agencies outside the DOD (including actions with the National Industries for the Blind (NIB), the National Industries for the Severely

Handicapped (NISH), and the Federal prison Industries (UNICOR))--F
7. Basic ordering agreements--G
8. Agreements, including basic agreements and loan agreements, but excluding basic purchasing agreements, basic ordering agreements, and leases--H
9. Short form research contract--K
10. Lease agreement--L
11. Purchase order, manual--M (W is assigned if the numbering capacity of M is exhausted during the fiscal year)
12. Notice of intent to purchase--N
13. Purchase order, automated--P (V is assigned if the numbering capacity of V is exhausted during the fiscal year.)
14. Request for quotation, manual--Q
15. Request for proposal--R
16. Sales contract--S
17. Request for quotation, automated--T (U is assigned if the numbering capacity of T is exhausted during a fiscal year.)

2. Accounting Classification Code. The Accounting Classification Code (ACC), commonly referred to as Line of Accounting (LOA), identifies who is spending the funds, who is performing the accounting, the appropriation to be charged, the fiscal year, and the special interest information. An ACC is comprised of ten elements, as provided in the following example:

(a) ACRN	(b) APPN	(c) SH	(d) OC	(e) BCN	(f) SA	(g) AAA	(h) TT	(i) PAA	(j) CC
AA	1701106	27A0	000	67026	_	067443	2D	000000	25500WR00001

a. Accounting Classification Reference Number (ACRN). A two position alphanumeric code (excluding alpha I’s, O’s, and “FR” reserved for freight or transportation charges) that identifies a unique LOA data code cited during all stages of processing accounting transactions. The combination of SDN and ACRN is used to capture unique accounting transactions to its proper accounting classification code.

b. Appropriation Symbol. A seven digit alphanumeric code assigned by the Department of the Treasury to uniquely identify a congressional approved appropriation that is being charged by the

source transaction. The Appropriation Symbol is comprised of a two-digit numeric department code, a one-digit numeric fiscal year code (i.e., the last digit of the fiscal year), and the four-digit numeric treasury symbol.

c. Subhead. A four position alphanumeric code that represents the administering office and the budget program that executed the funds. The subhead identifies charges and credits made to the first level of an appropriation. The first two characters of the subhead designate the administering office and are derived from the last two characters of the major claimants unit identification code. The third digit of the subhead relates to the budget activity that is specific to the appropriation under which the subhead falls. The last digit of the subhead is always zero for the O&M,MC appropriation.

d. Object Class (OC). A three-digit code that defines the nature of the services or supplies and materials purchased (e.g., 021 is Travel). For collections, the Reimbursable Source Code (RSC) preceded by two zeros will be used. (See APPENDIX D for a complete list of Object Class Codes and APPENDIX E for a complete list of RSC's.)

e. Bureau Control Number (BCN). A 5-digit numeric field used to identify the holder of the funds or OPBUD. The BCN for the O&M,MC appropriation will be the UIC code assigned to the allotment authorization (formerly OPBUD or SUBOPBUD) provided to commands. For example, III MEF's UIC (67438) appears as the BCN for the 3rd Marine Division, 3rd Force Service Support Group, and 1st Marine Aircraft Wing because III MEF is the SUBOPBUD holder for all three major commands. For allotment holders, the first two alphanumeric digits of the BCN are the budget project and the last three numeric digits are the allotment holder.

f. Suballotment Number (SA). A one-position field used to identify a Centrally Managed Allotment (CAM), (formerly Centrally Managed Operating Budget--(CMOB)) administered at HQMC. CMAs are established to account for items or functions where one office managing funding and costs is more appropriate from a control and administrative perspective than distributing funds to each command. CMAs are established for foreign currency fluctuations, second destination transportation, etc. See MCO 7040.8 for suballotment codes applicable to CMAs. If funds being used do not come from a headquarters controlled CMA, this field will be left blank.

g. Authorized Accounting Activity (AAA). A six-position code used to identify the activity responsible and authorized to perform accounting functions for the fund holder.

h. Transaction Type Code (TT). A two-position code used to classify payments/receipts as to purpose or category (e.g., 2D is Payment, 1K is Advance, 3C is reimbursable collection). (See APPENDIX F, for a complete list of Transaction Type Codes.)

i. Property Accounting Activity (PAA). A six-position field that is used to identify the AAC of the document. For TDY documents, this field will contain the Travel Order Number (TON). For equipment purchases that are classified as plant property, place the activity designator code or UIC identifying the activity responsible for plant property accounting. This field may be zero filled.

j. Cost Code. A 12-position code used for local identification of transactions. For TDY documents, this field will be automatically assigned by the order writing system when the orders are created. For all other types of transactions, this field will be locally determined. It is recommended, however, that commands use the last 12 digits of the document number assigned to the source document in this field. (See paragraph 3001.1 for an explanation of document numbers.) When establishing cost codes for the Government Purchase Cards, they should identify the BEA, BESA, and Fund Code.

3002. CODES REQUIRED TO TRACK FINANCIAL EXECUTION.

1. Financial Information Pointer (FIP). The FIP is a collection of data elements that serves as a key to collect and classify funds by the type of funds used and the purpose for which they were executed. FIP's are only applicable to treasury symbols 1106 and 1107. When properly assigned, the data elements of the FIP provide valuable financial information that is used by financial managers throughout the U.S. Marine Corps.

a. The FIP consists of 30 alphanumeric characters contained in ten data fields. These fields, singularly or when arranged in various combinations, classify the appropriation used, the reason or purpose for which funds were spent, and who spent the money. The example below outlines the structure and elements of the FIP. Only fields (1) through (6) are mandatory fields. The other fields are optional depending upon the circumstances.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
MAC	BEA	BESA	FC	OC/SOC	CAC	BRC	JON/LU	RON	RBC

M99255	30	10	QJ	2110	0005	__	ISMO	____	_

b. The elements that comprise the FIP are described as follows:

(1) Major Activity Command (MAC). This is a six position digit alphanumeric code used to identify the command that has received funds through an OPBUD or SUBOPBUD, or administratively has significant control and influence on the use of authorized funds within the command. The MAC is the same as the Work Center Identifier (WORK-CTR-ID). The MAC identifies the unit electronically for accounting and reporting purposes. The MAC is constructed by using an "M" (Marine Corps) in position one, followed by the UIC. All authorized UIC's can be found in DFAS CL (NAVSO) P-1000-25. Examples of MAC's are:

M67001 Commanding General, Marine Corps Base, Camp Lejeune,
M12000 Commanding General, 2nd Marine Division

(2) Budget Execution Activity (BEA). This is a two position alphanumeric code used to represent a sub-division of Major Activity Commands. Bee's are organizational elements designated by the Major Activity Command to control a specific segment of authorized funds to accomplish assigned missions. The two-digit codes used to represent each BEA are determined and assigned within the local command. Activities normally assigned as BEA's would be battalions within a division; squadron within a wing; or facilities department within a base. Listed below are some examples of assigned BEA's:

10 BN ADP SUPPORT (S6)
21 SPECIAL SERV (MCCS)
30 CAMP UTILITY OPERATIONS (S4)
31 FACILITY SUPPORT CONTRACTS (S4)

(3) Budget Execution Sub-Activity (BESA). This is a two-position code used to represent a sub-division of a BEA. BESA's are established whenever detailed identification of costs below the BEA is desired. BESA's are the lowest organizational level to which funding is broken down in the U.S. Marine Corps. Do not confuse this code with the Work Center ID of the Fund Control Key. Examples of BESA's under BEA 30 above (i.e., Camp Utility Ops) are:

10 Electric
20 Water
30 Sewage
40 Gas

(4) Fund Code (FC). This is a two-position code used to identify the appropriation, subhead, budget activity/sub-activity group, and program element number. Fund Codes are short keys that allow collection of information using two alpha/numeric characters vice 23 positions (which would be required if the user had to key appropriation, subhead, etc.). Fund Codes are assigned by HQMC and are listed in MCO P7301.65 and MCO 7301.117. Alpha-alpha codes (except Fund Code XA) are used to identify annual appropriations, alphanumeric codes are used to designate multiple year appropriations, and numeric-alpha codes are used to identify no-year appropriations. (See APPENDIX G for a complete list of Fund Codes.)

(5) Object Class/Subobject Class (OC/SOC). A four-position code that classifies financial transactions in terms of the nature of the services or articles for which obligations are incurred. The first two digits identify the Object Class (i.e., the type of expense being incurred such as supplies, equipment, civilian labor, etc.) and the last two digits define the Subobject Class (i.e., the source or specific nature of the services ordered such as "supplies are ordered from Army Stock items", "fuel being purchased is diesel", etc.).

(6) Cost Account Code (CAC). CAC’s are four position codes used to classify financial transactions according to their "purpose" and are also used to uniformly identify the contents of management reporting requirements. CAC’s are the lowest required level of cost categorization and collection used within the accounting system for categorizing why funds were used. CAC’s also point to specific cost categories in the accounting system called Marine Corps Activity and Sub-Activity Group codes.

(a) Activity Group (AG). The AG is a two-position code used to represent a major category within a command’s budget. It classifies cost into broad areas that allow reporting of obligation and expense information required by DoD or to fulfill the management information requirements imposed by the Navy or HQMC. Examples of Marine Corps Activity Groups are:

AF Flight Operations
BA Mission Support
FM Operating Forces

(b) Sub-Activity Group (SAG). A two-position code that represents a more detailed functional breakdown within the Activity Group. As an example, under the Activity Group FM (i.e., Operating Forces), some of the associated Sub-Activity Groups are:

70 Maintenance of Equipment

71 Administration/Operations
72 Training

(7) Budget Reporting Code (BRC). This is a two position code that is used to track and collect all costs associated with a specific high-interest program regardless of command, BEA, or fund code. If the BRC is assigned by HQMC, the code must be represented as alpha-alpha or alphanumeric. If the BRC is assigned by a local command, the BRC must be represented as numeric-numeric or numeric-alpha. By use of a standard BRC code throughout the U.S. Marine Corps, all costs and financial information pertaining to operations (e.g., Desert Storm) or specific exercises (e.g., Team Spirit) can be captured and quickly identified at the headquarters level. The BRC is an optional field in the FIP.

(8) Job Order Number/Local Use (JON/LU). This is a four position alphanumeric code that serves the dual purpose of tracking work performed by facilities through the job number and tracking individual activities through the local use code. These codes are determined at the local command level. The JON/LU code is an optional field in the FIP.

(9) Reimbursable Order Number (RON). This is a three position alphanumeric code that is locally assigned to identify a specific request for reimbursable work that has been accepted. A RON must be cited in the FIP for funds that are executed under an accepted reimbursable order. This field is left blank for non-reimbursable FIP's. The FIP RON must be the same as the last three-digits in the 15-digit Standard Fiscal Codes RON.

(10) Reimbursable Billing Code (RBC). This is a one position code that is locally assigned for billing purposes to identify line of accounting data to a reimbursable customer based on the RON assigned and the specific breakdown of costs required to bill, i.e., RBC A represents "labor" costs, RBC B represents "medical", and RBC C represents "other

2. Standard Fiscal Codes. The following codes are standard fiscal codes applicable to all treasury symbols:

a. Fiscal Year (FY). An 8-digit numeric field that identifies the beginning and ending period of fund availability for obligation purposes. For example, 19992001 for treasury symbol 1109 indicates that the related funds were appropriated by congress for the fiscal year 1999 with a three-year period of obligation availability.

b. Fiscal Year Full (FY-FULL). A 4-digit numeric field that identifies the twelve month period starting 1 October and ending 30 September that constitutes the official accounting period established by the federal government. It is the beginning year of the period of availability of funds for obligational purposes. If funds are appropriated by Congress for Fiscal Year beginning 1999 and ending 2001 the Fiscal Year full is 1999.

c. Budget Activity (BA) Code. A 2-digit alphanumeric field that identifies the functions or areas an appropriation is to fund. Listed below are examples of the budget activities applicable to the O&M,MC appropriation:

BA 01	Operating Forces
BA 03	Training and Recruiting
BA 04	Administration and Service-Wide Activities

d. Major Reimbursable Source Code (MAJ RSC). An optional single position alphanumeric field that identifies the source(s), by general category, of the funds with which one activity is reimbursed for work, services, or goods furnished to another activity. Listed below are examples of RSC's applicable to funded reimbursables:

RSC '1'	Marine Corps
RSC '3'	Other DoD
RSC 'E'	Outside DoD

(See APPENDIX E for a complete list of Reimbursable Source Codes.)

e. Reimbursable Order Number (RON). A 15 position alphanumeric field that is locally assigned to identify a specific funded request for reimbursable work that has been accepted by a command. For unfunded reimbursable authority, the RON is assigned by HQMC. The RON is constructed in the same manner as the SDN with the following serial number assignment:

Symbols	Serial Number
1106/1107	00 + FIP RON
All others	Subhead + RSC

f. Funding Function (FUND-FUNC). A 2 to 8 position alphanumeric field that is used to identify the purpose for which funds are intended. Funding functions are constructed differently for different appropriations. For the 1106 appropriation, the FUND-FUNC is a 4-position code derived from Navy AG's and SAG's. The first two digits are the AG and the last two digits are the SAG. For example, AG '1A' for Expeditionary Forces and SAG '4A' for Base

Support is combined as funding function ‘1A4A’ when dealing with funding for Expeditionary Forces Base Support. (See APPENDIX H for instructions on constructing funding functions.)

g. Basic Symbol Sponsor (BASIC-SYM-SPONS). A 6 position alphanumeric field that identifies the unit that will become responsible for the total budget authority delegated to them from HQMC.

h. Major Command Recipient Identifier (MCC-RECIP-ID). A 6 position alphanumeric field that identifies the Major Command Recipient that receives its funds directly from HQMC. The MCC-RECIP-ID is the UIC of the command receiving funds.

i. Allotment Recipient Identifier (ALLOT-RECIP-ID). A 6 position alphanumeric code that identifies the installation/activity receiving funds from the Major Command Recipient. The ALLOT-RECIP-ID is the UIC of the activity receiving funds.

j. Special Interest Code (SPCL INT). An optional 2 to 3 position alphanumeric code that identifies specific functions within the budgetary sub-division field (i.e., MCCS, Health Care, etc.) or other unprogrammed, highly visible issues (i.e., Desert Shield/Desert Storm). The value for this field is the same as the BRC in the FIP.

k. Suballotment Recipient Identifier (SRI). A 6 position alphanumeric field that identifies the installation or activity receiving funds from the Allotment Recipient command.

l. Work Center Identifier (WORK-CTR-ID). A 6 position alphanumeric field that identifies a subdivision of a Suballotment Recipient from which funds are received.

m. Budget Execution Activities (BEA). BEA’s are sub-divisions of Work Center Identifiers. Each BEA is assigned a 2-position code that identifies them as an organizational element designated to control a specific segment of funds.

n. Budget Execution Sub-Activity (BESA). BESA’s are sub-divisions of BEA’s. BESA's are established whenever detailed identification of costs below BEA is desired. Each BESA is assigned a 2-position identifier that identifies the level in the financial management structure at which financial transactions are initiated.

CHAPTER 4

SOURCE DOCUMENTS AND FILE MAINTENANCE

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CHAPTER 4

SOURCE DOCUMENTS AND FILE MAINTENANCE

4000. GENERAL. This chapter explains the procurement cycle and emphasizes the importance of source documents to every spending transaction in that cycle. Source documents are processed within the accounting system in five phases: initiation, commitment, obligation, expense, and liquidation. This chapter provides examples of source documents and explains at what stage during the transaction cycle they are used. This chapter also provides the fund manager the information necessary to establish and maintain source document files.

4001. PROCUREMENT CYCLE.

1. In order to purchase materials and/or services needed to sustain daily operations or complete mission requirements, accounting source documents must be created and processed. In a simple business practice, a requisitioner (i.e., purchaser) creates a requisition form to start the procurement process. The requisitioner then forwards the requisition form through a processing chain until the actual materials and/or services are received and payment is complete. These documents are maintained by the fund manager and are the foundation for every spending transaction recorded into the accounting system.

2. The initial requisition is just the beginning of the documents that must be prepared to complete a singular procurement transaction. As a requisition is forwarded through the processing chain, other accounting source documents are prepared to continue the process. For example, an initial requisition document cannot be the actual contract between the government and a commercial vendor. The purchasing agent will receive the requisition, analyze the requirement, call vendors and make the purchase. This agreement between the vendor and the government (purchasing agent) is documented on a separate form other than the initial requisition form. In cases of payments, the government has other standard government forms for that particular part in the procurement process.

3. Source documents can be created two ways; manually (e.g., by a supply clerk) or as computer generated transactions passed electronically into the accounting system. All source documents require a unique document number to track the transaction and an Accounting Classification Code or appropriation data. For input into the accounting system, additional data elements are required to charge

the appropriate account and categorize the accounting transaction (e.g., FIP).

4002. TRANSACTION CYCLE.

1. All source documents that are processed into the accounting system enter through a five-phase process called the transaction cycle. These five steps are referred to as: initiation, commitment, obligation, expense and liquidation and are initiated as each step in the procurement cycle is completed.

a. Initiation. An initiation is the administrative reservation of funds based upon procurement directives or equivalent instruments, which authorizes preliminary negotiations looking toward the creation of obligations, but providing for recourse to the official responsible for administrative control of funds prior to incurrence of the obligations.

b. Commitment. A commitment is a firm administrative reservation of funds, based upon firm procurement directives, orders, requisitions, authorizations to issue travel orders, or requests which authorize the recipient to create obligations without further recourse to the official responsible for certifying the availability of funds. The act of entering into a commitment is usually the first step in the process of spending available funds. The effect of entering into a commitment and the recording of that commitment on the records of the allotment is to reserve funds for future obligations. A commitment is subject to cancellation by the approving authority to the extent that it is not already obligated.

c. Obligation. An obligation is a firm, legally binding agreement between parties for the acquisition of goods or services. This phase is important in that when an official document describing a financial transaction exists, the government is legally and contractually liable for the amount shown on the source document. Once funds are obligated, the official unobligated available balance of the fund manager’s account is decreased. Commands creating obligations in excess of authorizations could cause a violation of the Anti-deficiency Act (31 U.S. Code 1517) at the level where the funding limitation is held. An obligation may be de-obligated when both parties agree and supporting documentation is provided to update the accounting system.

d. Expense. An expense occurs when material and services ordered are received and accepted by a designated authorized receiving point. The expense amount creates the accounts payable amount in the

accounting system, and controls the amount billed for reimbursable transactions.

e. Liquidation. A liquidation is the payment for goods or services that were ordered and received. Liquidations or payments are made after the finance officer receives an invoice from a vendor or government agency requesting payment.

2. The transaction cycle is directly related to the procurement process. In all cases, the purchase of goods and services follows the same process: order, receipt and payment. Once a requisition form is generated and approved, an official accounting record is established in the accounting system citing the document number of the requisitioner and other pertinent information. As the procurement process continues, additional government forms are generated. These forms represent the movement along the procurement process. The initial accounting record is then amended to reflect the current status of the order.

3. All transactions are processed through the same five phases; however, some transactions can be processed through combined phases. For example, when a local procurement is made via credit card and the items are receipted for at the time of purchase, the transaction will be recorded into the accounting system as a simultaneous commitment, obligation and expense.

4003. SOURCE DOCUMENTS. Source documents can be categorized as paper or electronic submissions used to accomplish a particular purpose. The electronic submissions are generated by the various mechanized supply systems within DoD and then interfaced with the accounting system to record the transaction. (See APPENDIX I for a list and description of U.S. Marine Corps supply systems.) A Funds Manager/Supply Clerk will establish a requirement at the source of supply (e.g., SASSY) and as the source accepts and fills or passes the requirement, that system will generate the source document that will later produce a commitment, obligation, expense, or a combination thereof in the accounting system. The paper submission for material or services requirement can be made through the use of several different types of forms. Some forms are standard across DoD, but others may be created locally by units within the U.S. Marine Corps. Forms are usually identified by a form title and an associated form number. For example, forms that are used throughout DoD begin with the designator “DD” or “SF” (Standard Form). “NAVCOMPT” or “NC” (Navy Comptroller) are also widely used. The NAVCOMPT forms are used exclusively within the DON. The following are examples of forms that are within the control of the fund

manager, as well as descriptions of how they apply to the transaction cycle.

1. DD 1348 DoD Single Line Item Requisition System Document. The DD 1348 is used to requisition materials or services from federal sources. The DD 1348 can be used to commit and obligate funds. A Fund Code is used to identify the appropriation to be charged. The document uses a MILSTRIP document number. Instructions for the DD 1348 form are contained in Marine Corps Users Manual UM 4400.124.

2. DD 1149 Requisition and Invoice/Shipping Document. The DD 1149 is used to initiate the requisition of materials or services from federal and non-federal sources. The document will use both the MILSTRIP document number and the SDN. This form is used for commitment purposes.

3. Local Purchase Request Forms. Units desiring additional information in a request document can use locally generated purchase request forms. The forms must contain the required information that normally appears on the standard requisitioning forms. The locally produced forms are used to initiate a requisition of materials and services from both federal and non-federal sources. Local purchase request forms are commitment in nature and either an SDN or MILSTRIP document number can be used on the requisition.

4. DD 1155 Order for Supplies or Services. The DD 1155 is a multi-purpose form used throughout the DoD to document the legal, binding contract issued to a private business for providing goods or services to the government. The DD 1155 is an obligation document that can also be used as a receipt document if the receipt block has been signed. If the bottom left-hand blocks are complete, it is an expense document. If neither of these blocks is completed, the DD 1155 is always an obligation document. If additional space is required when completing the DD 1155, the SF 36 Continuation Sheet is used. The SF 1449 is phasing out the DD 1155. An example of a DD 1155 and instructions for its use can be found in the Marine Corps Purchasing Procedures Manual (MCO P4200.15G).

5. SF 1449 Solicitation/Contract/Order for Commercial Items. The SF 1449 is replacing the DD 1155. The form looks almost identical and serves the exact same purpose.

6. SF 30 Amendment of Solicitation/Modification of Contract. The SF 30 is used to amend or modify an existing DD 1155 or SF 1449 (i.e., obligating document). This form is commonly used to change price, quantity, color, etc. on the original contract. It is also used to cancel a contract in its entirety. Some changes, such as color or

size, may not have a financial impact, while other modifications, or even a cancellation, will greatly affect a fund manager's account.

7. DD 250 Material Inspection and Receiving Report. The DD 250 is used to record the receipt of goods shipped by a commercial vendor to a government receiving point. For example, when a vendor ships goods to the government, the receiving point will verify receipt, inspect the goods to ensure they conform to the specifics of the contract and complete the DD 250 when goods are determined acceptable for government standards. The purpose of this form is to document the receipt of material and is therefore considered an expense document.

8. DD 448 Military Interdepartmental Purchase Request (MIPR). The DD 448 authorizes funds for an external command, outside the Department of the Navy, to perform work or services for the requesting command. For example, if a Marine unit is training at an Army base, the Marine unit will send funds to the Army Base comptroller with the DD 448 to fund work or services required by the Marine unit. An SDN with a DTC of MP is required on the document. DD 448 is always a commitment document because it documents the request to the external command to perform the services required. The external command has the option of accepting or declining the work request.

9. DD 448-2 Acceptance of MIPR. The DD 448-2 is the formal acceptance to the DD 448 used with other government agencies outside the DON. If the external agency decides to perform the requested work or services, the external agency will complete the DD 448-2 and forward the document to the requesting activity. Receipt of this document from the performing activity constitutes an obligation of funds from the requesting units accounts. The performing activity can choose whether to accept the funds on a direct cite or reimbursable basis by checking Block 6a or 6b.

10. NAVCOMPT 2275 Order for Work and Services. The NAVCOMPT 2275 is used to request reimbursable work or services from any components within the Department of the Navy. The form authorizes funds for an external command to perform work or services for the requesting command. For example, a Marine unit is training at a different Navy or Marine Corps base other than their own. The training unit will send funds to the external fiscal office or comptroller to perform work or services for the unit that is conducting the training. The NAVCOMPT 2275 requires an SDN with a DTC of WR. Prior to the acceptance by the performing activity, the NAVCOMPT 2275 is considered a commitment document to the requestor. Once signed and accepted by the performing activity the form becomes an obligation document.

11. NAVCOMPT 2276 Request for Contractual Procurement. The NAVCOMPT 2276 is used to request a contracting action for work or services that is known and specific in nature and contractually procured (e.g., large computer buys, laundry service contracts). This form can be a commitment or obligation document depending on whether funds were direct cited or were accepted on a cost reimbursement basis. If direct cited, the requesting activity must have a copy of the contract to support the obligation. If it is cost reimbursable, block 19 must be signed by the accepting activity. This form requires an SDN with a DTC of RC.

12. DD 282 DoD Printing Requisition/Order. The DD 282 is used to request printing/publication orders from the Navy or other DoD components. This form requires an SDN with a DTC of PT. Instructions for completing the DD From 282 are contained in NAVPUBINST 5605.20. This form is considered a commitment form when it has been created but not approved. After the document has been approved and subsequently delivered to the printing office, it becomes an obligation document. This document could also become an expense document if the total amount of the order (i.e., actual cost) is written on the form after it has been returned with the order from the printing office.

13. DD 1556 Request and Authorization for Training. The DD 1556 is used to request and authorize payment or reimbursement for training classes for both civilians and military personnel. (Note that DOD memorandum of 25 September 1998 directs the purchase card be used as the method of payment for all training requests valued at or below $25,000.) This form is considered a commitment form when it has been created but not approved. After the document has been approved, it becomes an obligation document.

14. SF 1164 Claim for Reimbursement for Expenditures on Official Business. The Standard Form 1164 is used to reimburse government employees for expenses they have incurred during the conduct of official government business. This form is usually used to reimburse employees for mileage when authorized to use a Privately Owned Vehicle (POV) for official government business. Since this form authorizes reimbursement, it is classified as a commitment, obligation and expense in one transaction. This form requires an SDN with a DTC of RV.

4004. SOURCE DOCUMENT FILES.

1. The responsibility for maintaining valid source document files belongs to the fund managers. The purpose is to substantiate information processed into the accounting system, satisfy audit requirements, and comply with document retention regulations. Source

document files are also maintained to provide the user with information concerning all requisitions, orders, and miscellaneous adjustments affecting their funds that have been created and the status of those transactions in the accounting system. At a minimum, the three types of source document files that will be maintained are pending, posted, and completed. The number of source document files and their labels might vary at local activities, but the files will contain the following:

a. Pending Files. Pending files consist of all source documents that have or have not been entered into the accounting system, but have not been verified as part of the cyclic reconciliation.

b. Posted Files. Posted files consist of all source documents that have had commitments, obligations, expenses, and/or partial liquidations processed and validated for accuracy in the accounting system.

c. Completed Files. Completed files consist of all source documents that have had commitments, obligations, expenses, and liquidations processed and validated for accuracy in the accounting system. The dollar values will all equal the liquidation amount and there are no other postings expected for the record.

2. The following is a description of the type of source documents that should be contained in the respective files for TDY and material and service transactions.

a. Travel Document Files.

(1) Pending File. Travel requests or orders that have or have not been entered into the accounting system, but have not been verified as part of the cyclic reconciliation. Once the travel orders or requests have been verified in the accounting system, the requests will be moved to the posted file.

(2) Posted File. Travel orders produced using the travel subsystem or other systems, that have been verified as obligated in the accounting system, but have not been settled by the traveler. Once the settlement payment is recorded in the accounting system, the orders will be moved to the settled or completed file.

(3) Settled File. Travel orders with an outstanding Government Transportation Request (GTR) ULO and a final per diem settlement payment recorded and verified in the accounting system.

Until the GTR payment portion is received and posted, the TDY document is not complete.

(4) Completed File. Travel orders that have had all phases of the transaction cycle completed. All payments have been received, both for entitlement settlement and GTR. This transaction has all money fields (i.e., commitment, obligation, expense, and payment) equal in the accounting system. If all money fields are not equal, the fund manager should adjust the record to bring the commitment, obligation, and expense into balance with the payments received and posted for personnel entitlements and GTR.

b. Material and Service Document Files.

(1) Pending File. All material and service type requirements (i.e., request for procurement actions, training requests, printing orders, contracts, etc.) that have or have not been entered into the accounting system, but have not been verified as part of the cyclic reconciliation. Documents will remain in the pending file until recorded and verified in the accounting system.

(2) Commitment Posted File. All source documents that have been entered and verified in the accounting system as committed only.

(3) Obligation Posted File. All source documents that have been recorded and verified in the accounting system as committed and obligated.

(4) Expensed File. All documents that have been recorded and verified in the accounting system as committed, obligated, and expensed. Documents will remain in the received file until payments are recorded. If payment is partial, the source documents should be annotated and left in the received file until final payment is received. Once payment is recorded, the documents will be moved to the completed file. If the payment received is final, but the commitment, obligation, or expense field does not equal the payment, the fund manager should enter the appropriate entries to make the adjustments equal to the amount of the payment.

(5) Completed File. All documents that have had all phases of the transaction cycle completed. The material or services ordered were received, payment has been recorded, and all amount fields equal in the accounting system.

4005. Document Retention Requirements.

1. Within the federal government, the National Archives and Records Administration (NARA) is responsible for promulgating procedures for the management and disposition of federal records. Specific records disposal guidance is contained in the General Records Schedules (GRS) and is available at: http//ardor.nara.gov/grs/index.html.

2. In accordance with DODFMR Volume 1, Chapter 9, all financial records, both paper and electronic, documenting the acquisition of DoD Property, Plant and Equipment (PP&E), materials and supplies, including cash, fixed and other assets, real and personal property, operating materials and supplies, stockpile materials, and National Defense PP&E, services, military and civilian pay, and other financial transactions shall be maintained for a period of at least 6 years and 3 months or longer if compelling reasons exist or supplemental guidance directs. An example of supplemental guidance is the requirement that Foreign Military Sales documents and financial records be retained for 10 years from the date of case closure, as contained in DODFMR Volume 15, Chapter 6.

CHAPTER 5

TRANSACTION PROCESSING AND RECONCILIATION

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CHAPTER 5

TRANSACTION PROCESSING AND RECONCILIATION

5000. GENERAL. The accounting system maintains a record of all transactions that have occurred. This chapter will provide the fund manager with the information necessary to record transactions in the accounting system, monitor source documents, reconcile source documents with the official accounting records, and maintain current fund balances available to ensure future purchases do not create a violation in funds execution.

5001. TRANSACTION RECORDING PROCESS. The transaction recording process is the process whereby official accounting records are created and updated in the accounting system. All entries should be recorded in the accounting system within three working days of the transaction and must be supported by a source document that accurately reflects the proper transaction cycle stage of each unique document number (i.e., initiation, commitment, obligation, expense, liquidation, or a combination thereof). The basis of the transaction recording process is supported by various common source documents.

5002. KEY ACCOUNTING SYSTEM REPORTS FOR TRANSACTION VALIDATION AND CYCLIC RECONCILIATION.

1. Universally after each accounting cycle, the accounting system produces several key reports that are essential for funds control and source document reconciliation. (See APPENDIX J for instruction on how to access reports in INFOPAC and APPENDIX K for list of key accounting reports available through INFOPAC.) These official reports are produced utilizing information from both the transaction and summary files of the accounting system and represent manual and interfaced input. The reports are categorized as follows:

a. Budget Execution Reports. Fund management reports that provide the status of a fund manager’s account for each fiscal year. The reports contain authorization, commitment, obligation, expense, and liquidation information by various categories. These reports are cumulative-to-date by fiscal year.

b. Material and Services Reports. Transaction reports that consist of all transactions entered into accounting system, whether manually updated or interfaced, for a given accounting cycle. Error Reports will show transactions that failed to process for one reason

or another. Transaction Update Reports will reflect new or changed commitment, obligation, expense, and liquidation information affecting a specific source transaction.

c. Travel Reports. Transaction reports that consist of both new or previously posted travel records as well as travel advances taken. A travel report can be cyclic or cumulative and contains both traveler information and the status of travel orders.

5003. MONITORING SOURCE DOCUMENTS. Fund managers are required to monitor each source document created from cradle to grave and ensure that the corresponding step of the transaction cycle is recorded in the accounting system. To successfully monitor source documents, fund managers must ensure that the following actions have been accomplished for each event of the transaction process:

1. Document or Requisition Creation.

a. Ensure that the request to obtain material, services, TDY orders, etc. has been prepared.

b. Ensure that the source document contains all appropriate financial codes, to include a valid document number, financial information pointer, and accounting classification code if applicable.

c. Ensure that the request has been forwarded to the appropriate action office (i.e., supply, administration, training, contracting, etc.) to begin the obligation action to obtain the materials, services, or TDY orders.

d. Ensure that a copy of the request has been received and retained for the fiscal files.

e. Ensure that the transaction has been entered into the accounting system as a commitment.

f. Ensure that the obligation document (i.e., purchase order, contract, etc.) has been received. If the obligation document has not been received, determine the age of the request. Contact the appropriate action office to determine the status on the official obligation action and source document. It is imperative that follow-up action is performed to ensure that the actual obligation action has occurred.

2. Obligation Document Received.

a. Ensure that the obligation has been entered into the accounting system and that the update cycle has been reconciled. Obligations requiring manual input by fund managers into the accounting system must be keyed within three working days.

b. Ensure that the obligation source document has been filed in the appropriate memorandum files.

c. Ensure that the ordered material, services, or travel have been received or performed. If the order has not been received or the travel not performed, determine the age of the obligation action, and whether or not delivery of material or services should have been reasonably expected to occur. If delivery has not occurred, contact the obligation source (i.e., supply, contracting, printing office, etc.) to determine the status of the order.

3. Ordered Goods and Services Received.

a. Ensure that the material or services received are what was ordered and in the quantity ordered.

b. Ensure that an expense has been entered into the accounting system.

c. Ensure that a copy of the shipping report or invoice has been filed in the appropriate source document file.

4. Payment Processed in the Accounting System.

a. Ensure that a payment, either partial or final, has been received or posted into the accounting system against the document. If the payment has not been received or posted, determine the age of the receipt of the ordered goods and services. Determine if it is reasonable to expect a payment to be posted by this time. Ensure that the MAO has been contacted to see if the payment is in an unmatched disbursements status in the accounting system. Ensure that DFAS has been contacted concerning public vouchers submitted for payment. For mechanized supply status, ensure that a request for billing has been processed.

b. Determine if the payment is final or partial.

(1) If the payment is partial, ensure that the accounting system did not adjust the commitment, obligation, or expense amounts to equal the payment. If the accounting system has made the adjustment, ensure that all delivery orders or services have been

received. If delivery orders or services have been received, then the transaction is complete. If not, ensure that the fund manager has manually reinstated the appropriate valid undelivered commitment, obligation, or expense amount.

(2) If the payment is final, ensure that the accounting system has adjusted the commitment, obligation, and expense amounts to equal the payment. If the accounting system has not made the adjustment, ensure that the fund manager has entered the appropriate transaction into the accounting system to adjust the amount fields to equal the payment.

c. If the transaction is complete, ensure that the appropriate source documents have been moved to a completed source document file.

5004. TRANSACTION RECONCILIATION. A cyclic reconciliation of all transactions posted to the accounting system is performed to ensure the accuracy of fiscal codes and amounts and the completeness of the data that should have processed. A cyclic reconciliation also reaffirms the fund manager's official status of funds by confirming the accounting system has properly processed the data. Fund managers will accomplish transaction reconciliation after each accounting cycle as feasible.

1. The accounting system produces accounting reports after each accounting cycle that fund managers, work centers and other financial managers use to validate transactions recorded in the accounting system. These reports are snapshots of balances, files, errors, records, etc. that must be reviewed and validated to ensure the accuracy of the official accounting records. Source documents are the key to validating the accounting system and they are reconciled against the accounting system's reports to ensure the information in the accounting system matches the information on the source documents. When there is an error, the fund manager must correct the accounting system to match the source document.

2. The reports generated by the accounting system are used to reconcile financial transactions processed into the system after each accounting cycle update. Even if the fund manager did not have manual input into the accounting system, the cycle reports need to be reviewed to reconcile financial transactions posted from external system interfaces. The following general steps should be followed in the transaction reconciliation process:

a. Verify Commitments.

(1) Compare document numbers, amounts, and other financial data in the accounting system against the source documents to verify that the data in the accounting system has been posted correctly.

(2) Research discrepancies between source documents and accounting system entries.

(3) Adjust the accounting system entry as required to reflect correct financial data.

b. Verify Obligations.

(1) Compare document numbers, amounts, and other financial data in the accounting system against the source documents to verify that the data in the accounting system has been posted correctly.

(2) Research discrepancies between source documents and accounting entries.

(3) If errors on the obligation document are found, ensure corrective action is taken at the issuing activity.

(4) If an accounting transaction is in error when compared to the obligating document, adjust the effected entry accordingly.

(5) Adjust source documents as required to reflect corrected financial data or balances.

c. Verify Expenses.

(1) Compare document numbers, amounts, and other financial data in the accounting system against the source documents to verify that the data in the accounting system has been posted correctly.

(2) Research discrepancies. Variances are usually caused by keypunch errors when expense information was entered.

(3) Take appropriate corrective action to the accounting system and/or source documents.

d. Verify Liquidations.

(1) Compare document numbers, amounts, and other financial data in the accounting system against the receipt document invoice to

verify that the data in the accounting system has been posted correctly.

(2) Ensure obligation amount in the accounting system is equal to liquidation if a final payment. Adjust the obligation as required.

(3) Ensure sufficient obligation is posted to process pending liquidations. Validate and adjust the obligation as required.

3. Special Considerations During Reconciliation. Several factors may change obligation amounts during the course of the year or life of the contract. Fund managers should be aware that prices can change, units of issue can change, ordered items can be substituted with other National Stock Numbers (NSN's), and purchase orders and contracts can have hidden fees (e.g., shipping costs, percentage ranges, etc.) that were not considered or known when the document was initially obligated. As a result, fund managers should be diligent when validating source documents to ensure transportation costs, price increases, late payment charges, and other miscellaneous adjustments to obligations are posted in the accounting system. These adjustments are normally increases to the obligation amount originally posted. Further, if a document has been cancelled by the source of supply, contracting office, or TDY order writing section, the fund manager must ensure that the corresponding document/obligation in the accounting system is cancelled.

5005. FUND BALANCE VERIFICATION.

1. Memorandum Records are created and maintained to provide fund managers with actual fund balances. The accounting system is a real-time system for online entry, but input from mechanized interfaces (i.e., travel, reimbursables, expenditures and collections, etc.) is only updated during a scheduled accounting cycle. Manual fund balances must be maintained by the fund manager to ensure that allotted funds are not over-obligated.

2. Manual fund balances are maintained using the last accounting system cycle available balances and subtracting from these amounts any financial transactions that the fund manager has created that have not yet posted in the accounting system.

3. Current fund balances should be maintained for both commitments and obligations. Locally developed forms or programs will be used to maintain the current commitment and obligation available balances.

The formula below shows how to determine the available obligation balance:

	Available uncommitted balance (as of last accounting cycle)
-	Pending transactions
+/-	Corrections to commitment amounts required from the cycle reconciliation
	Current funds available for new obligations

4. Fund managers must take corrective action on erroneous postings (i.e., amount less or more in the accounting system than reflected on the obligating document, duplicate postings of obligated amount, etc.) discovered during cycle reconciliation, and ensure that these corrections are posted in the accounting system prior to the next cycle update. Failure to do this will result in distorted available balances.

5006. ERROR CORRECTION PROCESS. Transactions posted to the accounting system via an interface go through various internal edit checks prior to posting. Those transactions that do not meet the edit check criteria will process to various error reports (i.e., Spending Error Transaction Report, Common Interface File Errors). The accounting system will assign error codes to those transactions that fail the edit checks when processed. Below are some of the most common errors that may be encountered, and how to properly correct them:

1. Invalid Fiscal Data Elements. This error occurs when fiscal data elements are not loaded or are incorrectly loaded to tables in the accounting system. The error codes assigned to the applicable transaction will determine the table(s) that require updating or correction. Depending on the type of table (i.e., local or central), table loading and correction is a function of the comptroller, or HQMC (RFL) and DFAS, respectively.

2. Incorrect Transaction Entry. When the transaction is entered incorrectly by the source of supply (i.e., contracting, SASSY, etc.). The error codes will identify which field in the error record needs correction.

3. All Other Errors. In the case where an error has occurred and the code(s) assigned does not clearly identify the exact problem, or the fund manager cannot correct the error, the comptroller or DFAS should be contacted.

CHAPTER 6

REIMBURSABLE ORDERS

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CHAPTER 6

REIMBURSABLE ORDERS

6000. GENERAL. DOD activities may furnish the sale of material, work, and services to other DoD components or public sources on a reimbursable basis pursuant to public laws and DOD policies. There are two types of reimbursable orders: economy act orders and project orders, which can further be broken down into funded or unfunded reimbursables. This chapter details the procedures for: accepting reimbursable orders, recording the authority and transactions for the reimbursables, monitoring reimbursable orders, and accomplishing year-end closing of the orders.

6001. REIMBURSABLES.

1. A reimbursable order or authorization is normally a written agreement between two federal agencies or one federal agency and a private party (i.e., Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA)) wherein goods or services are provided in exchange for payment. If an MOU/MOA has been negotiated between activities, the performer is bound by the agreement. Current MOA’s and MOU’s are maintained within the Comptroller Department.

2. When a request for work or service is not covered by an MOU/MOA, determination must be made as to the cost effectiveness of accepting and administratively tracking the request during the performance of work. It is not normally cost effective to accept a work request in an amount less than $2,000 from another government agency (e.g., a one time street sweeping effort for $250). DoD 7000.14-R DODFMR, Volume 11A contains regulation requirements for reimbursables.

3. The DODFMR, Volume 3, Chapter 15 discusses the administrative control of appropriations and states that reimbursements shall not be considered budgetary resources available for obligation unless:

a. valid orders, including written agreements, have been received;

b. goods and services have been furnished and there is entitlement to payment; or

c. in the case of orders from the public, advance payment has been made.

4. Reimbursable orders will involve two parties, a performer and a customer.

a. Performer. The agency that accepts the request to perform the work or service in exchange for payment is referred to as the performer. The performer charges the reimbursable order for the required labor, material, travel, etc. necessary to fulfill the accepted agreement. The performer then bills to recover the amount of funds they have expended in support of the customer. The transfer of funds through the billing process is called reimbursement of funds.

b. Customer. The activity that requests the work or services to be provided is referred to as the customer. The customer is the activity that will ultimately reimburse the performer for goods and services.

6002. TYPES OF REIMBURSABLE ORDERS. There are two types of reimbursable orders, Economy Act Orders and Project Orders. When establishing the RON in the accounting system, it should be identified as either Economy Act or Project Order.

1. Economy Act Orders. This order is used for work or services of a normal or recurring nature (e.g., utility support, administrative support, janitorial support, etc.). Funds are normally authorized on a quarterly basis with funds available for new obligations only during the current fiscal year. An Economy Act Order is also referred to as a "Work Request

2. Project Orders. This order is used for work or services with long completion times or for non-recurring types of work. Typical work requested with a Project Order would be a construction project. Project Orders normally contain a date or time frame when the work is estimated to be completed. This may carry over to more than one fiscal year. The funds authorized in the Project Order are valid for incurring new obligations through the life of the order, regardless of fiscal year. The accounting system, through the year-end process and fiscal year opening procedures, will bring forward the unobligated amount of the Project Order for use in the new fiscal year. Billings created by the accounting system will still charge the original fiscal year cited on the Project Order regardless of the year of execution.

a. Ability to Perform. Project orders should only be issued to those DoD organizations capable of substantially performing the work ordered. Substantially, as used in this paragraph, means that the project order recipient should incur costs of not less than 51% of the

total costs attributable to rendering the work or services ordered. Total costs to render the work or services ordered include the costs of goods or services obtained from or provided by contractors.

3. Collections related to reimbursable sales are classified as funded or unfunded reimbursables dependent on the appropriation involved and the ability of the performing activity to re-obligate funds collected without prior apportionment and allocation action by the Office of Management and Budget (OMB) and the Comptroller of the Navy, respectively.

a. Funded Reimbursables. Funded reimbursables result from acceptance of customer orders that are authorized to the performing activity for re-obligation. Costs incurred by the performing activity are charged to the station's operation and maintenance operating budget and billed to and collected from the fund citation on the order. OMB has authorized automatic apportionment for accounts cited in DODFMR Volume 3, Chapter 2, 020602.

b. Unfunded Reimbursables. Reimbursable transactions not supported by a specific order are commonly called unfunded reimbursables. Automatic increases to operating budgets are not authorized for unfunded reimbursable work performed unless specifically provided in the fund authorization. Unfunded reimbursables will be accounted for within the direct program. (See APPENDIX L for some of the specific unfunded programs executed at the field level.)

6003. ACCEPTING REIMBURSABLES FOR FUNDED ORDERS.

1. Upon receipt of a request for reimbursable work or service, the designated accepting official must determine whether the command can perform the work requested, the feasibility of accepting or rejecting the request, or request direct cite authority. The key criterion for accepting a reimbursable is whether or not 51% of the work will be performed in-house.

2. The performer accepts the request by returning a signed copy of the request to the customer annotated with the RON and RBC that will be used to track the charges. Should the performer not be able to accommodate the goods or services, the request will be denied and returned to the customer.

3. Wherever possible, multiple requests from the same activity should be combined under one RON with multiple RBC's when the customer appropriation data remains the same (i.e., Department Code, fiscal year, treasury symbol, subhead, BCN and AAA).

4. If the customer is a private party, a deposit is required and will be recorded as a pre-deposit amount in the accounting records.

5. The performer must enter this accepted agreement as a reimbursable authorization into the accounting system. The designated accepting official will establish the accounting codes to track costs incurred. These codes consist of a RON and RBC, which are part of the FIP.

6004. RECORDING REIMBURSABLE AUTHORITY.

1. Once the funded reimbursable order is accepted, a reimbursable record or profile must be created in the accounting system before any work can begin. The designated accepting official is responsible for creating the reimbursable record in the accounting system. The record will contain the performer's fiscal year, reimbursable order number, reimbursable source code, and fund code. The following customer's information, which is located on the request for work or services, is required: the customer's billing address, line of accounting, amount authorized, and funds expiration date. Special attention should be given to correctly keying the customer’s BCN and AAA. There are instances when the customer requests that multiple categories be identified on the bill. To accommodate multiple categories on a bill, the performer must establish separate RBC’s and a separate ACRN for each category.

2. RSC’s are used to identify sources of funded or unfunded reimbursements. It is important to assign the proper code as the RSC serves two purposes: proper recording of collections to the US Treasury, and appropriate postings to the general ledger accounts in the accounting system. The one-digit RSC must be entered as the third digit of the object class field in the performer's line of accounting classification on reimbursement vouchers. When establishing a new reimbursable order in the accounting system the RSC must be entered on the initial screen to establish or amend reimbursable work orders.

3. RSC 6 is used for private parties. Private parties are required to pay an additional surcharge for use of any government assets. This RSC tells the accounting system to apply a surcharge to the customer and places an additional line of accounting on the customer’s bill that will collect the surcharge into a special receipts appropriation. DoD 7000.14-R DODFMR, Volume 11 contains additional information on charges to private parties. RSC M is used exclusively for Marine Corps Community Services. RSC M tells the accounting system that no customer line of accounting will be present and not to assess a surcharge. (See APPENDIX E for a complete list of RSC’s.)

4. For unfunded orders, HQMC distributes unfunded authority to commands via the funds distribution process of the accounting system.

6005. RECORDING REIMBURSABLE TRANSACTIONS FOR FUNDED AND UNFUNDED ORDERS.

1. Once a reimbursable record is established, the fund manager who will execute the order needs to be informed of the RON, RBC's, and the amount authorized for work. The fund manager will create new data elements using the RON and RBC's. These data elements will be used on all material orders, travel, or labor usage pertaining to accomplishing the work or service requested in the reimbursable order.

2. The procedures for processing direct transactions outlined in Chapters 4 and 5 are applicable to the recording of reimbursable transactions. Reimbursable transactions are processed in the same manner as direct transactions except the FIP must contain a RON and RBC. The customer's appropriation data will not be used on any source document for a spending transaction. Funds cannot be obligated in excess of the amount authorized without prior approval of the accepting official and the customer.

3. It is imperative that receipts be posted promptly in the spending system for a reimbursable because expenses generate the bills to the customer. Failure to record expenses (i.e., receipt of supplies or performance of work) results in failure to bill the customer.

4. Reimbursable and direct authorizations cannot be combined. They must be accounted for separately. Consequently, separate files must be kept for direct and reimbursable transactions.

6006. CUSTOMER BILLING. Reimbursable customers are billed based on expenses processed into the accounting system. The bills may be automatically created or manually prepared depending on the appropriation used to perform the work.

1. Treasury Symbols 1106/1107.

a. As part of the monthly closeout process, the accounting system produces a trial bill report. The trial bill report reflects both planned bills and bills that are placed in a hold status due to insufficient available authority or the amount to be billed is less than $100.00 (it is not cost effective to process bills less than $100.00). Following the production of the trial bill report, the

actual customer bills are produced and processed for payment by DFAS-KC or forwarded to the customer for certification and payment. The MAO may review the trial bill report prior to the production of actual customer bills and has the ability to override the accounting system by manually releasing or placing bills in a hold status. Planned credit bills should be placed on hold until additional research can be performed to determine the validity of the refund. Bills placed on hold by the accounting system can be manually released anytime after the monthly closeout is completed.

b. The bill generated by the accounting system will produce a 5-digit bill number that will be used to create the document number under which the collection will be processed. For example, if the major activity code is M00263 and the bill number is 00123, the collection voucher will be processed as document number M0026300CV00123. The first digit of the bill number will indicate the fiscal year in which the bill was created. The customer's payment voucher will be processed as the document number recorded in the RON as customer information.

c. Private parties that have been recorded with pre-deposits will not be billed until expenses have been incurred that exceed the pre-deposit amount.

d. The system does not generate a bill for certain unfunded reimbursable programs, as the funds for these programs are collected in advance of performance.

2. All Other Treasury Symbols. For treasury symbols other than 1106/1107, manual bills must be created and forwarded to the customer for certification and subsequent processing by DFAS.

6007. MONITORING REIMBURSABLE ORDERS.

1. The status of reimbursable orders accepted by the command (as opposed to spending transactions) can be reviewed in several on-line inquiries and batch reports. The same obligation, validation, reconciling and reporting requirements that apply to direct spending documents also apply to reimbursable transactions.

2. The accounting system produces reports at the budget execution level and summary reports at the WORK-CTR-ID (Major Activity) level. (See APPENDIX K for a list of key reports available through the accounting system.) Common reports reviewed at the fund manager level are:

a. Funded Reimbursable Fund Administrator Management Report. This report will provide the total of funded reimbursable orders accepted and being executed by a fund manager. The report provides authorizations, reservations, obligations, expenses, and liquidations to date, broken down by object class/sub-object class codes.

b. Unfunded Reimbursable Fund Administrator Management Report. This report will provide the total of unfunded reimbursable orders accepted and being executed by a fund manager. The report provides authorizations, reservations, obligations, expenses, and liquidations to date, broken down by object class/sub object class codes.

c. Field Funded Reimbursable Detail Planning and Performance Report. This report will provide reservation, obligation, expense, and liquidation information for each reimbursable order accepted and executed by fund managers and work centers. Program element, object class, cost account code, and activity group provide execution information. Figures shown on this report are cumulative to date.

3. Common reports at the WORK-CTR-ID level most often used by the accepting official (i.e., comptroller) are:

a. Reimbursable Order Report for Current Cycle (RR5).

b. Reimbursable Source Code Summary Report (RR2A).

c. Customer Analysis Report (RR7).

d. Status of Reimbursable Orders (RR9).

4. Accepting officials must ensure collections are being recorded timely and accurately. Close coordination with DFAS is mandatory when over aged bills exist. Reimbursable bill collections are processed as register 13 (i.e., funded) and register 14 (i.e., unfunded). The document number described in paragraph 6005.5 is the primary field used by the accounting system to match collections to outstanding reimbursable bills.

5. Reimbursable order status reports are produced by the accounting system and must be printed and mailed to the customer at least quarterly, and monthly in the fourth quarter by DFAS-KC.

6008. SOURCE DOCUMENT FILES FOR REIMBURSABLE ORDERS.

1. The designated accepting official must maintain source document files for each accepted reimbursable order. The file should contain at

a minimum, all original reimbursable requests, acceptances, and amendments. In addition, a listing reflecting the RON, all RBC's and BEA's assigned authority within the reimbursable order should be maintained in the file. Source documents for reimbursable spending transactions must be maintained by the performing fund manager.

2. A spreadsheet should be maintained to include all RON's assigned, customer's name, and total dollars authorized. This spreadsheet should then be balanced at least monthly to budget execution, reimbursable orders reports, and the general ledger by both funded and unfunded programs.

6009. YEAR-END CLOSING FOR REIMBURSABLE ORDERS.

1. The performing activities should ensure that the following year-end closing actions are completed:

a. Ensure all reimbursable order records are accurate and reflect the current status of valid obligations and accrued costs.

b. Notify the issuing activities (i.e., the customer) of any excess fund availability prior to 15 August.

c. By 15 August, record in the accounting system all pertinent expenses to reimbursable orders for appropriations that will expire on 30 September so that these expenses are reflected on the August reimbursable customer billing and will be collected in September.

d. Archive all RON's where the authority, obligations, expenses, billed and collected, are equal after receiving confirmation from the BEA that all work is complete.

e. Establish unfunded RON's (e.g., FTP, RMD, AGR, SIS, etc.) for the upcoming fiscal year in the accounting system so that initial authorization transactions processed by HQMC will be recorded.

f. Establish all RON's that have civilian labor costs (e.g., family housing) for the upcoming fiscal year in the accounting system to ensure a smooth transition and posting of initial labor expenses. It is not necessary to have the customer's document number or an authorized amount to accomplish these pre-loads.

2. The accounting system will automatically reduce the available balance for all Economy Act Orders with a funds expiration date of 30 September down to the amount obligated. Subsequent authority

adjustments back up to the amount of the customer's work request can be processed after the close of the fiscal year, if necessary.

6010. OTHER IMPORTANT INFORMATION.

1. The customer's appropriation data must not be used on any source document for a reimbursable spending transaction. To ensure this does not occur, the accepting official must hold the customer's work request.

2. Reimbursable orders must be reviewed monthly at a minimum, utilizing the reports identified in paragraph 6007. It should be noted that these reports are not fund manager specific, unless one fund manager is executing the reimbursable order. The accepting official and fund managers should perform these reviews.

3. It is the policy of HQMC that the Family Housing Appropriation is established as a reimbursable. The command's fund managers for these allotments must provide a Request for Work or Service equal to the authorization received on the allotment appropriation. This document is accepted in the same manner as other reimbursable requests. All spending documents must then be executed as reimbursable. Assignment of RON's should be based on the budget projects required under the allotment.

4. Base Realignment and Closure (BRAC) funding is issued as multiyear. BRAC funds should be loaded into the accounting system as Project Orders. The accounting system will adjust the authorization at year-end and post any available balance in the new fiscal year as authority.

5. Many reimbursable bills cannot be processed by DFAS because the appropriation data was keyed incorrectly into the accounting system. When processing appropriations for other services, ensure the lines of accounting are input into the appropriate fields. Visit the web site http://www.dfas.mil/library/dacc.pdf to properly identify the DoD crosswalk between appropriations.

6. Requests for Contractual Procurement (RCP) NAVCOMPT 2276, must be forwarded to Command contracting officers for acceptance. These are direct fund cite documents that can only be accepted by officials holding Contract Warrants.

7. Issuing requests for work or service to another Command is not considered a reimbursable for the issuing command.

CHAPTER 7

CIVILIAN LABOR

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CHAPTER 7

CIVILIAN LABOR

7000. GENERAL. Civilian labor is normally the single, largest type of cost for bases and stations. The costs associated with labor are broken down into two categories. The first is the basic pay with other pay entitlements (i.e., overtime, shift, etc.) and is categorized as Object Class 11. The second is fringe benefits (i.e., the government's share of retirement, FICA, health benefits, etc.) and is categorized as Object Class 12. This chapter explains the requirements for processing civilian labor.

7001. LABOR FUNCTIONS.

1. There are two separate operations that are performed to account and keep track of labor hours and costs concerning civilian employees. The first operation is time and attendance and is performed primarily for payroll purposes. The second operation is labor distribution.

a. Time and Attendance. Time and attendance is the function that accounts for an employee's time and is required to ensure that the employee is properly paid for their work. Time and attendance information is manually entered into the Defense Civilian Pay System (DCPS) or into the Standard Labor Data Collection and Distribution Application (SLDCADA) system, which will automatically feed DCPS.

b. Labor Distribution. Labor distribution is a cost accounting function that ensures that the costs associated with civilian labor are properly charged within the accounting system. Labor distribution is done in two steps. The first step is the creation of the default labor hours and dollars to record the obligation to the accounting system at the beginning of each week. The second step is the creation of bi-weekly reconciliation which adjusts the OC11 to match the actuals for the pay period and is processed after the payroll (i.e., DCPS) has been completed.

(1) The accounting system processing schedule includes a weekly job titled "Default Labor" and will produce one week (or less if it is the first or last week of the month) of labor hours and costs based on the information contained in the Labor Personnel File.

(2) The accounting system Labor Personnel File contains a record for each civilian employee. Each record contains the employee's name, work schedule by day and week for a complete pay

period, the employee's grade, and hourly rate. For example, if an employee only works part-time 4 hours per day, the work schedule on this record would indicate only those hours per day). The employee's default (home) FIP is also contained in this record and is used to post the default hours and dollars that the system generates. This file must be kept up to date to ensure the correct labor hours and dollars per pay period are recorded. If an employee is on leave without pay, or transfers or separates from the command, zero out the work hours scheduled on the Labor Personnel File. This will ensure that an over obligation is not made at the end of each month or during the fiscal year closeout.

2. The accounting system has several tables that execute and process civilian labor. (See APPENDIX M for a list of accounting system labor tables that are maintained by the comptroller's office.)

7002. LABOR EXCEPTION PROCESSING.

1. Through the labor exception process, the costs of civilian labor can be charged to several functions or jobs, hours and costs charged to reimbursable customers, and to collect costs for management purposes through the use of FIP's. Labor exceptions are variations or changes that need to be made to the default FIP (e.g., an employee who performs work to be charged to a FIP other that the home FIP). The three types of labor exceptions are pay, leave and cost.

2. If there are no labor exceptions processed into the accounting system for the pay cycle, all hours and dollars are applied against the default FIP assigned to the individual on the Labor Personnel File.

3. Pay, leave, and cost exceptions between direct and reimbursable FIP's must be entered through DCPS or SLDCADA. Cost exceptions within direct or reimbursable execution can be entered through the accounting system.

7003. BI-WEEKLY RECONCILIATION.

1. As a pay period ends and employees are paid, DFAS-KC executes a Bi-Weekly Reconciliation process that reconciles the gross paid labor and Master Employee Records from DCPS against the recorded default labor and personnel file of the accounting system. This process takes a dataset from DCPS and adjusts the paid labor (i.e., OC11) for each employee within the accounting system to match the payroll. During this process, the Error Report, the Gross Pay and Reconciliation Payroll Report, and the NAVCOMPT 2051 Labor Roll are created.

2. The Bi-Weekly Reconciliation will not adjust the fringe acceleration that has posted with the default labor so procedures will need to be in place to monitor the cumulative acceleration and post adjustments as necessary.

3. There is a table within DCPS that maintains the leave FIP's for each Organization Code. When the Bi-weekly Reconciliation is run, leave used will be charged to the FIP's on this table. Care should be taken to ensure that the correct FIP chargeable for the employee is loaded to this table.

4. After both weeks of the default labor has processed, the accounting system executes and processes the DCPS labor pay and leave exceptions, and will create the "Labor Exceptions Not Processed" error report. This job also processes the Master Employee Records file and updates the accounting system personnel file accordingly.

5. Also, Facility Equipment Management (FEM) is used by some commands in the facilities sections to record labor distribution. A dataset is created from FEM bi-weekly and pulled into grosspay process and updates the accounting system with labor distribution exceptions.

7004. PAYMENT OF LABOR.

1. The payment of labor is done with the NAVCOMPT 2051 Labor Roll which uses the DTC's identified in APPENDIX C. There will be only one set of document numbers per subhead. The document number is assigned by adding the Pay Period Ending Date. After the Bi-Weekly Reconciliation is accomplished, there are two reports from the INFOPAC report management system that must be printed:

a. Gross Pay/Reconciliation Payroll Report (L150). This report provides a breakdown of the actual payroll amounts for the pay period when the dataset is pulled into the accounting system.

b. NAVCOMPT 2051 Labor Roll (L140). This is used to accomplish the payment of labor.

2. Compare the totals for both reports to ensure that the payment voucher is in agreement. This cannot be done at the BEA level as both of these reports reflects the total payroll at the major activity level.

3. Both of these reports must be retained for a total of six years, including the current year plus the five years that the appropriation remains open for adjustments.

7005. LABOR ADJUSTMENT PROCESS/ERROR CORRECTIONS.

1. After the Bi-Weekly Reconciliation process has been performed, a check needs to be performed to determine if any labor adjustments or error corrections need to be made. The Processing Messages and Records Not Processed (Errors) report from the INFOPAC report management system will relay whether any errors have occurred. If the labor personnel file has been maintained properly, the only errors that should occur on this report will be new employees. Any errors must be corrected prior to the next bi-weekly process and should be accomplished using the following steps:

a. Check the error to determine what actions are required to make the corrections.

b. Post the corrections in the labor adjustment process component of the labor subsystem in the accounting system.

NOTE: This is the same process used for posting the Fringe Acceleration adjustment.

2. After the next accounting system weekly cycle is run, the On-Line Adjustment Recap report will be available in the INFOPAC report management system. This report should be checked to ensure that all posted corrections have been added to the accounting system.

7006. LABOR REPORTS. The accounting system produces several reports containing labor execution, exception, and labor personnel file information. These reports require monitoring and verification to ensure the proper posting of labor execution information into the system. (See APPENDIX K for a complete list of reports available through the accounting system.)

7007. YEAR-TO-DATE LABOR.

1. In order to project the acceleration rates and to balance the obligations within the accounting system, it is necessary to create a labor report to accumulate the year-to-date actual payroll. The report needs to track by OC11 and OC12 separately, and should also provide a cumulative total of the two codes.

2. By adding in a monthly subtotal to the spreadsheet created, this report can be used to balance the Civilian Payroll Resource Reporting System (CPRRS)/ Work Years Personnel Cost (WYPC) reports. It should be noted that the WYPC is scheduled to replace the CPRRS. With the exception of the September and October reports, each month report will only contain the full pay periods that end within the month.

a. The September report will include the partial pay period that ends with the last day of the fiscal year (i.e., 30 September).

b. The October report will include the partial pay period that begins with the first day of the fiscal year (i.e., 01 October).

7008. YEAR-END PROCEDURES.

1. During the first week of September, the accounting system will process the default labor for the entire month. If the Labor Personnel File has been properly maintained, the number of adjustments that need to be made will be minimal.

2. If the hourly amount, hours worked or other adjustments are necessary, they can only be posted to the accounting system for the current pay period, after the Bi-Weekly Reconciliation process for the previous pay period has been run.

7009. LABOR ACCELERATION. The amount of money that a civilian is actually paid represents only a portion of the liability of the government. For example, since civil servants may accrue up to 30 days of leave for which they must be paid if they retire or leave government service, then the government must set aside funds to provide for this eventuality. Also the government must provide for its share of fringe benefits (i.e., insurance, health benefits, social security, etc.). For these reasons labor charges must be increased or accelerated to provide for these liabilities.

1. Acceleration of Fringe Benefits and Leave. The accounting system takes the cost for personnel compensation posted in the system and multiplies the amount by an established rate. This rate increases or accelerates the amount of labor cost recorded in the accounting system to account for the government’s cost of fringe benefits and for the government’s future liability incurred for each civilian’s leave accumulation.

a. The acceleration rate is the process by which the accounting system will allocate the fringe and leave costs to the working FIP's. For example, in order to determine what labor costs were for the Budget Office, the following would be required: the regular amount, other pay, fringe benefits, and leave used. Without acceleration, the only costs charged to a FIP for the Budget Office would be the regular and other pay, as leave and fringe would be charged to a different FIP with a CAC of 1X50 (i.e., fringe) or 1RH0 (i.e., annual and sick leave).

b. The acceleration rate is developed locally and should remain the same for the entire year. However, the acceleration rate is based on estimates of leave usage and therefore may need to be changed throughout the year. Once established, the rates must be added to the accounting system for each fund code. Since the accounting system does not apply the rate to each BEA, the quickest method is to establish a single rate for all civilian labor, regardless of the FC. This will result in more adjustments throughout the year, but these adjustment are already necessary for reimbursable customers.

c. The following formulas should be used as a guideline to develop the acceleration rate:

$$\frac{B + C}{A} = \text{Locally developed acceleration rate (i.e., total for both leave \& fringe)}$$

$$\frac{B}{B + C} \times 100 = \text{Percentage of total labor acceleration applicable to leave}$$

$$\frac{C}{B + C} \times 100 = \text{Percentage of total labor acceleration applicable to fringe benefits}$$

where:

A = Total civilian payroll based on fiscal year estimates or past experience. This includes COLA, the straight time portion of all overtime, and the premium portion of all holiday work. Exclude the premium portion of overtime, all leave, incentive awards, and compensatory time worked.

B = Total of all leave based on fiscal year estimates or past experience.

C = Total fringe benefits (i.e., retirements, life insurance, health, social security) based on fiscal year estimates or past experience.

d. The totals needed for this formula can be obtained from the previous fiscal year's Consolidated Civilian Labor Cost Report. This

report shows all year-to-date (YTD) labor obligations within the accounting system and separates leave used from the OC11 amount. The fringe paid line of this report should not be used, as the liquidation can often be months behind. Instead, use the fringe total from the year-to-date report. (See paragraph 7007.1.)

e. At least annually, the amount reflected in the accounting system Local Table OD0 should be re-calculated and verified using the above procedures. If the percentage is too low to compensate for actual costs of fringe benefits, the figure in Table OD0 should be increased. Likewise, if the figure is too high, the figure should be lowered. The OD0 table can be adjusted during the year if the original calculation was in error or new benefit entitlements have been enacted. For full-time reimbursable civilians, it is necessary to balance within the accounting system the YTD labor and post an adjustment to the fringe benefits (OC12).

7010. LABOR BALANCING. Labor estimates (i.e., default labor) are posted to the accounting system prior to each pay period's labor payment cycle. Once the labor is paid, the payroll is reconciled against the labor estimate and the accounting system is adjusted to reflect the actual labor paid by pay period. This is known as labor balancing.

1. In order to perform labor balancing, a spreadsheet should be created to check the cumulative labor amount within the accounting system. (See APPENDIX N for instructions for creating this spreadsheet.) Determine when labor is processed within the accounting system (i.e., default hours, labor reconciliation, any adjustments) and retrieve the following reports from the INFOPAC report management system after the Bi-Weekly Reconciliation has run:

a. Pay Period to Date Dist Labor Report - Default Labor (L509). Determine the pay period required and print out the final page for the totals.

b. Consolidated Civilian Labor Cost Report (X242). This report shows YTD leave used, fringe paid and the accelerated amount for each. Only the last page of the report is required. The Civilian Labor Management Report Direct Report (XR34), Funded Reimbursables Report (XR35), or the Unfunded Reimbursables Report (XR36) may also be used to obtain this information.

c. Processing Msgs and Records Not Processed - Errors (L106). The errors, if any, should have been corrected (with a L501 report

attached to it). If not, the amount will not be reflected in the X242 totals and will need to be added to the spreadsheet.

d. Online Adjustments Recap (L501). This report is only required if an error has been made. The report should be printed after each cycle and attached to the error report (i.e., L106). Any other adjustments made should zero out. If not, post the error amount to the spreadsheet if it occured before the X242 report.

e. Recap Daily Dist Labor Report (L112). This report will be available after the Bi-Weekly Reconciliation and will contain the adjustment made within the accounting system to match the default amount agreed to in the actual payroll.

CHAPTER 8

TEMPORARY DUTY

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CHAPTER 8

TEMPORARY DUTY

8000. GENERAL. The purpose of this chapter is to emphasize the fund manager's responsibilities to effectively manage the execution of TDY funds. TDY remains the largest source of problem disbursements because obligations are not recorded into the accounting system timely and accurately. This chapter covers the preparation of TDY requests and orders.

8001. TEMPORARY DUTY (TDY). TDY occurs when a traveler is ordered to accomplish a mission at a location outside his normal place of duty. Upon completion of the mission, the traveler returns to his permanent place of duty. Government employees, military or civilian, can be directed to perform TDY throughout their careers.

1. The duties required to create TDY orders are divided among several individuals. This prevents the same individual from requesting, approving, and authenticating fraudulent orders. The duties and the personnel performing the tasks are provided below:

a. The Requester. The Requester is the organization or staff section that the traveler belongs to. The Requester is responsible for preparation of the TDY request.

b. The Approver. The Approver is the fund manager responsible for ensuring the availability of funds, assigning coding structures, and costing the TDY trip.

c. The Authenticator. The Authenticator is the individual responsible for creating the orders and affixing a signature of approval to the order.

2. Individuals responsible for preparing the TDY request and orders should be guided in their performance by the policies and procedures contained in DoD 7000.14-R DODFMR, Volume 9.

3. The TDY process involves preparing the TDY request, approving and costing the TDY, creating the TDY orders, and settling the TDY orders.

8002. PREPARING THE TDY REQUEST. The first step in the TDY process is the creation of the TDY request. A competent authority will use this request to validate the necessity of the trip. In addition to

traveler's information (i.e., name, rank, organization, destination, number of days TDY, proceed-on-or-about (POA) date, estimated completion date), the request must also contain the following information:

1. TDY Purpose Category Codes. TDY orders are classified as to purpose through the use of 1-digit alphanumeric Purpose Category Codes. The code is the third digit of the OC/SOC when travel orders are prepared using the accounting system Travel Order Processing system. The purpose category codes are as follows:

A	Recruiting
B	Congressional Travel
C	Audit and Inspection
D	Troop Movement
E	CMC Conference Attendance Less than 25K
F	Other Conference Attendance Greater than 25K
G	Other Conference Attendance Less than 25K
1	Site Visit
2	Information Meeting
3	Training Attendance
4	Speech or Presentation
5	Conference Attendance CMC SPONS Greater than 25K
6	Relocation
7	Entitlement Travel
8	Special Mission Travel
9	Other Travel

2. Type Of Orders. TDY orders are identified by a 2-digit alphanumeric Type of Orders code. The Type of Orders code is constructed as follows:

POSITION 1 CATEGORY CODES	CATEGORY USE
I – Individual Orders	Used when up to three travelers are going TDY to the same place
G – Group Orders	Used when four or more travelers are going TDY to the same site.

POSITION 2 CATEGORY CODES	CATEGORY USE
P – Permissive Travel	Used when no cost will be incurred by the command. Travelers fund the cost.
V – Invitational Travel	Used when another command invites the travelers to its command for TDY. This is normally funded by the inviting command, but part of the cost may be funded by the traveler's command (multi-sponsor).
R – Recurring Travel	Used when an individual takes numerous TDY trips. Rather than issuing separate TDY orders for every trip, one set will be issued, allowing the individual to travel when necessary. The traveler will be required to submit a travel claim on a monthly basis.
C – Confirmation Orders	Used when the TDY has already been executed without travel orders.
D – Directed	Used when the command directs travlers TDY. Costs will be incurred by the traveler's command.

3. TDY orders are limited to periods of less than six months. This restriction does not apply to the following: unit deployments, TDY extended for unforeseen reasons, and TDY to more than one location when the total exceeds six months. The CMC must provide approval before allowances accruing after the six-month limitation are paid.

4. There are three ways that TDY is funded:

a. Command Sponsored Orders. When TDY is funded by the the parent command, the parent command's LOA will be cited.

b. Other Sponsor Orders. When TDY is funded by an outside command, that command's LOA will be cited. A copy of the message or corresponence from the requesting command should be attached to the TDY request.

c. Multi-Sponsor Orders. When TDY is funded by both the traveler's parent command and an outside command, then both LOA's must be cited on the orders. For example, a traveler attends a conference with the traveler's command paying for the per diem and the another

sponsor paying for the travel. A copy of the message or correspondence from the outside command should be attached to the TDY request.

5. The requester must determine the appropriate statements to appear on the TDY orders to identify different entitlements or provide the traveler with appropriate directions upon completion of the TDY.

8003. APPROVING AND COSTING THE TDY REQUEST. The fund manager is responsible for approving and costing the TDY. An approved copy of the TDY request will be maintained as part of the fund manager's pending document file until the obligation is recorded and validated in the accounting system. For orders created using systems that do not interface with the accounting system, an actual copy of the TDY order must be maintained in the pending or obligated document file.

1. Approving the TDY. Part of the fund manager approval process is the assignment of all applicable coding structures (i.e., LOA, FIP, or standard fiscal code) to the TDY request. For TDY requests that result in orders created using systems that do not interface with the accounting system, an SDN must be assigned to the request. Fund managers will use block TON's from the travel susbsystem of the accounting system to create and maintain an SDN log.

2. Costing the TDY. When estimating costs for TDY orders, it is important to be as close as possible to the actual cost. Over-estimating the cost of TDY ties up a unit's funds while under-estimating costs may cause fund managers to over-obligate their funds once TDY settlements are posted. The following factors must be taken into consideration when estimating TDY costs:

a. Per Diem. For each day a traveler is TDY, the traveler rates per diem, which is money for food, lodging and incidental expenses. The amount a traveler receives is based on the per diem rate for the TDY location. Per Diem rates are published in Appendix D, Part I of the JFTR. Per diem rates may also be accessed online at http://www.dtic.mil/perdiem.

b. Transportation Costs. Transportation costs are estimated based on the mode of transportation the traveler will use to reach the TDY location. If the traveler is flying via commercial or government air, either the government contracted travel office (i.e., SATO, OMEGA, American Express) or the Air Mobility Command (AMC) can be contacted for price confirmations. If the individual is going by POV, the traveler will rate a set amount per mile. To find the estimated number of miles, refer to NAVSO P-2471 Official Travel of Distances or access http://dtod-mtmc.belvoir.army.mil, which will provide actual distance

mileage throughout the world. The rule of thumb is that the DTOD web site is the primary source of computing distance, not commercial maps.

c. Miscellaneous Costs. Miscellaneous costs include, but are not limited to, rental car, tolls, registration fees, and book fees, etc.

8004. CREATING TDY ORDERS. To eliminate or reduce problem disbursements and pre-validations failures, TDY orders should be created using the travel subsystem of the accounting system. Orders created using other systems that do not interface with the accounting system must be manually obligated in the accounting system. Until the Defense Travel System (DTS) or other travel order writing systems are deployed, the travel subsystem of the accounting system is the official order writing system.

1. Orders Created Using the Travel Subsytem. There are two options when creating travel orders in the accounting system: Command and Issue Only. Both types can be issued individually or for a group. They can be issued for travel that will extend from one fiscal year to the next (i.e., multi-year), and for travel being paid for by more than one sponsor (i.e., multi-sponsor).

a. Command Travel Orders. Command Travel Orders are issued when travel is being paid by the traveler's command. The orders establish a commitment of the command's funds when they are created, and produce an obligation for the command when they are authenticated. As the traveler proceeds, the orders are expensed automatically, beginning with the POA date of the travel orders. If the TDY period is less than or equal to thirty days, the order is expensed in its entirety on the POA date. If the TDY period is more than thirty days, the order is expensed equally on incremental thirty-day periods.

b. Issue Only Travel Orders. Issue Only Travel Orders are issued when the travel is being funded by a command other than the traveler's command. For example, if HQMC requests someone from Camp Lejeune travel to HQMC, then HQMC creates, approves, and authenticates the orders using the Command Travel Order process. This establishes an obligation against HQMC's funds. Camp Lejeune, using the Issue Only Travel Order process, will actually type and print the orders using the appropriation information from HQMC. Issue Only Travel Orders do not create commitments or obligations in the accounting system.

c. The TDY request must be approved and authenticated before it can be printed and issued to the traveler. Once the TDY orders are approved, a commitment is automatically created in the accounting system. When the TDY orders become authenticated, an obligation is

automatically created. To prevent the possibility of fraud, the accounting system will not allow the requestor, approver and authenticator to be the same person.

d. Each set of TDY orders that is produced using the accounting system travel subsystem is automatically assigned an SDN. The serial number of the SDN (i.e., positions 11 through 15) consists of the Military/Civilian Indicator (i.e., "O" for Officers, "E" for Enlisted, "C" for Civilian) and a Travel Order Number (TON). The TON is a four-digit alphanumeric set of characters used to uniquely identify each set of travel orders. During the course of a fiscal year, a TON will not be duplicated. In the accounting system, a sequential block of TON's is assigned to each Major Subordinate Command (Work Center Identifier) at the beginning of the fiscal year. As orders are prepared, the accounting system will automatically assign the next TON in sequence to each travel order.

e. The accounting system uses remarks codes to identify different entitlements and to provide the traveler with appropriate directions upon completion of the travel. When the TDY orders have been printed, the appropriate statements will appear on the orders. These remarks codes can be found in the accounting system Table 098.

2. Orders Produced Using Other Systems. All orders produced using systems that do not interface with the accounting system must be manually entered into the accounting system.

8005. SETTLEMENT OF TDY ORDERS. The traveler must completeandsubmit a travel settlement claim to the administrative section within three working days upon completion of the TDY travel and return to the parent command.

1. If the administrative section has not received the claim within five calendar days of return, action must be taken to recover the amount of all advances either by cash remittance, pay checkage, or filing of the claim. In order to accomplish this responsibility, a written notification (i.e., delinquency letter) must be sent to the traveler within five days following the expiration of the deadline for filing the claim. This notification will include a copy of the applicable travel order, call the traveler's attention to the requirement for timely filing of a claim, note that the requirement has not been met, and advise that the traveler is liable for the amount of all advances. The notification will also state that the traveler has five days from the date of delivery of the notice to either file a travel settlement or reimburse the government for any travel advances taken.

2. If the traveler’s fails to submit a claim after notificationm, action will be taken to recoup the advance from the traveler's pay (i.e., “checking the Marine’s pay”). The checkage should only be processed if the traveler has not questioned the debt, offered extenuating circumstances, filed the travel claim, or made remittance. A request will be made to the Disbursing Officer to initiate the pay checkage process.

3. There are two primary forms that are used with TDY:

a. DD 1351 Travel Voucher. The DD 1351 is used to make advance payments in conjunction with TDY.

b. DD 1351-2 Travel Voucher or Subvoucher. The DD 1351-2 is used to make settlement payments for travel claims. The DD 1351-2 shows what the travel actually cost and how much, if any, advance money was taken.

8006. MODIFICATION/CANCELLATION OF TDY ORDERS.

1. Modification of TDY Orders. Whenever the scope of travel changes, a modification is required. Some common changes are: misspelled name, incorrect social security number, changes to itineraries, authorization to use a rental car, changes in the mode of transportation, or change in entitlements. If the modification is necessary before the authentication process has occurred, the accounting system will allow fund managers to modify any elements of the travel order. If the modification involves a change to the estimated costs after the authentication process has occurred, only the obligation will be modified. In either case the travel order modified in the accounting system should match the purpose and scope of the travel. Fund managers must verify that modifications to orders are properly posted in the accounting system.

2. Cancellation of TDY Orders. The accounting system has the ability to cancel travel orders already created. Once cancelled, the obligation amount will be reduced and be available to the fund manager. If the traveler took a travel advance and the advance has posted to the accounting system, the accounting system will not allow the TDY order to be cancelled until the traveler returns the travel advance to the finance (disbursing) office. The accounting system will not allow the cancellation of a travel order if any liquidation has posted to the travel record. Fund managers must verify that the commitment and obligated amounts for all cancelled orders are backed out of the accounting system.

CHAPTER 9

VALIDATIONS

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CHAPTER 9

VALIDATIONS

9000. GENERAL. In order to ensure the accuracy of transactions recorded in the accounting system, fund managers are required to perform a validation of all outstanding transactions to confirm that transactions are posted in accordance with appropriate source documents. Specifically, the goals of a validation are: to ensure the accuracy of posted transactions; to confirm whether the requirement for a material or service still exists; and to initiate follow-through efforts to locate missing liquidations. This chapter describes the requirements of the validation process as well as the procedures necessary to validate materials and services orders and outstanding travel orders.

9001. VALIDATION REQUIREMENTS.

Triannual Reviews of Commitments and Obligations. Validations will be conducted during each of the four-month periods ending on January 31, May 31, and September 30 of each fiscal year. The requirement for reviews of commitments and obligations applies to all appropriations and funds of all DoD Components including reimbursable transactions, as well as the Department’s revolving and trust funds.

2. Responsibility. The responsibility for conducting and performing the validations is a joint effort between the comptroller and fund managers.

a. Comptroller Responsibilities. The comptroller is responsible for overall coordination of the validations by performing the following:

(1) Establishing and publishing a schedule for the performance of validations by the fund managers.

(2) Providing the fund manager with a report of all outstanding transactions to be validated and the appropriate validation instructions.

(3) Providing assistance and training to fund managers on how to perform validations.

(4) Ensuring that fund managers perform the validations and return the annotated validation report to the comptroller.

b. Fund Manager Responsibilities. Fund managers are responsible for conducting validations by performing the following:

(1) Validating all outstanding transactions recorded in the accounting system against the source documents.

(2) Inputting all corrections, adjustments, and cancellations to commitment, obligation, and expense transactions into the accounting system.

(3) Initiating corrective action to liquidations by providing DFAS with proper supporting documentation.

(4) Certifying and returning the completed annotated validation report to the comptroller.

3. Validations will be conducted for all material and services and travel transactions and annotated with the standard validation codes.

9002. MATERIAL AND SERVICE VALIDATION PROCESS. Prior to conducting the validation, fund managers must ensure that all financial source documents maintained in the posted file are up-to-date. Material and services validations are conducted by annotating the outstanding transactions report as either: valid, received, cancelled, error, or liquidated.

1. Valid (VAL). Requirements continue to exist for materials or services that have not been received. If the transaction is over 60 days old, submit a follow-up to the last known source of supply or service to ensure the requirement is active.

a. Work Requests, Project Orders and Contracts. These transactions will have the following DTC's: PO, RC, WR, and MP. Confirm that a signed acceptance copy of the original or modified DD Form 1155, NC 2275, NC 2276, or DD Form 448-2 has been received. If the acceptance has not been received, acquire an acceptance copy from the performing activity. If the document is sent back as rejected, cancel the document in the accounting system.

(1) Prior Year. Contact the purchasing and contracting office if the delivery date has been exceeded on the signed copy of the source document. Contact the performing activity to determine if all billings have been processed and the total dollar amount of the final billing.

(2) Current Year. Contact the purchasing and contracting office or the performing activity if no billing was received within 30 days of receipt of materials or services.

b. System Requisition (MILSTRIP/Interdepartmental Bill (IDB)). Request the status of the requisition from the last known source of supply. Based on that status, take appropriate action with the item manager. Ensure the source documents show that follow-up action was completed.

c. Request for Training (DD 1556). Confirm that training was actually executed. If so, contact the training office or member to obtain final date of training.

2. Received (REC). Material or service has been received, but no liquidation has posted. Complete the following actions:

a. If receipt of goods or services has been confirmed and an expense has not been posted to the accounting system, obtain the supporting documentation (if available) and immediately post an expense transaction.

b. Acceptable receipt documents are as follows:

(1) System Requisition (MILSTRIP/IDB) (DD 1348-1). Fund managers can obtain copies of DD 1348-1's from either the local Transportation Management Office (TMO) receiving activity and/or base supply.

(2) Completed Receipt Form. The receipt form must be signed and dated. Also acceptable are either a DD 1348-6 or DD 1149, stamped received, signed by the receiver, and reflecting the actual date received. Fund managers can often obtain copies of these documents from the local purchasing and contracting office.

(3) Document Type Code RV Transaction. DD 1164 with Certifying Officer signature and date.

(4) Document Type Codes: PO, RC, WR, DO, CC, MD, and MP. Advance or information copies of billings received but not liquidated. Fund managers will contact the local Resident Officer In Charge (ROIC) for RC documents, and the performing activity POC for PO and WR documents to obtain copies of billings.

(5) Request for Training (DD 1556). Obtain a completed copy of the DD 1556 that reflects block 36 and/or block 38 completed.

c. Government Purchase Card Transactions. All transactions should be paid within 30 days. Confirm that certified bank invoices reflect the detail transactions. If not, contact the cardholder to determine if the transaction was recorded at the bank. Any other problems should be directed to the comptroller.

3. Cancelled (CXL). Either the requirement for the material or service no longer exists, or the document is no longer active in the supply system. The fund manager will complete the following actions:

a. Immediately post cancellations to the accounting system upon receipt of cancellation confirmation based on source documentation.

b. System Requisitions (MILSTRIP/IDB). Ensure the cancellation status has been received to confirm.

c. Contracts/Delivery Orders. Obtain a copy of the modification to the DD 1449/1155 indicating cancellation.

d. Document Type Codes: PO, RC, WR, and MIPR's. Obtain a copy of amendment withdrawing fund authorization or rejection of funding document.

4. Error (ERR). The transaction does not belong to the fund manager, appears with erroneous information, liquidation is posted to wrong document number, or appears to be a duplicate. If the fund manager cannot correct the transaction, present the transactions to the comptroller and provide all available information and supporting documentation.

5. Liquidated (LIQ). The transaction is complete except that the liquidation has yet to post. If 60 days has passed since receipt of goods and services, provide receipt documentation to DFAS via the comptroller to aid their research for the delinquent liquidation.

9003. VALIDATION OF OUTSTANDING TRAVEL ADVANCES/ORDERS.

1. Responsibility. Commanding Officers are responsible for ensuring that subordinates prepare and submit TDY orders settlements (DD 1351-2) upon completion of travel. The fund manager will input all corrections, adjustments, and cancellations to commitment and obligation transactions. Fund managers will notify travelers of settlement requirements, procedures, and initiate pay checkages to recoup advances as necessary. (See APPENDIX O for a list of reports that may be useful in validating outstanding travel advances.) DFAS is responsible for adjustments and corrections to liquidations. When

provided proper supporting documentation, DFAS will obtain and post settlement vouchers and government transportation requests for settled claims that have been registered but not recorded in the accounting system. All correspondence must be routed through the comptroller.

2. Validation Codes. All transactions appearing on the specified Outstanding Travel Advances/Orders reports will be annotated with one of the following notations: valid, to disbursing office, settled, cancelled, uncollectable, pay checkage, or error.

a. Valid (VAL). The individual has not yet completed travel. The fund manager will make this determination based on a review of the duration of travel and the Estimated Date of Completion (EDC) appearing on the travel orders. If it is 15 days past the EDC, check for a modification of orders that extended the EDC. If no modification was created, Fund Mangers will send a letter to the traveler requiring settlement of orders. Annotate the ULO validation listing with VAL-LTR 001101 (i.e., date of letter). After three attempts have been made to get the traveler to settle and a travel advance was taken, initiate a pay checkage. For guidance on initiating a pay checkage, contact the local finance office. For validating outstanding government-funded transportation obligations, refer to the following procedures:

(1) Automated Government Travel Request (AGTR). All commercial travel reservations made through a contracted travel office (i.e., SATO, OMEGA, and American Express) are certified and approved by the passenger travel office of the local TMO. Travelers do not fly unless the government-funded transportation is approved by the TMO. It is the local contracted office (i.e., SATO, OMEGA) that initially generates the AGTR bill and provides a detail listing of travelers for a given billing period. The local TMO reconciles this detail list with the AGTR system (the AGTR system maintains Accounting Classification data, traveler name, date traveled, and amounts). This reconciled information is electronically transmitted to Albany and invoiced through the Transportation Voucher Certification Branch (TVCB) of the Transportation Management System (TMS). This information is vouchered by TVCB and sent electronically to DFAS-KC for payment, and a detail listing by traveler is also mailed to DFAS-KC. For validation purposes, if a fund manager desires to inquire into the status of an AGTR payment, such inquiries should begin at the local TMO office, not Albany. The transaction will be annotated as valid when the mode of transportation and confirmation of travel have been verified.

(2) Travel by Air Mobility Command (AMC). If someone travels TDY via AMC, the aerial port from which the traveler departs inputs traveler information and accounting data into the Global Air Transportation Execution System. The data is electronically

transmitted to Scott AFB where the data is incorporated into a bill to the U.S. Marine Corps. This detailed billing information is electronically transmitted to TVCB at Albany where it is certified and sent electronically to DFAS-KC for payment. The transaction will be annotated as valid when the mode of transportation and confirmation of travel have been verified.

b. To Disbursing Office-Date Submitted (TDO). The DD 1351-2 settlement voucher has been completed by the individual and has been forwarded for payment. Annotate the date the claim was sent. If the date of submission is greater than 60 days, provide a copy of the DD 1351-2 settlement with the annotated report to the comptroller.

c. Settled (SET). The individual has received a settled claim from the payment office but the liquidation has yet to post to the Outstanding Travel Order (OTO). Annotate the Disbursing Officer Voucher (DOV) number, date paid, and disbursing officer symbol. Attach a copy of the liquidation (settlement), if available, with the annotated report to the comptroller. If the traveler does not have a copy of the settlement, check in the Integrated Automated Travel System (IATS) to verify a settlement has been made (only for U.S. Marine Corps Disbursing Symbol Station Number (DSSN)). To obtain any missing copies for the fund manager’s files, the traveler also has a responsibility to maintain copies of all settlements to government travel.

d. Cancelled (CXL). Travel orders have been cancelled. If a travel advance is involved and is still outstanding, annotate the report with the date and disbursing officer symbol where the advance was returned. If travel has been cancelled for more than 5 working days, a travel advance was taken, and traveler cannot prove advance was repaid, the fund manager will initiate a pay checkage, after three attempts via letter asking for settlement.

(1) AGTR. If a ticket was purchased, the traveler will be billed. If the TDY orders are cancelled afterwards, the AGTR will process even though the TDY was cancelled. A debit and credit liquidation will be posted. The AGTR refund may take from 30 to 90 days to process in the accounting system. The fund manager must leave an obligation amount against the TON, in order for the debit and credit AGTR to post. Only after the credit has posted, can the obligation be cancelled.

e. Uncollectable Travel Advance (UNC). Research indicates the travel advance was not returned, and the individual is no longer on active duty and is not a member of the active reserves. Two successive written attempts to locate the individual at the last known address have failed. Records of the method and results of the attempts to

contact the individual must be maintained for audit purposes for one fiscal year after the appropriation lapses. This annotation will result in DFAS posting a commitment, obligation, expense, and liquidation for the full amount of the advance. This action will reduce the fund manager's available balance.

f. Pay Checkage (CHI). Action has been initiated to check the individual's pay for the outstanding travel advance after three consecutive attempts have been made to have the traveler settle. Annotate the date the request was made, and attach a copy of any supporting documentation with the annotated report to the comptroller.

g. Error (ERR). Transaction does not belong to the fund manager, appears with erroneous information, liquidation is posted to wrong document number, or appears to be a duplicate. The fund manager cannot correct transaction. Present the transactions to the comptroller providing all available information and supporting documentation.

CHAPTER 10

PROBLEM DISBURSEMENTS

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CHAPTER 10

PROBLEM DISBURSEMENTS

10000. GENERAL. A problem disbursement consists of both Unmatched Disbursements (UMD) and Negative Unliquidated Obligations (NULO). A UMD is a disbursement transaction that has been received and accepted by an accounting activity, but has not been matched to the correct detail obligation. This includes both Disbursing Notification Records (DNR) and Interdepartmental Billings (IDB). A NULO is a disbursement transaction that has been matched to the cited detail obligation, but the total disbursement exceeds the amount of the obligation. Through trend analysis, the comptrollers can adjust their business practices to minimize the amount of or totally eliminate problem disbursements. The ultimate goal is to reduce or eliminate the inflow of all new problem disbursement transactions.

10001. UNMATCHED DISBURSEMENT CORRECTIONS. UMD's are primarily the responsibility of DFAS, but since 1998 the U.S. Marine Corps has been given limited access to the expenditure and collection process. This gives the comptroller the capability to correct all UMD's except registers 07, 13, 14, and 36. In a HQMC and DFAS agreement, responsibility for correcting all problem disbursements less than 31 days old lies with the U.S. Marine Corps. Below is a list of main reasons liquidations go unmatched and the means to correct them:

1. No obligation exists for the UMD document number in the accounting system.

a. Identify the activity to which the charge belongs. Obtain and validate any documentation that supports the UMD transaction.

b. If the UMD document number is supported with a source document, post the obligation to the accounting system.

c. If a commitment exists with no obligation, obtain the source documentation and post the obligation.

d. If the UMD transaction is not supported with a source document, request the voucher/bill from DFAS via the comptroller.

2. The UMD document number is not properly constructed.

a. Using the accounting system reports inquiry options or reports from the INFOPAC reports management system (i.e., Unliquidated Orders

Report); attempt to identify discrepancies in the construction of the UMD document number. Many activities use the cost code field for the last 12 digits of the SDN, this may also be useful to construct the SDN.

3. The obligation is resident on the active file, but the Procurement Instrument Identification Number (PIIN) or ACRN is not correct for SDN's with a DTC of RC.

a. Change the PIIN on the liquidation record via the redistribute DNR process.

b. Verify the ACRN on the source document is correct.

4. The UMD document number is valid, but the obligation resident within the accounting system is inactive.

a. Validate the obligation against source documentation. If valid, reactivate the document number within the accounting system and make the appropriate changes.

5. The UMD document number is valid, but the accounting classification does not match the data elements of the obligation by department, fiscal year, and basic symbol.

a. Corrective action will require that DFAS be notified so a Correction Notice can be processed to correct UMD's of this type.

6. System errors should be brought to DFAS's attention immediately so that corrective action can be taken.

10002. NEGATIVE UNLIQUIDATED OBLIGATIONS. All NULO's, regardless of age, are the responsibility of the U.S. Marine Corps. For all NULO's less than $1,000, DFAS has been given the authority to increase the obligation after the first 30 days. Below are a list of main reasons NULO's are created and the means for correcting them:

1. Incorrect Obligations. Validate the obligation to ensure all increases have been posted to the accounting system.

2. Interdepartmental Billings. Check the obligation for a price variance or quantity change. If valid, increase the obligation. All IDB transactions having a total dollar value less than $250 must be increased.

3. Paid on Incorrect PIIN/ACRN on Contract. Research the contract payments and validate. The comptroller will redistribute the payments to the correct PIIN/ACRN.

4. Travel NULO's.

a. Ensure the liquidation posted to the SDN applies to that traveler. For verification, check the settlement voucher and the Integrated Automated Travel System. Verify the obligation amount. Estimates for obligations may be conservative based on initial requirements and need to be increased.

b. Supplemental Payment. Normally processed after the original settlement has been completed, supplemental payments include: incorrectly paid initial settlement, pending modification of orders not received prior to initial settlement, missing receipts for items over $75, etc. Verify supplemental payments and adjust the obligation accordingly.

c. Modification of Orders. A modification to the orders may cause an increase to the liquidation amount. This is a manual process. Contact the travel order writer to obtain a copy of the modification and make appropriate changes to the obligation.

5. Duplicate Postings/Payments. Verify that the payment was actually posted twice and not paid twice. Check the DSSN, voucher number, and amount; if they are the same, it is a duplicate posting. If any of the above fields are different, it is a duplicate payment. It also must be determined if the material was received twice. If so, the unit may have to post the charge. In either case, present the problem to DFAS via the comptroller.

10003. CRITICAL PROBLEM DISBURSEMENTS OVER 180-DAYS OLD.

1. UMD's and NULO's must be researched and corrected within 180 days. Once the transaction has aged 180 days, temporary or permanent obligations will be recorded and reported in official accounting reports by the comptroller. The following BRC/SPCL INT codes will be used to record the obligations:

a. Temporary Obligations. For temporary obligations, use BRC 'UX' for treasury symbols 1106 and 1107 symbols and SIC 'UX0' for all other treasury symbols. This is a summary obligation.

b. Permanent Obligations. For permanent obligations, use BRC ‘UM’ for treasury symbols 1106 and 1107 and SIC ‘UM’ for all other treasury symbols.

2. The requirement to temporarily obligate does not apply to UMD’s and NULO’s that have been submitted to DFAS for correction but have not posted to the accounting system.

3. Obligations must be recorded in the accounting system no later than 30 June for problem disbursements chargeable to an appropriation that is about to be cancelled. The obligation must be recorded even though 180 days have not elapsed following the date of disbursement.

10004. REQUESTS TO DISCONTINUE RESEARCH. In absence of source documentation, which is required by law to substantiate all obligations in the accounting system, absolution of this requirement must be officially requested through the discontinued research process. Unresolved NULO’s and UMD’s that have been temporarily obligated under the 180-day rule must continue to be researched and corrected unless written approval to discontinue research has been obtained from HQMC.

1. The reasons for requesting approval to discontinue research are listed below:

a. Minimum Criteria. The minimum criteria for requesting approval to discontinue research are when there is no indication that an overpayment or duplicate payment has been made or not fully collected.

b. Closed Contracts. A pre-closing payment review has been completed. Obligating the UMD’s or NULO’s will not exceed the contract total.

c. Erroneous Document Numbers. Neither the disbursing office nor the obligating office can furnish information or support the disbursement.

d. Travel Orders. An unmatched transaction contains insufficient information for research and cannot be traced due to age.

e. In addition to the criteria listed above, research cannot be completed due to missing or insufficient documentation and steps taken to obtain missing documentation have not produced any results and further efforts appear fruitless and not cost-effective.

2. Supporting Documentation. Requests to discontinue research should be supported by a summary of research efforts and other steps taken to obtain missing documents or additional support for insufficient documentation. State specific actions taken in trying to resolve the transaction and the results achieved.

a. When applicable, transaction histories of the respective accounting and payment systems were obtained, reviewed, and compared for omitted transactions and other differences.

b. For omitted documents or noted differences, a request was made to the appropriate funding or contracting office to obtain obligation documents and to the payment office to obtain documents supporting the payment.

c. Responses received from the office to which requests were made whereby documentation and supporting information could not be located due to invalid document number references, lost or misfiled documents, inadequate data for searching files, or other reasons.

d. Sufficient actions were taken during the research efforts to provide reasonable assurance that no duplicate payments or overpayments remain outstanding and that no fraud has occurred involving the disbursement transactions for which research efforts are requested to be discontinued.

3. Processing Requests to Discontinue Research Efforts.

a. Requests will be prepared and processed in accordance with DoD 7000.14-R DODFMR, Volume 3, Section 1018. Requests will be submitted to HQMC (P&R) for review and concurrence. HQMC (P&R) will forward the request to DFAS-KC for formal submission to the ASN (FM&C).

b. Each comptroller should use the accounting system reports available through INFOPAC to determine the UMD’s and NULO’s, which are 120-days old and will require obligation if they reach the 180-day mark.

c. The comptroller will determine which problem disbursements meet the criteria for making the request to discontinue research efforts. If the criteria are the same for a number of transactions, these items may be summarized in one request.

10005. REPORTING REQUIREMENTS FOR PROBLEM DISBURSEMENTS.

1. In support of the President's goal for a government-wide "Clean Audit Opinion," SUBOPBUD/Sub allotment holders are required to report on a monthly basis (via message or e-mail) temporary obligation and pending adjustments for problem disbursements over 180-days old. The report should contain problem disbursements for DNR's, IDB's, and NULO's over 180 days, as well as the net amount of temporary obligations, and the net amount of pending corrections. (See APPENDIX P for report format.)

2. A list of pending transactions will also be reported. (See Appendix P for report format.)

3. The difference between UMD'S/NULO's over 180-days old and what has been temporarily obligated, should equal pending corrections. Pending corrections are problem disbursements that have correction packages submitted prior to the next reporting period, and/or a request for discontinued research authority has been submitted to DFAS.

4. Temporary obligations will be made prior to the last daily cycle of the reporting month. The obligation should be made at the SUBOPBUD/Sub allotment level to cover those problem disbursements over 180-days old that are not pending corrections.

CHAPTER 11

AVOIDING INTEREST PENALTIES

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CHAPTER 11

AVOIDING INTEREST PENALTIES

11000. GENERAL. A vendor payment is a liquidation. A liquidation is a payment to persons, organizations, firms, etc. for delivery of legally ordered goods and services. In accordance with the Prompt Payment Act, vendors must be paid on time. Failure to do so will result in interest penalties being paid to the vendor by the U.S. Marine Corps. This chapter explains the requirements that must be met for vendor payments.

11001. INTEREST PENALTIES. The Prompt Payment Act of 1982 (PL 97-177) and The Prompt Payment Act of 1988 (PL 100-496) state that the US Government must pay interest if proper payments are not made on time. It is imperative to be proactive in ensuring that both obligations and expenses have been recorded in the accounting system in an accurate and timely manner. In addition, ensure that the correct coding structures have been cited on the initial requests for procurement.

11002. REQUIREMENTS FOR VENDOR PAYMENTS. In order for a vendor payment to be made and to avoid incurring interest penalties, there are two conditions that must be met. The first condition is that a proper vendor payment must exist. The second condition is that the vendor payment must pass the pre-validation. Pre-validation failures and missing receiving reports are the major causes of interest penalties to the U.S. Marine Corps. Paying interest penalties does not contribute to making Marines and winning battles.

1. Proper Vendor Payments. All of the requirements for proper vendor payments are contained in DoD 7000.14-R DODFMR, Volume 10, Chapter 9. The three basic requirements are: a copy of the contract, the invoice, and proof of receipt of goods and services.

a. Contract. Upon the award of a contract, the contracting office will send a copy of the contract to the contract payment office. For DFAS-KC DSSN 6102 payments, this is the vendor pay section.

b. Invoice. In accordance with the contract terms, the vendor will send an invoice for payment when goods or services have been provided. This invoice can be for the entire amount or a partial amount of the goods or services. The voucher examiners in the vendor pay section will take the invoice and match it with a copy of the contract.

c. Proof of Receipt of Goods or Services. The TMO or the contracting office will send the receiving report to DFAS Vendor Pay in most cases. The type of goods received or services performed will dictate where the receiving report will originate. If the individual command has a Contract Officer's Representative (COR), it is the responsibility of the COR to certify the invoice, verify the receipt of goods and services, and then send it to DFAS for payment. DFAS will attach a copy of proof of receipt of goods or services to the invoice and contract and process the package for payment.

2. Pre-Validation. The Grassley Amendment to Acquisition Reform Bill, H.R. 4650-56, and Section 8137 of PL 103-335 requires that disbursements be matched to specific obligations prior to disbursements. To comply with the amendment, DFAS matches the document number, LOA, and amount to be paid from the invoice against the ULO transaction recorded in the accounting system. There are three reasons a document will fail pre-validation:

a. The document number on the invoice to be paid does not exist in the accounting system.

b. An obligation exists in the accounting system, but the ULO amount is insufficient to cover the amount to be paid.

c. The LOA on the invoice does not match the LOA of the transaction in the accounting system.

11003. PRE-VALIDATION FAILURES AND MISSING RECEIVING REPORTS. DFAS will provide a report of all pre-validation failures and missing receiving reports. Comptrollers must provide missing receiving reports to DFAS and take the following actions to correct pre-validation failures:

1. If the information on the invoice is correct, but no obligation resides in the accounting system, post the obligation based on source documentation.

2. If the obligation exists but it is insufficient, increase the obligation to cover the pending payment based on source documentation.

3. Verify the source documentation, make any appropriate changes to the pre-validation failure listing and forward changes to DFAS.

CHAPTER 12

YEAR-END PROCESS

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CHAPTER 12

YEAR-END PROCESS

12000. GENERAL. To ensure that Commands bring closure to execution of their funds, the financial community performs a year-end process. The goals of this process include: preventing over-obligations and over-expenditures, minimizing or eliminating reverted balances, meeting obligation rates, resolving problem disbursements, performing Unliquidated/Unfilled Orders validations, and returning unused reimbursable authority as soon as practical. The fiscal year-end closeout is achieved through the extensive and cooperative efforts of all involved. It is a team effort that requires coordination among order writers, supply, accounting, and the comptroller. The following procedures and guidelines represent the minimal essential action necessary to ensure the continued efficient and responsible use of financial resources.

12001. YEAR-END PROCEDURES.

1. Before the actual closing of the current fiscal year on 30 September, comptrollers must ensure that all transactions that effect obligations are recorded. Prior to close of the fiscal year any and all obligation type transactions the BEA cannot input into the accounting system must be presented to the comptroller. In order to meet these goals, some vital processes must be completed:

a. During the fourth quarter, a ULO/OTO validation will be done on a monthly basis for the current fiscal year only. During the validation process, the validity of all outstanding commitments, obligations, and expenses on the active file will have been determined. All invalid commitments, obligations, and expenses must be adjusted before year-end. For annual appropriations, all commitments and obligations must be equal before year-end.

b. Prior to 30 September of the fifth fiscal year after the period of availability for obligations of a fixed appropriation account ends, the account shall be closed and any remaining balances (whether obligated or unobligated) in the account shall be cancelled and thereafter shall not be available for obligation or expenditure for any purpose.

c. All NULO’s and UMD’s must be resolved by the end of the fiscal year. Pending corrections or accounting adjustments must be identified or made prior to the fiscal year close. Failure to correct NULO’s and

UMD's in the year of execution could result in a violation of the Anti-Deficiency Act, 31 U.S. Code 1517.

2. No later than 30 March of any fiscal year, the comptroller must ensure the TON table has been established to accept the upcoming fiscal year. This is essential to create travel orders that cross over into the new fiscal year (i.e., multi-year travel orders).

3. During the fourth quarter, all spending tables must be updated to establish the new year data elements. This will not only enable the input of commitments and obligations in the new fiscal year, but also it is necessary to post authorizations for the new fiscal year. Upon the first accounting cycle for the new fiscal year, all system-generated obligations will be processed. If the tables are not updated, the transactions will fail to the error reports. If pending transactions do not appear on the active file or an error file, contact the comptroller.

4. Prior to the last cycle of the fiscal year, commands must block TON's for the new fiscal year to ensure that the travel process is uninhibited during any accounting system down time due to closeout processing. BEA's must maintain a TON log to record the issuance of blocked TON's. The instant the accounting system becomes available, the BEA will input all travel orders into the accounting system.

5. All reimbursable orders will be closed out before year-end. Information regarding the year-end close out of reimbursable orders is published in section 6009. Any unused reimbursable authority should be returned to the issuing activity prior to 15 August.

6. Upon availability of the accounting system for input in the new fiscal year, BEA'S will input all non-mechanized pending commitments and obligations.

12002. ESTABLISHMENT OF CUT-OFF DATES. Comptrollers will establish cut-off dates to control the execution of the command's funds during year-end. Below is a list of categories where cut-off dates will enable the comptrollers to effectively monitor execution goals:

1. Government Purchase Card. Once the established cut-off date has been reached, the cardholders will contact the comptrollers for approval of any purchases.

2. DSSC/Servmart. This is for emergency purchase only (e.g., fuel for vehicles). The comptroller must approve all transactions.

3. SASSY/ATLASSII+. Coordination will be made with the SMU/ISSA and the comptroller to establish final month execution procedures on a yearly basis.

4. Open Purchase via Purchasing and Contracting. Purchasing will establish guidance for year-end with their own list of dates regarding when the final contracts of the year will be awarded and the final use of BPA's, etc. Comptroller guidance will reference this guidance.

5. Travel Orders. Comptrollers should set cut-off dates for entering travel orders into the accounting system and should highly encourage commands to limit travel at year-end. All necessary travel requests will be approved at the comptroller during year-end.

12003. YEAR-END CERTIFICATION OF AUTHORIZATIONS, OBLIGATIONS, AND UNOBLIGATED BALANCES.

1. In order to support the requirement for the Director, Fiscal Division to certify accuracy of obligations, Allotment/OPBUD holders are required to submit certification of total authorizations, obligations, and unobligated balances. (See APPENDIX Q for report format.)

2. Requested balances are to be provided by year and subhead. Allotment/OPBUD holders should coordinate with DFAS-KC to ensure information on the Fund Control Spend Reports agree with the obligations, expenses, and authorizations for both Direct and Reimbursable funds reflected on the Trial Balance Report (NC2199).

CHAPTER 13

FINANCIAL ASSESSMENT VISITS AND FORMAL INSPECTIONS

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CHAPTER 13

FINANCIAL ASSESSMENT VISITS AND FORMAL INSPECTIONS

13000. GENERAL. This chapter reemphasizes the commander's and financial official's responsibility to ensure that financial transactions are properly recorded and continuously reviewed for accuracy. This responsibility is best overseen by conducting formal inspections.

13001. PURPOSE OF ASSESSMENT AND INSPECTION PLANS. Since the ultimate goal in financial management is to properly execute and monitor the financial plan, any assessment or inspection plan should be established to comply with the Chief Financial Officer's Act of 1990. The Act's intent is to provide accurate and timely financial information for decision-making purposes. The plan should focus on the accounting system as the sole source of maintaining official accounting records. As such, the data in the accounting system must be accurate and cost data for high visibility and special interest programs should be consistently reported.

13002. ACTION. Comptrollers are responsible for establishing the procedures and schedules for conducting financial assessment visits and inspections for their fund control holders. The procedures and directives established for financial assessment visits/inspections within each command will depend on the command's requirements and financial plan. The intent of an inspection should not be to establish a checklist from which a box can be checked.

1. Formal inspections will be conducted at least annually, whereas financial assessment visits should be scheduled and conducted on a more frequent basis commensurate with the comptroller's requirements.

2. The inspection program should focus on:

a. Ensuring the accuracy of accounting data, i.e., balancing all transactions of the fund execution process (authorization, commitment/reservation, obligation, expense, and liquidation) to budget execution and/or fund control files.

b. Ensuring that accounting transactions are recorded in a timely and efficient manner. In accordance with established coding structures (i.e., FIP elements, Installation Business Model categories), only valid accounting transactions should be recorded in the accounting system.

c. Ensuring that proper training is provided to fund control holders. It is imperative that training be conducted as an integral part of any assessment visit. Effective training standards should also be established and measured in a formal inspection.

13003. PROCESS. Commands will be notified in writing of an upcoming financial management inspection prior to the start of the inspection.

1. Written assessment visit/inspection reports will be provided to the inspected command not later than four weeks after the completion of the inspection. The report will identify any discrepancies noted and provide recommendations.

2. Within three weeks after receipt of the report, the inspected command will respond with corrective actions taken or planned on the reported discrepancies and recommended solutions.

3. The formal inspection should also annotate whether or not findings from previous assessments or inspections have been corrected.

APPENDIX A

GLOSSARY OF FINANCIAL AND RELATED TERMS

ACCOUNTING CLASSIFICATION CODE. The Accounting Classification Code (ACC), commonly referred to as Line of Accounting, identifies who is spending the funds, who is performing the accounting, the appropriation to be charged, the fiscal year, and the special interest information. An ACC is comprised of ten elements: Accounting Classification Reference Number, Appropriation Symbol, Subhead, Object Class, Bureau Control Number, Sub allotment Number, Authorized Accounting Activity, Transaction Type Code, Property Accounting Activity, and Cost Code.

ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN). A two-digit alphanumeric code (excluding alpha I's, O's, and "FR" reserved for freight or transportation charges) that uniquely identifies a LOA data code cited during all stages of processing accounting transactions. The combination of SDN and ACRN is used to capture unique accounting transactions to its proper accounting classification code.

ACCOUNTING REGISTERS. Records of expenditures, collections and adjustments normally maintained by disbursing offices. Also called allotment registers and disbursing registers.

ACCOUNTS PAYABLE CODE. A one-digit code used to identify the type of accounts payable. The codes are as follows:

G - Accounts Payable – Government
P - Accounts Payable – Public

ACCRUAL ACCOUNTING. The method of accounting whereby: (1) operating costs are accounted for in the fiscal period during which the benefits are received (cost of resources consumed or applied); (2) costs for which the benefits are applicable to future periods are deferred and considered as assets; (3) liabilities for unpaid costs are recorded in the accounts when goods or services are received; and (4) income for work or services performed in a reimbursable order is recorded in the accounts when reimbursable expenses are incurred.

ACTIVITY ADDRESS CODE (AAC). A six-position code assigned to identify specific units, activities or organizations authorized to direct, ship, or receive material, documentation, or billing. The first position of the code is the service assignment code (M for the Marine Corps); the other five positions identify the units, activities, or organizations within the service specified by the service assignment code.

ACTIVITY GROUP (AG). The AG is a two-digit code used to represent a major category within a command's budget. It classifies cost into broad areas that allow reporting of obligation and expense information required by DoD or to fulfill the management information requirements imposed by the Navy or HQMC.

ALLOTMENT. The authority, expressed in terms of a specific amount of funds granted to a commander by the Commandant, to obligate and expend funds for a particular purpose. Obligation and expenditure of the funds may not exceed the amount specified in the allotment, and the purpose for which the authorization is made must be adhered to. Within HQMC, allotments are issued by subhead administrators.

ALLOTMENT HOLDER. The commander or individual to whom an allotment is issued and who is responsible for the proper disposition of the allotment.

ALLOTMENT RECIPIENT. A command that receives an allotment or OPBUD from a Major Command Recipient. Commander, Air Bases East and Commander, Air Bases West are examples of Allotment Recipients. Major Command Recipients are also Allotment Recipients when they pass funds to themselves. An example of a Major Command Recipient who passes funds to themselves as an Allotment Recipient is Commander, Marine Forces Pacific.

ALLOTMENT RECIPIENT ID (ALLOT-RECIP-ID). A 6-digit alphanumeric code that identifies the installation/activity receiving funds from the Major Command Recipient. The ALLOT-RECIP-ID is the UIC of the activity receiving funds.

ANNUAL APPROPRIATION. These appropriations are generally used for current administrative, maintenance, and operational programs. Annual appropriations are available for incurring new obligations for only one fiscal year. The term "new obligation" means the initial order, requisition, or contract to another command, government agency, or private business to obtain a good or service needed by the command for mission support or mission accomplishment. New obligations can only be created during the period of 1 October through 30 September for an annual appropriation. However, annual appropriations can have payments made against them for an additional five years beyond the authorized fiscal year. This occurs when goods and services are received and accepted following the close of the fiscal year in which the appropriation was authorized.

APPORTIONMENT. A determination by the Office of Management and Budget as to the amount of obligations which may be incurred during a

specified period under an appropriation, contract authorization, other statutory authorizations, or a combination thereof. An apportionment may relate either to all obligations to be incurred during the specified period within an appropriation account or to obligations to be incurred for an activity, function, project, object or combination thereof.

APPROPRIATION SYMBOL. A seven-digit alphanumeric code assigned by the Department of the Treasury to uniquely identify a congressional approved appropriation that is being charged by the source transaction. The Appropriation Symbol is comprised of a two-digit numeric department code, a one-digit numeric fiscal year code (i.e., the last digit of the fiscal year), and the four-digit numeric treasury symbol.

AUDIT TRAIL. A term used in auditing that refers to the checking procedures involved in an actual audit. For example, an audit trail might go from a financial statement to a general ledger to a subsidiary ledger to a disbursing register and finally to a source document.

AUTHORIZED ACCOUNTING ACTIVITY (AAA). A six-digit code used to identify the activity responsible and authorized to perform accounting functions for the fund holder.

BASIC SYMBOL SPONSOR (BASIC-SYM-SPONS). A 6-digit alphanumeric field that identifies the unit that will become responsible for the total budget authority delegated to them from HQMC.

BUDGET. A plan of financial operations showing in dollars the estimates of funds needed to carry out the assigned mission, or missions, over a specified period of time.

BUDGET ACTIVITY. This is a division of an appropriation that is identified by a symbol called a subhead.

BUDGET ACTIVITY CODE. A 2-digit alphanumeric field that identifies the functions or areas an appropriation is to fund.

BUDGET EXECUTION ACTIVITY. Budget Execution Activities (BEA’s) are subdivisions of Work Centers. Legal responsibility for the proper management of the funds is retained by the OPBUD or Suboperating Budget (SUBOPBUD) holder. An example of a BEA is a battalion within a division.

BUDGET EXECUTION SUB-ACTIVITY. Budget Execution Sub-Activities (BESA’s) are subdivisions of BEA’s. BESA's are established whenever detailed identification of costs below the BEA is desired. BESA's are the lowest organizational level to which funding is broken down in the

U.S. Marine Corps. An example would be assigning companies (i.e., the BESA) within a battalion (i.e., the BEA) to collect detailed costs of operating each company so the battalion can manage funds more effectively.

BUDGET PROJECT. Budget activities are divided into one or more projects, called budget projects. Its purpose is to develop more detailed data essential to the administration and control of an appropriation.

BUDGET REPORTING CODE (BRC). This is a two-digit code that is used to track and collect all costs associated with a specific high-interest program regardless of command, BEA, or fund code. If the BRC is assigned by HQMC, the code must be represented as alpha-alpha or alphanumeric. If the BRC is assigned by a local command, the BRC must be represented as numeric-numeric or numeric-alpha. By use of a standard BRC code throughout the U.S. Marine Corps, all costs and financial information pertaining to operations (e.g., Desert Storm) or specific exercises (e.g., Team Spirit) can be captured and quickly identified at the headquarters level. The BRC is an optional field in the FIP.

BUDGET YEAR. The year following the current fiscal year, and for which the budget estimate is prepared. For example, if the current fiscal year were 2000, the budget year would be Fiscal Year 2001.

BUREAU CONTROL NUMBER (BCN). A 5-digit numeric field used to identify the holder of the funds or OPBUD. For allotment holders, the first two alphanumeric digits of the BCN are the budget project and the last three numeric digits are the allotment holder.

COMMITMENT. A firm administrative reservation of funds, based upon firm procurement directives, orders, requisitions, authorizations to issue travel orders, or requests which authorize the recipient to create obligations without further recourse to the official responsible for certifying the availability of funds. The act of entering into a commitment is usually the first step in the process of spending available funds. The effect of entering into a commitment and the recording of that commitment on the records of the allotment is to reserve funds for future obligations. A commitment is subject to cancellation by the approving authority to the extent that it is not already obligated.

COMPLETED FILES. Completed files consist of all source documents that have had commitments, obligations, expenses, and liquidations processed and validated for accuracy in the accounting system. The dollar values

will all equal the liquidation amount and there are no other postings expected for the record.

CONDITION CODES (MATERIAL). A code used to indicate the physical condition of material considered and reported as excess to requirements and allowances and/or to be disposed of or redistributed.

CONSTRUCTIVE BILLING. Intra-DoD the supplier (i.e., seller) may affect billing for items on the basis of drop from inventory provided that seven days have elapsed since drop from inventory without notification of warehouse denial or other advice of nonavailability.

CONSTRUCTIVE DELIVERY. Will be presumed at the time the issuing supply activity transfers goods to a carrier for delivery to the ordering agency. Used in special cases where a stock fund has not been extended overseas.

CONSUMABLE SUPPLIES. Material which, after issue, is chemically or physically altered with use to the extent that it cannot be economically reused for its original purposes and/or which is not normally returned to a storage or industrial activity for repair. Consumable supplies are either consumed in use or lose their identity in the process of work or in the rendering of service. They include such items as office supplies, lumber, etc. Consumable supplies are generally expended upon issue.

COST ACCOUNT CODES. Cost Account Codes (CAC’s) are four-digit codes used to classify financial transactions according to their "purpose" and are also used to uniformly identify the contents of management reporting requirements. CAC’s are the lowest required level of cost categorization and collection used within the accounting system for categorizing why funds were used. CAC’s also point to specific cost categories in the accounting system called Marine Corps Activity and Sub-Activity Group codes.

COST ACCOUNTING. A system of accounting, analyzing, and reporting the cost of operation of programs, activities, functions, and organizational units, or the cost of production of goods and services.

COST-BASED BUDGET. A budget formulated on the basis of the cost of goods and services actually to be received during a given period whether paid for before the end of the period or not. (Not to be confused with an expenditure-based budget, which is based upon the cost of goods and services received and actually paid for.)

COST CATEGORY. One of three types of costs into which the total cost of a program element is divided: (1) research and development, (2) investment, and (3) operations.

COST CODE. A 12-digit code used for local identification of transactions. For TDY documents, this field will be automatically assigned by the order writing system when the orders are created. For all other types of transactions, this field will be locally determined. It is recommended, however, that commands use the last 12 digits of the document number assigned to the source document in this field. When establishing cost codes for the Government Purchase Cards, they should identify the BEA, BESA, and Fund Code.

CROSS-SERVICING. That function performed by one military service in support of another military service for which reimbursement is required from the service receiving support.

DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS). DFAS is the official accounting firm for DoD. DFAS has functional responsibility for DoD finance and accounting policies, procedures, standards, systems, and operations.

DEFENSE WORKING CAPITAL INDUSTRIAL FUND. This revolving fund is established in accordance with requirements of the Secretary of Defense. The Defense Working Capital Industrial Fund provides the working capital to finance the operations of the overhaul and repair facilities at the U.S. Marine Corps Logistic bases in Albany, GA and Barstow, CA. The capital is replenished by the funds received as a result of periodic billings to customer activities for work or services the depots have performed.

DEFENSE WORKING CAPITAL STOCK FUND. This revolving fund was initially established by Congress. The Defense Working Capital Stock Fund finances the procurement and inventories of those standard supply and equipment parts of a consumable nature for which there is a recurring demand. The cost of these items is normally chargeable to the O&M,MC funds of the commander who requests and receives the items from supply stock. In other words, the commander who buys the parts from the warehouse pays for the item with normal operating funds (i.e., O&M,MC). The money received is then used by the warehouse to replenish the inventory.

DIRECT APPROPRIATION. An Act of Congress authorizing a specified amount of funds to be used for designated purposes, and for payments to be made out of the Treasury of the United States. There are six direct U.S. Marine Corps appropriations:

Military Personnel, Marine Corps (MPMC)

Reserve Personnel, Marine Corps (RPMC)
Operations and Maintenance, Marine Corps (OMMC)
Operations and Maintenance, Marine Corps Reserve (OMMC)
Procurement, Marine Corps (PMC)
Procurement, Ammunition, Navy/Marine Corps (PANMC)

DIRECT COST. Those labor, material, or other costs which are directly associated with a facility, piece of equipment, or other specific unit.

DISBURSEMENTS. Payments for goods or services received. Disbursements may be an actual payment in cash, such as reimbursing an imprest fund, or by government check to a public supplier, or by transfers between appropriations or funds whereby, the funds of a receiving governmental activity are charged and the funds of the performing activity are credited for the value of the goods or services received.

DOCUMENT IDENTIFIER CODE. A three-digit code on input transactions that specifies the type of transaction and which may also be coded to include further information.

EXPENDITURE. An amount of money actually paid out from an appropriation (e.g., checks drawn or cash expended in payment of bills, transfers from one appropriation to another as a result of obligations).

FEDERAL GROUP. The first two digits of the federal supply classification of the federal stock number which indicates a grouping of the FSN by category of material (e.g., group 10 applies to weapons and related weapons material).

FEDERAL STOCK NUMBER. Consists of an applicable four-digit class code number federal supply classification (FSC) plus the seven-digit federal item identification number (FIIN) to be replaced by the national stock number (NSN).

FEDERAL SUPPLY CLASS. A grouping of relatively homogeneous commodities, with respect to their physical or performance characteristics, the relationship of parts/attachments/accessories to the next higher assemblies for which they are specifically designed, or that the items therein are such are usually procured or issued together.

FEDERAL SUPPLY GROUP. The aggregation of several federal supply classes into a meaningful grouping for uniform management purposes. (See also Federal Group.)

FINANCIAL INFORMATION POINTER (FIP). The FIP is a collection of data elements that serves as a key to collect and classify funds by the type of funds used and the purpose for which they were executed. FIP's are only applicable to treasury symbols 1106 and 1107.

FUND CODE. This is a two-digit code used to identify the appropriation, subhead, budget activity/sub-activity group, and program element number. Fund Codes are short keys that allow collection of information using two digits vice 23 digits (which would be required if the user had to key appropriation, subhead, etc.). Fund Codes are assigned by HQMC (RFL) and are listed in MCO P7301.65 and MCO 7301.117. Alpha-alpha codes are used to identify annual appropriations, alphanumeric codes are used to designate multiple year appropriations, and numeric-alpha codes are used to identify no-year appropriations.

FUNDED ACCOUNTS RECEIVABLE. Amounts reimbursable to the performing appropriation resulting from work on reimbursable orders.

FUNDED TRANSACTIONS. Those transactions applicable to reimbursable orders that result in accounts receivable to the performing appropriation.

FUNDING FUNCTION (FUND-FUNC). A 2 to 8-digit alphanumeric field that is used to identify the purpose for which funds are intended. Funding functions are constructed differently for different appropriations. For the 1106 appropriation, the FUND-FUNC is a 4-digit code derived from Navy AG's and SAG's. The first two digits are the AG and the last two digits are the SAG. For example, AG '1A' for Expeditionary Forces and SAG '4A' for Base Support is combined as funding function '1A4A' when dealing with funding for Expeditionary Forces Base Support.

HAZARDOUS DUTY PAY. Payments above the basic rate because of assignments involving hazardous duty.

HISTORICAL COST. The cost of any objective based upon actual dollar or equivalent outlay ascertained after the fact. May use any one of a number of methods of cost determination.

INDIRECT APPROPRIATION. This is an appropriation that is provided to an activity other than the U.S. Marine Corps (e.g., the Navy), but the U.S. Marine Corps receives support from the appropriation (e.g., Operation and Maintenance, Navy (O&MN)) goes to support naval dispensaries that are located at U.S. Marine Corps Bases.

INITIATIONS. Administrative reservations of funds based upon procurement directives or equivalent instruments, which authorize

preliminary negotiations looking toward the creation of obligations but providing for recourse to the official responsible for administrative control of funds prior to incurrence of the obligations. The term refers also to the authorization action.

INTERDEPARTMENTAL BILLING TRANSACTIONS. Transactions involving credits to the stock fund/appropriation of a military department, the Defense Logistics Agency or the General Services Administration with contra-charges to the appropriation or fund of another military department, the Defense Logistics Agency or the General Services Administration.

INTERNAL MANAGEMENT CONTROL. The organization, policies, and procedures used to reasonably ensure that programs achieve the intended results; resources are used consistent with Marine Corps' mission; programs and resources are protected from fraud and mismanagement; laws and regulations are followed; and reliable and timely information is obtained, recorded, maintained, reported and used for decision-making. Management Controls, in the broadest sense, include the plan of organization; methods and procedures adopted by management to ensure its goals are met. Management controls include processes for planning, organizing, directing and controlling program operations. Some subsets of management controls are the internal controls used to assure that there is prevention or timely detection of unauthorized acquisitions, use or disposal of the entity's assets. More information on Management Controls can be found at RFR's WEB Site: https://hqipom1.hqmc.usmc.mil/p&r/RF/RFR/default.htm

INTERSERVICE SUPPLY SUPPORT. Action by one military service/agency or echelon thereof to obtain material from another military service/agency or echelon.

INTRASERVICE SUPPLY SUPPORT. Action by an echelon of a military service/agency to obtain material from another echelon of the same military service/agency.

INVENTORY CONTROL POINT (ICP). The organizational element within the distribution system that has been assigned the responsibility for system-wide direction and control of material. The U.S. Marine Corps ICP is located at the U.S. Marine Corps Logistics Base, Albany, Georgia.

INVOICE. An accounting document showing particulars of property transferred or services rendered, setting forth the date, quantity, description, price, and total amount, together with the terms of the transaction (including discount, if any, and reference to the applicable contract or other procuring instrument) and an accounting

document used to transfer accountability for U.S. Marine Corps supplies and equipment from one accountable unit to another.

JOB ORDER NUMBER/LOCAL USE (JON/LU) CODE. This is a four-digit alphanumeric code that serves the dual purpose of tracking work performed by facilities through the job number and tracking individual activities through the local use code. These codes are determined at the local command level. The JON/LU code is an optional field in the FIP.

JOURNAL VOUCHER. The sole input device for posting of accounting transactions to the general ledger file. All entries placed on the journal voucher must be supported by source documents.

JULIAN DATE. The Julian Date is composed of a 1-digit calendar year (e.g., 1 represents calendar year 2001) followed by the current 3-digit Julian Date (e.g., 001 represents 01 January, 365 represents 31 December except for leap year).

LABOR ACCELERATION. The amount of money that a civilian is actually paid represents only a portion of the liability of the Government. For example, since civil servants may accrue up to 30 days of leave for which they must be paid if they retire or leave government service, then the Government must set aside funds to provide for this eventuality. Also the Government must provide for its share of fringe benefits (i.e., insurance, health benefits, social security, etc.). For these reasons labor charges must be increased/accelerated to provide for these liabilities.

LEADTIME (LT). A term used in organic supply accounting that means the same as either: (1) order and shipping time (i.e., the time elapsing between the initiation, on the supply system, of stock replenishment action for a specific activity and the receipt of the material by that activity); and (2) the time elapsing between the initiation, on a source outside the supply system, of stock replenishment action for a specific activity and the receipt of the material by that activity. The LT quantity is the computed quantity and is determined by relating the LT to ARMD quantity. If, for example, the LT is 15 days and the AMRD is 20, then the LT quantity is 10.

LEVEL OF MAINTENANCE CLASSIFICATION (LMC) CODE. A letter from A through E representing the level at which each facility at an activity is to be maintained based on the support it provides to the activity mission.

MAINTENANCE. The recurring day-to-day, periodic, or scheduled work required to preserve or restore a facility to such condition that it

may effectively be used for its designated purpose. Includes work undertaken to prevent damage to a facility which otherwise would be more costly to restore.

MAINTENANCE FLOAT (SECONDARY REPARABLE ITEMS). A pool of reparable components, which includes serviceable items, used to replace like unserviceable items on an exchange or rapid turn around basis and the unserviceable items awaiting repair.

MAJOR CLAIMANT. A Major Claimant is a command which is designated as an Administering Office. Since the U.S. Marine Corps is a small organization compared to the other services, HQMC assumes the role of Responsible Office, Administering Office, and Major Claimant. Major Claimants are allowed to issue operating budgets (OPBUD's) and allotments which provide funding authority from a specific appropriation to a command to accomplish its mission. OPBUD/allotment authority is expressed in terms of a specific amount granted to incur obligations and payments in support of assigned missions and functions.

MAJOR COMMAND RECIPIENTS. A Major Command Recipient is a command that receives its funds directly from HQMC. Major Command Recipients may pass funds to Allotment Recipients within their command if applicable. Commander, Marine Forces Pacific; Commander, Marine Forces Atlantic; Commander, Marine Corps Material Command; Marine Corps Recruit Command; and Marine Corps Combat Development Command are examples of Major Command Recipients.

MAJOR COMMAND RECIPIENT ID (MCC-RECIP-ID). A 6-digit alphanumeric field that identifies the Major Command Recipient that receives its funds directly from HQMC. The MCC-RECIP-ID is the UIC of the command receiving funds.

MAJOR REIMBURSABLE SOURCE CODE (MAJ RSC). An optional single digit alphanumeric field that identifies the source(s), by general category, of the funds with which one activity is reimbursed for work, services, or goods furnished to another activity.

MANAGEMENT REPORT. A brief and condensed summary of pertinent data and information periodically prepared for the use of management personnel upon which action is initiated to achieve greater productivity and economy.

MATERIAL RELEASE CONFIRMATION (MRC). A notification from a storage site advising the originator of a material release order of the positive action taken on the order. It will also be used, with appropriate shipment status document identifier codes, as a reply to a follow up initiated by the ICP.

MATERIAL RELEASE ORDER (MRO). An order issued by an accountable supply system manager (usually ICP or accountable depot) directing a nonaccountable activity (usually a storage site) within the same distribution complex to release the ship material.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) DOCUMENT NUMBER. A 14-digit MILSTRIP document number is assigned to requisitions processed through a government source of supply and for open purchase requisitions.

MONEY VALUE ONLY. A term used in inventory valuation. It pertains to items that are not accounted for on an individual basis, usually because they are too numerous to count individually, e.g., nuts, bolts, nails, pins, etc.

MOUNT-OUT (MO) STOCKS. That quantity of equipment and supplies which is required to outfit and sustain an Operating Force in an amphibious assault or commitment to mount-out material to be held by Operating Forces is comprised of initial allowances and a 30-day replenishment.

MPMC. An abbreviation for Military Personnel, Marine Corps. It is an annual appropriation that provides for the pay, allowances, clothing, subsistence, and permanent change of station movements.

MULTIPLE-YEAR APPROPRIATIONS. These appropriations are available for incurring obligations for a definite period in excess of one fiscal year. Multiple-year appropriations provide funds for weapons, ammunition, and other major items required by the Operating Forces and finance the research into advanced combat weaponry and equipment.

NEW OBLIGATIONAL AUTHORITY (NOA). Authority becoming newly available for a given year, provided by current and prior actions of the Congress, enabling federal agencies to obligate the Government to pay out money.

NO-YEAR APPROPRIATION. Also known as continuing appropriations. These appropriations are more accurately described as revolving funds. Revolving funds finance a cycle of operations in which the original no-year funds are used and then replenished through reimbursements and collections from other appropriations. This process allows the revolving fund to be self-sufficient once Congress establishes it. The theory of a revolving fund is that, once it is established, no future authorization of funds is required to supplement the original established fund principal to cover the cost of increasing prices (i.e., inflation), changes in requirements due to advanced technology and changes in the mission.

NONAPPROPRIATED FUNDS. Funds other than those appropriated by the Congress, which are established by competent authority for the welfare, comfort and/or recreation of military personnel or civilian employees. Examples are U.S. Marine Corps exchanges, clubs and messes, recreation, and civilian cafeterias.

OBJECT CLASS (OC). A three-digit code that defines the nature of the services or supplies and materials purchased (e.g., 210 is Travel). For collections, the Reimbursable Source Code (RSC) preceded by two zeros will be used.

OBJECT CLASS/SUBOBJECT CLASS (OC/SOC). A four-digit code that classifies financial transactions in terms of the nature of the services or articles for which obligations are incurred. The first two digits identify the Object Class (i.e., the type of expense being incurred such as supplies, equipment, civilian labor, etc.) and the last two digits define the Subobject Class (i.e., the source or specific nature of the services ordered such as "supplies are ordered from Army Stock items", "fuel being purchased is diesel", etc.).

OBLIGATION. An obligation is a firm, legally binding agreement between parties for the acquisition of goods or services. This phase of the transaction cycle is important in that when an official document describing a financial transaction exists, the government is legally and contractually liable for the amount shown on the source document. Once funds are obligated, the official unobligated available balance of the fund manager’s account is decreased. Commands with obligations in excess of authorizations will be subject to a 31 U.S. Code 1517 violation. An obligation may be de-obligated when both parties agree and supporting documentation is provided to update the accounting system.

O&M. This is a frequently used abbreviation for the appropriation Operations and Maintenance, Marine Corps (OMMC). This appropriation provides funds to finance the costs of operations and maintenance of each U.S. Marine Corps activity, exclusive of military personnel costs. It is used to buy from the stock fund, purchase utilities, make open market purchases, and finance temporary duty.

O&MMCR. An abbreviation for Operations and Maintenance, Marine Corps Reserve. Used for the same kinds of things for Reserve units as the OMMC appropriation provides for Regular Marine Corps activity.

OPEN ALLOTMENT. An allotment administered by Headquarters Marine Corps. Those commanders authorized to do so by the Commandant, charge the allotment for goods and services within the limits specified by the

Commandant. While commanders are held responsible through the military chain of command for their use of these funds, they are not legally liable for over obligation as cited under 31 U.S. Code 1517.

OPERATING BUDGET (OPBUD)/SUBOPERATING BUDGET (SUBOPBUD). An operating budget is the annual budget of an activity (responsibility center) stated in terms of functional/subfunctional categories and cost accounts. It contains estimates of the total value of all resources required for the performance of the mission of an activity, including reimbursable work and/or services for others. Operating budgets are issued by Headquarters Marine Corps to all responsibility centers. Sub-operating budgets (SUBOPBUD's) are issued by designated responsibility centers to certain subordinate commands (e.g., MARFORPAC may issue Sub-OPBUD's to all Marine divisions, wings, and bases under its command).

OVERHEAD. Costs that are chargeable to the operation and maintenance of an activity's own plant and are not attributable to a specific job.

OVER OBLIGATION. Any action that results in raising the total of obligations so that it exceeds the amount of authorized funds. Prohibited by law and regulation under penalty of punitive action.

PENDING FILE. Pending files consist of all source documents that have or have not been entered into the accounting system, but have not been verified as part of the cyclic reconciliation.

PLANNING ESTIMATE/OPERATING TARGET (OPTAR). An amount of money subject to administrative control that is issued to a level below the cost center as determined by the OPBUD/SUBOPBUD holder or is issued to specific U.S. Marine Corps organizations not included in any responsibility center.

PLANNING ESTIMATE LETTER. An administrative means of subdividing an allotment. The grantor retains accounting and legal responsibility under the provision of 31 U.S. Code 1517.

PLANNING/PROGRAMMING/BUDGETING SYSTEM (PPBS). An integrated system for the establishment, maintenance, and revision of the FYDP and the DoD budget.

PLANT PROPERTY CLASSES. For management, financial, and technical control purposes, plant property items and expenditures therefore are divided into the following four classes: (1) Class 1 - Land; (2) Class 2 - buildings, structures, and utilities - (3) Class 3 - equipment (other than industrial plant equipment); and (4) Class 4 - industrial plan equipment.

PMC. An abbreviation for Procurement, Marine Corps. This multiyear appropriation provides for the purchase of major items of equipment and ammunition. Major items are classed as investment items and include such things as rifles, tanks, trucks, radios and guided missile equipment. It should be noted that U.S. Marine Corps airplanes are provided by the appropriation Aircraft Procurement, Navy, and not PMC.

POSTED FILES. Posted files consist of all source documents that have had commitments, obligations, expenses, and/or partial liquidations processed and validated for accuracy in the accounting system.

PRIORITY CODE. A two-digit code designated to ensure that requirements are processed in accordance with the mission of the requiring activity and the urgency of the need.

PROPERTY ACCOUNTING ACTIVITY (PAA). A six-digit field that is used to identify the AAC of the document. For TDY documents, this field will contain the Travel Order Number (TON). For equipment purchases that are classified as plant property, place the activity designator code or UIC identifying the activity responsible for plant property accounting. This field may be zero filled.

RECORD. A collection of related data or words treated as a unit (e.g., in stock control). Each invoice could constitute a record.

RECURRING COSTS. Expenses for personnel, material consumed in use, operating overhead, support services, and other items incurred on an annual basis.

REIMBURSABLE BILLING CODE (RBC). This is a one-digit code that is locally assigned for billing purposes to identify line of accounting data to a reimbursable customer based on the RON assigned. This field should reflect the last digit of the customer's ACRN (i.e., customer’s ACRN = ‘AA’ than RBC = ‘A’.

REIMBURSABLE OBLIGATION. Obligations incurred in connection with reimbursable work.

REIMBURSABLE ORDER. A reimbursable order or authorization is normally a written agreement between two federal agencies or one federal agency and a private party (i.e., Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA)) wherein goods or services are provided in exchange for payment. If an MOU/MOA has been negotiated between activities, the performer is bound by the agreement. Copies of current MOA’s and MOU’s are maintained within the Comptroller Department.

REIMBURSABLE ORDER NUMBER (RON). This is a three-digit alphanumeric code that is locally assigned to identify a specific request for reimbursable work that has been accepted. A RON must be cited in the FIP for funds that are executed under an accepted reimbursable order. This field is left blank for non-reimbursable FIP's. In the case of unfunded reimbursables, the RON found in the FIP must be the same as the last three-digits in the 15-digit field RON.

REIMBURSABLE SOURCE CODE. A single digit alphanumeric field that identifies the source(s), by general category, of the funds with which one activity is reimbursed for work, services, or goods furnished to another activity.

REIMBURSEMENTS ANTICIPATED. The amount(s) of reimbursements expected to be earned and collected.

REPORTING UNIT CODE (RUC). In addition to employing UIC's prescribed by the Department of the Navy, the U.S. Marine Corps also maintains a unique RUC that is also a five-character alphanumeric code. RUC's are primarily employed for internal U.S. Marine Corps applications such as the Manpower Management System (MMS).

REQUISITIONAL AUTHORITY CONTROL (RAC). The statistical dollar value authority provided Operating Forces using units as a budgetary guide to control and measure the draw down of organic (SAC 1) material. Does not carry legal or administrative responsibilities.

RESERVATION. An administrative action, which identifies funds set aside for planning purposes, and prior to the establishment of a commitment or an obligation.

RESIDUAL VALUE. The scrap value of equipment at the end of the economic life of the system.

RESOURCES. Consists of military and civilian personnel, material on hand and on order, and the entitlement to procure or use material, utilities, and services as required for performance of the basic mission of the responsibility center and work performed for others.

ROUTING IDENTIFIER CODES (RIC's). Three-position alphanumeric codes serving multiple purposes in that they are "source of supply" codes, intersystem routing codes, intrasystem routing codes, and shippers' codes.

RPMC. An abbreviation for Reserve Personnel, Marine Corps. It is an annual appropriation that provides for the pay, allowance, clothing,

subsistence, per diem, travel and other related costs for Reserve Personnel of the U.S. Marine Corps.

SASSY GENERAL ACCOUNT. The function of the general account is to establish stockage criteria and requisition objectives for operating stocks required to support using units. Replenishment of assets (operating stock) is accomplished by submitting requisitions to various supply sources.

SERVICE UNIT. A term used to identify the operating force service element (e.g., force service support group, service battalion, or Marine wing support group) that provides support to using units.

SIGNAL CODE. A one-digit code that designates the intended consignee (ship to) and the activity that should receive and effect payment of bills.

SOURCE DOCUMENT. Source documents can be categorized as paper or electronic submissions used to accomplish a particular purpose. The electronic submissions are generated by the various mechanized supply systems within DoD and then interfaced with the accounting system to record the transaction. A Funds Manager/Supply Clerk will establish a requirement at the source of supply (e.g., SASSY) and as the source fills the requirement; their system will generate the source document that will later produce a commitment, obligation, expense, or a combination thereof in the accounting system.

SPECIAL INTEREST CODE (SPCL INT). An optional 2 to 3-digit alphanumeric code that identifies specific functions within the budgetary sub-division field (i.e., MCCS, Health Care, etc.) or other unprogrammed, highly visible issues (i.e., Desert Shield/Desert Storm). The value for this field is the same as the BRC in the FIP.

STANDARD DOCUMENT NUMBER (SDN). The SDN is a 15-digit document number used for all source documents not processed through the supply system.

STANDARD PRICE. The unit price established by the ICP having inventory control of the item concerned. Current standard prices are published in the current edition of the U.S. Marine Corps Shopping List 5.

STANDING JOB ORDER. A work authorization issued to provide the performance of work or the furnishing of services during a specified period.

STATUS CODE. A two-position code originated by the supply source informing the requisitioner of supply action taken on requisitions.

SUB-ACTIVITY GROUP (SAG). A two-digit code that represents a finer functional breakdown within the Activity Group.

SUBALLOTMENT. An authorization to use funds from an allotment issued by the Commandant. The authorization is granted by the commander who receives the primary allotment from the Commandant. The recipient of the suballotment accounts for its funds to the holder of the primary allotment; however, when the Commandant authorizes a suballotment to be accounted for with a specific three-digit number to identify it, and this number is different from the one used to identify the primary allotment, the commander who receives the allotment is accountable directly to the commander holding the primary allotment from which the Commandant authorizes the suballotment to be made.

SUBALLOTMENT NUMBER (SA). A one-digit field used to identify a Centrally Managed Operating Budget (CMOB) administered at HQMC. CMAs are established to account for items or functions where one office managing funding and costs is more appropriate from a control and administrative perspective than distributing funds to each command.

SUBALLOTMENT RECIPIENT. A Suballotment Recipient is a subordinate command that receives a portion of an allotment or OPBUD from an Allotment Recipient. Upon receipt of a suballotment, the holder assumes responsibility for the administration of the funds under the provisions of the Anti-Deficiency Act, 31 U.S. Code 1517 (i.e., legal responsibility to stay in budget) and the primary allotment holder, who issued the suballotment, is relieved of this responsibility. This is the lowest level to which Anti-Deficiency Act, 31 U.S. Code 1517 responsibility can be passed. Examples of Suballotment Recipients are MCAS Miramar, MCB Camp Pendleton, and I MEF. Major Command Recipients are also Allotment/Suballotment Recipients when they pass funds to themselves.

SUBALLOTMENT RECIPIENT ID (SRI). A 6-digit alphanumeric field that identifies the installation or activity receiving funds from the Allotment Recipient command.

SUBHEAD. A four-digit alphanumeric code that represents the administering office and the budget program that funds are executed under. The subhead identifies charges and credits made to the first level of an appropriation. The first two characters of the subhead designate the administering office and are derived from the last two characters of the major claimants unit identification code. The third digit of the subhead relates to the budget activity that is specific to the appropriation under which the subhead falls. The last digit of the subhead is always zero for the OMMC appropriation.

SUPPLEMENTARY ADDRESS. A six-position field indicating "ship to" or "bill to" activity other than the requisitioner.

SUPPLEMENTARY JOB ORDER. A job order issued for any portion of the work under a basic job order that is to be charged to an accounting classification other than that shown on the basic job order.

TEMPORARY DUTY (TDY). TDY is when a traveler is ordered to a accomplish a mission at a location that is outside their normal place of duty (i.e., outside 50 miles). Upon completion of the mission, the traveler returns to their permanent place of duty. Government employees, military or civilian, can be directed to perform TDY throughout their careers.

TOTAL OBLIGATIONAL AUTHORITY (TOA). TOA is the total amount of funds available for programming in a given year, regardless of the year the funds are appropriated, obligated or expended. TOA includes new obligational authority, unprogrammed or reprogrammed obligational authority from prior years, reimbursements not used for replacement on inventory in kinds advance funding for programs to be financed in the future, and unobligated balances transferred from other appropriations.

TRANSACTION. Any mutual agreement, contract, understanding or exchange or transfer of cash or property between an entity and an individual or group of individuals that affects the assets, liabilities or capital of the entity. Broadly, any event that affects the accounts of an entity in any way.

TRANSACTION TYPE CODE (TT). A two-digit code used to classify payments/receipts as to purpose or category (e.g., 2D is Payment, 1K is Advance, 3C is Credit).

UNDISTRIBUTED DISBURSEMENTS. These are disbursements, which are not identified to a particular document.

UNDISTRIBUTED EXPENSES. These are expenses, which are not identified to a particular job order.

UNFILLED ORDER. Any document meeting the criteria of an obligation, issued for goods or services that have not yet been received.

UNFILLED REQUISITION. A requisition for material from inventory, which does not obligate the requester’s funds until, dropped from inventory by the supplier.

UNFUNDED ACCOUNTS RECEIVABLE. Unfunded accounts receivable are amounts reimbursable to an appropriation and subhead resulting from unfunded transactions. (See Funded Accounts Receivable.)

UNFUNDED REIMBURSABLES. Reimbursable transactions not supported by a specific order are commonly called unfunded reimbursables. Automatic increases to operating budgets are not authorized for unfunded reimbursable work performed unless specifically provided in the fund authorization. Unfunded reimbursables will be accounted for within the direct program.

UNFUNDED RESOURCES. Those resources that are acquired, used, or consumed by an operating activity for the execution of its program(s) without expenditure by the activity from the appropriation financing the program(s). Unfunded resources may include: (1) personal services, such as the services of active forces military personnel applied in operating programs financed by appropriation and maintenance funds but paid for from military personnel appropriations; (2) material, such as centrally procured supplies acquired by an operating activity without reimbursement to the activity whose funds were used to procure the supplies; or (3) nonpersonal services and other resources, such as space rented by the General Services Administration and occupied without reimbursement by a defense activity.

UNFUNDED TRANSACTIONS. Unfunded transactions are those transactions that result in accounts receivable to an appropriation and subhead that did not result from reimbursable orders. (See Funded Transactions.)

UNIT IDENTIFICATION CODE (UIC). A five-character alphanumeric code used to identify organizational entities within the Department of the Navy (e.g., 00146 is Marine Corps Air Station, Cherry Point, North Carolina). The UIC of each operating budget holder is identified in the bureau control number block of the accounting classification code. UIC's are contained in chapter 5, volume 2 of the NAVCOMPT Manual.

UNIT OF ISSUE. A two-digit abbreviation of the standard item measurement as indicated in the applicable catalog or stock list (e.g., EA, LB, FT, etc).

UNOBLIGATED BALANCE. The difference between the amount authorized and the amount obligated.

WORK CENTER. A Work Center is a subdivision of a Suballotment Recipient. Typically, Work Centers refer to Assistant Chiefs of Staff within a U.S. Marine Corps Base or Major Commands within a MEF. These activities are held financially responsible as subordinate to superior. Legal responsibility is retained at the Suballotment Recipient level.

An example is the MEF commander passing funds to the Division, Wing, and FSSG commanders to operate their units.

WORK CENTER IDENTIFIER (WORK-CTR-ID). A 6-digit alphanumeric field that identifies a subdivision of a Suballotment Recipient from which funds are received.

WORK MEASUREMENT. The process of establishing performance standards (in terms of man-hours per work unit), comparing actual performance with standard, and initiating remedial action as appropriate when the two are not compatible.

WORK UNIT. Measures of output that express volume of work; conversely, man-hours and dollars are measures of input required to produce work units or perform work.

APPENDIX B

U.S. MARINE CORPS APPROPRIATIONS BY TREASURY SYMBOL

Treasury Symbol	Dept	Description	Type
0100	97	Operation & Maintenance, Defense Agency (USMC)	Annual
0131	97	Real Property Maintenance, Defense	Multiple Year
0300	97	Procurement, Defense Agency	Multiple Year
0350	97	National Guard and Reserve Equipment	Multiple Year
0400	97	Research, Development, Test & Evaluation Defense Agencies	Multiple Year
0450	97	Research, Development, Test & Evaluation, Pentagon	Multiple Year
0500	97	Energy Conservation Improvement Program	Multiple Year
0510	97	Base Closure	No Year
0819	97	Humanitarian Assistance, Avid Response	Multiple Year
0828	97	Environmental Economic Growth	Multiple Year
0839	97	Quality Of Life Enhancement	Multiple Year
1084	97	Military To Military Contact Program	Annual
1105	17	Military Personnel, Marine Corps	Annual
1106	17	Operation & Maintenance, Marine Corps	Annual
1107	17	Operations & Maintenance, Marine Corps Reserve	Annual
1108	17	Reserve Personnel, Marine Corps	Annual
1109	17	Procurement, Marine Corps	Multiple Year
1160	17	OMMC Support For Contingency Deployment (Pseudo)	No Year
1319	17	Research, Development, Test & Evaluation, Navy	Multiple Year
1508	17	Procurement of Ammunition	Multiple Year
1804	17	Operation & Maintenance, Navy	Annual

Treasury Symbol	Dept	Description	Type
2116	17	OMMC Emergency Supplemental Funding Y2K (Pseudo)	Multiple Year
2117	17	OMMCR Emergency Supplemental Base Operations (Pseudo)	Multiple Year
3131	97	Real Property Maintenance	Annual
4930	97	Defense Working Capital Fund	No Year
4965	97	Defense Emergency Response Fund	No Year
5095	17	Wildlife Conservation on Military Reservations, Navy	No Year
5188	97	Disposal of DoD Real Property	No Year
5189	97	Lease of DoD Real Property	No Year
7035	17	Family Housing Management Account, Defense	Annual
8242	97	Foreign Military Sales (Administrative Program)	No Year
8716	17	Gift Fund	No Year

NOTE: Dept 97 denotes OSD. Dept 17 denotes DON.

APPENDIX C

DOCUMENT TYPE CODES (DTC's)

DTC	DESCRIPTION
AB	REQUEST & VOUCHER FOR ADVANCE OF CIVILIAN PAY
AC	AWARD CONTRACT
AD	ADVICE OF PRICE REVISION
AF	ADVICE OF PROJECT FUNDS
AR	ADMINISTRATIVE SERVICE REQUEST
CB	COMMERCIAL BILLING OF LADING
CC	CREDIT CARD
CD	CONVERSION DATA
CM	REFERRAL FOR CIVILIAN MEDICAL CARE
CO	CONVERSION
CR	CLOTHING REQUISITIONS
CS	CIVILIAN PERMANENT CHANGE OF STATION
DU	DCERPS UNFUNDED COLLECTION
EE	VOUCHER EMERGENCY/EXTRAORDINARY EXPENSE EXPEND
ER	ANTICIPATED REIMBURSEABLE EARNED
FB	FRINGE BENEFIT RETIREMENT FOR EMPLOYEES UNDER THE TSP PROGRAM
FF	FRINGE BENEFIT FICA
FH	FRINGE BENEFIT HEALTH INSURANCE
FL	FRINGE BENEFIT LIFE INSURANCE
FM	FRINGE BENEFIT FOR TSP WAGE BOARD, CIVILIAN EMPLOYEES
FR	FRINGE BENEFIT RETIREMENT
FT	FRINGE BENEFIT MEDICARE
GB	US GOVERNMENT BILL OF LADING
GO	GOVERNMENT ORDERS
IT	INVITATIONAL TRAVEL ORDERS
LD	CIVILIAN LABOR DISTRIBUTION
LF	FOREIGN NATIONAL LABOR PAYMENT

DTC	DESCRIPTION
MA	MIPR, ACCEPTANCE OF
MC	RECEIPT FOR MISCELLANEOUS COLLECTIONS
MD	MISCELLANEOUS FINANCIAL DOCUMENTS
ME	MILITARY PERSONNEL EXPENSE
MO	MILITARY PAY OPEN ALLOTMENT
MP	MILITARY INTERDEPARTMENTAL PURCHASE REQUEST
MR	MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (FY00 AND PRIOR FY USE ONLY)
MS	PUBLIC VOUCHER FOR MEDICAL SERVICES
NC	NCERPS UNFUNDED COLLECTION
NM	MARINE CORPS PROCUREMENT REQUEST
OW	ORDER FOR WORK
PB	PRINTING & BINDING SERVICE REQUISITION
PC	REQUEST FOR PERSONNEL ACTION
PD	PROJECT DIRECTIVE-PART II
PI	PURCHASE ORDER/INVOICE VOUCHER
PO	WORK & SERVICE OF PROJECT ORDER
PP	REQUIRING MANAGER PROCUREMENT PLAN
PR	INDUSTRIAL PLANT EQIUPMENT REQUISITION
PT	PRINTING REQUISITIONS
PV	PV PURCHASES & SERVICE OTHER PERSONNEL
PW	NONDIRECT FUND PLANNING WORKSHEET
RC	REQUEST FOR CONTRACTUAL SERVICES
RE	ALLOCATION/REALLOCATION SCHEDULE
RP	NAVY REAL PROPERTY ACQUISITION
RQ	REQUISITION AND INVOICE SHIPPING DOCUMENT
RR	NC REPROGRAM RESTRICTION
RV	CLAIMS FOR REIMBURSMENT
RX	DIRECT CITATION
SA	SOLICITATION, OFFER & AWARD
SM	AMENDMENT OF SOLICIT/MODIFICATION CONTRACT
SR	SURVEY REQUEST

DTC	DESCRIPTION
SS	INTERSERVICE SUPPORT AGREEMENT
SU	ORDER FOR SUPPLIES OR SERVICES
SW	VOUCHER/SCHEDULE OF WITHDRAW/CREDITS
S7	SUB-SYSTEM 17
TA	VOUCHER FOR TR BETWEEN APPROPRATION/FUNDS
TO	TRAVEL ORDER REQUEST/AUTHORITY TDY TEMADD
TR	U.S. TRANSPORTATION REQUEST
TS	TRAVEL DISBURSEMENT - UDP (Do NOT USE -- USE DTC TO)
TV	TRAVEL ADVANCE - UDP [DO NOT USE--USE DTC TO]
VC	VOUCHER/CLAIM DEP TRAVEL/DLA/TRAILER
WA	REIMBURSABLE WORK AUTHORITY
WC	WORK CENTER RECIPIENT AUTHORITY
WR	FUNDED REIMBURSABLE WORK REQUEST ORDER
WS	PROJECT DIRECTIVE WORKSHEET REQUEST
WX	ECONOMIC ACT ORDER/DIRECT CITATION

APPENDIX D

OBJECT CLASS CODES (OC's)

OC	DESCRIPTION
110	CIVILIAN LABOR
111	FULL TIME PERMANENT
112	OTHER THAN FULL TIME PERMANENT
115	OTHER PERSONNEL COMPENSATION
117	MILITARY PERSONNEL
118	SPECIAL PERSONAL SERVICE PAYMENTS
120	FRINGE BENEFITS
121	CIVILIAN PERSONNEL BENEFITS
122	MILITARY PERSONNEL BENEFITS
130	BENEFITS FOR FORMER PERSONNEL
210	TRAVEL/TRANSPORT OF PERSONNEL
220	TRANSPORTATION OF THINGS
230	COMMUNICATIONS
231	RENTAL PAYMENTS TO GSA
232	RENTAL PAYMENTS TO OTHERS
233	COMMUNICATION UTILITIES & MISCELLANEOUS CHARGES
240	PRINTING AND REPRODUCTION
250	CONTRACTS AND OTHER SERVICES
260	SUPPLIES AND MATERIALS
310	EQUIPMENT
320	LAND AND STRUCTURES
330	INVESTMENTS AND LOANS
410	GRANTS, SUBSIDIARIES, & CONTRIBUTE
420	INSURANCE CLAIMS INDEMNITIES
430	INTEREST AND DIVIDENDS
440	REFUNDS
910	UNVOUCHERED
920	UNDISTRIBUTED

OC	DESCRIPTION
930	LIMITATION ON EXPENSES
999	TOTAL OBLIGATIONS

NOTE: When citing the OC as part of the LOA, the zero is placed in front (e.g., 210 becomes 021).

APPENDIX E

REIMBURSABLE SOURCE CODES (RSC's)

RSC	DESCRIPTION
A	FUNDED OFF BUDGET FEDERAL AGENCIES
B	UNFUNDED OFF BUDGET FEDERAL AGENCIES
C	UNDELIVERED TREASURY CHECKS
D	FUNDED MILITARY ASSISTANCE (MAE) AND INTERNATIONAL MILITARY EDUCATION AND TRAINING (IMET) TRANSACTIONS
E	FUNDED NON DEFENSE
F	UNFUNDED NON DEFENSE
M	FUNDED MARINE CORPS COMMUNITY SERVICE
1	FUNDED INTRA APPROPRIATION
2	UNFUNDED INTRA APPROPRIATION
3	FUNDED OTHER APPROPRIATION
4	UNFUNDED MILITARY ASSISTANCE (MAE) AND INTERNATIONAL MILITARY EDUCATION AND TRAINING (IMET) TRANSACTIONS
5	UNFUNDED OTHER APPROPRIATION
6	FUNDED NON FEDERAL SOURCES (PRIVATE PARTIES)
7	UNFUNDED NON FEDERAL SOURCES
8	FUNDED FOREIGN MILITARY SALE
9	UNFUNDED FOREIGN MILITARY SALE

APPENDIX F

TRANSACTION TYPE CODES (TTC's)

Listed below are some of the more commonly used TTC's.

TTC	Description
1D	Appropriation Purchases Account, formal departmental obligation (functional account in 52000 series).
1E	Appropriation Purchases Account, contract administered by a designated Naval Plant Representative Office (functional account in 52000 series).
1F	Appropriation Purchases Account, obligation not formal nor designated Naval Plant Representative Office (functional account in 52000 series).
1H	Plant property Account direct procurement, costing $100,000 or more, not formal departmental obligation (excluding plant property for delivery to a contractor's plant) (functional account in 41000 series except 41380 and 41480) (not applicable with the appropriation 17-1804 Operation and Maintenance, Navy, nor with the appropriation 17-1106, Operation and Maintenance, Marine Corps).
1I	Plant property Account direct procurement, costing $100,000 or more, not formal departmental obligation (excluding plant property for delivery to a contractor's plant) (functional account in 41000 series except 41380 and 41480) (not applicable with the appropriation 17-1804 nor with the appropriation 17-1106).
1J	Subsistence end-purchases, Navy general messes (functional account 73110, 73160, or 73170), Marine Corps general messes (functional account 73111 or 73112).
2A	Payments charged to suspense series functional accounts in 48200 series for accumulating constructional costs.
2B	End-use purchases, formal departmental obligation (including plant property for delivery to a contractor's plant but excluding other plant property account items).
2C	End-use purchases, contract administered by designated naval plant representative office, not for plant property account.
2D	Transactions not included in another transaction type code. Specifically: End-use charges which are not for subsistence for general messes nor for abstractable plant property account procurement (end-use charges for procurement of plant

property under the appropriation 17-1804 or under the appropriation 17-1106 are nonabstractable); End-use not formal departmental obligation nor naval representative office administered; Charges to allotments administered by the Naval Facilities Engineering Command activities under Air Force appropriations; Charges to navy deposit funds 17X6001, Proceeds of Sales of Lost, Abandoned, or Unclaimed Personal Property, Navy(T), subhead 2790; 17X6002, Personal Funds of Deceased, Mentally Incompetent, or Missing Personnel, Navy, subhead 2790; and Suspense, Navy; Charges to clearing account 17F3875, Budget Clearing Account (Suspense), Navy; Charges to appropriation 17-1405, Reserve Personnel, Navy; Repair to materials in stores not charged to the Navy Stock Fund nor code 2T; Plant Property for delivery to a contractor’s plant; All charges and credits to appropriation 17-11X8242, Advances, Foreign Military Sales, Executive (Transfers to Navy), except for progress payments and liquidations thereof; Charges and credits to Budget Clearing Account 17F3880, except for successor checks issued by disbursing officers code 1R.

2M Advances to Contractors (Marine Corps)

2N Advances to Grantees (Marine Corps)

2P Prepayments (Marine Corps)

2T Contract charges under other than local contracts for repair of Appropriation Purchases Account material including contractor inspection and testing.

1K Travel advances for Navy and Marine Corps civilian employees and military members and the reversal (liquidation) of travel orders.

1L Appropriation Purchases Account, formal departmental obligation under a successor appropriation (functional account in 52000 series).

1M Plant Property Account direct procurement formal departmental obligation under a successor appropriation (functional account in 41000 series except 41380, 41480, and 41990) excluding plant property for delivery to a contractor’s plant.

1N Appropriation Purchases Account, successor appropriation obligation other than formal departmental type and other than contracts administered by a designated naval plant representative office (functional account in 52000 series.

2E Payments chargeable to DoD Working Capital Industrial Fund made on-site for other than travel advances.

2F Payments chargeable to DoD Working Capital Industrial Fund made off-site for other than travel advances.

2I Payment chargeable to an Army, Air Force (except allotments administered by the Naval Facilities Engineering Command), or Coast Guard appropriation; a Navy deposit fund (except 17X6001, Proceeds of Sales of Lost, Abandoned, or Unclaimed Personal Property, Navy (T), subhead 2790; 17X6002, Personal Funds of Deceased, Mentally Incompetent, or Missing Personnel, Navy, subhead 2790; and Suspense, Navy); a collection creditable to a receipt account; refund vouchers which cite appropriation 17-1453, Military Personnel, Navy, and authorization accounting activity 22 that pertain to items of pay and allowances credited or charged to the Master Military Pay Account (MPA); or military payroll vouchers which cite 17-1453 or 17-1105, Military Personnel, Marine Corps, 17X8723, Ships Stores, Profit.

2J End-use purchases, successor appropriation (including plant property for delivery to a contractor’s plant but excluding other plant property account items).

2K End-use purchases, successor appropriation, not formal obligation and other than contracts administered by designated naval plant representative office (including plant property for delivery to a contractor’s plant but excluding other plant property account items) (Note: For all Army, Air Force, Coast Guard, and DD Code 3 successor appropriation transactions, code 2K will be used).

2R End-use charges, successor appropriation obligation under contracts administered by a designated naval plant property representative office.

2S Purchase of material or services to be used in direct support of reimbursable work when the performer is funded by O&MN, O&MMC or MILCON appropriations and the transaction is likely to be paid in one of the several foreign currencies subject to Foreign Currency Fluctuations, Defense (FCFD) and Foreign Currency Fluctuations, Construction, Defense (FCF,C,D) procedures (applied by certifying officer in accordance with NAVCOMPT letters NAFC-81 7600/18 of 19 October 1978,Subj: Procedures for Financial Administration of Gains and Losses Due to Foreign Exchange Rate Fluctuations and NAFC-616 7600/18 of 13 July 1987, Subj: Procedures for Financial Administration of Foreign Currency Fluctuations, Construction, Defense (FCF,C,D).

2X Foreign currency fluctuation gains or losses between the budget rate of exchange and rate of exchange paid for material or services ordered for use in the performance of

certain categories of reimbursable work or services (applied by register-preparing activity in accordance with NAVCOMPT letters NAFC-81 7600/18 of 19 October 1978, Subj: Procedures for Financial Administration of Gains and Losses Due to Foreign Exchange Rate Fluctuations and NAFC-616 7600/18 of 13 July 1987, Subj: Procedures for Financial Administration of Foreign Currency Fluctuations, Construction, Defense (FCF,C,D)).

2Z Payments under a successor appropriation for seasonal, retirement, and separation allowances for indirect and direct hire foreign nationals.

6W Contract progress payments chargeable to Navy or Marine Corps appropriations.

7Y Progress payments chargeable to Navy or Marine Corps appropriations for work performed by Navy or Marine Corps Industrial Fund Activities.

3A Reimbursement to DoD Working Capital Fund, functional accounts 98021, 98026, 98027, 98028, or 98029.

3B Reimbursement to a successor appropriation.

3C Reimbursements not covered by type code 3A, 3B, 3D, 3E, or 3F.

3D Reimbursements to DoD Working Capital Fund for sales of scrap, salvage, and surplus materials.

3E Reimbursement to DoD Working Capital Industrial Fund made on-site for other than liquidation of travel advances.

3F Reimbursements to DoD Working Capital Industrial Fund made off-site for other than liquidation of travel advances.

4A Registers: 5, 6, 15, 22, 33, 36, expenditure and refund adjustments; Listing of Expenditures/Collections (NAVCOMPT Form 634); Public Vouchers; Interdepartmental stock fund charges; Military pay (training and aircraft ferrying); Cross-disbursing, settled; Refunds; Adjustments, expenditures, and refunds.

4I Registers: 3 (reimbursements), 8 (reimbursements to Navy Stock Fund), 12 (reimbursements), 13, 14, 25 (reimbursements), 36 (reimbursement adjustments); Listing of Expenditures/Collections (NAVCOMPT Form 634) reimbursement adjustments and reimbursements.

4J Registers: 3, issues, current or expired appropriation), 6, summary credits to be billed or suspense appropriations (reversals of summary undistributed appropriation charges cited by billing office at time of billing, for use by Navy

regional finance centers, Navy Accounting and Finance Center, and Marine Corps Finance Center only), 7, current or expired appropriation, 8, issues current or expired appropriation, 9, summary undistributed interdepartmental stock fund appropriation charges cited by other DoD components (Navy Accounting and Finance Center use only) 12, summary charges to all billed or suspense appropriations, 21, cross-disbursing, unaudited, 25, expenditures, 54, MCASA issues; Listing of Expenditures/Collections (NAVCOMPT Form 634); MCSA issues, current or expired appropriation; Civilian payrolls, current or expired appropriation; NSA issues, current or expired appropriations.

5A Travel vouchers for TDY travel advances.

5B A final travel claim voucher on which TDY travel advance is liquidated; a final travel claim when no travel advance was made; Cash Collection Voucher (DD Form 1131) covering a collection from a traveler to complete liquidation of a TDY travel advance; Voucher for Disbursement and/or Collection (NAVCOMPT Form 2277) which liquidates TDY travel advances or adjusts checkage on member’s pay record.

5C Partial TDY travel claims (not final), which liquidate a travel, advance.

5D A final travel claim voucher which does not liquidate a TDY travel advance and NAVCOMPT Form 2277, which partially liquidates TDY travel advances.

5E Partial TDY travel claims (not final) when no advance was made.

APPENDIX G

FUND CODES

The following Fund Codes series are sequentially assigned by Treasury Symbols:

1. 97*4930 WORKING CAPITAL FUND
40 through 99
4A through 9Z

2. 17*1109 PROCUREMENT MARINE CORPS
A1 through H9
J0 through N9
P0 through W9
Y0 through Z9

3. 17*1508 PROCUREMENT OF AMMUNITION
A0

4. 17*1106 OPERATION AND MAINTENANCE MARINE CORPS
AA through EZ
HA through HZ
JA through LZ
PA through WZ
YA through ZZ

5. 17*1107 OPERATION AND MAINTENANCE MARINE CORPS RESERVE
FA through GZ

6. 17*1105 MILITARY PERSONNEL MARINE CORPS
MA through MZ

7. 17*1108 MILITARY PERSONNEL MARINE CORPS RESERVE
NA through NZ

8. VARIOUS, MISCELLANEOUS APPROPRIATION
XA 97*4930.NA4A
XB 97*0100.27B0
XC 97*0100.27H0
XD 97*0100.27J0
XE BILL VIA NONINTERFUND
XF 17*7035.2751
XP BILL VIA NONINTERFUND
XS 17*3885

* = FISCAL YEAR

APPENDIX H

FUNDING FUNCTION ASSIGNMENT TO TREASURY SYMBOL

TREASURY SYMBOL	FUNDING FUNCTION CONSTRUCTION
0100	SUBHEAD + 10
0131	SUBHEAD + BUDGET PROJECT
0300	SUBHEAD + BUDGET PROJECT
0350	SUBHEAD + BUDGET PROJECT
0400.45BA	PROJECT NUMBER
0400	SUBHEAD + BUDGET PROJECT
0450	SUBHEAD + BUDGET PROJECT
0500	SUBHEAD + BUDGET PROJECT
0510	SUBHEAD+ BUDGET PROJECT
0819	SUBHEAD + BUDGET PROJECT
0828	SUBHEAD + BUDGET PROJECT
0839	SUBHEAD + BUDGET PROJECT
1105	MILPAY LINE NUMBER (i.e., 01A0)
1106	NAVY AGSAG (i.e., 1A1A)
1107	NAVY AGSAG (i.e., 1A1A)
1108	MILPAY LINE NUMBER (i.e., 01A4)
1109	RESOURCE CATEGORY CODE (RCC)
1160	NAVY AGSAG (i.e., 1A1A)
1319	PROJECT NUMBER
1508	RESOURCE CATEGORY CODE (RCC)
1804	SUBHEAD
2116	NAVY AGSAG (i.e., 1A4A)
2117	NAVY AGSAG (i.e., 1A1A)
4930	W (WHOLESALE) OR R (RETAIL) + OPTAR + NAVY BUDGET PROJECT
4965	SUBHEAD + BUDGET PROJECT
5095	SUBHEAD + ALLOTMENT NUMBER
5188	SUBHEAD + BUDGET PROJECT

5189	SUBHEAD + BUDGET PROJECT
7035	BUDGET PROJECT
8242	SUBHEAD + BUDGET PROJECT
8716	SUBHEAD

APPENDIX I

U.S. MARINE CORPS SUPPLY SYSTEMS

This appendix summarizes the supply systems that are utilized within the U.S. Marine Corps.

STORES ACCOUNT SUBSYSTEM 07, DIRECT SUPPORT STOCK CONTROL (DSSC). Stores Account Subsystem 07, DSSC is a legacy inventory control system that was developed in the late 1960's by the USMC . It provides the USMC the ability to provide support to authorized base customers for low-cost, fast-moving commodity areas. Stores Account Subsystem 07, DSSC consist of two separate but related mechanized processes. One process provides support for stocked items and the other provides support for non-stocked items and abnormal demands. The Stores Account Subsystem 07, DSSC system automates the actions required to produce MILSTRIP and commercial requisitions and records the transactions on the appropriate database files. As material is received, receipt transactions are processed to DFAS. All sales are processed against Class I files to reduce assets both at the local level and DFAS. Customer funded requisitions are processed for non-stocked items to the source of supply with the Stores Account Subsystem 07, DSSC maintaining accountability until receipt of the material. Required output is produced to the customer as well as applicable fiscal processes for the obligation and liquidation of funds. Stores Account Subsystem 07, DSSC has recently been changed to ensure Y2K compliance and is in the process of being converted from Assembler (ALC) programming language to COBOL. Stores Account Subsystem 07, DSSC is scheduled to be replaced by a future version of ATLASS II+.

SUPPORTED ACTIVITIES SUPPLY SYSTEM (SASSY). SASSY is the Automated Information System (AIS) that supports the retail (intermediate and consumer) level of U.S. Marine Corps supply. SASSY provides the retail supply accounting functions, such as: stock replenishment, requirements determination, receipts, inventory, stock control, and asset visibility for all U.S. Marine Corps units. SASSY has automated retail level supply accounts throughout the U.S. Marine Corps (i.e., Operating Forces, USMCR, supporting establishment). This AIS has a direct impact on the combat readiness (i.e., material) of every unit in the U.S. Marine Corps. SASSY is fully deployable with FASC support. SASSY includes a PC-based AIS that is capable of providing short term deployment support for small units when operating independently from mainframe computer support. SASSY is essential to providing supply support for U.S. Marine Corps units.

No alternative AIS exists, and manual processing is not capable of adequately supporting the logistical requirements of the highly technical equipment found on today's battlefield. The U.S. Marine Corps is replacing SASSY with ATLASS II+.

MATERIAL RETURNS PROGRAM (MRP). A legacy system that was developed in late 1978 by the USMC. MRP provides the USMC the ability to offer excess inventory to wholesale managers.

ASSET TRACKING LOGISTIC AND SUPPLY SYSTEM (ATLASS). A deployable, microcomputer-based supply system that integrates the functionality of the Landing Force Asset Distribution System (LFADS) and the Personal Computer Support Activities Supply System (PC SASSY) to: provide the ability to control, distribute, and replenish equipment and supplies in assigned areas of operation; to receive supply support from; and to provide supply support to other services. ATLASS is scheduled to be replaced by ATLASS II+.

ASSET TRACKING LOGISTICS AND SUPPLY SYSTEM II+ (ATLASS II+). A deployable supply, maintenance, and materiel readiness AIS. ATLASS II+ was designed to replace the Supported Activities Supply System (SASSY), Asset Tracking Logistics and Supply System Phase I (ATLASS), and the Marine Corps Integrated Maintenance Management System (MIMMS). It is the migratory supply/maintenance system for the Marine Corps for both the consumer and intermediate levels of supply. It provides supply functions such as: stock replenishment, order management, requirements determination, property control, inventory, stock control, unit level fiscal accounting, and asset visibility for all U.S. Marine Corps units. It also provides maintenance functions such as: readiness, maintenance management, work order number management, and maintenance history of principle end items (PEI). It is compliant with the Defense Information Infrastructure Common Operating Environment (DII COE) in order to provide asset visibility and logistics posture to higher, adjacent, and supporting units thus providing greater situational awareness on the battlefield. ATLASS II+ provides Marine Forces units with a fully deployable-networked client/server system. Each Marine Expeditionary Force maintains its own server and is capable of storing up to 27 months of data.

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY (DoDAAD). A legacy system that was developed by the USMC. DoDAAD provides the USMC the ability to use Department of Defense Activity Address Codes (DoDAAC) for mail, freight delivery, and billing requirements. This AIS has a direct impact on the continued total support of every USMC unit.

INTEGRATED TECHNICAL ITEM MANAGEMENT AND PROCURMENT SYSTEM (ITIMP). The ITIMP System is a mainframe application. It provides semi-

automated purchase requests for commercial purchases for the U.S. Marine Corps managed items. The ITIMP System's purpose is to develop automated solicitation, award documents and modifications to commercial vendors on the basis of an authorized, funded purchase request, in conformity with rules of the Federal Acquisition Regulation and Defense Federal Acquisition Regulation. The system maintains previous procurement history for the items and other data necessary for the buyer to select bidders, evaluate responses, and process the award. It receives basic purchase requests in the form of computer-generated buy recommendations, manually originated buy recommendations, and buy notices for direct delivery. The ITIMP System receives purchase identifcation description and packaging requirements data.

STORES ACCOUNTING SUBSYSTEM (SS04). A senior legacy system developed in the late 1960's by the USMC, but owned by DFAS. Stores Accounting is an automated operation that records and accumulates all data required for financial analysis of inventory movement and the control and account for cash resources as well as financial inventory balances. This system receives inputs that affect the Navy Working Capital Fund and Marine Corps Appropriated Stores Account. Stores Accounting updates the master inventory and the Direct Support Stock Control records, computes the dollar value of the transactions, and updates the stores inventory balances.

ALLOTMENT ACCOUNTING SUBSYSTEM (SS17). A senior legacy system developed in the late 1960's by the USMC, but owned by DFAS. Allotment Accounting is a manual and mechanized system that records funding data from the time the Inventory Control Point (ICP) initiates a requisition until its funds are liquidated. This subsystem provides up-to-date information on funds allotted to the ICP on an accelerated basis, including the recording of necessary funding data from computer generated buy recommendations, manually generated buy recommendations, direct delivery buy notices, and MILSTRIP requisitions.

TRANSPORTATION MANAGEMENT SYSTEM (TMS). TMS consists of three modules:

a. Freight Module. The Freight Module supports the shipment functions of both Transportation Management Offices (TMO’s) and Installation Transportation Offices (ITO’s).

b. Voucher Certification Module. The Voucher Certification module is designed to facilitate the receipt and certification of all transportation vouchers relating to the movement of personal property, freight, and passengers in the U.S. Marine Corps. Vouchers are certified with electrconic signatures and passed to the disbursing module for payment by DFAS-KC.

c. Disbursing Module. The Disbursing Module is the final verification and payment process. The Disbursing Module is for vouchers certified and presented for payments to contractors and carriers for shipment of freight, personal property, passengers, do-it-yourself moves, and various miscellaneous payments relating to the transportation community. TMS is not a financial accounting system; however, appropriation data relating to the payment process is recorded for historical purposes. The system is designed to capture accounting data provided as reports to HQMC and the Military Traffic Management Command.

APPENDIX J

INFOPAC

A. INTRODUCTION. INFOPAC was designed to facilitate electronic viewing of reports, as well as provide an instrument for producing the reports on paper. INFOPAC provides the user an opportunity to review and determine exactly what printed output, if any, is needed. By providing the opportunity to select exactly what report is required on paper, production cost decreases as unwanted reports are eliminated from print. INFOPAC also provides methods of manipulation that allows the user to organize the reports based on their requirements. The list of reports available to the user depends on the access profiles attached to the users ACID. INFOPAC can be accessed through the mainframe computer. Reports are loaded to INFOPAC after each cycle and can be requested by the customer between cycles.

B. INFOPAC ON-LINE VIEWING COMMANDS AND PF KEYS. The following describes the function keys and commands available to the user:

KEY	COMMAND	FUNCTION
PF1	**H**elp	Provides information on using INFOPAC. Press <ENTER> to view additional screens, or PF3 to exit.
PF2	**PR**int	Displays the printing menu for printing specified pages of a report.
PF3	**END**	Returns you to the previous viewing menu.
PF4	**ME**nu	Returns you to the viewing menu.
-	**F**ind (text)	Searches forward for up to 28 characters of text. If you type **F 'xyz'** on the command line the program searches for the characters xyz. If you want to search for more than one word, enclose the text in single quotes: F ‘Admin Ops’.
PF5	**RF**ind	Repeats the find command and searches forward for text previously specified with a Find command.
-	**LO**cate	Goes directly to a report section. (Report section must have hierarchy codes name defined.)

KEY	COMMAND	FUNCTION
-	**SCROLL**	You may change the vertical scroll unit field in the SCROLL field from SCREEN (default) to PAGE or LINE by placing the cursor in the field and typing **P**, **L**, or **S**.
PF7	**U**p (numbers)	Scrolls up in unit specified in the SCROLL field (page, line, screen) by the number specified on the command line. If the command line entry is omitted, scrolls up one scroll unit. Example: if the SCROLL field is set to PAGE (PF7) scrolls up a page; if the command line has a 3, (PF7) scrolls up three pages.
PF8	**D**own (numbers)	Works the same as Up (PF7) but scrolls down instead.
PF10	**Le**ft (numbers)	Scrolls the page horizontally to the left by the number of columns placed on the command line. If the command line is omitted, scrolls one half-screen width.
PF11	**Ri**ght (numbers)	Scrolls the page horizontally to the right by one half-screen or by number specified on command line.
-	**TOP**	Takes you to the top of the report.
-	**BOT**tom	Takes you to the end of the report.
-	**SC**ale	Displays a row and column grid on the report so you can identify row and column numbers for Freeze or View. Cancel Scale by typing **SC OFF** on the command line.
-	**Fr**eeze **R**(xx-yy) **C**(xx-yy)	Lets you specify rows or columns to remain displayed while scrolling. It allows you to keep column headers and row labels on the screen while you move around on the page. Examples: **FR R3** freezes the third line on the screen; **FR C1-20** freezes columns 1 through 20. You can specify both row and column ranges in the same command, for example **FR R3-6 C1-30**. Display current **FR**eeze settings with **FR** and enter. Cancel **FR**eeze with **FR OFF**.

KEY	COMMAND	FUNCTION
-	**V**iew (column number)	Specifies columns to "cut and paste" to alter the display of a report. To view columns 1-10, 50-75, 20-35, enter **V 1-10 50-75 20-35**. This moves columns 50-75 and displays them after columns 1-10 and before 20-35. Display current view settings with **V** and enter. Cancel View with **V OFF** on the command line. If you print with a view on, the report prints as formatted by the view.
PF12	**Q**uit	Exits completely from INFOPAC.

C. INFOPAC LOGON PROCEDURES. The following steps are required to logon, retrieve reports, manipulate the selected reports, produce the reports on paper, and logoff (quit):

STEP	ACTION
1	THE FIRST SCREEN IS THE MARINE CORPS DATA NETWORK SCREEN. CHOOSE THE DOMAIN WHERE YOUR REPORTS ARE LOCATED.
2	THE SECOND SCREEN IS THE CICS/VS SIGNON SCREEN. TO ACCESS CICS, ENTER YOUR **USER ID**, PRESS **<TAB>**, ENTER YOUR **PASSWORD** AND PRESS **<ENTER>**.
3	THE FOURTH SCREEN IS THE MQG APPLICATIONS MENU. AT THIS SCREEN SELECT THE NUMERIC OPTION IDENTIFIED FOR INFOPAC RDS.
4	THE ***INFOPAC-RDS*** VIEWING MENU WILL APPEAR. IF THE REPORT ID, VERSION, AND SECTION ARE KNOWN, THE INFORMATION WILL BE INSERTED IN THE APPROPRIATE FIELDS. ELSE **<TAB>** DOWN TO DISPLAY LIST OF REPORTS AND TYPE A **Y**. REPEAT THE AFOREMENTIONED PROCESS AT THE DISPLAY LIST OF VERSIONS, AND DISPLAY SECTION INDEX FIELDS. PRESS **<ENTER>**.
5	A LIST OF *** ARCHIVED REPORTS *** WILL APPEAR. AT THIS SCREEN **ARROW DOWN** TO THE SELECTED REPORT NAME, TYPE ANY ALPHA CHARACTER AND PRESS **<ENTER>**.
6	THE *** ARCHIVED REPORT VERSIONS *** SCREEN WILL NOW APPEAR. IF THE REPORT THAT YOU REQUIRE HAS NOT BEEN RECENTLY REQUESTED, THE STATUS WILL REFLECT, "MUST BE RECALLED" BECAUSE THE REPORT HAS BEEN ARCHIVED. IF THE REPORT GENERATION IS CURRENT OR IF THE REPORT HAS BEEN RECENTLY REQUESTED THE STATUS WILL REFLECT "AVAILABLE". DETERMINE THE REPORT DATE THAT IS DESIRED, **ARROW DOWN** TO THE SELECTED REPORT, TYPE AN **X**, AND PRESS **<ENTER>**. IF THE

STEP	ACTION
	STATUS OF THE REPORT WAS “MUST BE RECALLED” A MESSAGE WILL APPEAR IN THE TOP RIGHT OF THE SCREEN. THE MESSAGE “RECALL REQUEST ISSUED. TRY LATER.” WILL APPEAR INDICATING THAT THE PROGRAM IS IN THE PROCESS OF UN-ARCHIVING AND RETRIEVING THE REPORT. UPON RECEIPT OF THAT MESSAGE YOU WILL HAVE TO WAIT UNTIL THE RETRIEVAL PROCESS IS ACCOMPLISHED.
7	ONCE THE REPORT IS AVAILABLE, **ARROW DOWN** TO THE AVAILABLE REPORT, TYPE ANY ALPHA CHARACTER, AND PRESS **<ENTER>**.
8	THE *** REPORT SECTION INDEX *** WILL NOW APPEAR. THE REPORT SECTION IDENTIFICATION WILL BE SORTED AND DISPLAYED BY CATALOG NUMBER AND THE ESTABLISHED HIERARCHICAL CODE (I.E. MAC). **ARROW DOWN** TO THE SECTION OF THE REPORT YOU DESIRE, TYPE AN **X**, AND PRESS **<ENTER>**.
9	PERFORM THE REQUIRED MANIPULATION OPTIONS BY UTILIZING THE PF KEYS OR BY TYPING THE ASSOCIATED COMMANDS ON THE COMMAND LINE.
10	WHEN PRINTING THE REPORT, TYPE **Q** OR PRESS THE **PF2** KEY. NEXT THE *** PRINTING MENU *** SCREEN WILL APPEAR. YOU MUST INDICATE THE PAGE NUMBERS YOU DESIRE, OR LEAVE THE PAGE RANGE “000001 TO PAGE: 999999” WHICH WILL PRINT THE ENTIRE REPORT FOR THE SECTIONS INDICATED ABOVE. CHANGE THE “B” IN THE PRINTER FIELD TO **O** (ONLINE), TYPE IN THE **PRINTER ID NUMBER** WHERE YOU WOULD LIKE THE PRINT TO BE ROUTED, AND PRESS **<ENTER>**.
11	LOGOFF INFOPAC BY TYPING **Q** OR BY PRESSING THE **PF12** KEY.
12	TYPE **EXIT** AT THE CICS MENU SELECTION SCREEN.

D. INFOPAC COMMAND AND PF KEY TEMPLATE.

PF1	PF2	PF3	PF4	PF5	PF7	PF8	PF10	PF11	PF12
Help	**PR**int	**END**	**ME**nu	**RF**ind	**U**p	**D**own	**LE**ft	**RI**ght	**Q**uit

Find Find text: use single quotes if needed, example: F ‘admin ops’
Locate Goes directly to a report section. Report must have hierarchy codes defined.
TOP Takes you to the top of the report.
BOTtom Takes you to the bottom of the report.
Scale To display or hide the row/column grid.

Freeze Freeze row labels (Rxx-yy) / columns (Cxx-yy) while moving around a page.
View To rearrange the columns in a report.

E. Numerous management reports are available through INFOPAC including the Data Dictionary GF71UAAA, which provides descriptions of appropriations, subheads, fund codes, activity groups, sub activity groups, cost account codes and other important fiscal codes.

APPENDIX K

ACCOUNTING SYSTEM GENERATED REPORTS

The accounting system reports listed below are used to reconcile, balance, and report budget execution.

1. MATERIAL AND SERVICES

SABRS1	SABRS3	Description
M118	DFBR016	NEGATIVE UNLIQUIDATED OBLIGATION REPORT (WEEKLY & MONTHLY)
M150	DFBR008/PRTM150	UNLIQUIDATED ORDER STATUS REPORT (WEEKLY & MONTHLY)
M207	DFBR017	DAILY TRANSACTION JOURNAL (DAILY)
M212	DFBR017	DAILY TRANSACTION JOURNAL (DAILY)
M258	DFBR017	DAILY TRANSACTION JOURNAL (DAILY)
M275	DFBR017/PRTDTR1	DAILY TRANSACTION REPORT BY WCI/BEA (DAILY)
	PRTDTR3	RA DAILY TRANSACTION REPORT BY WCI/BEA (DAILY)

2. TRAVEL

SABRS1	SABRS3	Description
T147	PRTT147	UNLIQUIDATED TRAVEL ORDERS STATUS REPORT (WEEKLY)
T149	DFBR005A	OUTSTANDING TRVL ORDER BY AGE CATEGORY (DAILY)
T184	DFBR005A	OUTSTANDING TRVL ORDER BY AGE CATEGORY (DAILY)
T231	DFBR005B	OUTSTANDING TRVL ADVANCE BY AGE CATEGORY (DAILY)
T267	G714AF40	GFSPT267 TRAVEL ORDER NUMBER REPORT (DAILY)

3. REIMBURSABLE

SABRS1	SABRS3	Description
RR1	G717AG20	AS REQUEST REPORT (NOT PRESENTLY PART OF ANY SABRS3 CYCLE)
RR2A	GFSPRR2A	REIMBURSABLE SOURCE CODE SUMMARY REPORT (MONTHLY)
RR5	GFSPRR5	REIMBURSABLE ORDER REPORT FOR CURRENT CYCLE (DAILY)
RR7	GFSPRR7	CUSTOMER ANALYSIS REPORT (MONTHLY)
RR9	GFSPRR9	NAVCOMPT FORM 2193
XR3A	GFSXR3A	REIM ACTUAL WORK UNIT RPT TOTAL ON SUBHEAD

4. BUDGET EXECUTION (Currently under development)

5. LABOR

SABRS1	SABRS3	Description
L112	GFDL112	RECAP DAILY DISTRIBUTED LABOR REPORT (DAILY)
	GFBL112	RECAP DAILY DISTRIBUTED LABOR REPORT (BI-WEEKLY)
L501	GFDL501A	ONLINE ADJUSTMENTS RECAP (DAILY)
	GFDL501B	ONLINE ADJUSTMENTS RECAP ERROR REPORT (DAILY)
	GFBL501A	ONLINE ADJUSTMENTS RECAP (BI-WEEKLY)
	GFBL501B	ONLINE ADJUSTMENTS RECAP ERROR REPORT (BI-WEEKLY)
L509	GFDL508	PAY PERIOD TO DATE DISTRIBUTION LABOR REPORT (WEEKLY)
	GFBL508	PAY PERIOD TO DATE DISTRIBUTION LABOR (BI-WEEKLY)
	G715AC20	PAY PERIOD TO DATE DISTRIBUTION LABOR (AS REQUESTED)

SABRS1	SABRS3	Description
L123	G715AL10	LABOR PERSONNEL FILE REPORT (BI-WEEKLY)
L124	GFBL124	LABOR EXCEPTION ERROR REPORT (BI_WEEKLY)
L140	G715BIL0	NAVCOMPT 2051 REPORT (BI-WEEKLY)
L150	GFSL150	GROSS PAY/RECONCILIATION PAYROLL (BI-WEEKLY)

6. EXPENDITURES AND COLLECTIONS

SABRS1	SABRS3	Description
E120	DFRB010	DNR UNMATCHED REPORT (DAILY)
	DFRB009	CRITICAL UNMATCHED DNR REPORT (DAILY)
	DFRB010A	DNR UNMAT TRANS ADDED SINCE LAST RPT (DAILY)
	DFRB011	DNR UNMAT TRANS DROP SINCE LAST CYCLE (DAILY)
	DFRB012	DNR ERROR REPORT (DAILY)
	DFRB013	DNR UNMAT TRANS DROP SINCE LAST CYCLE (DAILY)
E240	DFBR009	IDB UNMATCHED/REJECTED DISBURSEMENTS (DAILY)
	GMUMPRPT	IDB UNMATCHED DISBURSEMENT REPORT
	GMUMP250	IDB UNMATCHED DISBURSEMENT LE 250

APPENDIX L

UNFUNDED REIMBURSABLE PROGRAMS

Unfunded reimbursable transactions are not supported by a specific order. Automatic increases to operating budgets are not authorized for unfunded reimbursable work performed unless specifically provided in the fund authorization. The following excerpts from the Financial Management of Unfunded Reimbursable Programs Manual (MCO 7301.116) are some of the specific unfunded programs executed at the field level.

GUIDANCE FOR AGRICULTURAL OUTLEASING

1. Authority. Pursuant to authority contained in Section 803 of Public Law 97-321, which amended 10 United States Code (USC) 2667(d), rental fees received by the United States directly from leases of agricultural or grazing land under the control of the Secretary of a military department may be retained and spent by the Secretary concerned. Amounts collected are to be used to cover administrative expenses of leasing and to cover the financing of management programs for multiple land use at installations under the jurisdiction of the Secretary concerned. The Commander, Navy Facilities Engineering Command (NAVFAC) is authorized to take all necessary action to grant, administer, and terminate leases under the conditions prescribed by the Secretary of the Navy, subject to the approval of the activity commander. By memorandum of agreement between the Commandant of the Marine Corps (CMC) and NAVFAC, the U.S. Marine Corps assumed direct responsibility for administration and management of the U.S. Marine Corps agricultural out leasing program. The CMC and NAVFAC, together with Navy and Marine Corps installations, cooperate in programs of multiple land use management to optimize utilization and protection of real property and natural resources consistent with the military mission.

2. Definitions.

a. Agricultural Out leasing. Agricultural out leasing is the use of DoD lands under a lease to an agency, organization, or person for the purpose of growing crops or grazing domesticated animals. DoD Instruction (DoDI) 4751.3 prescribes policy for integrated programs for multiple-use management of renewable resources on DoD lands consistent with military missions. It further directs that monetary proceeds from agricultural and grazing out leases may be used to fund plans, projects, administrative costs, and multiple land use management programs in accordance with 10 USC 2667(d), as amended by Section 803

of Public Law 97-321. MCO P5090.2 provides Marine Corps guidance on approved programs. The CMC, Logistics, Facilities, and Services Division – Land Use (LFL), is responsible for initiating actions necessary to establish separate obligation authority for unfunded reimbursable programs for the Marine Corps portion of the Department of the Navy agricultural out leasing program. Approved unfunded obligation authority will be used to fund plans, projects, and administrative expenses of leasing U.S. Marine Corps installation lands.

3. Accountability for Proceeds.

a. Budgeting.

1. Total anticipated reimbursements from leasing of agricultural and grazing lands will be executed on an unfunded reimbursable basis. Obligational authority to execute a planned program of expenses, including the cost of any equipment, for leasing agricultural and grazing lands must be coordinated per MCO P5090.2 with the program sponsor, CMC (LFL), to ensure unfunded reimbursable authority is approved through the budget process.

2. Funding needed at the installation level for the approved agricultural out leasing program will be included as unfunded reimbursable authority in the Operation and Maintenance, Marine Corps Operating Budgets issued by CMC, Fiscal Division, Program Resource Budget Operations Branch (RFO). Amounts authorized will be footnoted on the Operating Budget as "not available for any other purpose." Expenses related to NAVFAC Engineering Field Divisions (EFD’s) for administering U.S. Marine Corps agricultural out leases will be budgeted and administered by CMC (LFL).

b. Collections.

1. All collections received for the out lease of agricultural and grazing lands are deposited by Naval Facilities Engineering Field Division (NAVFAC EFD) who also performs real estate contract execution, contract negotiations, and administration, appraisals and cadastral support, to Budget Clearing Account (Suspense Account, Navy) 17F3875.27AG. The unique subhead permits aggregation of collections for agricultural and grazing leases from other collections recorded in this account. All collections are processed by NAVFAC EFD’s and copies of collections are forwarded to the Defense Finance & Accounting Service, Cleveland (DFAS-CL) on the Voucher for Disbursement and/or Collection (Standard Form (SF) 1080). The collection voucher will reflect in the description column the purpose funds were received:

"Monies received from lease of agricultural lands." Funds will be credited for receipt to the following accounting classification data:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC
17F3875.27AG	007	UIC of Activity Leasing Land	067443	3C	000000	1/

NOTE: 1/ Cost Code(CC) - Position 1 will reflect an alpha user code for the EFD administering the lease; positions 2 to 6 will contain the UIC of the applicable installation; position 7 will be zero; and positions 8 to 12 will reflect functional account number 98004.

c. Accounting.

1. All expenses related to the agricultural out lease program incurred against the Operation and Maintenance, Marine Corps appropriation at U.S. Marine Corps installations will be accumulated and reported in the accounting system under Reimbursable Order Number (RON) “AGR.”

2. The following customer Line of Appropriation (LOA) will be charged:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC
17F3875.27AG	000	UIC of Activity Leasing Land	067443	2D	000000	000000098004

Activity Group/Subactivity Group (AG/SAG) code "BA/B8" and cost account code B8A0 has been established for accumulating and reporting expenses related to the Agricultural Outleasing Program. Military personnel costs should be collected, if applicable, but are not reimbursable.

3. Bills are generated based on the accrued expenses recorded in the accounting system. Reimbursements will be made from proceeds deposited in account 17F3875.27AG and credited to the Operation and Maintenance, Marine Corps appropriation at the field installation level. Reimbursement in excess of the approved program is not authorized and in no case will reimbursement exceed amounts deposited to account 17F3875.27AG.

4. Accumulation of funds collected in 17F3875.27AG will not be affected by fiscal year. Proceeds acquired during one fiscal year

may be carried forward and merged with proceeds of a subsequent fiscal year.

GUIDANCE FOR RECYCLABLE MATERIAL

1. Authority. Title 10 U.S. Code 2577 provides that expenses incurred for operations, maintenance, and overhead in processing recyclable materials at an installation (including the cost of any equipment purchased for recycling purposes) be reimbursed from proceeds from the sale of recyclable materials. The purpose of recycling programs is to provide an economic incentive to encourage recycling of waste materials, which had previously been discarded. In cases where in-house recycling is not feasible, the waste material may be sold through the Defense Property Disposal Office with a return of 100 percent of the sale proceeds to the installation. Accumulation of proceeds from sales of recycling materials is authorized only for installations with qualifying recycling programs. Qualifying recycling programs are organized operations that divert or recover scrap or waste from waste streams, as well as efforts to identify, segregate, and maintain or enhance the marketability of waste materials. Qualified recycling programs are approved by the program sponsor for Recyclable Material Programs, CMC, Logistics, Facilities Services Division, Logistic Facilities Branch (LFF), in accordance with DoDI 7310.1 and MCO P5090.2.

2. Definitions.

a. Recyclable Materials. Recyclable materials can include, but are not limited to: high-quality paper and paper products; mixed paper; newspaper; cardboard; plastic; metal cans; glass; and used oil. Hazardous waste, batteries, and tires are not considered recyclable materials. In addition, scrap (including ferrous and non-ferrous scrap) and firing range expended brass and mixed metals gleaned from firing range cleanup that do not require demilitarization may be included in a qualified recycling program.

b. Excluded Materials. Excluded prohibited materials may not be sold through a qualified recycling program, and the proceeds from their sale shall not be returned to a qualified recycling program. Excluded items in USC 2577 and 32 Code of Federal Regulation (CFR) 172 include, but are not limited to:

1. Government-furnished material;
2. Precious metal bearing scrap;
3. Hazardous waste (including household hazardous waste);
4. Ozone depleting substances;

5. Electrical components;
6. Unopened containers of solvents, paints or oil;
7. Fuels;
8. Material that can be sold (as is) as a usable item;
9. Repairable items that may be used again for their original purposes or functions (e.g., used vehicles, vehicle or machine parts, etc.);
10. Ships, aircraft, weapons, and other material required to be demilitarized or mutilated, and scrap resulting from demilitarization;
11. All Munitions List Items (MLI) and Strategic List Items (SLI) as defined in DoD 4160.21-M-1, except firing range expended brass and mixed metals gleaned from firing range cleanup;
12. Types of surplus personal property whose sales proceeds must be deposited to accounts other than a qualified recycling program per 32 CFR 172, Appendix B.

    a. Scrap generated from Defense Working Capital Fund (DWCF) activities;
    b. Usable personal property purchased by DWCF activities;
    c. Property purchased with commissary surcharge funds;
    d. Automatic data processing equipment owned by the General Services Administration;
    e. Property purchased for the Military Assistance Program or purchased with Foreign Military Sales Administrative funds;
    f. Coast Guard property;
    g. Property owned by non-appropriated fund activities;
    h. Lost, abandoned, or unclaimed privately owned personal property;
    i. Property owned by a country or international organization;
    j. Bones, fats, and meat trimmings generated by a commissary.

c. Other Qualified Recycling Program Materials. Materials that fit neither the definition of recyclable materials nor the definition of excluded materials are classified as other qualified recycling program materials.

d. Net Proceeds. An installation's proceeds from the sale of recyclable materials, less expenses attributable to processing recyclable materials at the installation, including the cost of any expense equipment purchased for recycling purposes.

3. Accountability for Proceeds.

a. Budgeting.

1. The Secretary of each Military Department shall establish qualified recycling programs. The total amount of the installation's anticipated recycling program will be executed on an unfunded reimbursable basis and must be coordinated with the program sponsor, CMC (LFF), to obtain unfunded reimbursable authority per MCO P5090.2. The unfunded reimbursable authority requested will include:

- Estimated collections plus any previous fiscal year carryovers.
- The amount required for processing recyclable materials, installation level costs (equipment acquisition costs, direct labor, transportation, and indirect costs.)
- After reimbursement of installation costs, commanders may use up to 50 percent of remaining sale proceeds for pollution abatement, energy conservation, and occupational safety and health activities. A minor construction project may not exceed 50 percent of the maximum amount established by law for a minor construction project. Any proceeds remaining after the aforementioned projects may be transferred to installation morale or welfare activities (up to 50 percent). The estimated costs of each of these projects are to be included in the budget estimate.

2. The Operating Budget authorization issued to the installation will contain an amount for unfunded reimbursable authority for the approved recycling program based on estimated collections plus any previous fiscal year carryover. Such authorizations will be footnoted on the Operating Budget as being "available for Recyclable Material Program expenses subject to collection of proceeds from recyclable material sales."

b. Collections.

1. Proceeds from sales of recyclable material will be deposited to Budget Clearing Account, Suspense (17F3875.27RM). Balances remaining in excess of $2 million, per installation, at fiscal year-end will be deposited in the U.S. Treasury as Miscellaneous Receipts, 17R3210. The unique subhead permits segregation of these proceeds within this account to ensure proper accounting relative to amounts collected and their disposition.

2. Proceed checks deposited by the Defense Reutilization and Marketing Office (DRMO) are either sent directly to the command or are made with the local comptroller activity. The comptroller activities are responsible for providing to the Authorized Accounting Activity (AAA) an advance copy of the cash collection voucher for sales proceeds deposited for the installation generating recyclable material.

3. All collection vouchers and turn-in documents must contain the following accounting classification data for proper accountability of sales proceeds:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC
17F3875.27RM	007	UIC of Activity Generating Proceeds	067443	3C	000000	

NOTE: The appropriate AAA authorized to account for funds should be used: 067443;DFAS-KC, 000318;DFAS-CL, OPLOC Hawaii, 067400;MCB, Camp Butler, Okinawa, Japan, and 067004;DFAS-KC, MCLB, Albany/Barstow.

c. Accounting.

1. Obligations to the reimbursable account may be created only to the extent of cumulative amounts collected and recorded from comptroller activity and locally processed collection vouchers that are within total unfunded reimbursable authority provided in the installation's Operating Budget authorization. If insufficient proceeds are available to cover recycling program expenses, the program expenses in excess of reimbursable obligation authority must be covered from other installation Operating Support authorizations. An evaluation will be made to determine if the recycling program provides a net financial benefit to the installation in accordance with MCO P5090.2 and adjustments to the program will be made as necessary.

2. The accumulation of collections in 17F3875.27RM is not affected by fiscal year end; therefore, proceeds acquired during one fiscal year may be carried forward and merged with those of a subsequent fiscal year, not to exceed $2 million per installation. Reimbursements to the operation and maintenance account to cover expenses of the recycling program will be made from 17F3875.27RM based on quarterly bills from the installation.

3. Net proceeds, not to exceed 50 percent, from sales of recyclable material after reimbursement of expenses incurred in

operation of recyclable programs may be used to reimburse costs of projects and activities.

4. All remaining balances of net proceeds after reimbursement of costs identified above may be used to support local non-appropriated fund (NAF) morale, welfare, and recreation (MWR) activities. Alternatively, all of the remaining balance of net proceeds after reimbursement of operating and maintenance costs may be transferred to installation MWR activities. Funds transferred to NAF MWR activities are not considered appropriated support to non-appropriated instrumentalities and should be reported in the accounting records as expenses for the Recyclable Material Program.

5. Public health and environmental activity expenses, including net recyclable proceeds transferred to NAF welfare and recreation activities, will be accumulated and reported in the accounting system under the RON “RMS” for unfunded reimbursable authority related to welfare and recreation activities and "RMD" for unfunded authority related to direct recyclable programs. The following reimbursable customer LOA will be charged:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC
17F3875.27RM	000	UIC of Activity Generating Proceeds	067443	2D	000000	000000098004

NOTE: The appropriate AAA should be used: 067443;DFAS-KC, 000318;DFAS-CL, OPLOC Hawaii, 067400;MCB, Camp Butler, Okinawa, Japan, and 067004;DFAS-KC, MCLB, Albany/Barstow.

Activity Group/Subactivity Group (AG/SAG) code "BA/B7" and cost account codes B7A0, B7B0, and 99J0 have been established for reporting expenses related to the Recyclable Material Program. Military personnel costs should be collected, if applicable, but are not reimbursable. Costs incurred in support or transfer to NAF MWR activities will be accumulated and reported under cost account 99J0.

6. Bills are generated based on the accrued expenses recorded in the accounting system. Reimbursement will be made from proceeds deposited in account 17F3875.27RM and will be credited to the Operation and Maintenance, Marine Corps appropriation at installation level. Reimbursement in excess of the approved program is not authorized and will in no case exceed the amount of collections recorded.

7. Authority and acquisition of investment property under the Procurement, Marine Corps appropriation will be the responsibility of CMC (LFF).

LUMBER AND TIMBER PROGRAM

1. Authority. Title 10 U.S. Code 2665, as amended, provides that operation and maintenance expenses incurred during the fiscal year in the production and sale of forest products may be reimbursed from forest product sales proceeds generated during the same fiscal year. The Lumber and Timber Program covers forest products production and sales program on military installations in the United States. The DoD DODFMR Volume 11A, chapter 16 provides for reimbursement of DoD appropriations incurring obligations for the production and sale of forest products from collections made as a result of the sale of such products. The HQMC sponsor for this program is CMC, Logistics, Facilities, and Services Division – Land Use (LFL).

2. Definitions.

a. Forest Management. An integrated program for managing forested areas for the commercial production and sale of forest products, including timber management, forest administration, timber sales, reforestation, timber stand improvement, timber access road construction and maintenance, forest protection, and other directly related functions; and for maintaining the health and vigor on non-commercial forest ecosystems.

b. Entitlements. Forty percent of installation net proceeds distributed to the state that includes a military installation or facility from which forest products were sold during a fiscal year (applies to forest products sold after September 30, 1984).

c. Net Proceeds. An installation's proceeds from the sale of forest products less the amount reimbursed to the installation for program costs incurred by the installation. Program costs shall include obligations for current operating expenses and for the purchases of capital equipment required to operate the program.

d. Surplus Funds. Surplus funds are sales proceeds remaining after reimbursements to the installations and to the states.

e. Reserve Funds. The DoD Reserve Account (21X5285) is maintained by the Department of the Army and is used for improvement of forest lands; for unanticipated contingencies in the administration of forest lands and the production of forest products for which other

sources of funds are not available in a timely manner to the extent that collections from the sale of forest products are inadequate to cover expenses; and natural resources management that implements approved plans and agreements such as wildlife conservation.

3. Accountability for Proceeds.

a. Budgeting. The program sponsor CMC (LFL) will prepare annual forestry program budgets for each coming fiscal year. The budgets should include anticipated sales revenue, program obligations, states' entitlements, equipment acquisition costs, unfinanced requirements, and transfers. Unfunded reimbursable authority will be included in the Operation and Maintenance Operating Budget issued by CMC, Program Resources Budget Operation Branch (RFO) and footnoted as "not being available for any other purpose".

b. Collections. Proceeds from sales of forest products production and sales program will be deposited to the Treasury General Fund Receipt Account 17F3875.27FY, "Budget Clearing Account (Suspense)." The portion of the proceeds that is to be used to finance reimbursable expenses shall be transferred by CMC, Program Resource Liaison & Technical Service (RFL) to the installations' Operation and Maintenance, Marine Corps, or Headquarters Procurement appropriation in accordance with the annual approved budget. Proceeds will be turned over to the local disbursing officer for deposit and will be supported by an original and three copies of the cash collection voucher (Standard Form (SF) 1080). The collection voucher will be dated for the date proceeds are received and reflect in the description column the purpose funds were received; i.e., "Proceeds from forest products production and sales." The collection voucher will contain the following accounting classification data:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC
17F3875.27**	007	UIC of Activity Generating Proceeds	067443	3C	000000	

NOTE: "**" denotes the last two positions of the fiscal year.

NOTE: The appropriate AAA should be used: 067443 for DFAS-KC or 067004 for MCLB, Albany.

For each installation generating forest product sales, records will be kept to show sales proceeds generated by fiscal year for determining payments to states as required by 10 USC 2665.

A copy of the collection vouchers and a quarterly reconciliation for each activity will be forwarded from HQMC-LFL to DFAS-KC, Field Accounting Division, Reports and Analysis Branch (ALR).

c. Accounting.

1. All expenses related to the lumber and timber program incurred against the Operation and Maintenance, Marine Corps funds of the activity concerned, will be accumulated and reported in the accounting system under RON “FTP.” The following customer LOA will be charged:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC
17F3875.27**	000	UIC of Activity Disbursing Funds	067443	2D	000000	000002798004

NOTE: “**” denotes the last two positions of the fiscal year.

NOTE: The appropriate AAA should be used: 067443 for DFAS-KC or 067004 for MCLB Albany.

Activity Group/Subactivity Group "BA/B9" has been established for reporting Lumber and Timber expenses under cost account codes 3B10 through 3B70. Expenses for Disposal of Personal Property are no longer reimbursable expenses and are captured for management purposes only. Military personnel costs should be collected, if applicable, but are not reimbursable.

2. Bills are generated based on the accrued expenses recorded in the accounting system. Reimbursements will be made from proceeds deposited in account 17F3875.27FY. Reimbursement in excess of the approved program is not authorized and in no case will reimbursement exceed amounts deposited to account 17F3875.27FY.

3. At the end of each fiscal year, HQMC determines the amount of the states' entitlement to forestry proceeds and provides this amount to DFAS-KC, Procedures and Financial Reporting Division, Intra-Government & Accounting Branch (DFAS-KC/ACI) for transfer from 17F3875.27FY to Deposit Account 17X6875.1220, "Suspense, Navy." Payments to the states are made from 17X6875.1220.

4. Entitlements to each state shall be determined on the basis of a separate calculation for each military installation/facility from which forest products were sold in that fiscal year. If a

military installation or facility is located in more than one state, payments will be made to each state involved in a manner proportional to the area of the installation/facility situated in each state. If an installation/facility is located in more than one county within a state, a description of the areas (acres) of the installation situated in each county may accompany that state's entitlement.

5. DFAS-KC/ACI disburses the states' entitlements within 90 days after the end of the fiscal year. Payments to the states are made by electronic medium, if possible; otherwise, check payment is authorized.

6. After the states have been paid and appropriation accounts reimbursed, any remaining balance in 17F3875.27FY will be transferred to 21X5285, "Department of Defense, Forest Products Program, Army." Secretary of Army shall act as DoD Executive Agent to monitor and coordinate financial management of DoD forest products program. Coordinate the transfers of surplus and reserve funds. Maintain the DoD Reserve Account and make transfer in accordance with the instructions from the DUSD (ES). On December 31, of each year, the Deputy Under Secretary of Defense for Environmental Security (DUSD(ES)) will review the balance in 21X5285 and direct the transfer of any amount in excess of $4 million to Treasury account **3210, "General Fund Proprietary Receipts, Defense Military, Not Otherwise Classified." As directed by the DUSD(ES)CI, in coordination with the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)), net proceeds may be distributed among the Military Services to ensure the overall funding requirements of the DoD forestry program are met.

7. Payment of state entitlements and the transfer of surplus balances to the Army Reserve account finalizes all billings and payments authorized against collections realized during the fiscal year. As such, installations and AAAs are to ensure that undelivered orders against lumber and timber reimbursable orders are expensed and final bills presented timely for processing by DFAS-KC/ALOB. Failure to bill for all valid expenses and undelivered orders at year end will result in the installation absorbing unfunded reimbursable expenses against their direct obligation authority.

4. Investment Property. Authority and acquisition of investment property under the Procurement, Marine Corps appropriation will be the responsibility of CMC, Logistic, Facilities & Services Division (LF).

GUIDANCE FOR WILDLIFE CONSERVATION

1. Authority.

a. Under provisions of 16 U.S. Code 670a-e, the Secretary of Defense is authorized to promote effective planning, development, maintenance, and coordination of wildlife, fish, and game conservation on military reservations in accordance with a cooperative plan or agreement mutually agreed upon by appropriate state and federal government officials. If agreeable to the signatories of the cooperative plan, the U.S. Marine Corps installation may issue special permits to individuals for hunting and fishing privileges and collect a fee. Such fees are to be used only on the installation where collected to carry out a program of protection, conservation, and management of fish and wildlife, including habitat improvements and related activities as stipulated in the cooperative plan.

b. The Wildlife Conservation, Military Reservations, Navy (175095) is a special account established for recording receipts from sales of hunting and fishing permits on Navy and Marine Corps military installations. The U.S. Marine Corps subhead for execution of this special account is 27FY. Execution of approved wildlife conservation programs is accumulated and reported under the Wildlife Conservation, Navy, 17X5095.27FY, account.

2. Definitions.

a. Fish and Wildlife Conservation Act of 1980. The Fish and Wildlife Conservation Act of 1980 (Public Law 96-366, 16 USC 2901 et seq.) promotes state programs for the purpose of conserving, restoring, or otherwise benefiting non-game fish and wildlife, its habitats, or its uses.

b. Hunting and Fishing Access Fees. Installations that permit hunting, fishing, or trapping are authorized to collect fees for access to these recreational opportunities. Fees or proceeds from hunting, fishing, and trapping will be used only for funding or supplementing funding or wildlife management programs to enhance hunting, fishing, and trapping opportunities on installations where fees are collected. Proceeds collected will be turned over to the servicing U.S. Marine Corps accounting and finance officer.

c. Conservation Programs on Military Installations (Sikes Act). The Sikes Act (16 USC 670 et seq.) requires each military installation to provide for multipurpose uses and to provide public access appropriate for those uses, unless access is inconsistent with military department mission. It also requires each military department to ensure professional services are provided that are necessary for management of fish and wildlife resources on each installation (per a tripartite cooperative plan agreed to by the military department, U.S.

Fish and Wildlife Service [USFWS] and state wildlife agency), to provide their personnel with professional training in fish and wildlife management, and to give priority to contracting work with federal and state agencies having responsibility for conservation or management of fish and wildlife.

3. Accountability for Proceeds.

a. Budgeting.

1. Procedures for programming expenditures of fees collected from the sale of hunting, fishing, and trapping permits are contained in MCO P5090.2. The U.S. Marine Corps is provided an allocation of approved unfunded reimbursable authority annually by the Comptroller of the Navy. Authorization in the form of allotments are issued against the U.S. Marine Corps portion of the approved allocation, only to those U.S. Marine Corps field activities which have submitted an approved Cooperative Plan in accordance with MCO P5090.2.

2. The Fish and Wildlife Cooperative Plan is for the cooperative management of fish and wildlife on a military installation implemented by the installation commander in cooperation with appropriate federal and state agencies as required by the Sikes Act. The fee schedule for hunting and fishing permits should be developed in the context of the cooperative plan with the state.

3. Installations must request authority from CMC (LFL) to spend Hunting and Fishing Access Fee/License and Permit Funds. This request must include:

- Financial summary of the fee account by prior year, budget year, and budget year plus one.
- Unobligated balance brought forward from the preceding fiscal year (actual).
- Estimate of fees to be collected.

4. Activity commanders are responsible for ensuring that fish and wildlife expenditures reported in appropriation 17X5095 do not exceed the amount authorized by the CMC or the amount actually available in the fee deposit account, whichever is less.

b. Collections. Proceeds from sales of hunting, fishing, and trapping permits will be deposited to the Treasury special fund receipt account 17R5095.27FY, "Sale of Hunting and Fishing Permits, Military Reservation" per reference (a) paragraphs 032114 and 040605 or “Proceeds collected from the sale of installation hunting and fishing

access licenses." Sales/Fees proceeds will be turned in to the local disbursing officer for deposit, supported by an original and three (3) copies of the Voucher for Disbursement/ Collection (Standard Form (SF) 1080). The collection voucher will contain the following accounting classification data:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC
17R5095.27**	007	UIC of Activity Issuing Permits	AAA of Allotment Holder	3C	000000	

NOTE: "**" denotes the last two digits of the fiscal year. The subhead was formerly "2700."

The collection date must be the date payment is received. A copy of the SF 1080 must be forwarded to CMC (LFL).

c. Accounting. Fees collected pursuant to approved wildlife conservation programs established in accordance with MCO P11000.8 are recorded in allotment records as authorizations received based on a copy of the Voucher for Disbursement/Collection (Standard Form (SF) 1080). Unfunded reimbursable authority authorized in the allotment authorization shall not be recorded or reported in the allotment records until collections have been realized. Authorizations, commitments, obligations, and disbursements to the extent of collections received are reported monthly on the Status of Fund Authorization Report (NAVCOMPT Form 2025) in accordance with Volume 3, Chapter 9 of the NAVCOMPT Manual. Financial transactions related to wildlife conservation programs will be reported under appropriation and subhead 17X5095.2700 and budget project "64" followed by the applicable allotment for each installation executing approved wildlife conservation programs. Transaction Type Code "2I" and functional account number 99312 will be cited on financial transactions chargeable to Wildlife, Conservation funds. Military personnel costs, if applicable, should be collected but are not reimbursable.

d. Activities should note that the execution account for Wildlife, Conservation is different from the deposit account by the entry of an "X" as part of the appropriation. Authorized accounting activities will ensure that collections and disbursements are recorded to the appropriate appropriation account symbols.

e. Operation and maintenance costs related to executing the fish and wildlife efforts under Operation and Maintenance, Marine Corps direct appropriation authority will be reported under Activity Group/Subactivity Group (AG/SAG) "BA/BW" and cost account code 9170.

GUIDANCE FOR COLLECTION OF MEAL FOOD COSTS AND SURCHARGES

1. Authority.

a. Commencing FY 97, the requirement for individuals to pay the meal surcharge became obsolete. Two separate meal rates, “Discount” and “Full”, were established. Although individuals no longer pay a surcharge, U.S. Marine Corps commands are authorized to retain a percentage of the total meal charges collected from patrons paying the “Full” meal rate to defray mess operating costs. For purpose of clarification within this chapter, this percentage is referred to as surcharge. The surcharge to be retained for use at installations level to defray cost of mess operation will be determined each year based on the difference between the “Discount” meal rate and the “Full” meal rate established by DoD. Commands will be advised each FY by Headquarters, Marine Corps, code LFS-4, of the new meal rates and the percentage to be retained locally.

b. The authorized surcharge amount to be retained locally will be collected as a reimbursable (i.e., RON “SIS”) under Operation and Maintenance, Marine Corps (OMMC) Appropriation to be used by the messhalls. The balance of funds collected will be credited to the Military Personnel Marine Corps (MPMC) Appropriation Subsistence account as reflected in paragraph 2.b.2 below.

c. Field installations that generate collections on meal surcharges, identified above, and on bulk subsistence surcharges, are required to obtain unfunded reimbursable authorizations on their OMMC Operating Budget prior to obligating any of the meal surcharges collected.

2. Accountability for Proceeds.

a. Budgeting.

1. CMC, Budget Operations Branch (RFO) will provide anticipated unfunded reimbursable authority for meal and bulk subsistence surcharge collections on the installation’s Operating Budget based on the estimated amount of collections to be realized. The unfunded reimbursable authority is subject to actual collection of surcharges prior to obligating any transactions against the unfunded authorization. Therefore, field budget offices should not pass unfunded reimbursable authority for surcharges to the spending level (fund administrator level) until actual collections have been realized in the amounts to be obligated against the overall unfunded authority.

2. Annually, Headquarters (HQS), Logistic Facilities Service Branch (LFS-4) will provide HQMC, Fiscal Division (RF) with an estimate of the surcharges that will be collected by field commands, and an authorized ceiling based on estimates. This ceiling is based on past surcharge collection data that LFS-4 receives from field commands quarterly on the Subsistence Operational Analysis Reports. Fiscal then gives commands their authorized ceiling for surcharge collections based on the data provided by HQS LF-4. If a command needs to have their ceiling increased, they must request it from HQS LFS-4 (with proper justification) and HQS LF-4 gives Fiscal authority to increase it.

b. Collections.

1. Collections retained locally will be credited directly to the installation's OMMC, Base Operating Support Appropriation and subhead (i.e., 1106.27AO, 1106.27LO, 1106.27MO, 1106.27.NO, or 1106.27TO) citing the installation's Operating Budget Unit Identification Code, as applicable.

2. All MPMC surcharge collections are unfunded reimbursements, collection register 14 and Reimbursement Source Code 007. The MPMC portion of meals sold at the "full" rate, the total collections for the sale of meals at the "discount" rate, and bulk subsistence POR's are credited to MPMC appropriation and subhead (1105.2741) citing the HQMC Bureau Control Number (BCN) as applicable. Funds will be credited for receipt to the following MPMC appropriation data:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC	
17*1105/2741	007	31702	67443	3C	0ZZZZZ	991A00073111	CONUS
17*1105/2741	007	31702	67443	3C	0ZZZZZ	991B00073112	OCONUS
17*1105/2741	007	31702	67443	3C	0ZZZZZ	991C00073150	PORS

NOTE: "Z" denotes the UIC and "*" denotes the last digit of the fiscal year.

c. Accounting.

1. Accounting for OMMC Surcharge Collections. Accounting for OMMC surcharge collections will be in accordance with the following:

"Unlike other unfunded reimbursements generated at the field, reimbursable billing related to expenses incurred against meal and bulk subsistence surcharge collections will not be credited to CMC since all collections will have already been generated at the

local level and credited to the reimbursable order established in the accounting system for meal surcharges or to the HQMC allotment in 6.2b.2a above."

a. RON "SIS" has been established in the accounting system to account for unfunded reimbursable transactions related to meal and bulk subsistence surcharge collections and related obligations incurred. Activities will establish this RON as part of the Financial Information Pointer (FIP) recorded for meal surcharge unfunded reimbursable authority received.

b. Expenses related to unfunded reimbursable authority realized from meal and bulk subsistence surcharges collected will be recorded and reported under Activity Group/Subactivity Group "BA/BD" and cost account codes "9911 through 9916," as applicable.

c. Contract meals provided in the field will be funded by two appropriations. Military Personnel Marine Corps Appropriation (MPMC) Subsistence-In-Kind (SIK) will reimburse contractors at the daily discounted rate per person and local commands' OMMC will reimburse the contractor for the difference.

d. Obligations for Defense Working Capital Fund (DWCF) MC Stock Fund issues will be recorded at a summary level. Obligations for Package Operational Rations (PORS) will be recorded at the detail level (line item).

GUIDANCE FOR JURY DUTY/WITNESS SERVICE FEE COLLECTIONS

1. Authority. In accordance with 5 U.S. Code 5515 (reference (b)), monies received by employees for services as a juror or witness during a period of entitled court leave, shall be collected and credited against the appropriation and accounting classification funding the employee's salary while on jury duty or witness service.

2. Definitions. Jury duty/witness service is when a court order, subpoena, or summons calls an employee for court service (as a witness or juror).

3. Accountability for Proceeds.

a. Accounting. Reimbursements to appropriations at modified industrial and nonindustrial activities resulting from the collection of fees for jury services performed will be recorded as unfunded accounts receivable at the field activity level. For report purposes, the RON "MIS" will be used. The activity collecting the fees should

contact the Commandant of the Marine Corps (CMC), Budget Operations Branch (RFO) for unfunded reimbursable authority.

b. Collections. Unfunded reimbursable authority resulting from jury duty fee collections can be reobligated by the collecting activity. The purpose of the funds used for reobligation is the Command's decision.

1. Court leave fees will be collected in accordance with DoD DODFMR Volume 8, Chapter 5, Section 0513.

2. Allocate the amount of jury duty collection from your labor FIP to clear RON "MIS" immediately. The following customer LOA will be charged:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC
APPN/SH of Employee's Salary Funding	XXX	UIC of Activity Payroll	067443	3C	000000	47942

NOTE: "XXX" denotes the applicable Reimbursement Source Code (RSC)

GUIDANCE FOR SECURITY ASSISTANCE TRAINING COLLECTIONS

1. Authority.

a. To promulgate Security Assistance policies applicable to the U.S. Marine Corps, as set forth in the Foreign Assistance Act of 1961. Security Assistance Programs are key elements in establishing potential coalition partners, assisting nation building efforts of current or potential allies, enhancing U.S. National Security interests, and developing regional expertise of U.S. military personnel.

b. Security assistance efforts within the DON and the U.S. Marine Corps are facilitated through the Navy Education and Training Security Assistance Field Activity (NETSAFA). NETSAFA functions as the Chief of Naval Education and Training executive agent for execution of the U.S. Navy Security Assistance Training Program (SATP). Additionally, NETSAFA provides financial administration and automated data processing support to the Commanding General, Marine Corps Combat Development Command, in the execution of the Department of the Navy SATP.

c. The U.S. Marine Corps supports security assistance requirements that are consistent with Joint Planning Documents and have the support of the unified commander.

2. Definitions.

a. International Military Education and Training (IMET). Provides training to selected foreign military and defense associated civilian personnel on a grant basis.

b. Foreign Military Financing Program (FMFP). Identifies appropriations for distribution through either Foreign Military Sales (FMS) “grants” or “loans” to qualified foreign governments.

c. Navy Education and Training Security Assistance Field Activity (NETSAFA). NETSAFA functions as the Chief of Naval Education and Training executive agent for execution of the DON SATP. Additionally, NETSAFA provides financial administration and automated data processing support to the Commanding General, Marine Corps Combat Development Command, in the execution of the DON SATP.

3. Accountability for Proceeds.

a. Collections. The following LOA’s are to be used to collect FMS/IMET reimbursements from Security Assistance Training on behalf of the U.S. Marine Corps:

FMS Accounting Lines:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC	
17*1106.27M0	009	00027	067443	3C	M00027	FMS000076104	O&MMC
17*1106.27M0	009	00264	067443	3C	M00264	M00264**FMT0	MCCDC
17*1508.10R6	009	00802	067443	3C	M67854	FMS000098023	PMC
17*1105.2701	009	11691	067443	3C	M00027	FMS000071110	MP-O
17*1105.2702	009	12691	067443	3C	M00027	FMS000071130	MP-E

IMET Accounting Lines:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC	
17*1106.27M0	009	00027	067443	3C	M00027	IMET00076104	O&MMC
17*1106.27M0	009	00264	067443	3C	M00264	M00264**IMT0	MCCDC
17*1508.10R6	009	00802	067443	3C	M67854	IMET00098023	PMC

NOTE: “*” denotes applicable FY upon reimbursement (last digit of FY). “**” denotes applicable FY upon reimbursement (last two digits of FY).

b. Accounting.

1. All expenses related to the Security Assistance Program will be accumulated and reported in the accounting system. For reporting purposes, Authorized Accounting Activities (AAAs) will assign RON "FMS" in the FIP.

2. The foreign country deposits funding for training to DFAS-DE.

3. NETSAFA prepares the paperwork and sends the bill to DFAS-DE when training begins.

4. DFAS-DE will process the U.S. Marine Corps bill and posts to the appropriate line of accounting in register 36.

GUIDANCE FOR FAMILY HOUSING COLLECTIONS

1. Authority. Pursuant to authority contained in Section 2831 of Title 10 of the United States Code makes proceeds from operation of family housing (including mobile home facilities) available to defray the costs of operation and maintenance of family housing.

2. Collections.

a. Housing management activities will credit family housing security deposits (refundable) to suspense account 17X6501.1250.

b. Housing management activities will credit all other collections to the annual family housing appropriation as follows:

APPN/SH	OBJ CLASS	BCN	AAA	TTC	PAAN	CC
17*7035.2751	007	96###	067443	3C	000000	027**WRFHCOL

NOTE: "*" denotes last digit of fiscal year of collection.
"###" denotes the command allotment number.
"**" denotes the last two digit of fiscal year of collection.

c. Housing management activities will charge refunds of advance rental and utilities to 17*7035.

3. Accounting.

a. Funding authority is issued via quarterly allotments to housing management activities as an unfunded reimbursable program under the family housing appropriation (17*7035), Budget Project (BP) 96.

b. Housing management activities will establish local controls to ensure that obligations/expenses are not incurred under/transferred to family housing allotments (BP 96) until receipt of documentary evidence that collections (reimbursements) of equal or greater amounts have been credited to the family housing appropriation.

c. Housing management activities are prohibited from incurring obligations and expenses in excess of the allotted amount for BP 96 without prior approval from HQMC.

APPENDIX M

ACCOUNTING SYSTEM LABOR TABLES

To facilitate the posting and reconciliation of civilian labor, the following accounting system tables must be loaded prior to processing labor transactions.

TABLE	DESCRIPTION
0D0	Labor Accelerations. This table contains the percentages by fund code of the amount to be accelerated for Leave and Fringe Benefits.
0D1	Labor Accel Credit FIP (Reimb FIP's only). This table needs to contain the FIPS for full-time reimbursable employees. SABRS will use the HOME FIP of each employees to post 11LL (Acceleration credits) but will leave off the RON & RBC codes. The Direct side will post correctly and does not require a FIP here.
0D4	Comp Time FIP. There are two payroll exception codes to identify the FIP's for Comp Time Earned (75) and Comp Time Taken (76). Comp Time Taken (76) is a default FIP for the Direct costs as the Leave Tables will identify the correct FIP. However, for the full time reimbursable employees this table will need an actual FIP as the system will leave the RON and RBC codes off without it.
0I2	Labor Holiday FIP (Reimb FIPS only). This table needs to contain the FIPS for full-time reimbursable employees. SABRS will use the HOME FIP of each employees to post holiday leave costs but will leave off the RON and RBC codes. The Direct funded employees will post correctly from the leave FIP's in DCPS and does not require a FIP here.
0E4	Labor DNR FIP (For Payments only). This table provides a payment FIP for civilian labor. It will contain only one FIP per subhead and for each Document Type Code (DTC). The DTC are as follows:

DTC	PURPOSE
FB	TSP Basic Amount (1%)
FF	FICA
FH	Health Insurance
FL	Life Insurance
FM	TSP Matching Amount
FT	HIT (Medicare)
LD	Paid Labor (OC 11)

APPENDIX N

CIVILIAN LABOR BALANCING SPREADSHEET INSTRUCTIONS

Below are procedures for balancing labor (Payroll to Accounting).

SPREADSHEET FORMAT:

Line #		OC11	OC12	TOTAL
1	Actual YTD Payroll (Pay period ending)	0.00	0.00	0.00
2	Default Labor L509 (Pay period ending)	0.00	0.00	0.00
3	Sub-Total	0.00	0.00	0.00
4	X242 – Cycle #	0.00	0.00	0.00
5	Difference in SABRS	0.00	0.00	0.00
6	Error in Report L106 (if not posted)	0.00	0.00	0.00
7	Online Adj L501 (if an error)	0.00	0.00	0.00
8	Distributed Labor L112	0.00	0.00	0.00
9	Difference/Fringe Adjustment	0.00	0.00	0.00

NOTE: If there is a difference in OC11, there is an error somewhere.

INSTRUCTIONS FOR THE SPREADSHEET:

Line # 1 - Post the cumulative year to date (YTD) totals from the current YTD LABOR report (this is a locally created spreadsheet to keep track of the YTD payroll from DCPS). Post OC11 and OC12 separately and show the latest PPE date.

Line # 2 - L509 (Default Labor) post the total amount by OC11 and OC12 totals. Show the PPE date (this should be for the PPE not yet processed) and it is for either one or two weeks of the pay period.

Line # 3 - Is the subtotal of the year to date labor.

Line # 4 - X242 (Consolidated Civilian Labor Cost Report. Note: This is a Budget Execution BUDEX report). This report shows the year-to-date (YTD) labor obligations within SABRS. In the center of the page is the Total Labor (both Direct & Reimb). The OC11 are the lines WORKED & LEAVE USED. The OC12 is the line FRINGE ACCELERATION.

Line # 5 - This is the difference between the subtotal and the BUDEX (if there is an amount here, then SABRS is out of balance).

Line # 6 - Error Report L106 post this amount if BI-WEEKLY RECONCILIATION was ran after the SABRS WEEKLY process. Also post any previous errors not yet corrected.

Line # 7 - Online Adj L501 - This report shows all adjustment posted within SABRS and may contain an error. If there is an error posted here, make the corrections.

Line # 8 - Distributed Labor L112 - This report shows what adjustments were made in SABRS to match the Default labor to the actual payroll and is run after the BI-WEEKLY RECONCILIATION. Check the SABRS cycle processing schedule as it will only affect the current cycle (if it ran last week then the adjustments are in the X242 report and you do not post here).

Line #9 - Should only have a difference in Fringe (OC12 is not adjusted by the RECONCILIATION process and will always be out of balance) Post an adjustment to the LABOR ADJUSTMENT PROCESS to bring OC12 in balance. If there is a difference in OC11, go back to when you were last in balance and recheck all error and online adjustment reports from that cycle.

APPENDIX O

INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS)

IATS is the standard DoD system for computing and paying travel allowances to DOD travelers. The following reports are available in the Kansas City domain for use in validating outstanding travel advances:

REPORT ID	DESCRIPTION
T7250ACD	Outstanding Travel Advances
T7250ACE	Outstanding Travel Advances (All Sites)
T7250ACF	Accounting Outstanding Travel Advance (DSSN)
T7250ACG	Accounting Outstanding Travel Advance (All Sites)
T7250ACH	Summary Outstanding Travel Advance (DSSN)

APPENDIX P

REPORTING OF PROBLEM DISBURSEMENTS

Commands will report problem disbursement data to HQMC (RFL-M) with DFAS-KC (ACP) in the format provided below. All dollar values should be rounded to the nearest dollar.

FY/APPN/ SUBHEAD	TOT IDB UMD NET	IDB UMD >180 NET	IDB/UMD >180 DAYS TEMPORARY OBLIGATIONS NET	PENDING CORRECTIONS NET
1751106	$535	$123	$100	$23
1761106	200	100	68	32
1771106	75	75	0	75
1781106	420	350	300	50
1791106	750	231	124	117
9770100	400	250	125	175

FY/APPN/ SUBHEAD	TOT DNR UMD NET	DNR UMD >180 NET	DNR UMD >180 DAYS TEMPORARY OBLIGATIONS NET	PENDING CORRECTIONS NET
1741106	$555	$123	$100	$23
1751106	100	75	65	10
9190100	400	250	125	125

FY/APPN/ SUBHEAD	TOT NULO UMD NET	NULO >180 NET	NULO >180 DAYS TEMPORARY OBLIGATIONS NET	PENDING CORRECTIONS NET
1741106	$555	$123	$100	$23
1781106	100	75	65	10
9790100	400	250	125	125

APPENDIX Q

YEAR-END CERTIFICATION OF AUTHORIZATIONS, OBLIGATIONS, AND UNOBLIGATED BALANCES

The certification statement should be signed by the appropriate Commanding General or commander and dated. Designees are not allowed. Provide the requested information along with Certification Statement for each applicable appropriation by subhead in the following format:

Appropriation: XX XXXX

Subhead: XXXX

FY	AUTH DIRECT/REIM	OBL DIRECT/REIM	EXPENSES DIRECT/REIM	UNOBL BALANCE DIRECT/REIM
93				
94				
95				
96				
97				
98				
99				
00				

I HEREBY CERTIFY THAT THE ABOVE AMOUNTS SHOWN IN THIS REPORT ARE CORRECT. ALL KNOWN TRANSACTIONS MEETING THE CRITERIA OF DOCUMENTARY EVIDENCE REQUIREMENT FOR GOV'T OBLIGATIONS, 31 U.S.C. 1501 (A) HAVE BEEN OBLIGATED AND ARE SO REPORTED.

COMMANDER'S SIGNATURE: DATE:

POINT OF CONTACT FOR THE CERTIFICATION REQUIREMENTS:

LESSON PLAN FOUR

ABNORMAL TRANSACTION BALANCES AND CORRECTION

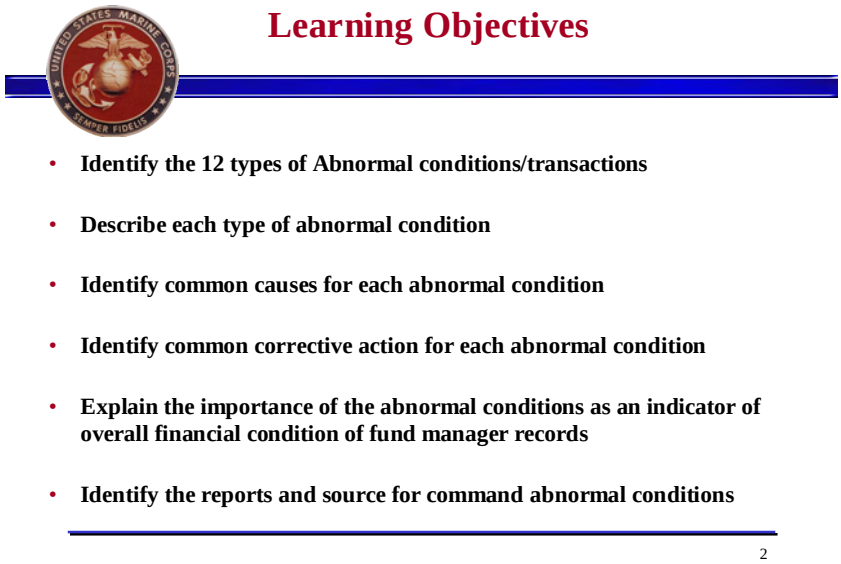
Marine Corps Fund Manager
Training Course

Lesson 4

Abnormal Transaction Balances
And Correction

Lesson Overview:

This lesson will cover those financial conditions that result in an abnormal accounting transaction or an abnormal accounting balance that impact financial statements and fund manager records. We will cover the basic procedures required by fund managers to correct and reconcile these conditions. Simple stated, abnormal financial transactions reflect problems with processes or procedure adherence concerning financial transactions. Abnormal conditions require analysis into the root cause and provide key trend analysis indicators of process, procedure, and/or training shortfalls that require fund managers and comptroller attention.



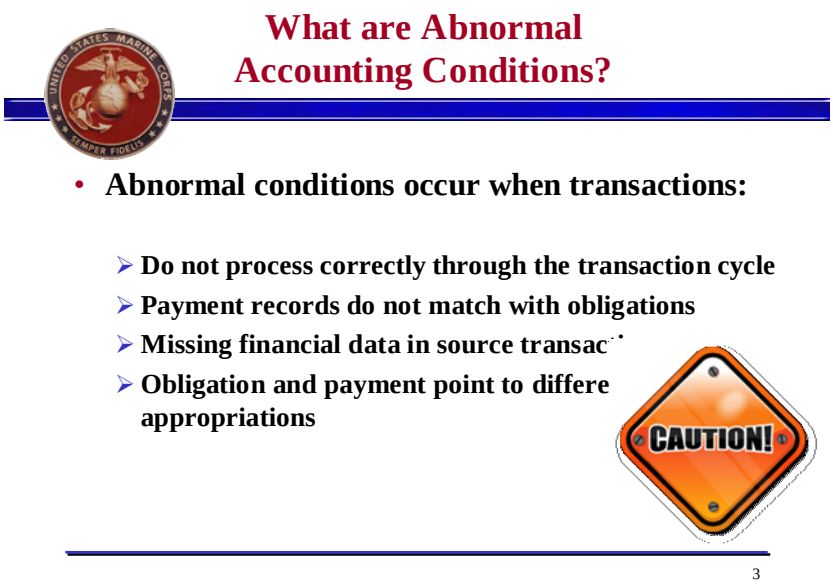
References:

1. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedures Manual.

2. Department of Defense Financial Management Regulations Volume 1, General Financial Management Information, Systems and Requirements.

3. Department of Defense Financial Management Regulations Volume 4, Accounting Policy and Procedures.

4. Department of Defense Financial Management Regulations Volume 5, Disbursing Policy and Procedures.



WHAT ARE ABNORMAL CONDITIONS?

1. Abnormal financial conditions occur when source financial transactions do not process correctly through the transaction cycle, do not process in the correct sequence, do not have all required financial data, or do not match for obligations and payments. Abnormal financial conditions can occur for many reasons including missing or corrupted data files from source feeder systems, manual input errors, lack of timely follow up on one condition creating another abnormal condition, incorrect supporting agency business practices, etc.

Why are Abnormal Balances and Transactions Important?

- **Abnormal Conditions reflect:**
  - **Problems with processes**
  - **Problems with adherence to procedures**
  - **Indicate potential training issues**
- **Require "Root Cause" analysis – Why is the condition happening**
  - **How do we fix the problem**
  - **How do we prevent future occurrences**
- **Provide "true test" of how accurate our financial records are and overall accounting health**

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2. The following are common abnormal conditions that will require research, correction, or other follow up to be performed by fund managers. These conditions are often referred to as "The Accounting Deadly Sins":

Abnormal Conditions "The Accounting Deadly Sins"

- **The abnormal conditions are:**
  - **Abnormal Accounts Payable**
  - **Abnormal Undelivered Orders**
  - **Negative Unliquidated Obligations**
  - **Prevalidation Errors**
  - **Unmatched Disbursements**
  - **Aged Travel Advances**
  - **Interest Penalties**
  - **Abnormal Accounts Receivable**
  - **Missing Trading Partner Data**
  - **DCPS LOA to Obligation Fund Code Mismatch**
  - **Spending Errors**
  - **Invalid Transaction Recording Source**

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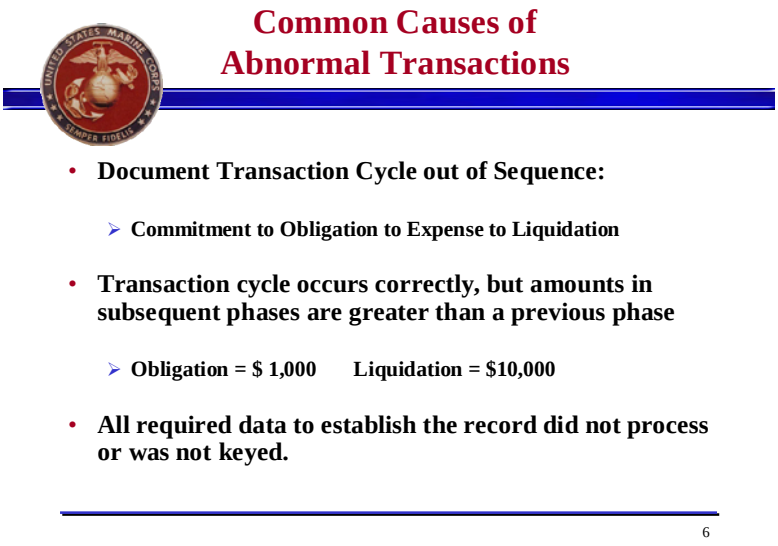
<u>WHAT CAUSES ABNORMAL CONDITIONS?</u>



1. Some of the common conditions or reasons that cause abnormal conditions are:

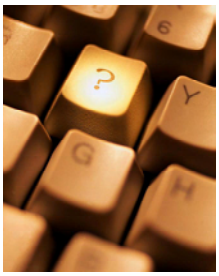
a. The phases of the transaction cycle do not occur in the proper sequence for the source document. Proper sequence is commitment then obligation then expense and finally liquidation.

b. The phases of the transaction cycle occur properly, but the amounts in subsequent events are greater than the previous amount or quantities recorded. For example the obligation is $1,000 and the liquidation is $10,000.

c. All required data to establish the transaction in SABRS did not process or was not entered. For example a reimbursable work request is sent to another command and when the commitment is recorded in SABRS the fund manager does not enter the required Trading Partner information.

More Common Causes of Abnormal Transactions

- **SABRS and Business Feeder System mismatch for:**
  - **Document Number**
  - **PIIN, SPIN, CLIN**
  - **LOA**
- **Manual entry vice feeder system**
- **Keying errors**
- **Tables Not updated**



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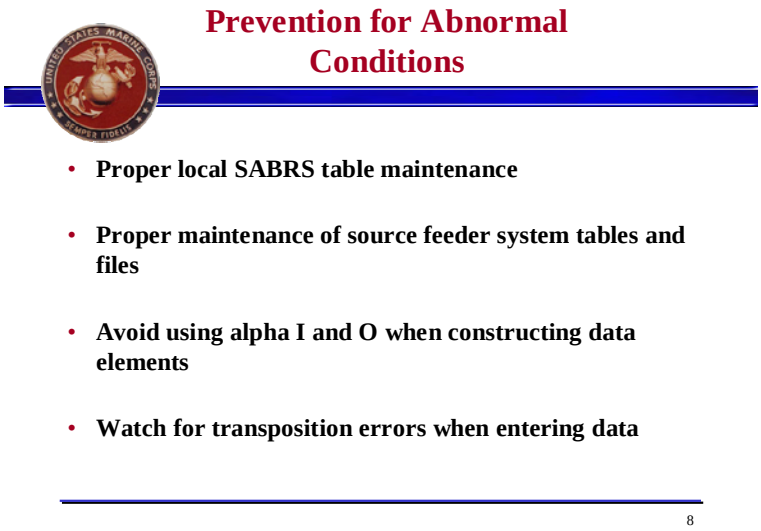
d. Document number, contract number, contract line item number, or accounting classification code (LOA) recorded in SABRS does not match what processed in a business feeder system or payment record.

e. Manual entry or correction of transactions when the source should have come from a business feeder system.

2. Abnormal financial conditions can also occur due to missing or corrupted data files from source feeder systems, lack of timely follow up on one condition creating another abnormal condition and incorrect or improper supporting agency business practices.

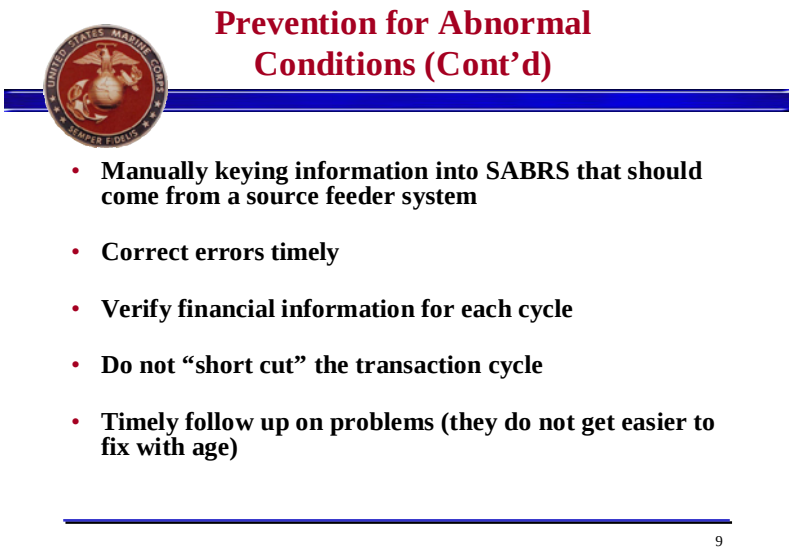
BASIC WAYS OF PREVENTING MOST ABNORMAL CONDITIONS



1. The best way of handling an abnormal condition is not getting into it in the first place. Most causes of abnormal conditions can be avoided if comptroller offices and fund managers ensure that they follow established business process, ensure tables are properly updated, and do or avoid the following:

a. Local tables in SABRS required for processing a transaction being passed from a source or feeder system are not properly maintained. This includes missing or erroneous codes loaded to the tables used during transaction edits in SABRS. Bottom line, review all local tables and ensure they are properly updated.

b. Mismatch between financial codes cited on a source document, such as document number, accounting classification, and other fiscal codes and those entered into the source feeder system or SABRS. This can be caused by entering a zero when it should be an alpha O, transposing figures, keying an extra zero in amount or quantity fields, etc.



c. Source system financial data elements not entered correctly. These include LOA errors with Citibank, LOA errors in DTS, etc.

d. Manually keying information into SABRS when the information should be processed from a business feeder system.

e. Not correcting errors timely or manually deleting errors and re-keying the transaction instead of correcting the annotated cause of the error (tables, etc) and letting the transaction re-cycle back properly into SABRS.

f. Not reconciling each SABRS cycle and adjusting financial document files correctly based on changes posted from the cycle.

g. Short cutting document processes. Example entering a commitment, obligation, and expense when the transaction has not yet had delivery of goods and services and should not have had an expense recorded yet.

Prevention for Abnormal Conditions (Cont'd)

- **Consistent working of financial records**
- **Attention to Detail !!!!!**

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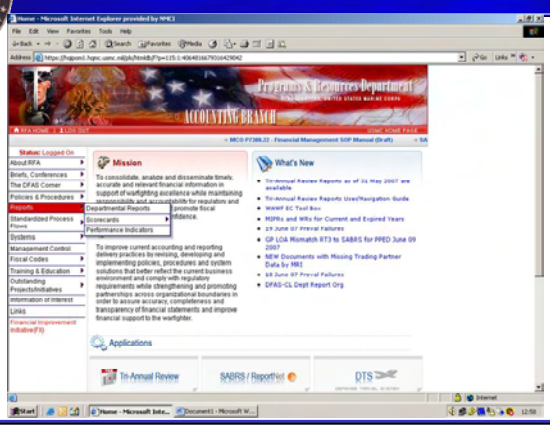
2. Attention to detail when creating source documents, reviewing cycle updates, local table validations and source business feeder table and proper fiscal data element loads will ensure that most transactions do not go into an abnormal condition.

WHERE DO YOU FIND THE ABNORMAL REPORTS?

RFA Website Reports & Select Performance Indicators



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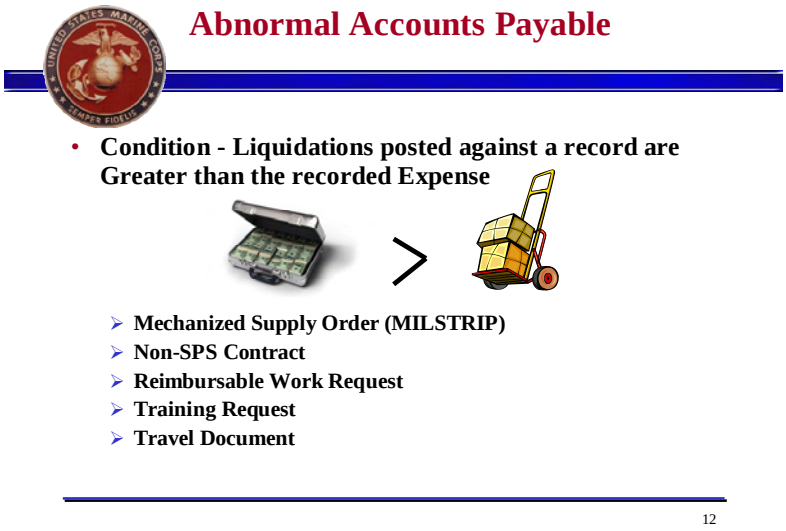
1. The reports are generated by RFA and posted on the RFA website. Most of these reports are posted on the website on a monthly basis. Fund Managers can create their own abnormal reports using Reportnet.

2. Users reach the RFA website by accessing the Programs and Resources Department link at HQMC. Once in the P&R website, users must login to the portal. Once logged in select Fiscal Division, then select RFA. The abnormal reports are located under the "Reports" tab.

3. So far we have discussed some of the basic causes and preventions of abnormal conditions. Now it is time to discuss each abnormal condition in detail of what causes it and how to correct it.

ABNORMAL ACCOUNTS PAYABLE:



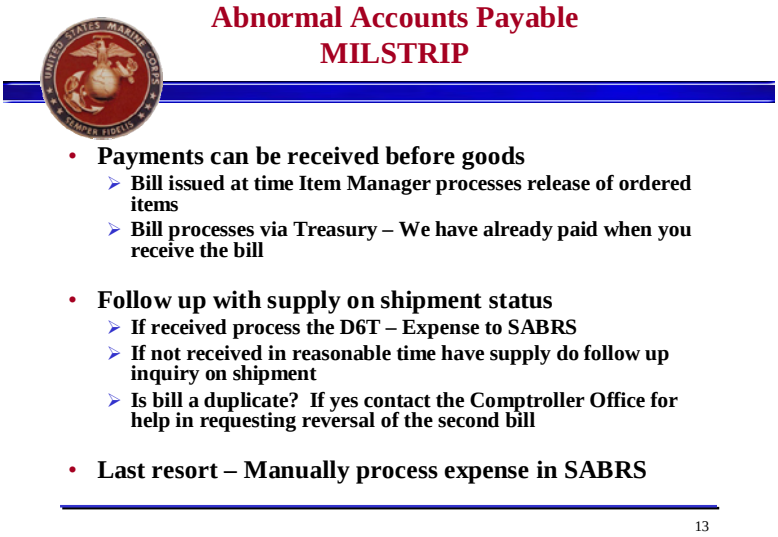
1. An Abnormal Accounts Payable arises when the total amount of liquidation(s) posted against a specific document exceeds the amount of expenses recorded. Basically Payments are Greater than Expenses.

2. The Abnormal Accounts Payable Report format found in the RFA website contains the following information concerning the transaction:

MRI ARI SRI BSYM BFY WCI BEA BESA DOCUMENT NUMBER ACRN/RIC PIIN CLIN SCLIC

COMMIT OBLIGATION EXPENSE LIQUIDATION AGE(DAYS) EXP-LIQ

3. The first step a fund manager should do is to pull up the entire history of postings in SABRS against the Document Number cited on the report. Based on this information and the type of transaction that is in an abnormal condition (i.e. MILSTRIP based on a 14 digit document number or the type of source transaction based on the Document Type Code in the SDN), follow the applicable category for the type of document:

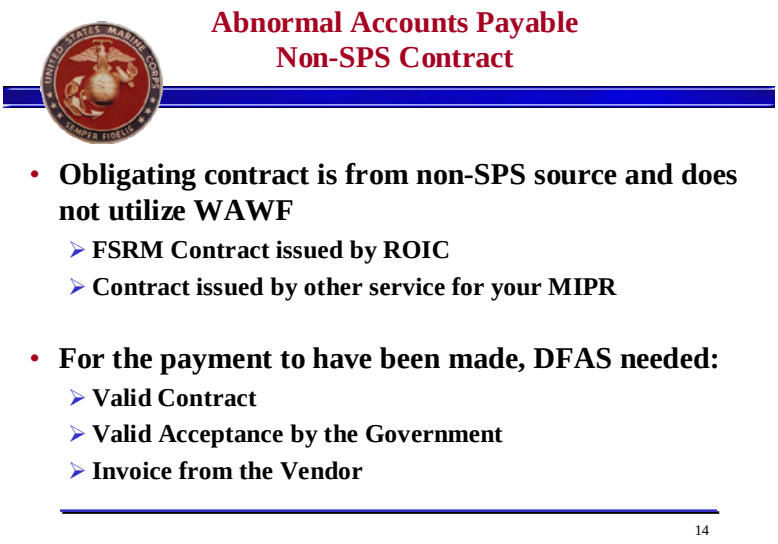


a. Mechanized supply order (MILSTRIP) - MILSTRIP transactions can commonly have the payment (Interdepartmental Billing) processed by the source of supply prior to the command receiving the ordered goods. The delay in receiving the order can range from days to several weeks. The reason for this is normally the bill is processed at the same time that the item manager processes the release order to ship from inventory the goods being ordered with the MILSTRIP requisition. To resolve this condition for MILSTRIP type transactions Fund managers should:

1. Check with the unit supply to confirm shipment status. If shipment status is still pending, continue weekly follow up until order is received.

2. If supply status indicates shipped, verify if order has been received or not. Further, validate the unit price and quantity of the shipping status. If received, did supply process a D6T DIC transaction? If they have, the expense should process in the next cycle. If not, have them process the D6T receipt transaction.

3. Check to see if the payment is a duplicate. This occasionally occurs where you are billed twice for an order. Check your active file for previous postings of bills. If you previously recorded a bill for this transaction and the follow on is determined to be a duplicate, contact your FMRO office to have them contact DFAS on reversing the duplicate billing.



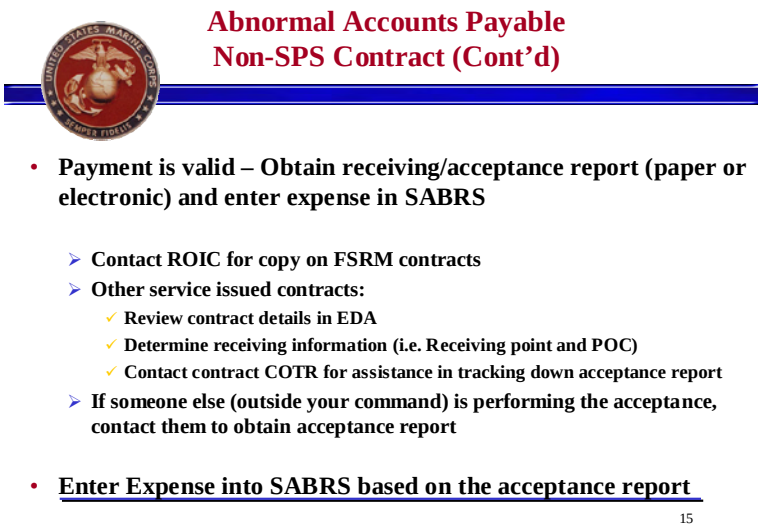
b. Non Standard Procurement System (SPS) Contract - Obligating contract is from a source that does not utilize SPS or WAWF. This condition occurs from two sources:

1. Contract is a facilities maintenance contract issued by the commands supporting Navy Regional Officer in Charge of Construction (ROIC).

2. Contract was issued by another service/agency based on a direct cite authority Military Interdepartmental Purchase Request (MIPR).

If the payment is valid, a receiving or acceptance report had to be created. As discussed in earlier lessons, DFAS cannot make a public voucher payment unless they have a completed payment package which consists of:

a. Valid contract or obligating document
b. Vendor Invoice
c. Receiving or Acceptance report from authorized government official
d. Valid obligation must be resident in SABRS



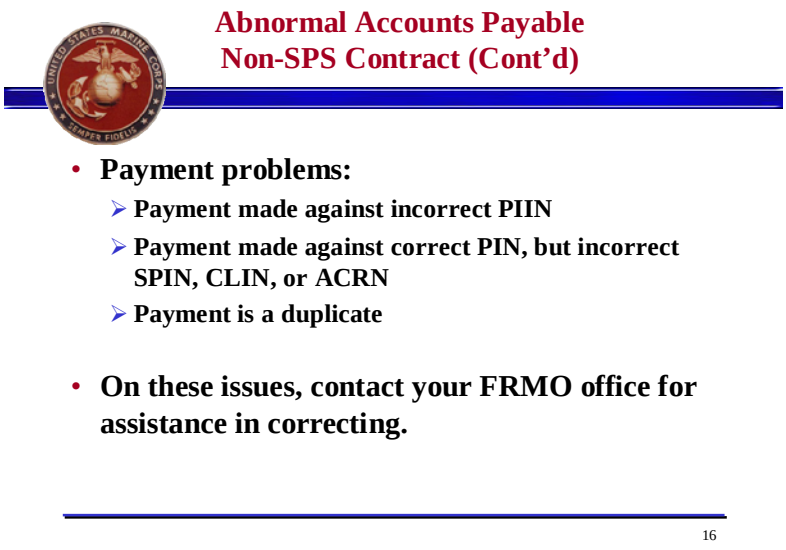
If the condition is a Non-SPS contract and the payment is valid, you need to obtain a copy (paper or electronic) of the receiving/acceptance report. Once obtained enter an expense into SABRS. You can do this by:

a. Contact the ROICC to obtain a copy of the acceptance document for FSRM or Environmental contracts were they are the contract office source.

b. If the contract was issued by another service or agency, review the provisions contained in the contract to see who has authority to accept the ordered goods/services. If you did not receive a "hard copy" of the contract you can review the contract detail information via EDA based on the PIIN of the contract.

1. If someone within your command was authorized to accept the delivered goods/services, contact them to obtain a copy of the acceptance report.

2. If someone from the contract issuing service/agency is certifying delivery of the good or service, contract them to obtain a copy of the acceptance report.

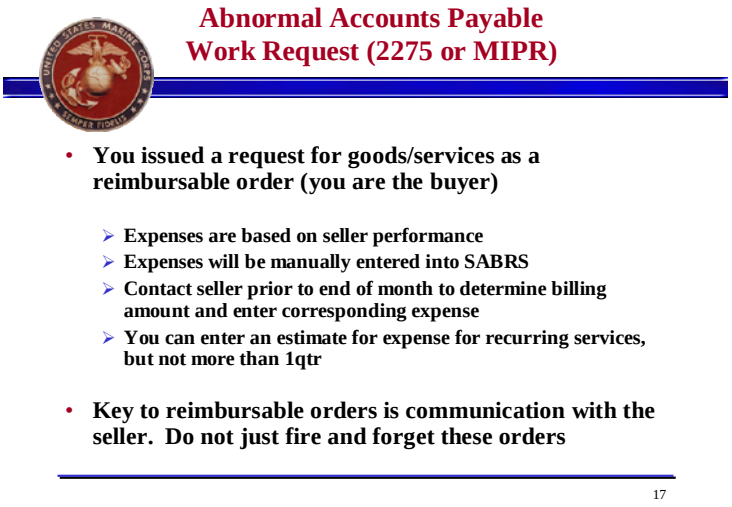


c. Other problems with Non-SPS contracts that require research and correction are:

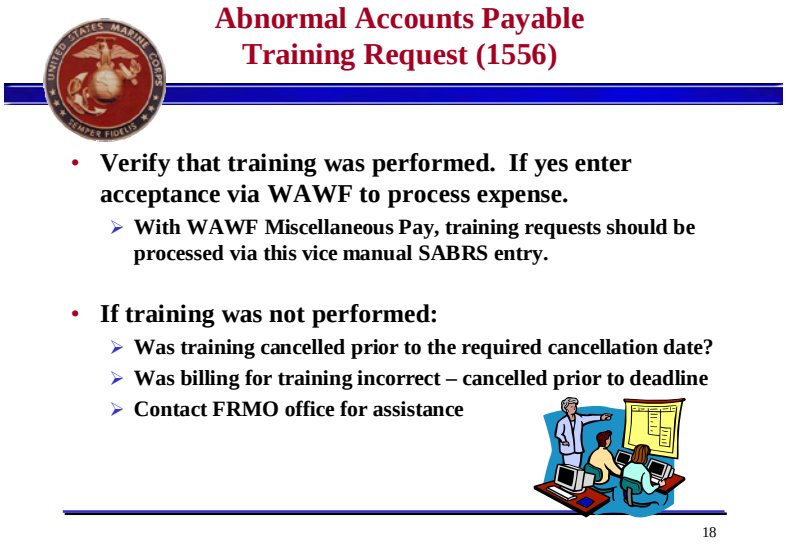
1. Payment was made against the wrong PIIN. If this is the case contact your FRMO office to assist in getting this corrected with DFAS.

2. Payment was made against the correct PIIN, but not against the correct ACRN, SPIN, or CLIN. Contact the FRMO office to assist in getting this payment corrected with DFAS.

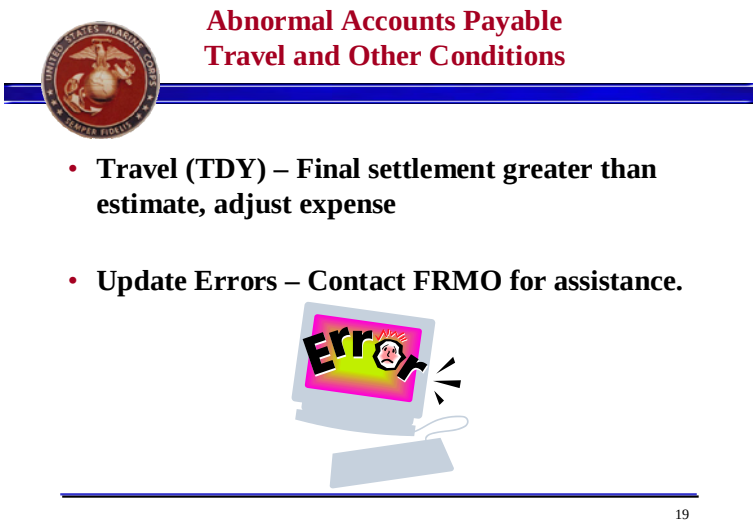
3. Check to see if the payment is a duplicate posting of a previously processed liquidation. If the payment is a duplicate, contact your FRMO office to initiate action with DFAS to correct/reverse the payment posting.



c. Obligating document is a request for work or services (NavCompt 2275) or an Economy Act MIPR issued by your command (you are the buyer of goods/services) to another service or agency (they are the seller) - Expenses for this transaction should be posted based on communication with the seller at the end of the month to determine the amount they are billing against your order. An email confirmation of this amount is acceptable documentation to enter an expense into SABRS. You should not wait until the bill (liquidation) posts in SABRS to create an expense, but should make the monthly contact prior to the bill processing to obtain the amount to post an expense. Further, an expense can be entered based on a status report received from the seller. In no circumstance should the transaction be expensed for more than one quarter estimate (do not expense the transaction one time for the entire fiscal year).

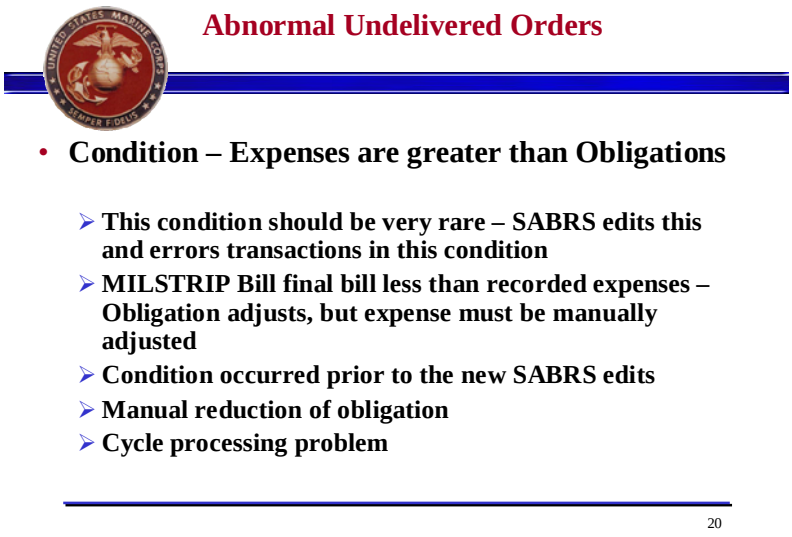


d. Obligating document is a training request (1556) - Confirm that the employee attended the training. If they have, enter the expense in SABRS. If they did not, was there a clause in the training contract that required payment regardless if the employee attended or not. If so, enter the expense in SABRS. If this condition did not exist and prior notification of cancellation was provided, the payment is in error. Contact DFAS for their collection efforts to recoup the payment from the vendor. Do not post an expense but leave this transaction in an abnormal condition. An expense is only posted after the requested training has been received.



e. Travel document - The amount of settlement for travel was greater than the estimated obligation. The expense for travel is generated based on the obligation and number of days of the TDY. If the estimate is low, the payment will be greater than the expense and obligation. In this case, both the obligation and expense must be adjusted. This condition will also cause another abnormal condition of Negative Unliquidated Order (NULO) which is discussed later in this lesson.

f. System Update Errors - From time to time a data set from a feeder system may not process (i.e. WAWF, SASSY, etc.) which contains the expense transaction. This is normally discovered after a cycle and the data set recovered for processing with the next SABRS cycle. If this is the condition, wait until the next cycle posting prior to taking action on recording the expense record. Refer to chapter 6 of MCO 7300.21A for more information on cycle reconciliation and error correction.



ABNORMAL UNDELIVERD ORDERS:

1. This condition arises when the total amount of expenses recorded against a specific document exceeds the amount of the obligation recorded.

2. The Abnormal Undelivered Orders Report format found in the RFA website contains the following information concerning the transaction:

MRI ARI SRI BSYM BFY WCI BEA BESA DOCUMENT NUMBER ACRN/RIC PIIN CLIN SCLIC

COMMIT OBLIGATION EXPENSE LIQUIDATION AGE(DAYS) EXP-OBL

3. The first step a fund manager should do is to pull up the entire history of postings in SABRS against the Document Number cited on the report. Review the transaction for any manually deleted obligations or duplicate postings of expenses.

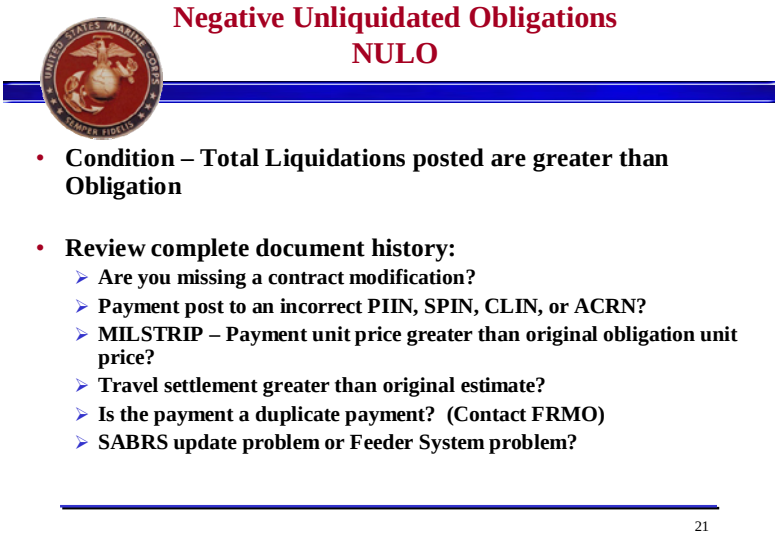
4. Today, the condition of an Abnormal Undelivered Order should very rarely occur. This is due to new edit checks in SABRS that will put source feeder system expense transactions in error if the expense is greater than the obligation requiring fund managers to take corrective action (i.e. increase obligation or determine if the expense in error is a duplicate to a previously posted expense transaction). Conditions that can occur today to cause the abnormal condition are:

a. MILSTRIP bills that are final and less than the recorded obligation. The IDB will adjust the commitment and the obligation amount, but not the expense. If the obligation and expense were the same prior to the IDB credit or reduced price bill, the obligation will adjust in SABRS and the fund manager will have to manual reduce the expense to correct this abnormal condition in SABRS.

b. The abnormal condition occurred prior to the new SABRS edits.

c. Processing problem with a SABRS cycle that omitted the expense to obligation comparison and allowed an expense greater than the obligation to post.

5. Final corrective action for this condition is to validate the expense amount. If correct determine why the obligation was not adjusted and if required manually increase the obligation. If the expense record is not correct, adjust the expense amount to the correct amount in SABRS.



NEGATIVE UNLIQUIDATED OBLIGATIONS (NULO):

1. This condition arises when the total amount of liquidations (payments) are greater than the amount of obligation recorded in SABRS for that specific document number or in the case of a payment for a contract the combination of the document number, procurement instrument number, sub-procurement instrument number, and/or contract line number.

2. The Negative Unliquidated Orders Report format found in the RFA website contains the following information concerning the transaction:

MRI ARI SRI BSYM BFY WCI BEA BESA DOCUMENT NUMBER ACRN/RIC PIIN CLIN SCLIC

COMMIT OBLIGATION EXPENSE LIQUIDATION AGE(DAYS) TOTAL NULO

3. The first step a fund manager should do is to pull up the entire history of postings in SABRS against the Document Number cited on the report. Review the transaction for any manually deleted obligations or duplicate postings of payments.

4. The following additional steps and research are required:

a. For Non SPS contracts review EDA to determine if a contract modification was made that requires a corresponding obligation entry in SABRS.

b. For MILSTRIP transactions check the unit price of the National Stock Number (NSN) and compare to the original NSN price when the obligation was created. Price increases occur during the year and may not have had a corresponding record for supply processed to increase the obligation.

c. Payment made against an incorrect line number on the contract or an incorrect contract number or document number. In this case contact your FRMO Office for assistance in getting the payment corrected.

d. Travel entitlements at time of settlement greater than original estimated cost and no system adjustment to the obligation amount occurred.

e. Duplicate payment was processed or posted in SABRS. In this case contact your FRMO Office for assistance in getting the payment corrected.

5. For all the above conditions either an obligation needs to be recorded in SABRS, an obligation is required and a refund receivable posted for the payment error, a redistribution of the payment to another document citing the same basic LOA, or a 1081 correction is required. Chapter 11, paragraph 11003 and 11004 of MCO 7300.21A contains further information on NULOs and duplicate payments and the corrective actions resource managers need to undertake to correct these conditions.

Prevalidation Errors

- **Obligation is not found for payment package prior to actual disbursement**
- **Number 1 cause – No obligation or insufficient obligation in SABRS**

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PREVALIDATION ERRORS:

1. Pre-validation errors arise when an available obligation check is performed against SABRS records prior to the actual disbursement of a completed payment package and no matching obligation is found based on document number, PIIN, SPIN and CLIN.

Contract Payment Posting

- **Payments for Contracts post by:**
  - **PIIN**
  - **SPIN**
  - **CLIN**
  - **ACRN**

- **Obligation must be found that contains all those elements if the contract contained all those elements**

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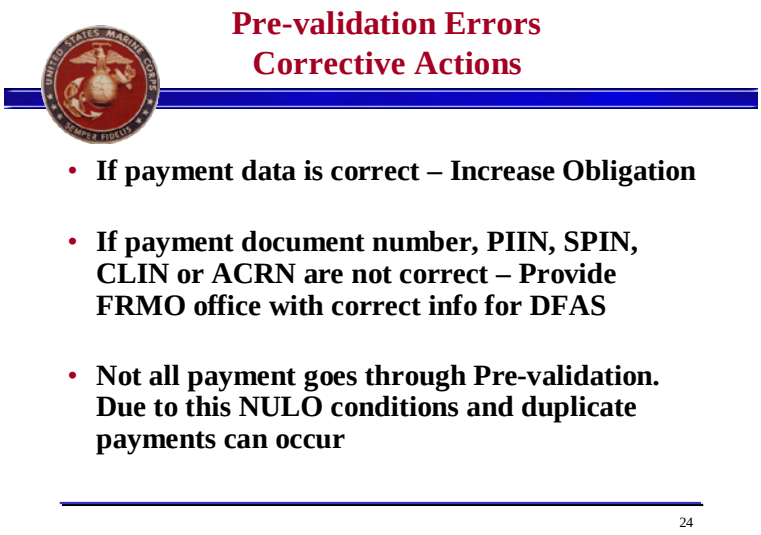
2. The pre-validation process checks the amount to be disbursed against SABRS to find a corresponding obligation that matches the document number, contract number, ACRN, contract line number or some combination of these that match the proposed payment.

3. If no corresponding obligation is found, the payment fails the pre-validation check and cannot be paid until an obligation is established in SABRS.

4. Transactions will also fail the pre-validation check when an obligation is present in SABRS, but the amount is less than the current proposed payment plus the total of any previously posted payment amounts. This condition normally occurs when dealing with partial shipments and contracts that require progress payments prior to the full completion of the contract requirements. Chapter 11 of MCO 7300.21A contains additional guidance on corrective actions for this condition.

5. The Pre-Validation Error Report format found in the RFA website contains the following information concerning the transaction:

PIIN	CLIN	INVOICE	VOUCHER	EXAMINER	SDN AMT	FY	ACRN
DOCUMENT	SRI	NAME	INCOMING DATE	SRI	FLAG	DATE DUE	DAYS UNITL DUE



6. Corrective actions for this condition include:

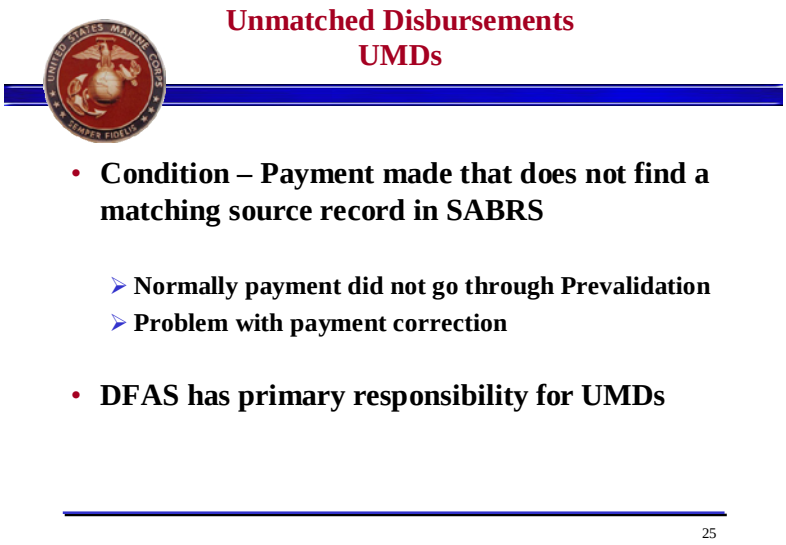
a. If the payment data is correct in terms of document number, PIIN, etc. fund managers need to enter an appropriate obligation into SABRS or adjust to the correct amount a preexisting obligation.

Note: In over 90% of the cases of pre-validation errors, the Marine Corps and the Fund Manager are at fault. Basically, we did not record an obligation or record the obligation in the correct amount to allow the payment to process and pass the pre-validation edit. Further, the COR must process timely acceptance of goods or services and submission of

the receiving report to DFAS for payment.

b. If the payment data is incorrect in terms of document number, PIIN, SPIN, and CLIN inform the FRMO office to contact DFAS to correct the payment and reprocess.

7. Not all payments go through a pre-validation process. Those transactions that do not are what can cause the previous abnormal condition of a Negative Unliquidated Obligation. Chapter 11 of MCO 7300.21A contains those conditions or sources of payments that do not have a prevalidation performed.



UNMATCHED DISBURSMENTS (UMD):

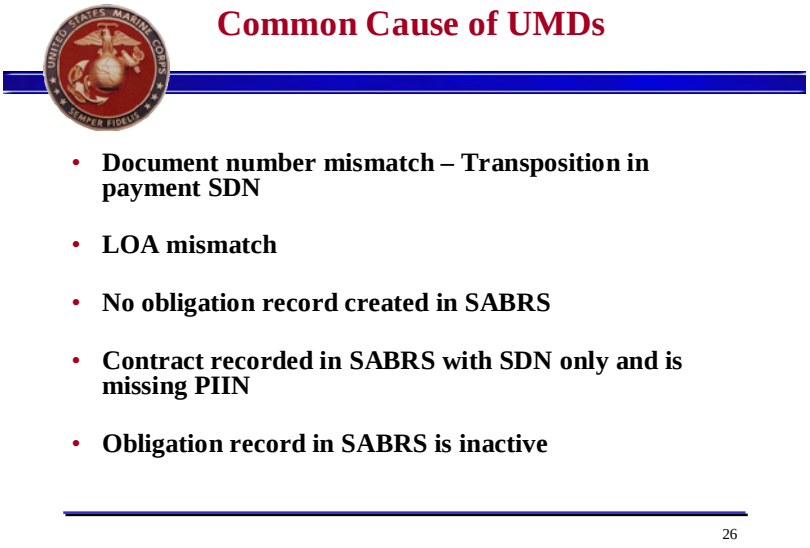
1. This condition arises when a payment has been made and processed against Marine Corps funds that fail to find a matching obligation record to post against in SABRS. Matching the disbursement to SABRS is based on one or more combinations of document number, ACRN, contract number, sub-contract number, contract line number, or Line of Accounting (LOA) mismatch.

2. Correction of UMDs is primarily the responsibility of DFAS. However, the Marine Corps has been granted limited access to the expenditure and collection process to assist DFAS in reconciling and correcting the unmatched disbursements.

3. HQMC and DFAS have agreed that correction of all problem disbursements that are less than 31 days old are the Marine Corps responsibility. This means that each FRMO office assisted by fund managers need to review and to the greatest extent, correct or identify to DFAS for correction problems with payments to include UMDs.

4. The Unmatched Disbursements Report format found in the RFA website contains the following information concerning the transaction:

MRI	BSYM	BFY	ARI	SRI	WCI	BCN	DOCUMENT NUMBER	PIIN	CLIN	NSN
FC	ORIG-SYS-ID	ERROR CODE		DIC		REDIST-AVIL-AMT			AGE (DAYS)	



5. The most common cause of UMD's is the failure of approving and certifying officials ensuring that:

a. Line of accounting is properly cited on all supporting documentation. Specifically the obligation document and the receiving/acceptance report match in terms of LOA, Contract Number, SPIN, CLIN, document number, etc.

b. An obligation exists in SABRS and has enough funds to cover the amount of the payment prior to submitting documents for payment.

6. Other common problems that cause UMD's are:

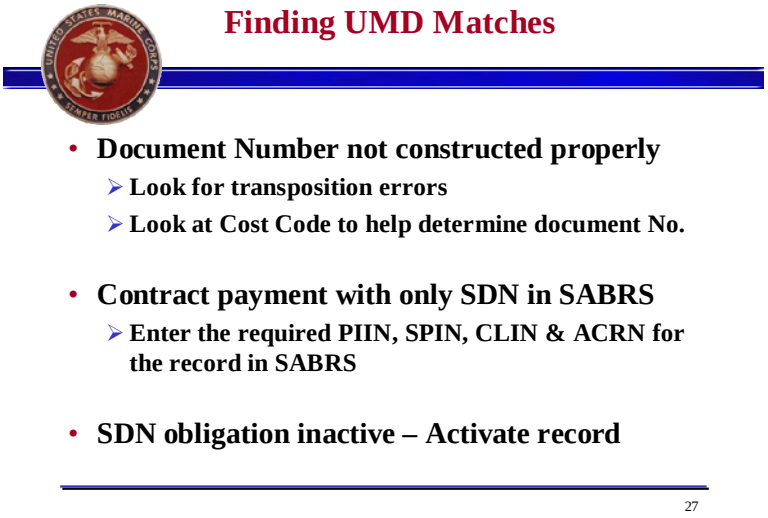
a. No obligation exists for the UMD document number in the accounting system.

1. Identify the activity to which the charge belongs. Obtain and validate any documentation that supports the UMD transaction. The BCN of the LOA should be used to identify the chargeable activity.

2. If the UMD document number is supported with an obligation source document, post the obligation to the accounting system in accordance with DoD FMR Volume 3, Section 1105.

3. If a commitment exists with no obligation, obtain the obligation source documentation and post the obligation.

4. If the UMD transaction is not supported with an obligation source document, request the voucher/bill from DFAS via the comptroller. If the UMD supporting documentation does not contain an obligation source document, the Marine Corps comptroller shares the responsibility with DFAS to identify and avail the appropriate obligation source document for the UMD transaction.



b. The UMD document number is not properly constructed.

1. Use SABRS system reports inquiry options or SMARTS reports (e.g., Unliquidated Orders Report) and attempt to identify discrepancies in the construction of the UMD document number.

2. Since many activities use the cost code field for the last 12 digits of the SDN, this may also be useful to construct the SDN.

c. A contract obligation is recorded in the accounting system with the SDN only. A proper contract obligation must also annotate the PIIN and corresponding ACRN for the appropriate contract line item.

1. Change the PIIN on the liquidation record via the redistribute DNR process.

2. Verify the ACRN on the source document is correct.

3. If a deliver order, task order, or call number is awarded, ensure that a corresponding SPIIN is also annotated in the PIIN field of the accounting system obligation.

d. The UMD document number is valid, but the obligation resident within the accounting system is inactive. Validate the obligation against source documentation. If valid, reactivate the document number within the accounting system and make the appropriate changes.

e. The UMD document number is valid, but the accounting classification does not match the data elements of the obligation by department, fiscal year, and basic symbol.

1. Corrective action will require that DFAS be notified so a Correction Notice can be processed to correct UMD's of this type.

2. If not readily available via electronic means (e.g., Electronic Document Access), Marine Corps comptrollers must provide an obligation source document that supports the change in appropriation data that differs from the disbursement.

7. Any processing or system errors should be reported, through the chain of WCI to SRI to ARI to MRI up to RFA. RFA with DFAS will determine and advise commands of any actions required or when system corrective actions will take place.

Aged Travel Advances

- **Primary Cause – Traveler did not settle claim**
- **Traveler did not indicate previous advance**
- **Use DTS – Automated notifications to settle**
- **Follow Up and get travelers to settle orders**

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AGED TRAVEL ADVANCES:

1. This condition arises when a traveler has not been issued a government travel card and requires an advance on per diem entitlements to travel on authorized official business or change of official duty station and the advance is not reversed through disbursing action 60 days after the estimated completion date of the travel.

2. The Aged Outstanding Travel Advance report format found in the RFA website contains the following information concerning the aged transactions:

MRI ARI SRI BSYM BFY WCI BEA BESA DOCUMENT NUMBER ACRN/RIC TRAVELER'S NAME

OCC TRAVEL ADVANCE COMMIT OBLIGATION EXPENSE LIQUIDATION AGE(DAYS)

3. The most common causes of an aged travel advance are:

a. Travel claim or settlement request has not been submitted by the traveler. The DoD FMR 7000.14-R, Volume 9, paragraph 080501 requires that all travelers submit a claim for travel within 5 working days of their return from the travel. Work with the office that authorized the travel to get the member to submit a claim for the completed travel. Direct the traveler to proceed to their command administration section to process a settlement.

b. When traveler submitted their claim, they failed to annotate on the claim form previous advances (amount, date, voucher number, etc.) that were paid in support of the travel.

c. Document number, LOA mismatch, or transaction type code error between the SABRS record and the payment/advance reversal record. When this condition occurs you may also have an unmatched disbursement condition. If an LOA change is required for the payment request a 1081 correction is processed by DFAS.

4. Enforcing the requirement for traveler's to submit a claim within 5 days of travel completion is the best way of ensuring advances taken are settled timely and do not become an aged issue.

Interest Penalties

- **Condition – Vendor submits valid invoice timely & government fails to pay within 30 days.**
  - **Normal cause is missing receiving/acceptance report**
  - **Timely submission of payment package**
  - **Fails pre-validation and no obligation is created timely**
- **Why are Interest Penalties a concern?**
  - **Unnecessary increase in cost of goods/service**
  - **Indicator of problems with internal processes**

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INTEREST PENALTIES:

1. This condition arises when a vendor submits a valid invoice for payment for provided goods or services and payment of this claim is not accomplished within 30 days of the receipt date of the invoice. For a vendor to be paid, a complete payment package must be physically or electronically received by DFAS.

2. A complete payment package consists of a valid obligating source document (i.e. contract, purchase order, approved training request, etc.), an invoice submitted by the vendor who provided the goods and services requested under the obligating document, a valid obligation in SABRS and an acceptance or receiving report from the activity that initiated the obligating document confirming the government received the ordered goods and services. Without all three documents, DFAS cannot make payment.

2. The Interest Penalty Report format found in the RFA website contains the following information concerning the transaction:

PPA COMMAND	REASON	EOR INTEREST	DATE CHARGE FROM	DATE CHARGE TO	INTEREST SDN
EOR	INV AMOUNT	INV SOURCE	RPR SOURCE	CAGE CODE	PAYEE	INTEREST FY

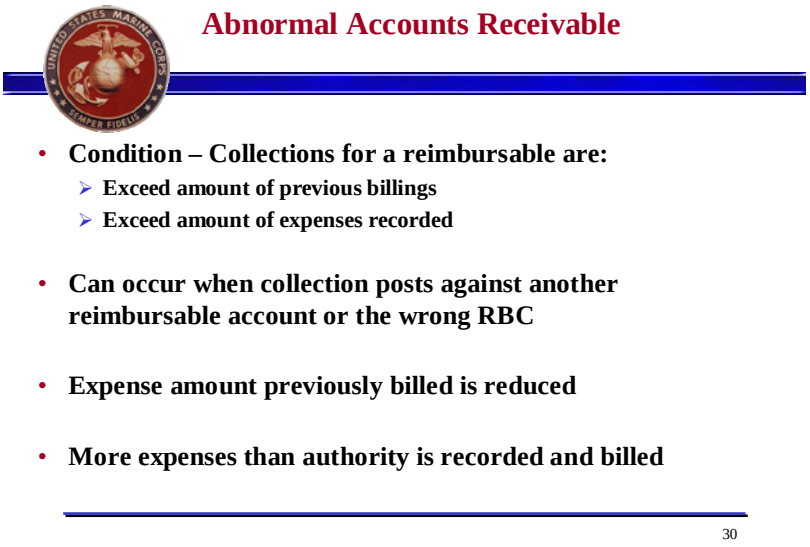
4. Interest penalties are a concern for several reasons. The additional cost increase for those goods and services purchased due to interest being paid in addition to the original invoice price is avoidable. You are paying more than required for goods and services and are reducing the amount of available funds that could have supported other purchases of required goods and services. Basically, you are incurring a lost opportunity cost due to paying a premium for ordered goods and services.

5. Consistently incurring interest penalties means there is a breakdown in established procedures and processes which indicate an internal control weakness(s) that requires command correction.

6. The most common cause of interest penalties is the receiving point or Contract Office Technical Representatives (COTR) not completing or submitting an acceptance/receiving report. For contracts issued by Marine Corps contracting offices a provision for vendor invoicing via WAWF is required. For these transactions, receipt and acceptance transactions are entered in WAWF by the receiving unit or assigned COTR for the contract. To ensure this is done timely, receiving units and COTRs should log into WAWF at least weekly to review pending invoices and confirm/accept that these services or goods were received. That confirmation will electronically complete the payment package for DFAS to make payment.

7. The second major cause of interest penalties is timely submission of manual payment packages to DFAS or lost packages at DFAS. This situation should become less of a problem in our current and future environment as the requirement to create manual source documents is reduced via new or improved mechanized feeder system solutions (WAWF-MP is an example of this where miscellaneous documents can be created in an automated manner vice manual and electronically pass obligation and receipt information to SABRS and DFAS for payment purposes).

8. The third major cause of interest penalties deals with Power Track and not having a sufficient amount obligated in SABRS for the document number assigned to the command's Transportation Account Code (TAC) or the Traffic Management Office (TMO) does not cite the correct TAC on the shipping document.



ABNORMAL ACCOUNTS RECEIVABLE:

1. This condition arises when the collections applicable to the reimbursable account exceed the amount of previous submitted and processed billings or when collections exceed the total amount expensed for the reimbursable order.

2. The Abnormal Accounts Receivable Report format found in the RFA website contains the following information concerning the transaction:

MRI	BSYM	ARI	SRI	WCI	REIMB ORDER NO	BILLED AMOUNT	UNBILLED AMOUNT

TOTAL EXPENSE	COLLECTIONS	OUTSTANDING A/R	AGE

3. Reimbursable billings are created in SABRS based on the amount of expenses recorded against the Reimbursable Order Number (RON) and Reimbursable Billing Code(s) (RBC) assigned to the buyer's order. Expenses are recorded based on specific material or services order placed against the reimbursable being filled, by assigning civilian labor directly against the customer order (DCPS JON contains the assigned RON and RBC identifying the buyer's order), or through manual allocations of expenses being transferred within SABRS to the buyer's order.

4. An abnormal accounts receivable condition can occur if the billing for a specific RON and RBC posts against another reimbursable accounts RON and RBC due to some change in the collection LOA.

5. An abnormal accounts receivable condition can occur if the expense amount previously billed is reduced in SABRS and no corresponding credit billing is processed or posts to the reimbursable account in SABRS. Credit bills will process automatically if the 327 table is properly updated. If not, Credit Bills must be manually released in SABRS to process.

6. An abnormal accounts receivable can occur if more expense than authority is recorded against the reimbursable order and the SABRS generated billing is manually released and processed. SABRS will put billings on hold where the amount of the current bill plus amounts previously billed exceed the buyer's authority in the system. This billing condition can only be processed if manually released by a user authorizing the transaction.

7. An abnormal accounts receivable can occur for specific reimbursable accounts where the amount collected for the month is not used or only partially used to offset direct appropriation charges for the program. Users should closely monitor the amount collected and deposited each month for these accounts and ensure timely use of funds.

MISSING TRADING PARTNER INFORMATION:

1. This condition arises when the proper information is not input into SABRS for obligation transactions when the fund manager is the buyer of services and you send a NAVCOMPT 2275 (Request for Work and Services) or a DD-448 (Military Interdepartmental Purchase Request) for reimbursable work.

2. Trading Partner information consists of the selling commands:

a. Trading Partner Number (TPN) – For DoD activities this number is constructed with "DOD" plus the selling commands six digit DODACC code. Example is HQMCs TPN which is DODM00027.

b. Trading Partner Department Code – Seller's Treasury department code reflecting their funding that will be used to support your work request. Example is 021 for the Army, 097 for OSD, and 017 for the Navy.

c. Trading Partner Basic Symbol- Seller's Treasury appropriation code that will be used to support your request.

d. Trading Partner Subhead – Seller's subhead division of their appropriation they will use with their funding to be used to support your request.

3. The Missing Trading Partner Report format found in the RFA website contains the following information concerning the transaction:

MRI ARI SRI WCI BSYM FY BEA BESA DOCUMENT NUMBER ACRN PIIN CLIN SCLIC

TP INDIC TP MAIN ACCT TP NUMBER TP SBHD LAST UPDT DT COMMIT OBLIG EXPENSE LIQUIDATE

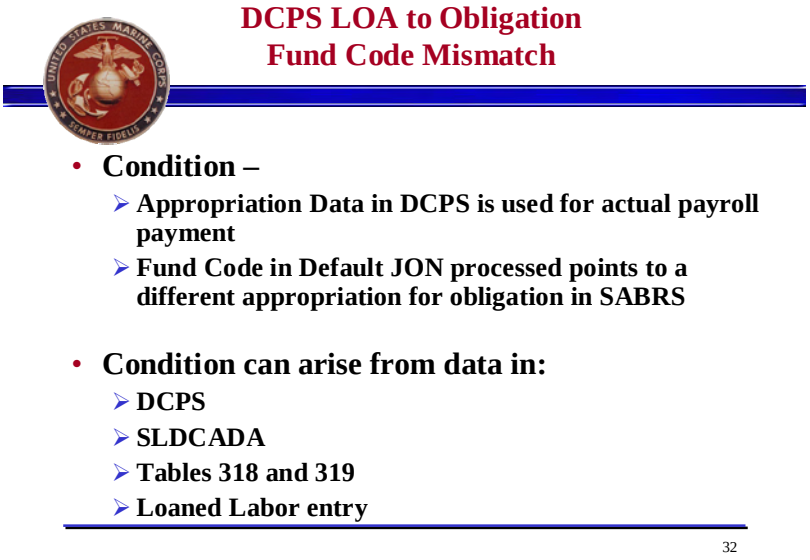
4. All reimbursable agreements, both outgoing funding documents and funding documents accepted, must contain the data elements for trading partner information.

5. For agreements where the USMC is the seller and at the time of establishing a reimbursable profile in SABRS for accepted buyer requests, commands must enter the required trading partner information.

6. The corrective action for these transactions is to add the required trading partner information to the source transaction in SABRS.

Note: TP data is not required in SABRS when processing a commitment for the outgoing work request or MIPR when the fund manager is the buyer. However, SABRS will not allow you to process the associated obligation without the TP field data being entered for the record.

7. Users can find TPN information at the TPN registry, www.bpn.gov.



DCPS LOA/FUND CODE MISMATCH:

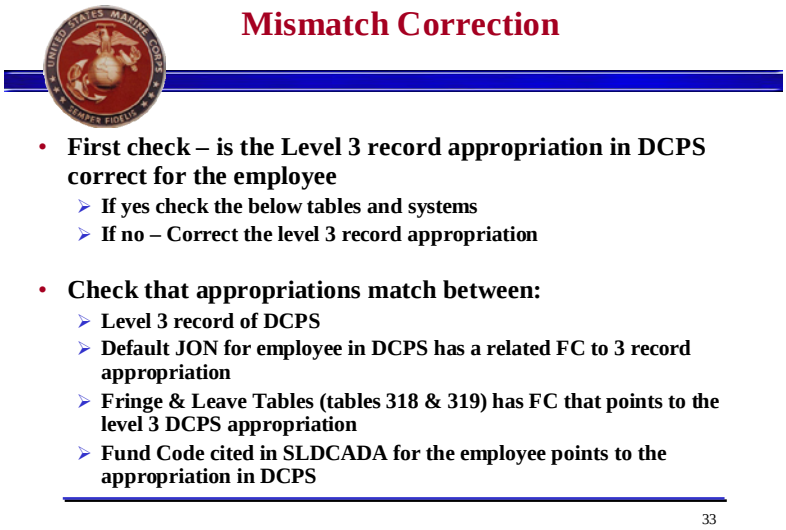
1. This condition arises when the appropriation and subhead in the employee accounting classification (level 3 record) of the Defense Civilian Payroll System (DCPS) loaded for a specific employee is different from the appropriation and subhead associated with the obligation posting in SABRS.

2. The DCPS LOA/Fund Code Mismatch Report format found in the RFA website contains the following information concerning the transaction:

MRI EMPL ACTY ORG CODE EMPLOYEE NAME GRC FYS BSYM SBHD BCN FYS2

BSYM2 SBHD2 BCN2 WCI BEA BESA

3. The appropriation and subhead cited in DCPS is used for the actual payroll voucher and subsequent payment register. The appropriation and subhead associated with obligation postings in SABRS is based on the Fund Code cited in the standing job order number (home FIP) in DCPS, the fund code cited for the employee's assigned organization code in the leave and fringe benefit default tables in SABRS (SABRS local tables 318 and 319), or the default or keyed FIP on labor exceptions processed through the Standard Labor Data Collection and Distribution Application (SLDCADA) into DCPS for that pay period. This appropriation mismatch can be caused by:



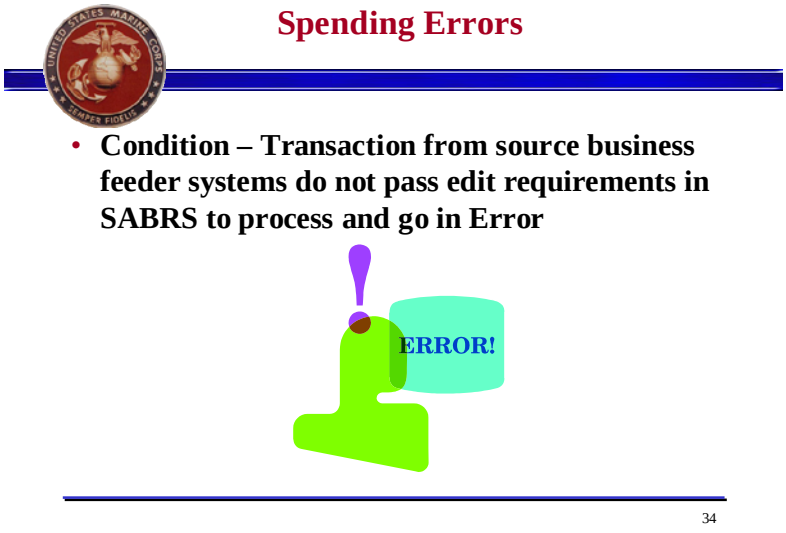
a. The appropriation and subhead in DCPS is not correct for the employee. In this case update DCPS to the correct data.

b. SABRS default leave and fringe benefit tables for the specific organization code are citing a Fund Code that is linked to a different appropriation and subhead than the employee should be charged to. In this situation update the default tables with an appropriate fund code that is linked to the correct appropriation and subhead.

c. The Fund Code cited in the standing job order number in DCPS is not linked to the same appropriation and subhead in the employee's accounting classification record of DCPS. In this situation change the standing job order numbers fund code.

d. The default FIP in SLDCADA reflects a fund code that is associated with a different appropriation and subhead than the employee's accounting classification loaded in DCPS. In this situation change the fund code in the default FIP in SLDCADA.

e. A loaned labor exception is processed with a fund code that is not linked to an appropriation and subhead that is loaded in DCPS for the employee's accounting classification. Screen all manually entered loan labor transactions to ensure fund code integrity for cost transfers.



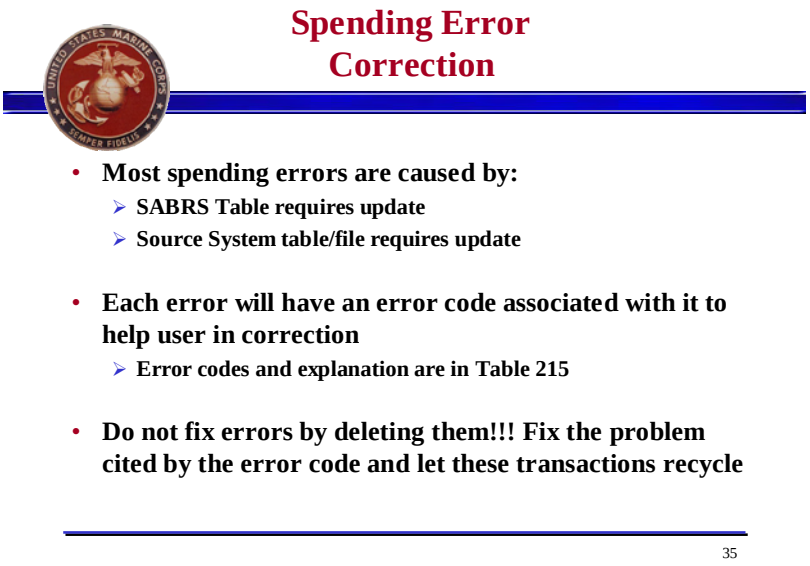
SPENDING ERRORS:

1. This condition arises when an incoming transaction from a source feeder system does not pass data element checks performed by SABRS prior to posting.

2. The Spending Errors Report format found in the RFA website contains the following information concerning the transaction:

MRI	ARI	SRI	WCI	BSYM	FY	BEA	BESA	DOCUMENT NO	ACRN
RIC	NSN	PIIN	CLIN	SCLIN	ORIG SYS	ERROR CODE	DIC	AMOUNT	

3. Each transaction on this report has an error code assigned to guide users on the cause and corrective action required to process the transaction in SABRS. Error codes cited can be found in SABRS Table 215 (Error/Unmatched Code Table). Correct the cause of the error and the transaction will process back into SABRS with the next update cycle.



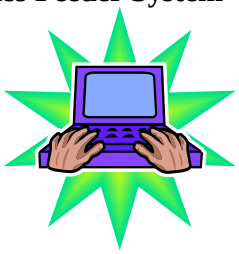
4. The common cause for transactions processing in error is a missing entry on a local or central edit table. Once a table change is made the impacted errors will recycle during the next SABRS cycle and post.

5. The next common cause is the source business system processed incorrect or invalid information. The error code will reflect which fields or data requires correction.

6. **Error transactions in the error file should not be corrected by deleting the error transaction and manually entering the document into SABRS**. Not only will this cause an abnormal condition of invalid transaction recording source, but will break the transaction cycle for feeder system interfacing of the transaction. For example, deleting an obligation record on the error file that originated in SPS and manually entering in SABRS will impact the ability to receipt for this transaction later in WAWF or any subsequent modification in SPS. This will add additional rework efforts on the command and increases the chance of other abnormal conditions occurring.

Invalid Transaction Recording Source

- **Condition – Users Manually key transaction into SABRS that should have processed from a Source Business Feeder System**



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INVALID TRANSACTION RECORDING SOURCE

1. This condition arises when users manually enter transactions into SABRS that should have been processed by an interface with a source feeder system.

Invalid Transaction Recording Source (Cont'd)

- **Self-Inflicted "rework"**
- **Causes future problems with other feeder systems for the transaction**
  - **Manual obligation for contract that should be SPS does not feed data properly to WAWF**
- **Avoid manual keying whenever possible**

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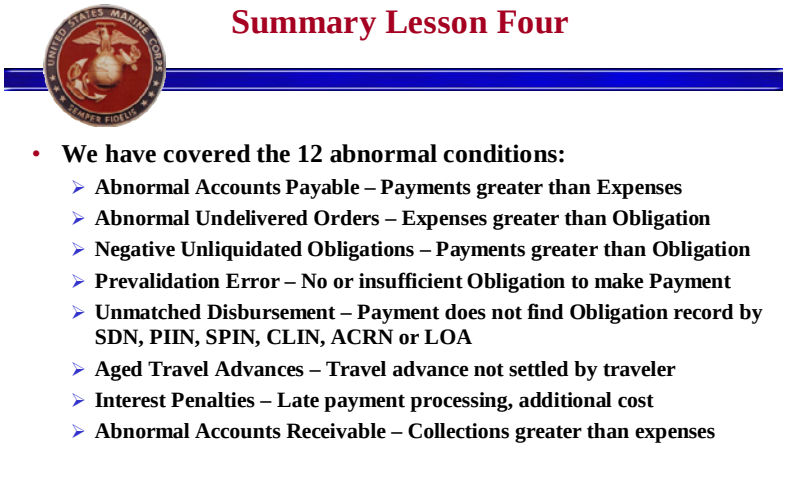
2. This abnormal balance is basically a "self-inflicted" rework effort that wastes employee time, can cause future rework due to keying errors, and potentially impacts other interfaces and data exchanges with source systems from working properly to complete different stages of the transaction cycle.

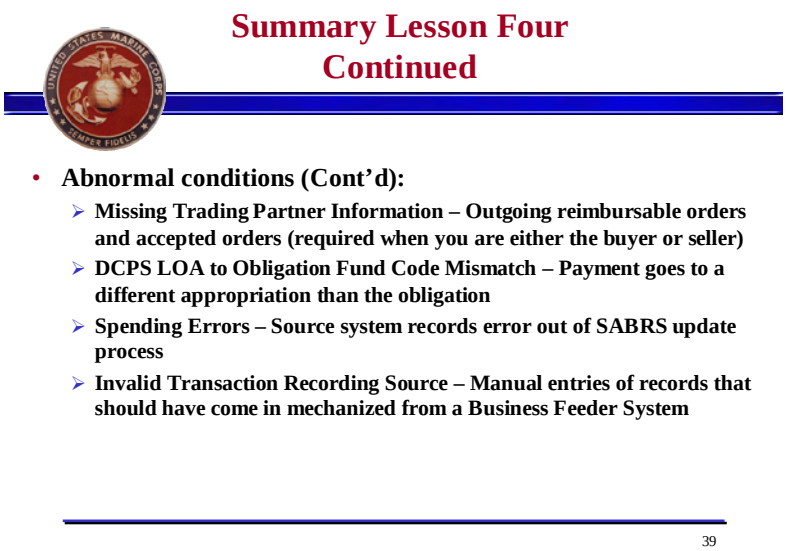
3. Where a source system interface exists to post the transaction in SABRS, manual entry of that transaction into SABRS by users should not occur.

4. Lesson three contains our current source business systems and requirements for processing transactions. These systems must be utilized and manual entry minimized if our financial records are to be maintained correctly and remain "in-sync" with the systems that process our requests for goods and services.

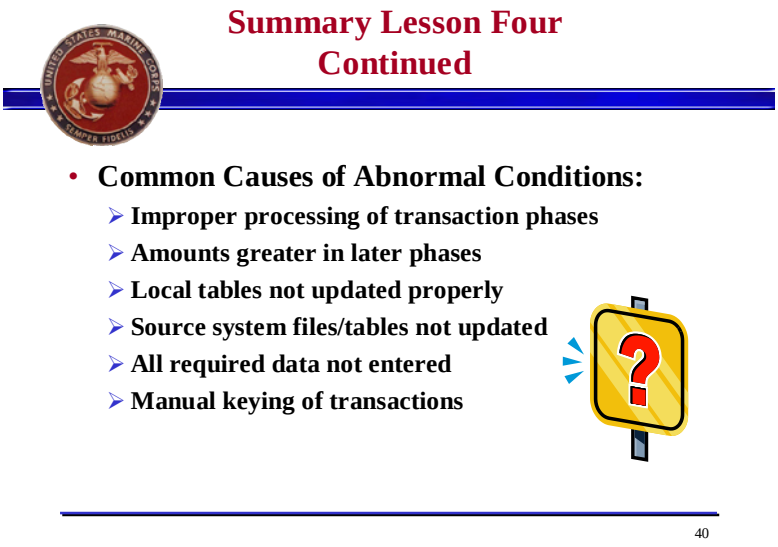
LESSON SUMMARY

During this lesson we have covered:





2. Some of the common causes of abnormal conditions to include:



3. Reviewed each abnormal condition and normal causes and corrective actions required by fund managers to resolve the condition.

Report 8 Desktop Procedures

1. Create New Month's folder K:\ACCTING\ACZ\0Report8 \Reports\YYYY-MM)
   - ☐ Create Current Month's folder YYYY-MM
   - ☐ Create Management Charts folder
   - ☐ Create Backup folder

2. Prepare new month's reports
   - ☐ Copy last month's Final Reports Folder on K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM) to new month's folder
   - ☐ Rename reports to reflect new month (Open properties and remove the Read Only Check.)
     - ☐ Report 8 Input MMM YY
     - ☐ KC-Report8-MMM-YY-TI17
     - ☐ KC-Report8-MMM-YY-TI97
     - ☐ Month YYYY Report 8 Analysis
   - ☐ Delete any other Workbooks
   - ☐ Update Report 8 Input MMM YY
     - ☐ Open Report 8 Input MMM YY(enable MACROS Select TI 17 Analysis Worksheet)
     - ☐ Remove all filters
     - ☐ Press Ctrl s to run cleanup Macro
     - ☐ Change dates on the FBWT Government Wide Metric tab, the BSC 543 tab, the Comparison on Report 8 TI 17 tab, the Comparison on Report 8 TI 97 tab, and the Trend Analysis tab to reflect new month
     - ☐ Change the formula on the Increase/Decrease columns to include Current Month and Last Month on the following worksheets
       - o Comparison on Report 8 TI 17
       - o Comparison on Report 8 TI 97
     - ☐ Update Trend Analysis Worksheet
       - o In the new month's workbook on the Trend Analysis tab highlight cells A17 to F32, right click, select insert, shift cells down.
       - o Copy Cells A1 to F15 from the previous month's Report 8
       - o Paste special copied cells' values in the new month's Report 8 (Cells A17 to F32)
       - o Copy formulas from Cells F1 to F15 from the previous month's Report 8 Trend Analysis worksheet
       - o Paste special copied Cells' formulas in the new month's Report 8 (Cells F1 to F15)
       - o Save and Close the report
   - ☐ Update Report KC-Report8-MMM-YY-TI17

*Note 4930 support should only capture FY 04 and forward data

- ☐ Open Report KC-Report8-MMM-YY-TI17(enable MACROS)
- ☐ Remove all filters
- ☐ Select Disbursements Worksheet
- ☐ Press Ctrl s to run cleanup Macro
- ☐ Save and Close the report

☐ Update Report KC-Report8-MMM-YY-TI97

- ☐ Open Report KC-Report8-MMM-YY-TI97(enable MACROS)
- ☐ Remove all filters
- ☐ Select Disbursements Worksheet
- ☐ Press Ctrl s to run cleanup Macro
- ☐ Save and Close the report

☐ Update MONTH YYYY Report 8 Analysis Open Month YYYY Report 8 Analysis

- ☐ Open MONTH YYYY Report 8 Analysis
- ☐ Create new Analysis-MMM-YY Worksheet for this month's analysis
- ☐ Copy last month's data (Cells B3 to D3 & B9 to D9) and paste over prior month's data (Cells B4 to D4 & B10 to D10) in order to compare current month to last month.

Current month is February on this example:

NET Change in Undistributed from JAN to FEB:

	TI 17
FEB – Undistributed	$200,994,166
JAN – Undistributed	$147,446,110
Change in Undistributed from JAN to FEB:	$53,548,056

Current month is March on this example:

NET Change in Undistributed from FEB to MAR:

	TI 17
MAR - Undistributed	$0
FEB - Undistributed	$200,994,166
Change in Undistributed from FEB to MAR:	($200,994,166)

3. Once SMARTS is Updated Pull DNR UMD Support

- ☐ Open Report Net
- ☐ Open Cubes
- ☐ Open DNR
- ☐ Open Monthly Folder
- ☐ Open month being reported
- ☐ Open rpt_8_dnr_umd_m**
- ☐ Apply the zero suppression

*Note 4930 support should only capture FY 04 and forward data

- ☐ Capture Redist Avail Amt (Measures), Collection/Disbursement, Department Code, Basic Symbol and Fiscal Year. Also Capture Subhead for 1319 and TI 97s.
- ☐ Export to CSV (3 exports will be required: TI 17, 1319, and TI 97)
- ☐ Reverse the sign for the collections by creating a new column named "Coll - rvrse sign for Rpt 8" with a formula to multiply the coll column by *-1, then hide the coll column.
- ☐ Save as an excel report to the K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
- ☐ Input DNR UMD into "Report 8 Input MMM YY"
- ☐ Note: IDBs will need to be pulled in the same way as DNRs except you will filter by Reg 06. Then in Excel deduct the IDBs from the DNRs in order to separate the IDB totals from the DNR totals.

4. Update Labor Support database
   - ☐ Run Labor IMR on K drive (\\K:\ACCTING\ACZ\0Report8\Support\Cognos Queries) once you are allowed to run Cognos after the monthly close-out
   - ☐ Capture current month’s data
   - ☐ Save download as a DBF file
   - ☐ Open Labor Database on K drive (\\K:\ACCTING\ACZ\0Report8\REPORT 8\Support)
   - ☐ Import Histrans labor DBF file and paste append to Histrans table

5. Update IDB History Support Database
   - ☐ Run IDB History(By Cycle Date) IMR on K drive (\\K:\ACCTING\ACZ\0Report8\Support\Cognos Queries) once you are allowed to run Cognos after the monthly close-out
   - ☐ When prompted enter the cycle date for the beginning of the month being reported
   - ☐ Save download as DBF file
   - ☐ Open IDB History Inception to Date Database on the K drive (\\K:\ACCTING\ACZ\0Report8 \REPORT 8\Support)
   - ☐ Run Delete last month’s data query
   - ☐ Import DBF file into the IDB History Inception to Date database IDB HIST table

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- ☐ Update Cycle date in Histrans A1 Append New History data to History Table Query to reflect reporting month
- ☐ Run A1 Append New History data to History Table Query

6. Update CHOOSE Databases and gather CHOOSE Support
   - ☐ Pull Current Month's data from CHOOSE using **Appendix A CHOOSE** Checklist once choose is updated with the month being reported
   - ☐ Update TI 17 Databases located on the K drive (\\K:\ACCTING\ACZ\0Report8\TI 17\DATA)
   - ☐ Run CHOOSE NEW Month Delete Query in 1105 and 1106 FY 06 Databases
     - ☐ Append Choose downloads to CHOOSE NEW MONTH table (for all Appropriations except 1105 and 1106 non-current years)
     - ☐ Run Update Choose & Support Macros (Start here for Appropriations 1105 & 1106 non-current years)
     - ☐ Update AutoExec Macro to reflect the current month's update.
   - ☐ Gather support for TI 17 Cross-Disbursement Summary & Reversal
     - ☐ Open 17 21 22 Support database located on K drive (\\K:\ACCTING\ACZ\0Report8\REPORT 8\Support)
     - ☐ Run Delete old data & Update with New data Macro
     - ☐ Save Query on K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
     - ☐ Input Cross-Disbursement Summary Reversal support into Report 8 (Reverse Sign on Collections)
   - ☐ Gather TI 17 Support for BCN 51000 55000 57000
     - ☐ Open 17 BCN 55000 51000 57000 database located on K drive (\\K:\ACCTING\ACZ\0Report8\REPORT 8\Support)
     - ☐ Run Delete old data & Update with New data Macro
     - ☐ Save Query on K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
     - ☐ Input BCN 51000, 55000, 57000 support into Report 8 (Reverse Sign on Collections)
   - ☐ Gather TI 17 Support for IDB Summary & Reversals

*Note 4930 support should only capture FY 04 and forward data

- ☐ Open 17 6 9 12 Support database located on K drive (\\K:\ACCTING\ACZ\0Report8 \REPORT 8\Support)
- ☐ Run Delete old data & Update with New data Macro
- ☐ Save Query on K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
- ☐ Input IDB Summary Reversal support into Report 8

☐ Gather TI 17 Support for Subhead 27IF

- ☐ Open 17 27IF database located on K drive (\\K:\ACCTING\ACZ\0Report8\REPORT 8\Support)
- ☐ Run Delete old data & Update with New data Macro
- ☐ Save Query on K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
- ☐ Input Subhead 27IF support into Report 8

☐ Update TI 97 Database with Choose data (located in K:\ACCTING\ACZ\0Report8\TI 97)

- ☐ Append Choose downloads to CHOOSE table
- ☐ Save 21 & 22 Query to K drive (Save Query in (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
- ☐ Save 27IF Query to K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
- ☐ Save 6 9 12 Query to K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
- ☐ Input above support into Report 8 (Cross-Disbursement Summary Reversal, Subhead 27IF, and IDB Summary Reversal)(Reverse Sign on Collections)
- ☐ Run Labor Query
- ☐ Run REG 06 Details Query
- ☐ Update AutoExec Macro to reflect the current month’s update

☐ Open FRS Suspense Database on K drive (\\K:\ACCTING\ACZ\0Report8\REPORT 8\Support)

- ☐ Run delete old and update new Macro
- ☐ Save FRS Suspense Table to K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
- ☐ Input FRS Suspense Support into Report 8 (Reverse Sign on Collections)

☐ Open Labor Database on K drive (\\K:\ACCTING\ACZ\0Report8\REPORT 8\Support)

*Note 4930 support should only capture FY 04 and forward data

- ☐ Run Delete old and update new Macro
- ☐ Save Comparisons \Reports
  - (1) TI 17 Labor Comparison for Report 8
  - (2) TI 97 Labor Comparison for Report 8
- ☐ Input Unreconciled Labor into Report 8

☐ Open IDB Timing Difference database on the Departmental drive (\\ckc-s061448\departmental \Reconciliation\REPORT 8\Support)

- ☐ Run Delete old data and update the new data Macro
- ☐ Update Histrans Cycle Date to capture only those cycle dates for the month reporting (inception to date)
  - (1) TI 17 Reg 06 Details Histrans
  - (2) TI 97 & 1319 Reg 06 Details Histrans
- ☐ Run Queries to calculate Timing Difference
  - (1) TI 17 Reg 06 Details Choose Query
  - (2) TI 17 Reg 06 Details Histrans Query
  - (3) TI 97 & 1319 Reg 06 Details Choose
  - (4) TI 97 & 1319 Reg 06 Details Histrans
- ☐ Include the IDB UMD from Step 4 in your Calculation (Choose – IDB UMD – Histrans)
- ☐ Save calculation to K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
- ☐ Input IDB Timing Difference data into Report 8

☐ DCAS Daily (SEE Appendix B for Tracking Sheet)

- ☐ Open Intransit_Dcas Daily Database (\\ckc-s061448\departmental\Reconciliation\REPORT 8\Support)
- ☐ Copy Table DCAS-DAILY Details and paste as DCAS-DAILY Details MM-YYYY
- ☐ Import each DCAS-Daily Generation text file (Use Advanced Specs - DCAS Daily Text File Import Specification to format file) and name DAILYDCSGEN****-MMMDD
- ☐ Open each file and sort ascending on amt field
- ☐ Delete all header records
- ☐ Run Query: 1A Delete DCAS-DAILY TABLE RECORDS
- ☐ Copy and Paste Append the first DCAS-DAILY Generation table to DCAS-DAILY TABLE
- ☐ Run Query: 1B Update DCAS-DAILY-Generation (The query will prompt you to enter the Generation number and Date)
- ☐ Repeat steps last 3 steps for each DCAS-DAILY generation file
- ☐ Run Query: 1C Update DCAS-Daily Net Amt
- ☐ Run Query: 1D Update DCAS-Daily ABS Amt

*Note 4930 support should only capture FY 04 and forward data

- ☐ Run Query: 1E Update VOU-NUM FIELD with VOU-NUM(1) & VOU-NUM PREFIX
- ☐ Run Query: 1F DCAS-DAILY Details MAKE TABLE
- ☐ Run Query: 1G Make Intransit Table
- ☐ Delete previous month's daily generation files
- ☐ Periodically Compact the database to defrag and free disk space (Tools, Database Utilities, Compact Database)
- ☐ Save Queries (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
  - (1) TI 17 DCAS
  - (2) TI 17 DCAS 1319
  - (3) TI 97 DCAS
- ☐ **Reverse the sign on the collections** and Input Daily DCAS in report 8 (Do not include BS 0400 SH 45BA)

7. As Accountant’s from Departmental send Management Charts update Report 8
   - ☐ Save Charts to K drive K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Management Charts)
   - ☐ Input Treasury Disbursements "Total Liquidations" and Accounting Records "Distributed Liquidations." Into Report 8 Disbursement Tab.
   - ☐ Input Treasury Collections “Total Collections” and Accounting Records Distributed Collections “ into Report 8 Collections tab.

10. When Late Registers are received from Departmental update Report 8
    - ☐ Save data on K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
    - ☐ Input Late Registers into Report 8

11. Update Report 8 for Adjustments and Corrections
    - ☐ Open Correction Request Log on K drive (K:\ACCTING\ACZ\Reconciliation)
    - ☐ Filter Pending Corrections or Completed after the Month Reporting
    - ☐ Save Worksheet on K drive (\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)
    - ☐ Input Adjustments and Corrections into Report 8

*Note 4930 support should only capture FY 04 and forward data

12. Post Report 8 Input MMM YY Workbook to K drive (K:\ACCTING\reports\Analysis\Report 8\YYYYMM)by the COB on the **10th workday** of the month.
    Copy Report 8 Input MMM YY Workbook from K:\ACCTING\ACZ\0Report8\Reports\YYYYMM and Paste to K:\ACCTING\reports\Analysis\Report 8. Rename the Workbook as follows: "Report 8 Input MMMYY for Analysis."

13. Obtain PD Numbers from Field Accounting for UMD and In-transits and input into Report 8.
    - ☐ OPEN DATABASE: SMARTS PDMASTER MMM-YYYY (K:\ACCTING\ACCTNG OPS REPTS\Recon and Analysis\PDFILES\Monthly Reports\YYYY-MM\PD'S)
    - ☐ SAVE THE FOLLOWING QUERIES TO THE BACKUP Folder(\\(\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup) FOR THE MONTH:
      - ☐ z Report 8 TI 17 Unmatched COLL
      - ☐ z Report 8 TI 17 Unmatched DISB
      - ☐ z Report 8 TI 97 Unmatched COLL
      - ☐ z Report 8 TI 97 Unmatched DISB
    - ☐ Input into Report 8:
      - ☐ TI 17 Collections Details Col K
      - ☐ TI 17 Disbursements Details Col K
      - ☐ TI 97 Collections Details Col K
      - ☐ TI 97 Disbursements Details Col K
    - ☐ OPEN DATABASE: INTRANSITS-MMMYY (K:\ACCTING\ACCTNG OPS REPTS\Recon and Analysis\PDFILES\Monthly Reports\YYYY-MM\Intransits
    - ☐ SAVE THE FOLLOWING QUERIES TO THE BACKUP folder (\\(\\K:\ACCTING\ACZ\0Report8\Reports\YYYY-MM\Backup)) FOR THE MONTH:
      - ☐ zz PD Intransit Report TI 17 COLL
      - ☐ zz PD Intransit Report TI 17 DISB
      - ☐ zz PD Intransit Report TI 97 COLL
      - ☐ zz PD Intransit Report TI 97 DISB
    - ☐ Input into Report 8:
      - ☐ TI 17 Collections Details Col J
      - ☐ TI 17 Disbursements Details Col J
      - ☐ TI 97 Collections Details Col J
      - ☐ TI 97 Disbursements Details Col J

14. Update Official Reports
    - ☐ Open completed Report 8 Input MMM YY Workbook
      - ☐ Go to worksheet TI 17 Disbursements Details

*Note 4930 support should only capture FY 04 and forward data

- Copy Cells containing Reported To Treasury, Accounting Records, Intransits (From Intransit Report), Unmatched disbursements (From UMD Section of PD Report), and Other Supported Categories data. (Columns F, G, I, J, and K)

- Open workbook KC-Report8-MMM-YY-TI17 in the K drive (K:\ACCTING\ACZ\0Report8\Reports\YYYYMM\Final Reports MMMYY)
  - Go to worksheet titled Disbursements
  - Paste Special (Values) into the appropriate Columns. (Columns J, K, N, O, and P)
- Go back to workbook Report 8 Input MMM YY
  - Go to worksheet TI 17 Collection Details
  - Copy Cells containing Reported To Treasury, Accounting Records, Intransits (From Intransit Report), Unmatched disbursements (From UMD Section of PD Report), and Other Supported Categories data. (Columns F, G, I, J, and K)
- Go back to workbook KC-Report8-MMM-YY-TI17
  - (1)Go to worksheet titled Collections
  - Paste Special (Values) into the appropriate Columns. (Columns J, K, N, O, and P)
- Open completed Report 8 Input MMM YY Workbook
  - Go to worksheet TI 97 Disbursements Details
  - Copy Cells containing Reported To Treasury, Accounting Records, Intransits (From Intransit Report), Unmatched disbursements (From UMD Section of PD Report), and Other Supported Categories data. (Columns F, G, I, J, and K)
- Open workbook KC-Report8-MMM-YY-TI17
  - Go to worksheet titled Disbursements
  - Paste Special (Values) into the appropriate Columns. (Columns J, K, N, O, and P)
- Go back to workbook Report 8 Input MMM YY
  - Go to worksheet TI 97 Collection Details
  - Copy Cells containing Reported To Treasury, Accounting Records, Intransits (From Intransit Report), Unmatched disbursements (From UMD Section of PD Report), and Other Supported Categories data. (Columns F, G, I, J, and K)
- Go back to workbook KC-Report8-MMM-YY-TI17
  - Go to worksheet titled Collections
  - Paste Special (Values) into the appropriate Columns. (Columns J, K, N, O, and P)

22. REPORT 8 DISTRIBUTION

*Note 4930 support should only capture FY 04 and forward data

- ☐ Post to the ABL Operations Metrics Project on the ePortal
- ☐ Include following Attachments:
  - ☐ KC-Report8-MMM-YY-TI17.xls
  - ☐ KC-Report8-MMM-YY-TI97.xls
  - ☐ BSC 543.xls
  - ☐ FBWT GOVT WIDE METRIC-KC MMMYY.xls

23. REPORT 8 MONTHLY FILES- Copy all data to Compact Disk
    - ☐ Copy of Backup for both TI 17 & 97
    - ☐ Copy of Management Charts for both TI 17 & 97
    - ☐ Copy of all worksheets in Workbook: Report 8 Input MMM YY
    - ☐ Copy of all worksheets in Workbook: KC-Report8-MMM-YY-TI17 and KC-Report8-MMM-YY-TI97

*Note 4930 support should only capture FY 04 and forward data

Appendix A CHOOSE Checklist

BS	SH	CHOOSE DOWNLOADED	DATABASE UPDATED WITH CHOOSE
0735	27%		
1105	-		
1106	-		
1160	-		
1107	-		
1108	-		
1109	-		
1149	-		
1319M	M%		
1319T	T%		
1508	-		
1548	-		
2116	-		
2115	-		
5095	27%		
7035	27%		
7036	27%		
0100	27%		
0300	1204		
0300	27%		
0350	27%		
0400	1305		
0400	M%		
0400	T%		
0450	MHHA		
0460	27a%		
0500	27B%		
0833	27%		
0839	27%		
4965	2054		
4930	NC2A		
5188	27A%		
2105	27%		
5189	27%		

*Note 4930 support should only capture FY 04 and forward data

Appendix B DCAS-Daily Tracking Sheet

REPORT 8 - DCAS DAILY'S			
(Intraservice - DCAS DAILY Generations posted to SABRS After the Monthly Cycle) Regular Daily Feeds: KCMOC.T76Y1$20.T7250T6B.DAILY.G*** *V00 You will need to review the last few generations (datasets) of the month to determine which ones will be needed for the Intransits DCAS Dailies. You will need all generations for the register month you are reporting that were processed to SABRS after the Monthly Cycle. If the 1st falls on a Friday, check Infopac (TC725035) to confirm last generation for the month.	St. Louis Mainframe SF If the 1st of the month falls on a Friday-see TC725035 for last generation.	File Transfer and save as DAILYDCASGEN***.TXT (Where *** is the Generation Number (specify if empty) Generation Date Register Month _____ _____ _____ _____ _____	

*Note 4930 support should only capture FY 04 and forward data

Appendix C TI 97 Subheads

BS	STARS- SH	SABRS SHs
0100	6045	27B0
0100	6085	27H0
0100	1204	27C%
0300	1204	27A%
0300	2605	27J0
0400	2504	MAAB and MABC
0400	1104	MBBE , MBCB, MBHA, and MBHB and MBBV
0400	2605	MEEB and MEEC (MEED for 1999)

*Note 4930 support should only capture FY 04 and forward data

Appendix D Data Sources

Disbursements			Collections		
Row	**Column on Report 8**	**Source of Data**	**Row**	**Column on Report 8**	**Source of Data**
1	Reported To Treasury	Pulled from Departmental's Management Chart Total Liquidations	1	Treasury Total Collections	Pulled from Departmental's Management Chart Total Collections
2	Accounting Records	Pulled from Departmental's Management Chart Distributed Disbursements	2	Field Accounting Distributed Collections	Pulled from Departmental's Management Chart Distributed Collections
3	Total Undistributed Disbursements	**Calculation:** Row 1 - Row 2	3	Undistributed Collections	**Calculation:** Row 1 - Row 2
4	Intransits (From Intransit Report)	Intransit from official PDR Reports produced in Field Accounting	4	Intransits (From Intransit Report)	Intransit from official PDR Reports produced in Field Accounting
5	Unmatched (From UMD Section of PD Report)	Unmatched from official PDR Reports produced in Field Accounting	5	Unmatched (From UMD Section of PD Report)	Unmatched from official PDR Reports produced in Field Accounting
6	Other Supported Categories	**Calculation:** Sum of Row 16 to Row 21	6	Other Supported Categories	**Calculation:** Sum of Row 16 to Row 21
7	DNR UMD	Pull from SMARTS WEB Monthly DNR_Unmatch Cube. Use Redistribute Amount Available.	7	DNR UMD	Pull from SMARTS WEB Monthly DNR_Unmatch Cube. Use Redistribute Amount Available.
8	IDB UMD	Pull from SMARTS WEB Monthly IDB UMD Cube.	8	IDB UMD	Pull from SMARTS WEB Monthly IDB UMD Cube
9	Pending Correction Notice 621	Pull from SMARTS WEB Monthly rpt_8_dnr_621_ pend Cube. Filter data based on: DNR File indicator = U, Reversal Code = 1, Delete Flag not = C, and Transmit Flag Code not = T. The sign on these need to be reversed before input into Report 8.	9	Pending Correction Notice 621	Pull from SMARTS WEB Monthly rpt_8_dnr_621_ pend Cube. Filter data based on: DNR File indicator = U, Reversal Code = 1, Delete Flag not = C, and Transmit Flag Code not = T. The sign on these need to be reversed before input into Report 8.
10	BCN 51000, 55000, 57000	Pull from Choose inception to date. Filter data based on registers no = 06, 09, 12, 21 & 22. Also exclude Register 36 if Subhead equals 2700	10	BCN 51000, 55000, 57000	Pull from Choose inception to date. Filter data based on registers no = 06, 09, 12, 21 & 22. Also exclude Register 36 if Subhead equals 2700
11	Late Registers	This column is calculated by the difference between the TFS 6653 and Cumulative DCAS IN for the non-shared appropriations.- Will get from Departmental	11	Late Registers	This column is calculated by the difference between the TFS 6653 and Cumulative DCAS IN for the non-shared appropriations.- Will get from Departmental
12	Daily DCAS	The file used is the Daily DCAS Generations (KCMOC.T76Y1$20.T7250T6B.DAILY.G****V00). Check the Date and the Register Month on the Daily DCAS Generations to determine which files posted to SABRS after the SABRS Monthly Cycle. Exclude Registers 06, 09, 12, 21, & 07. Also Register 22 with BCN 55000.	12	Daily DCAS	The file used is the Daily DCAS Generations (KCMOC.T76Y1$20.T7250T6B.DAILY.G****V00). Check the Date and the Register Month on the Daily DCAS Generations to determine which files posted to SABRS after the SABRS Monthly Cycle. Exclude Registers 06, 09, 12, 21, & 07. Also Register 22 with BCN 55000.
13	IDB Summary Reversal	Pull from Choose. This is calculated using the Net Amount of the Registers 12, 09 and 06 with Type Code 4J.	13	IDB Summary Reversal	Pull from Choose. This is calculated using the Net Amount of the Registers 12, 09 and 06 with Type Code 4J.
14	IDB Timing Difference	Use cumulative DCAS IN (for fiscal year 2004 and 2005) and pull the Register 06's with Subhead not equal to 27IF, Type Code Not Like 4*. Run a COGNOS SMARTS CLIENT query on the HIST TRANS file to pull the IDB's posted. Use the IDB UMD data from the IDB UNMATCHED Monthly Cube. The IDB Timing Difference calculation: DCAS IDB Cumulative minus IDB HIST TRANS minus the IDB UMD.	14	IDB Timing Difference	Use cumulative DCAS IN (for fiscal year 2004 and 2005) and pull the Register 06's with Subhead not equal to 27IF, Type Code Not Like 4*. Run a COGNOS SMARTS CLIENT query on the HIST TRANS file to pull the IDB's posted. Use the IDB UMD data from the IDB UNMATCHED Monthly Cube. The IDB Timing Difference calculation: DCAS IDB Cumulative minus IDB HIST TRANS minus the IDB UMD.
15	Cross-Disbursement Summary Reversal	Pull from Choose. Filter data based on Registers = 21 or 22 (All Subheads) and 36 or 07 with Subhead = 2700	15	Cross-Disbursement Summary Reversal	Pull from Choose. Filter data based on Registers = 21 or 22 (All Subheads) and 36 or 07 with Subhead = 2700
16	UMD Adjustment	**Calculation:** (Row 7 : Row 9) - Row 5	16	UMD Adjustment	**Calculation:** (Row 7 : Row 9) - Row 5
17	Intransit Adjustment	**Calculation:** (Row 10: Row 15) -Row 4	17	Intransit Adjustment	**Calculation:** (Row 10: Row 15) -Row 4
18	Unreconciled Labor	Pull from Hist Trans for fiscal years 2004 and 2005 with DIC = ALL and AST. Pull from CHOOSE Register 07 all subheads except 2700. CHOOSE minus HIST TRANS equals Unreconciled Labor.	18	Unreconciled Labor	Pull from Hist Trans for fiscal years 2004 and 2005 with DIC = ALL and AST. Pull from CHOOSE Register 07 all subheads except 2700. CHOOSE minus HIST TRANS equals Unreconciled Labor.
19	FRS Suspense	Pull from CHOOSE Filtering on "Suspense" equal to S	19	FRS Suspense	Pull from CHOOSE Filtering on "Suspense" equal to S
20	Subhead 27IF (IDBs)	Pull from CHOOSE filtering on Subhead equal to 27IF.	20	Subhead 27IF (IDBs)	Pull from CHOOSE filtering on Subhead equal to 27IF.
21	Adjustments Corrections	This is a manual process. This is the reconciliation of Treasury to SABRS performed in our section. When differences are identified and the procedures to correct the problem are identified we submit a problem report. These problem reports are tracked manually and any that are still pending at the end of the month are used as support for Report 8.	21	Adjustments Corrections	This is a manual process. This is the reconciliation of Treasury to SABRS performed in our section. When differences are identified and the procedures to correct the problem are identified we submit a problem report. These problem reports are tracked manually and any that are still pending at the end of the month are used as support for Report 8.
22	Total Supported	**Calculation**: Sum of Row 4 to Row 6	22	Total Supported	**Calculation**: Sum of Row 4 to Row 6
23	Unsupported Undistributed	**Calculation**: Row 3 - Row22	23	Unsupported Undistributed	**Calculation**: Row 3 - Row22

*Note 4930 support should only capture FY 04 and forward data

ACCOUNTING AND FINANCIAL SYSTEMS BRANCH
(RFA)

SABRS AND REPORTNET ACCESS, SABRSHELP, AND SYSTEM CHANGE REQUEST STANDARD OPERATING PROCEDURE MANUAL

October 2, 2007

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Introduction

The Standard Accounting, Budgeting and Reporting System (SABRS) is the official accounting system used by the Marine Corps to record authorizations, commitments, obligations, expenses, and liquidations for allotments and general fund appropriations issued to the United States Marine Corps. The information residing in SABRS is used by commands and the Marine Corps to determine fund authorizations, fund execution and available balances for future obligations. SABRS is the authoritative source for data and information reported in the Marine Corps Financial Statements. The information entered and contained within SABRS must be accurate and reliable to ensure correct reporting of Marine Corps financial status.

To ensure the integrity of the financial information processed into SABRS is accurate and reliable, controls must be established to govern the processes of:

- Authorizing access to SABRS and specific processes and sub-systems
- Report SABRS system problems
- Request help with SABRS processes and procedures
- Request changes to SABRS processes and procedures

Purpose

The purpose of the SABRS Access, Help and System Change Request Standard Operating Procedures (SOP) is to define the Marine Corps procedures to be followed for requesting and authorizing access to SABRS, reporting system problems, requesting assistance and help with transaction processing in SABRS and requesting changes to SABRS system processes or procedures. This SOP provides guidance, for personnel at all levels, involved in obtaining system access, help, or problem reporting.

Organization

The SABRS Access, Help and System Change Request SOP is organized into the following sections:

- Section A – Procedures to request SABRS and ReportNet access
- Section B – Procedures to request assistance via SABRSHELP
- Section C – SABRS System Change Request (SCR) process and Configuration Control and Management Board process

A. Procedures to request SABRS and ReportNet access

A.1 Access Request Process – SABRS Sub-Systems other than Authorizations

A.1.1. The individuals/organizations and their responsibilities in the SABRS access request and approval process for all sub-systems (less authorizations) are:

1. User – Individual who requires access to SABRS to perform assigned duties. This individual begins the request process by contacting the Comptroller office concerning the requirement/need to access SABRS. If the Comptroller office agrees there is a bona-fide need for the user to be granted access to SABRS, the user will complete Part I of DD Form 2875 (System Authorization Access Request (SAAR)). The front page of DD Form 2875 is shown in Figure A-1.

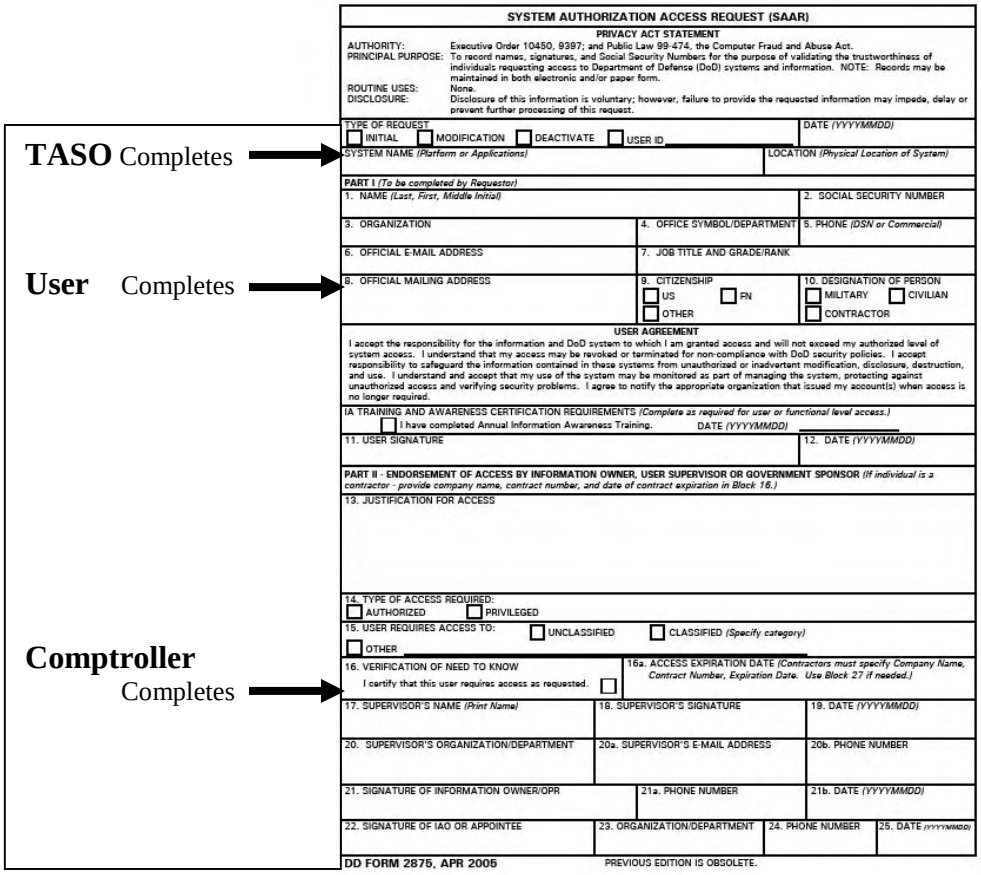

Figure A-1 – Front Page of DD Form 2875

After completing Part I and signing, the user will forward the DD Form 2875 to their assigned Terminal Area Security Officer (TASO) requesting assignment of main-frame Accessor Identification (ACID).

2. TASO – Terminal Area Security Officers are individuals assigned in writing and trained to perform data access security in accordance with Marine Corps Manual IRM-5239-06. The TASO will assign an ACID (six characters) within their working group to specifically identify the user requesting access to SABRS. The TASO will assign a TSS Profile of USER$ to the ACID which permits access to CICS SABRS DB 160 and INFOPAC. Once those actions are completed, the TASO will assign the initial password to the user ACID. The TASO will complete the first two lines on Figure A-1 and returns the SAAR to the user. User will forward the SAAR to the Comptroller office for the next step.

Comptroller Completes

DFAS Completes

26a. NAME *(Last, First, Middle Initial)*			26b. SOCIAL SECURITY NUMBER
27. OPTIONAL INFORMATION *(Additional information)*			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION			28a. DATE OF INVESTIGATION *(YYYYMMDD)*
28b. CLEARANCE LEVEL			28c. IT LEVEL DESIGNATION ☐ LEVEL I ☐ LEVEL II ☐ LEVEL III
29. VERIFIED BY *(Print name)*	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE *(YYYYMMDD)*
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM		ACCOUNT CODE
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED *(YYYYMMDD)*	PROCESSED BY *(Print name and sign)*		DATE *(YYYYMMDD)*
DATE REVALIDATED *(YYYYMMDD)*	REVALIDATED BY *(Print name and sign)*		DATE *(YYYYMMDD)*

DD FORM 2875 (BACK), APR 2005

Figure A-2 – Back Page of DD Form 2875

3. Comptroller - Completes part II of the DD Form 2875 (Figure A-1) and any additional information or comments concerning the user's access for SABRS in area 27 (Additional Information) shown in Figure A-2. The Comptroller will also complete the Excel SABRS Access Request form (Figure A-3). Figure 3 must reflect the financial organization level the user is authorized access to and the permissions for required subsystems, such as SABRS Travel subsystem, reports inquiry, table update capability, etc. Once the DD Form 2875 and Excel SABRS Access Request form are completed, the Comptroller will be electronically forwarded to SABRSHELP at SABRSHELP@usmc.mil.

Submit completed form to: SystemsAHSSecurity@dfas.mil									SABRS					SABRS	LEGACY
				GRADE	ACCESS LEVEL				ADHOC	CREATE	APPROVE	AUTH	REPORTS	TABLE	TABLE
ACID	FIRST NAME	M.I.	LAST NAME	RANK	MRI	ARI	SRI	WCI	MENU	TRAVEL	TRAVEL	TRAVEL	INQUIRY	UPDATE	UPDATE
CFFN43		D		SGT	M67025	M67428	M00681	M00681		X			X		

Figure A-3 – Completed SABRS Access Request Form

4. SABRSHELP – Reviews the DD Form 2875 and Excel SABRS Access Request form for completeness and the requested level of access within SABRS to ensure they are proper in relation to the requesting command and user requirements. Once the review is completed, SABRSHELP (managed by Accounting Policy and Systems Branch (RFA) of Programs and Resources Department, Headquarters, United States Marine Corps) will forward both forms to DFAS to establish an ACID in Natural Security on SABRS DB 160. The request forms are forwarded electronically to SystemsAHSSecurity@dfas.mil.

5. DFAS (Systems) – Links user ACID to Natural Security and DB160 access. These linked permissions allow users to access SABRS in the mainframe environment. Once access is established, DFAS will complete Part IV of the DD Form 2875 (Figure A-2) and forward electronically to SABRSHELP or by fax to (703) 695-0015.

6. SABRSHELP – Once the completed DD Form 2875 is received from DFAS, RFA will retain/file the form for current and future access accountability and audit purposes. RFA, through SABRSHELP, will notify the requesting command's comptroller that the user has been established for access in SABRS.

7. Comptroller will update local SABRS tables (to include the 204 table with appropriate spending Document Identifier Codes (DICs) the user requires to access and perform functions at the local command within SABRS. Comptroller will notify the user that all steps have been completed for their access to SABRS.

8. User – Will log into SABRS via CICS. For the initial login, the user will use the password assigned to the ACID by their TASO. The system will prompt the user to change this password during the initial login. Top Secret Security (TSS) requires a password construction of:

- Password must be 8 characters
- Password must contain at lease one alpha, one numeric, and one National Character ($, @, or #)
- The National Character must be between the first and last characters of the new password.

A.1.2. Reset of Disabled/Locked Accounts - Natural security will compare the user ACID and the password entered to those on file to ensure a match prior to allowing access. If the ACID and password entered does not match in Natural Security, the user will be prompted with an error message. Users are allowed 3 unsuccessful logins before Natural Security will disable their account. Once a users account is disabled they must contact their TASO to reset their ACID in Natural Security before attempting to login on SABRS.

A.1.3. The process outlined in section A.1.1. is represented as a Process Flow in Figure A-4.

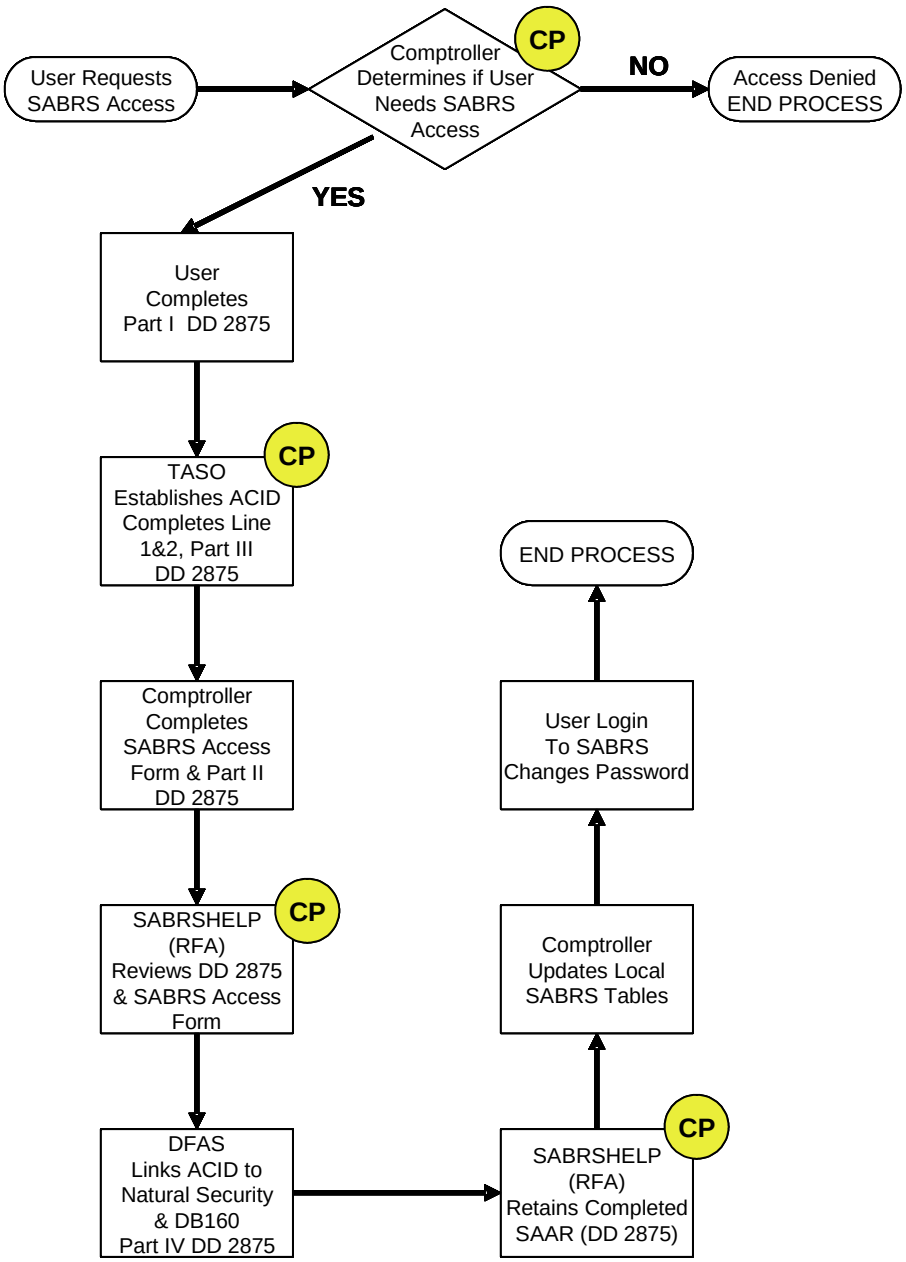

Figure A-4 – Process Flow Diagram

A.2 Access Request Process – SABRS Authorization Processing Sub-System

A.2.1. SABRS is designed with an internal control that restricts a user from having access to both the authorization distribution process and the spending sub-systems. This was purposely intended to ensure that the same user could not authorize funds and also execute (obligate) those same funds.

A.2.2. Requesting user access for SABRS Authorization Process follows the same basic steps as outlined in section A.1. The major differences in the process are:

1. Comptroller must specifically identify that the user and assigned ACID is for authorization processing in SABRS.

2. Comptroller must remove all spending DICs loaded to the user ACID on local SABRS Table 204 prior to submitting request for authorization subsystem access. SABRS will not allow a user ACID load to Central Table 205 (authorization process) if the user ACID is loaded with spending DICs on local table 204.

3. Once Comptroller has verified and/or changed SABRS Local Table 204, submit request for authorization access to SABRSHELP. Request must specify the level authorization access is granted (i.e. MRI, ARI, SRI, or WCI) and which authorization DICs the user is to have access for.

4. SABRSHELP (RFA) will load the user ACID to SABRS Central Table 205. SABRSHELP will notify the requesting Comptroller via email once the action is complete.

A.3 Access Request Process – ReportNet

A.3.1. ReportNet is a COGNOS tool used by the Marine Corps to create reports and inquiries from data and information processed into SABRS. ReportNet is not a part of the SABRS process or a main-frame application, but uses daily downloaded files from SABRS. The updated files are downloaded to a secure server where authorized users can access the information using the ReportNet tool.

A.3.2. The individuals/organizations and their responsibilities in the ReportNet access request and approval process are:

1. User – Individual who requires access to ReportNet to perform assigned duties begins the request process by contacting the Comptroller office with the requirement/need to access ReportNet. If the Comptroller office confirms the requirement, the user will prepare a Systems Authorization Access Request (SAAR) (DD Form 2875), completing Part I (Figure A-5). User will forward the DD Form 2875 to the Comptroller office.

User Completes

Comptroller Completes

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST: ☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID _____ | DATE (YYYYMMDD)

SYSTEM NAME (Platform or Applications) | LOCATION (Physical Location of System)

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial) | 2. SOCIAL SECURITY NUMBER
3. ORGANIZATION | 4. OFFICE SYMBOL/DEPARTMENT | 5. PHONE (DSN or Commercial)
6. OFFICIAL E-MAIL ADDRESS | 7. JOB TITLE AND GRADE/RANK
8. OFFICIAL MAILING ADDRESS | 9. CITIZENSHIP ☐ US ☐ FN ☐ OTHER | 10. DESIGNATION OF PERSON ☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR

USER AGREEMENT

I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)
☐ I have completed Annual Information Awareness Training. DATE (YYYYMMDD) _____

11. USER SIGNATURE | 12. DATE (YYYYMMDD)

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS

14. TYPE OF ACCESS REQUIRED: ☐ AUTHORIZED ☐ PRIVILEGED
15. USER REQUIRES ACCESS TO: ☐ UNCLASSIFIED ☐ CLASSIFIED (Specify category) ☐ OTHER _____
16. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested. ☐ | 16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)
17. SUPERVISOR'S NAME (Print Name) | 18. SUPERVISOR'S SIGNATURE | 19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT | 20a. SUPERVISOR'S E-MAIL ADDRESS | 20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR | 21a. PHONE NUMBER | 21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE | 23. ORGANIZATION/DEPARTMENT | 24. PHONE NUMBER | 25. DATE (YYYYMMDD)

DD FORM 2875, APR 2005 PREVIOUS EDITION IS OBSOLETE.

Figure A-5 – Front Page of DD form 2875

2. Comptroller – Will complete Part II of Figure 5 and any optional information required on line 27 of Figure A-6.

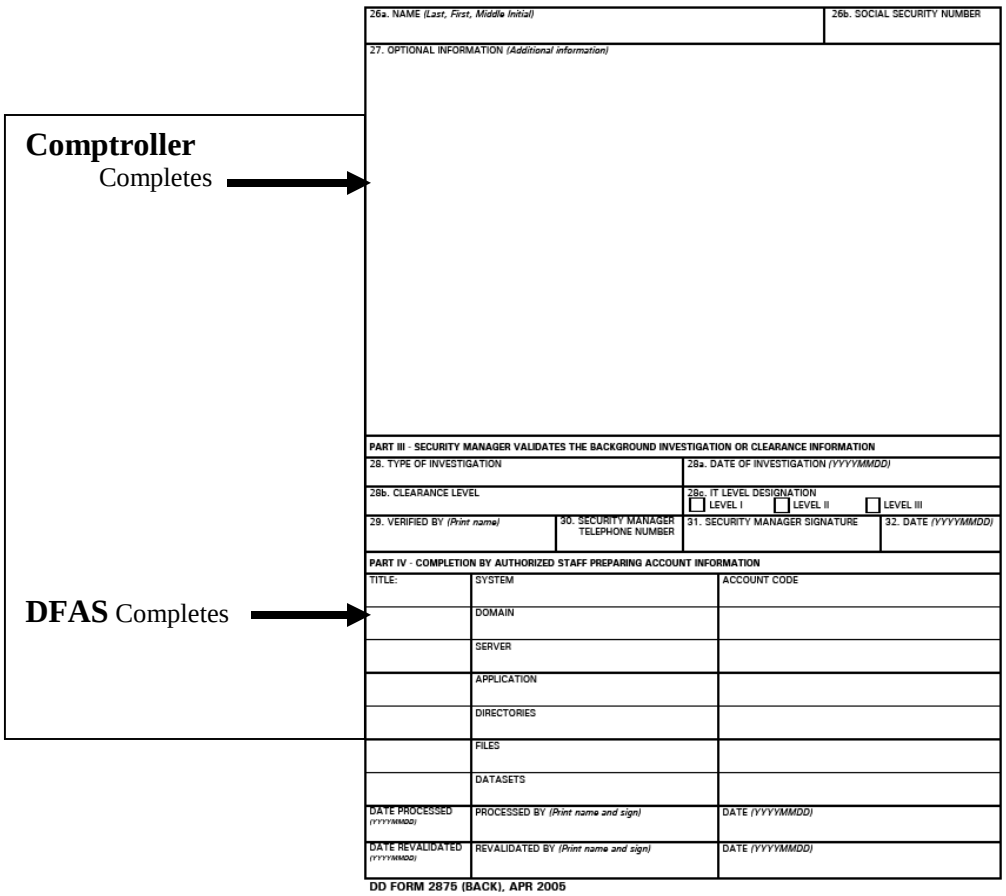

Figure A-6 – Back Page of DD Form 2875

Comptroller will complete the ReportNet Access Request Form (Figure A-7) and forward, with the completed SAAR, to SABRSHELP at SABRSHELP@usmc.mil

Submit completed form to: SystemsAHSSecurity@dfas.mil										NO DASH/SPACE
			GRADE	ACCESS LEVEL				GROSSPAY		COMMERCIAL
FIRST NAME	M.I.	LAST NAME	RANK	MRI	ARI	SRI	WCI	ACCESS	E-MAIL	PHONE
[redacted]	D	[redacted]	SGT				M62204		[redacted]	1234567890

Figure A-7 – Completed ReportNet Access Request Form

3. SABRSHELP (RFA) – Reviews the submitted SAAR and access request form for completeness and that the levels of access are appropriate for the user. The level access review is primarily done to restrict access to the Gross Pay file information to only those users who directly work with Civilian Payroll reconciliation between the Defense Civilian Payroll System (DCPS) and SABRS. The access level of MRI, ARI, SRI, and WCI is also reviewed to ensure users at subordinate levels are not granted access to financial information at levels higher than their assigned command. Once RFA completes their review of the request form, the request is forwarded to DFAS to establish a user account in ReportNet. RFA forwards the request via email to: SystemsAHSSecurity@DFAS.mil.

4. DFAS (Systems) – Reviews submitted access request and verifies users name and email address. This is accomplished by signing onto the USMC ePortal and performing a name query. If the name and email address on the request form match those contained in the ePortal query, ReportNet access is granted and the user information is entered on the SMARTS Master.xls file. DFAS will create the User ID and initial password and will notify SABRSHELP that the account is established. DFAS will also complete Part IV of Figure A-6 and electronically submit to SABRSHELP or fax document to (703) 695-0015.

5. SABRSHELP (RFA) - Will retain the completed SAAR for accountability and audit purposes. RFA, through SABRSHELP, will notify the requesting command's comptroller that the user is established in ReportNet and provide the User ID and initial password established.

6. Comptroller will notify the user of their ID and initial password to access ReportNet. The Comptroller will also receive an updated list of all user names and accounts that are currently authorized in ReportNet from DFAS.

7. User – Once an account in ReportNet is established, the user will be required to change their account password with the initial login. The construction for ReportNet passwords is:

- Password must be at least 8 characters
- Password must contain 2 upper case letters (Capital Letters)
- Password must contain 2 numbers
- Password must contain 2 special characters (! " # & * + , - / : ; < = > ? _ `)

A.3.3. Reset of Disabled/Locked Accounts - ReportNet security will compare the User ID and the password entered to those on file in ReportNet Security to ensure a match prior to allowing access. If the User ID and password entered does not match in the on file ReportNet Security, the user will be prompted with an error message. Users are allowed 3 unsuccessful logins before ReportNet Security will disable their account. Once

the users account is disabled they must select the "Security/Password Reset" option on the ReportNet screen and follow the instructions as prompted.

A.3.4. The process of requesting ReportNet access outlined in A.3.2. is represented as a Process Flow in Figure A-8.

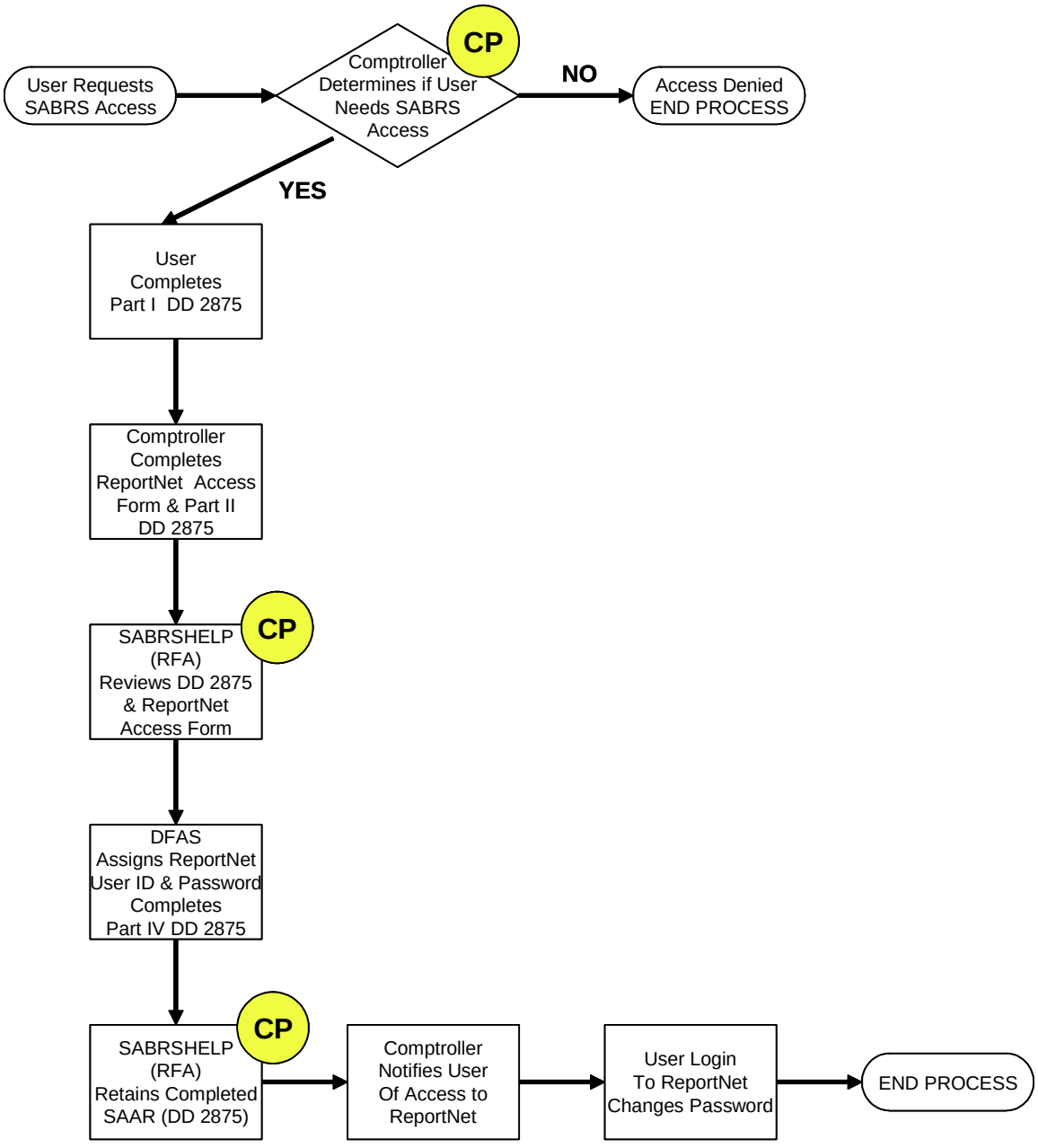

Figure A-8 – ReportNet Access Process Flow

A.4 Monthly User Access Review

A.4.1. A monthly review of ACIDs that access SABRS is performed by DFAS. The review is performed on the 1st Monday of each month. The review is a comparison of ACIDs that exist in Natural Security with access to SABRS, but those same ACIDs to do not reside in TSS Security. When this condition occurs, the ACID is removed (purged) from Natural Security by DFAS.

A.4.2. DFAS will also adjust SABRS Tables that contain the ACID purged from Natural Security in A.4.1. The SABRS Tables impacted are 070, 204, 205, 212, 502, 0Z3, and 0Z4.

A.4.3. A further review is performed by DFAS on those ACIDs that are resident in both TSS Security and Natural Security. The purpose of this review is to ensure that the name assigned to the ACID is the same in both securities. When a name mismatch occurs or when the user name equals "Vacant" in TSS Security, these ACIDs are removed (purged) from Natural Security and the SABRS Tables listed in A.4.2 are adjusted.

B. Procedures to Request Assistance via SABRSHELP

B.1 Purpose of SABRSHELP

B.1.1. SABRSHELP is an organizational mail box established for field commands to report issues or problems with SABRS, Business Feeder Systems, ReportNet, cycle updates, and required SABRS Central Table updates. SABRSHELP is used by the Defense Finance and Accounting Service (DFAS) as a means to transmit information to the Marine Corps concerning new SABRS system releases, system cycle processing dates, system down time, and other relevant information that will affect SABRS users.

B.1.2. SABRSHELP is administered by the Accounting and Financial Systems Branch (RFA), Fiscal Division, Programs and Resources Department, Headquarters Marine Corps. RFA personnel review SABRSHELP submissions and perform required research and analysis, table updates requested, and other technical reviews to resolve the reported issue. RFA transmits the results back through SABRSHELP to the requesting unit.

B.2 SABRSHELP Reporting Process

B.2.1. SABRSHELP was created as a means of communicating problems and issues encountered by field commands while operating SABRS or with interfaces with Business Feeder System input into the system. SABRSHELP was not intended as the first option in problem resolution, but the last. The intent of the process is that when issues/problems are encountered by users they first report these to their Financial Management Resource Officer (FMRO). The local FMRO will research the issue and attempt to resolve at the local level.

B.2.2. When user problems/issues with SABRS or Business Feeder System input to SABRS cannot be resolved by the local FMRO, the issue will forwarded through their financial chain hierarchy of:

- Work Center Identification (WCI) FMRO will forward the issue and the research and analysis they performed to the Sub-Allotment Recipient (SRI) FMRO. The SRI level FMRO will review the WCI level issue and perform further research and analysis to attempt issue resolution. If resolved, provide answer/solution back to the WCI level FMRO. If the issue cannot be resolved by the SRI FMRO, forward the issue/problem to the FMRO at the Allotment Recipient (ARI) level. Include the relevant research and analysis performed prior to forwarding the issue to the ARI level.

- The ARI level FMRO will review the issue and the previous research and analysis performed at WCI and SRI levels. Perform additional research and analysis to resolve the issue. If resolved, provide answers/solution to the SRI FMRO. If the issue cannot be resolved by the ARI FMRO, forward to the FMRO at the Major Command Recipient (MRI) level. Include the relevant research and analysis performed prior to forwarding the issue to the MRI level.

- The MRI level FMRO will review the issue and the previous research and analysis performed at WCI, SRI, and ARI levels. Perform additional research and analysis to resolve the issue. If resolved, provide answers/solution to the ARI FMRO. If the issue cannot be resolved by the MRI FMRO, contact FMROs at other MRIs to determine if their commands are experiencing the same or similar problem and if they have been able to resolve the issue. If the issue cannot be resolved after research and contact of other MRI FMROs, forward the issue to SABRSHELP. Include all relevant research, discussions, and other information pertinent to the issue. The email address for SABRSHELP is SABRSHELP@usmc.mil.

- RFA will review the issue and supporting research submitted via SABRSHELP by the MRI FMRO. RFA will perform research and analysis on the issue, to include contacting DFAS when required, for problem resolution. Once a solution has been determined, RFA will communicate the results and actions taken or actions required at the MRI or lower levels through SABRSHELP. Issues that require a systems change will be addressed in section C of this SOP.

B.2.3. SABRSHELP requests that do not adhere to the financial chain cited in B.2.2. will be returned to the appropriate MRI for action. The MRI will return the request to the lowest level that was originally by-passed for staffing and resolution action. If the request does not contain sufficient information to identify the MRI or originating command, the request will be returned to the requesting user with instructions to adhere to the reporting process outlined in this SOP. Exceptions to this process are cited in section B.2.5.

B.2.4. The process of submitting problems and issues concerning SABRS or business feeder systems impacting SABRS through SABRSHELP is represented as a Process Flow in Figure B-1.

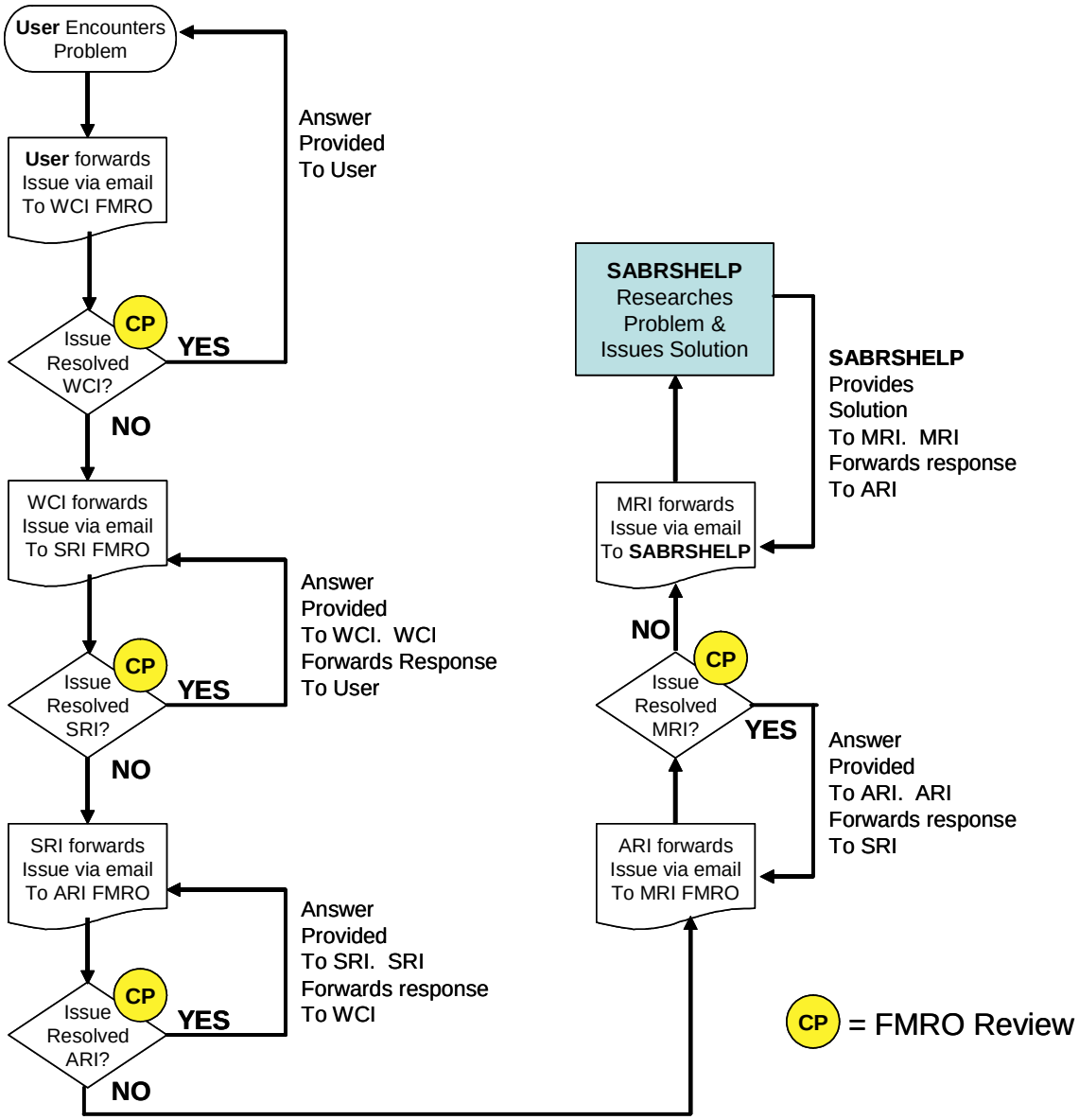

Figure B-1 – SABRSHELP Request Process Flow

B.2.5. Exceptions to the established financial reporting chain for SABRSHELP, where levels below the MRI will go directly to SABRSHELP are:

- Required SABRS Central Table load requirements. Normally these requests are for new Budget Execution Activity (BEA), Budget Execution Sub-activity (BESA), or new Funding Function combination for fund execution at a command. Refer to section B.3.1. for information on requesting Central Table loads/changes.

- Initial establishment of user ACID in SABRS. Refer to instructions in section A.1 of this SOP on procedures for requesting initial user SABRS access.

- Initial establishment of user account for ReportNet. Refer to instructions in section A.3 of this SOP on procedures for requesting initial user ReportNet access.

- Request to grant SABRS user access to SABRS Authorization Processing Sub-system. Refer to instructions in section A.2 of this SOP on procedures for requesting access to the authorization process in SABRS.

B.3 Submission of Problem Reports to SABRSHELP

B.3.1. When reporting problems and issues in SABRSHELP, the email will contain, at a minimum, the information reflected in Figure B-2.

Originator Name: [redacted]
Command: M67001 MCB Camp Lejeune
Phone: DSN [redacted]4 COMM [redacted]

Cycle Problem Date (if known): 07215A

Description of Issue/Problem:

1) Include what is known about the problem and what research has been performed. Include any other relevant facts/information.

2) Include Document Numbers of impacted transactions.

3) Attach screen displays to the email that reflect the problem/issue.

Figure B-2 – SABRSHELP Email Content

Problem reports need to contain enough detail on the issue to allow RFA to investigate and research the condition(s) that resulted in the transaction(s) posting abnormally in order to determine the ultimate cause and corrective action. Ensure that all relevant facts and research is documented in the request. Requests that are incomplete or do not contain enough information to allow proper research will be returned to the MRI requesting further clarification, which ultimately increases the time and work required to resolve the issue. An example of a completed SABRSHELP problem report is reflected in Figure B-3. The attached document list sent with the example SABRSHELP request is reflected in Figure B-4.

Originator Name: [redacted]
Command: M67004 LOGCOM
Phone: DSN 567-1234

Cycle Problem Date (if known): 07215A

Description of Issue/Problem:

1) Attached documents were established as "temporary" place holder transactions in SABRS while DFAS-KC resolved the Material Returns Program (MRP) credit issue caused by the IDB process re-write

2) The original MRP credits have posted properly in SABRS

3) The "temporary" place holder transactions need to be adjusted and removed from the active file. However, we have been unable to do this.

4) When attempting to use either a COE or and ADJ record, we get the following message:

Julian-date in doc-no not with in fiscal year range for basic-sym

5) The Julian date in the Doc No points to FY06 while the transaction Bsym is 2007. We cannot correct on this level based on the edits of the new IDB process.

Figure B-3 – Example Completed SABRSHELP Problem Report

FY	Bsym	Subh	BEA	BESA	Std Doc No	Commit Amt	Obl Amt	Exp Amt	Liq Amt	ULO	Cycle No	Reim Order No
2007	1106	27A0	WB	00	MMFAX16271B62A	($740.00)	($740.00)	($740.00)	$0.00	($740.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B65A	($7,940.00)	($7,940.00)	($7,940.00)	$0.00	($7,940.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B55C	($606.00)	($606.00)	($606.00)	$0.00	($606.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B81A	($1,310.00)	($1,310.00)	($1,310.00)	$0.00	($1,310.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B67A	($3,936.00)	($3,936.00)	($3,936.00)	$0.00	($3,936.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B52A	($904.00)	($904.00)	($904.00)	$0.00	($904.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B55A	($2,377.00)	($2,377.00)	($2,377.00)	$0.00	($2,377.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMA9006270618X	($15,460.00)	($15,460.00)	($15,460.00)	$0.00	($15,460.00)	07255A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B55B	($551.00)	($551.00)	($551.00)	$0.00	($551.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B52B	($1,187.00)	($1,187.00)	($1,187.00)	$0.00	($1,187.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B070	$0.00	$0.00	($112.00)	$0.00	$0.00	07201A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B47A	($3,422.00)	($3,422.00)	($3,422.00)	$0.00	($3,422.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B65B	($8,736.00)	($8,736.00)	($8,736.00)	$0.00	($8,736.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B61A	($4,144.00)	($4,144.00)	($4,144.00)	$0.00	($4,144.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B82A	($3,032.00)	($3,032.00)	($3,032.00)	$0.00	($3,032.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B463	($1,159.00)	($1,159.00)	($1,159.00)	$0.00	($1,159.00)	07267A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B73A	($3,162.00)	($3,162.00)	($3,162.00)	$0.00	($3,162.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B80A	($14,436.00)	($14,436.00)	($14,436.00)	$0.00	($14,436.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B58A	($804.00)	($804.00)	($804.00)	$0.00	($804.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B61B	($2,127.00)	($2,127.00)	($2,127.00)	$0.00	($2,127.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B49A	($956.00)	($956.00)	($956.00)	$0.00	($956.00)	07258A	need to adj
2007	1106	27A0	WB	00	MMFAX16271B76A	($7,176.00)	($7,176.00)	($7,176.00)	$0.00	($7,176.00)	07258A	need to adj
- 1 -	#######					($84,165.00)	($84,165.00)	($84,277.00)	$0.00	($84,165.00)		

Figure B-4 – Attached Transaction List for SABRSHELP Problem Report

B.4. Submission Procedures for Requesting SABRS Central Table Updates

B.4.1. SABRS performs data element edits on each transaction processed into the system. Information used to validate the data elements on incoming records are contained in SABRS tables. SABRS Tables are established at three (3) levels. These are:

- Systems Tables – Updated and maintained by DFAS
- Central Tables – Updated and maintained by RFA
- Local Tables – Updated and maintained at the MRI, ARI, SRI, and/or WCI level

B.4.2. From time to time, field commands will require additions, deletions, or changes to data elements maintained in SABRS Central Tables that impact their command. To accomplish these actions, commands will complete requirements contained in the Excel book "SABRS Central Table Load Request." The spreadsheet can be downloaded from the RFA website by user login to the HQMC site, selecting "Programs and Resources Department," and performing a logon to the P&R Portal. Once logged into the Portal, select "Fiscal Division" and then RFA. The spreadsheet is located under systems as reflected in Figure B-5.

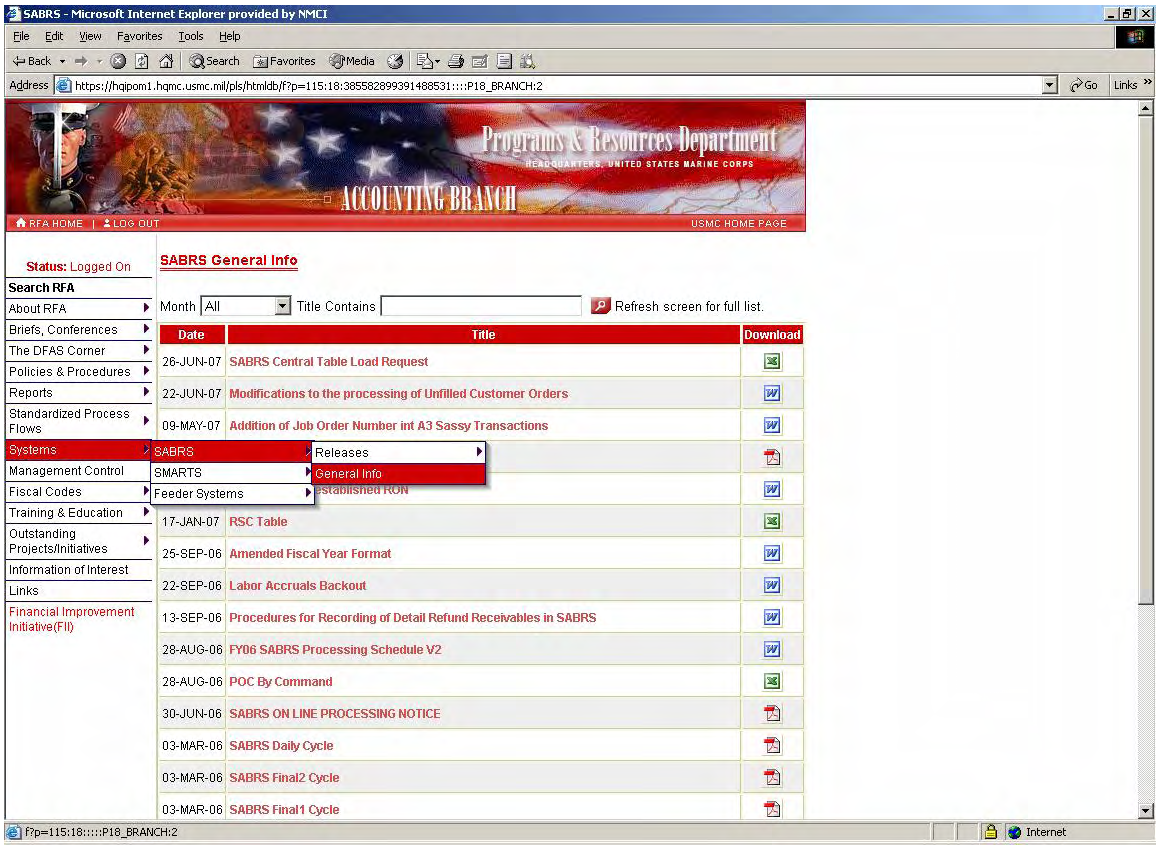

Figure B-5 – RFA Website via P&R Portal

B.4.3. Once the user has downloaded the spreadsheet, they will select the appropriate tab in the workbook for the table or tables requiring update. An example of the excel workbook is contained in Figure B-6.

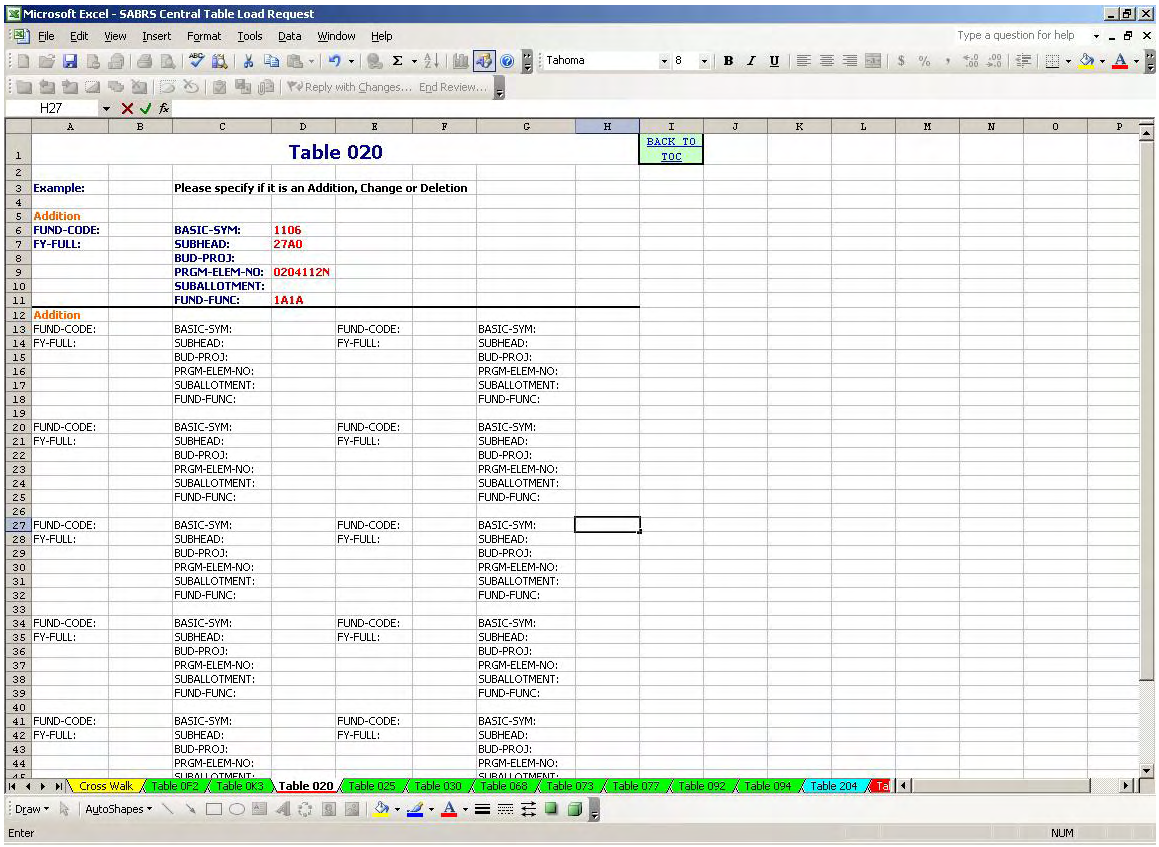

Figure B-6 – SABRS Central Table Load Request

B.4.4. Commands requiring SABRS Central Table changes should begin by first reviewing the workbook tab titled “Cross Walk.” The cross walk tab is highlighted in yellow. This tab contains a color coded matrix of tables and includes:

- Table Number
- Table system description
- Table purpose and function
- Related transaction processing error codes caused by data elements not being loaded to that specific table
- Table dependency – Reflects other tables that must be loaded properly that are also used with the table to process and edit transactions.

The cross walk is presented with tables aggregated by Central, Local, and Legacy (old SABRS processing tables still required for certain processes and updated by local commands). Each category is color coded as:

- RED = Central Table
- BLUE = Local Table
- GREEN = Legacy SABRS Table (local command update)

The color coding assigned to tables in the cross walk tab correspond with the color codes used for each specific table tabs listed in the workbook. The table tabs are also identified with a specific table number. Users should carefully review the input requirements for each table and ensure all fields required are annotated.

NOTE: Field lengths specified for each element within a table are specific. If the field length indicated is 20 characters, that is all that is allowed in SABRS when the table is updated. Characters include spaces. Table load requests that have elements/descriptions greater in length than specified (i.e. a 28 character description is submitted by the user for a field SABRS will only allow 20 characters), will be returned to the requester for correction by SABRSHELP. The user will be required to change the field and resubmit the table load request. Further, codes that have been standardized throughout the Marine Corps, such as BEA or BESA codes, will use the descriptive titles for that code cited in the Fiscal Code Manual (Appendix B of MCO 7300.21A, published separately and posted in the RFA website.)

C. SABRS System Change Request (SCR) and Configuration Control Board Process

C.1 SABRS System Change Request (SCR) Process

C.1.1. The SABRS operating environment and internal processes are not static, but change periodically to ensure that financial events processed within SABRS are compliant with laws and regulations, are efficiently processed within the system, and all transaction conditions post properly when the system encounters the same condition. A Systems Change Request (SCR) is required when any changes are made to processes in the current SABRS operating environment. An SCR is normally created for changes when:

- New legal or procedural requirements are levied on the Marine Corps from higher authority and the current SABRS environment cannot properly process a transaction to meet the new requirements.

- Improving old processes or interfaces within SABRS to ensure improved timeliness, accuracy, and reliability of posted financial information within the system.

- Corrections to processes that have been determined to contain errors in the treatment of transaction within SABRS.

C.1.2. The requirement for an SCR will originate from four sources. These are:

- Major Allotment Recipients (MRI) - MRIs will report, via SABRSHELP, those problems encountered with SABRS that appear to be system processing issues. These SABRSHELP submissions will be reviewed and analyzed by RFA to determine if the problem is system related or user/internal command process related. If system related, an SCR will be created.

- RFA will originate the requirement for an SCR for process changes based on higher authority mandates, improved efficiency in established processes, new system interfaces, or identified system processing problems.

- DFAS will originate SCR requirements for known system or procedural deficiencies that must be addressed for SABRS to remain compliant.

- Technology Services Organization (TSO) will originate an SCR requirement for technical modification to improve the efficiency and effectiveness of SABRS.

C.1.3. There is generally three types of SCR submissions. These are:

- Normal SCR – A normal SCR will follow the procedures outlined in section C.2 for review and prioritization by the Marine Corps internal Configuration Management Board (CMB) and final prioritization through the Configuration Control Board (CCB) held with DFAS. Normal SCRs are developed, tested, and released during one of the three yearly scheduled SABRS releases (October, January and May). A normal SCR, while requesting an important change required in SABRS, is not immediate or time sensitive to system operations as a Stand-alone and Addenda SCR.

- Stand-alone SCR – An SCR that requires priority in development and implementation to correct a current and significant SABRS processing issue or a priority implementation for regulatory/legal change required within SABRS. RFA is the primary approver of the requirement for a Stand-alone SCR.

- Addenda – Is a change to an existing SCR that is already being processed/ programmed, but has not yet been released into the production environment. This type of SCR is normally done with a priority as it directly impacts the requirement(s) or expected outcome(s) of a previous submitted SCR under development by TSO.

C.1.4. SCR Creation – The requirement for an SCR can originate from the Marine Corps, DFAS, or TSO. Regardless of the requirement originator, all SCR(s) are drafted by the SABRS Program Management Office (PMO) at DFAS. When the Marine Corps is generating the requirement for an SCR, the following process will be followed:

1. RFA will submit a requirement for an SCR to the SABRS PMO. The RFA request will contain sufficient detail concerning the problem, conditions, impacts, and possible solutions to enable the SABRS PMO to draft the SCR document. RFA will also indicate if the requirement is a routine SCR, a Stand-alone SCR, or an Addenda to an existing SCR.

2. SABRS PMO will receive the requirement from RFA and draft the SCR. They will contact RFA to obtain additional information concerning the request. Once the SCR is drafted it will be forwarded to RFA for review. SABRS PMO will also verify the submission status from RFA. This is especially critical for requests for a Stand-alone or Addenda SCR, which are time sensitive for approval and processing.

3. RFA will review the draft SCR, discuss any changes required with the SABRS PMO, and approve the request. The SCR will be forwarded back to the SABRS PMO.

4. SABRS PMO actions on the approved SCR will be dependant on the type of SCR request being submitted.

- Normal SCR requests will be held until four (4) weeks prior to the next scheduled SABRS Configuration Control Board (CCB) meeting. Four weeks prior to the CCB, SABRS PMO will forward all held SCR(s) to TSO for project review and estimating (to include anticipated hours required for development and testing). The final estimates from TSO will be forwarded back to the SABRS PMO for inclusion in the next CCB.

- Stand-alone SCR requests will be immediately forwarded to TSO for estimating and work scheduling.

- Addenda SCR requests will be forwarded to TSO. How far along in the development/programming/test status of the original SCR will determine the urgency for action on this SCR. The addenda SCR will normally not be reviewed by the CCB. Exceptions to this are if the original SCR has not yet been inducted into the development/work schedule and the required changes will significantly change the estimated amount of work to complete the original project. In this case the overall requirement will be reviewed again by the CCB for prioritization.

C.2 Configuration Control Board (CCB) Process for SABRS

C.2.1. A CCB is a board comprised of Marine Corps and DFAS personnel who review submitted SCR(s) for priority of development by TSO. Three scheduled CCB(s) will be held each year. If required, additional CCB(s) can be scheduled to meet needed or emergent requirements to manage SABRS functional attributes. The CCB will be comprised of the following participants or their designated representatives:

- Program Manager/Project Officer, DFAS/SABRS
- Head, Accounting Policy and Systems Branch (RFA), P&R Department, HQMC
- Director, TSO-KC
- Departmental Accounting, DFAS
- Field Accounting, DFAS
- SABRS Operations, DFAS

C.2.2. Certain actions are required prior, during, and after the convening of a CCB. These actions ensure that all SCR(s), estimated hours to complete a specific SCR, SCR(s) that require development and implementation together, and previous CCB decisions are available when the board is held. Further, a final report of decisions made during the CCB must be created and provided to each member to ensure all parties understand the agreed upon prioritization and work schedule that TSO will undertake on system changes. To accomplish these tasks, the following actions are required prior to the actual meeting of the CCB:

- One month prior to the convening of the CCB, the SABRS PMO will forward all new SCR requests for functional review and task estimating to TSO.

- TSO will complete the functional and task estimating review for each SCR and provide estimates for each SCR project to the SABRS PMO within five (5) business days prior to the convening of the CCB.

- SABRS PMO will forward the SCR project list as an advance copy for review by the CCB members prior to the convening of the CCB.

- During the actual CCB, members will review past decisions and new SCR submissions. A new prioritize task listing of SCR(s) will be developed by the CCB. A final report of the CCB will be provided to each member within five (5) business days after the conclusion of the CCB.

C.3 Marine Corps Configuration Management Board

C.3.1. Five weeks prior to a scheduled CCB, the Marine Corps will hold an internal Configuration Management Board (CMB) to review the previous CCB prioritization of SCR(s), newly submitted SCR(s), and other systems issues that may require the submission of an SCR to improve processes or address current system shortcomings. Meeting time and place will be forwarded to each member at least two (2) weeks prior to the CMB convening.

C.3.2. The Marine Corps CMB will be comprised of representatives from the following commands:

- Deputy Commandant for Programs and Resources
  - Head, RFA or representative (Chair the CMB)
  - Head, RPPB (Budget Execution) or representative
- Commander, Marine Forces Pacific
- Commander, Marine Forces Command
- Commander, Marine Forces Reserves
- Commander, Marine Corps Combat Development Command
- Commander, Marine Corps Logistics Command
- Commander, Marine Corps Recruiting Command
- Commander, Marine Systems Command
- Commander, Marine Corps Training and Education Command

C.3.3. The results of the CMB will be the Marine Corps prioritized list of SCR requirements provided to the CCB. Once the CCB with DFAS and TSO is completed, the CMB chair will ensure a copy of the CCB results is forwarded to all members of the CMB to provide the official task listing and order of priority for SCR work performed by TSO. This report will also contain estimate completion and release cycle the change can be expected to be implemented in SABRS.

Marine Corps RFA Intra-Net

Tri-Annual Review Portal

Reporting Process

User/Navigation Guide

Last Updated: 31 Jan 07

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APPENDIX A: MARADMIN 016/06 ..... A-1

1.0 Overview

Headquarters Marine Corps, P&R, RFA has developed a web-based tool that allows general users to validate uploaded Tri-Annual Review Reports for the respective trimester. The Tri-Annual Review process involves participation from (1) General Users, (2) Certifiers, and (3) Administrators. General Users and Certifying Officials have the ability to view, upload, and download Tri-Annual Review reports. Certifying Officials are also able to complete Individual Confirmation Statements, certify Summary Confirmation Statements, view archives, and delete reports. Administrators have the ability to perform all functions that the Tri-Annual Review tool allows.

The web-based Tri-Annual Review process provides RFA the capability to maintain all confirmation statements electronically with all supporting documentation as provided by the MRI Comptroller. This information will be used to provide documentary evidence to the Fiscal Director of the Marine Corps to provide assurance that financial reports, as provided by this Headquarters, reflect the true financial position of the Marine Corps. The ability of this Headquarters to maintain documentary evidence does not eliminate the need or requirement for the MRI Comptrollers to maintain all documentation required to support the Tri-Annual Review reports, Confirmation Statements and other documentary evidence deemed necessary for the prescribed time period of 24 months.

The web based Tri-Annual Review reporting process will also be used to analyze problems reported and initiate or cause to be initiated corrective actions to preclude problems identified from reoccurring and to identify areas that may be improved to reflect financial information in a more timely, accurate, reliable manner in the future.

The purpose of this document is to provide a guide for users to complete their Tri-Annual Review functions through the Tri-Annual Review section of the RFA Intra-Net Website.

1.1 Types of Users

The web based Tri-Annual Review portal is a workspace that can be accessed by two primary users, (1) General and (2) Certifying Official.

1.1.1 General Users

General Users are individuals that need access to current and previously uploaded reports. General Users also have the option to view, download, and upload reports to help perform validations. They only have access to the actual Tri-Annual Reports for their respective Major Recipients. RFA has created a universal user name and password and provided them to the MRI Comptrollers for distribution to required personnel.

1.1.2 Certifying Officials (i.e. Certifier)

Certifying Officials are the Comptrollers/Fund Holders who are required to sign and submit Confirmation Statements for the Tri-Annual Review. Certifying Officials have the ability to download, upload, and delete Tri-Annual Reports, Individual Confirmation Statements, and signed Summary Confirmation Statements.

1.2 Types of Tri-Annual Review Reports

Tri-Annual Review Reports consist of the following types:

- Report A, Dormant Transactions
- Report B, De-Obligation Reports
- Report C, Outstanding Accounts Receivable
- Report D, Unmatched Disbursements

1.2.1 Tri-Annual Review – Report A, Dormant Transactions

Report A is a report of all dormant documents. Dormant Transactions are based on the following:

- Contracts are dormant if no financial transaction has been recorded in the accounting system for a period of 120 or more days.

- All other dormant documents exist if no financial transaction has been recorded in the accounting system for 90 through 179 days.

1.2.2 Report B, De-Obligation Report

Report B is a report of all outstanding supply requisitions, travel orders, and miscellaneous documents that are 180 days or older. The DoDFMR Volume 3, Chapter 8, requires that all outstanding commitments and obligations that have not been received/accepted by the requestor shall be reviewed to determine if the requirement still exists and if the requirement cannot be substantiated then the document shall be de-committed/de-obligated.

1.2.3 Report C, Outstanding Accounts Receivable

Report C is a report of all Reimbursable Order Numbers (RONs) with an outstanding accounts receivable balance. Report C criterion only requires that an outstanding receivable balance for a document exist.

1.2.4 Report D, Unmatched Disbursements

Report D is a report of all unmatched disbursements/collections identified as belonging to a Major Recipient. This report is provided to aid the validation of un-liquidated orders (accrued expenditures unpaid/and accounts payable/accounts receivable) as reported on Tri-Annual Review Reports A, B and C.

1.3 Types of Confirmation Statements

Confirmation Statements are required by DoD FMR Volume 3, Chapter 8, *Standards for Recording and Reviewing Commitments and Obligations* and are used to guide the individual MRI validation process performed by General Users and summary level certifications by the Certifying Official. The Tri-Annual Review process begins with the validation of Reports A-D, by the General User. General Users validate the accuracy of the information provided in the downloadable reports by MRI, whereas, Summary Statements provide an overview of all BSYM/FY data to be confirmed. There are two types of Summary Confirmation Statements and both must be supported by documentary evidence. Summary Confirmation statements consist of two types, (1) Qualified and (2) Unqualified

1.3.1 Qualified Confirmation Statement

A qualified confirmation statement is based on one or more of the following statements being true:

- The Major Recipient cannot confirm that the required commitment and obligation reviews have been conducted.
- The Major Recipient cannot confirm that all known obligations have been recorded.
- The Major Recipient cannot identify the internal controls used to ensure that the detail reviews were conducted.

A qualified confirmation statement can and should also complete Attachment A of the confirmation statement. A qualified confirmation statement must provide a detailed explanation specifying the reason(s) an un-qualified statement cannot be provided, therefore Attachment B must be completed.

1.3.2 Unqualified Confirmation Statement

An unqualified statement is based on one or more of the following statements being true:

- The Major Recipient can confirm that the required commitment and obligation reviews have been conducted.

- The Major Recipient can confirm that all known obligations have been recorded.
- The Major Recipient can identify the internal controls used to ensure that the detail reviews were conducted.

In some cases, unqualified statements require the completion of an Attachment B, if applicable. Attachment B requires the following:

- Identification of problem(s)
- Corrective actions/remedies taken, to-date
- Corrections remaining and expected completion date
- Preventive measures taken to preclude re-occurrence in the future

Unqualified Confirmation Statement that require the completion of an Attachment B, are those that after validation, all documents/transactions reflected on the Tri-Annual Review reports have been corrected or are valid; however, problems have been identified that caused the transactions to appear on the reports. These problems may be caused by flawed or inefficient business practices, or by system problems. In this case the following statement is true:

- A substantiated validation has occurred and the transactions reviewed have been validated and the financial documents/transactions as corrected or cited on the Tri-Annual reports correctly reflect the financial records for the entity being reported on, however problems have been identified which will prevent the re-occurrence of un-substantiated documents/transactions from being included in subsequent validations.

An Un-Qualified Statement that **does not** require an Attachment B to be completed is one in which there are no corrective actions, such as business practices and/or system problems, that are required and all documents/transactions cited in the Tri-Annual Review reports were corrected or are correct as cited and are fully supported with readily available documentary evidence.

- In this case, the following statement is true, *"a substantiated validation has occurred and the transactions reviewed have been validated and the financial documents and/or transactions as corrected or cited on the Tri-Annual reports correctly reflect the financial records for the entity being reported on"*.

2.0 Tri-Annual Review Functions for all Users

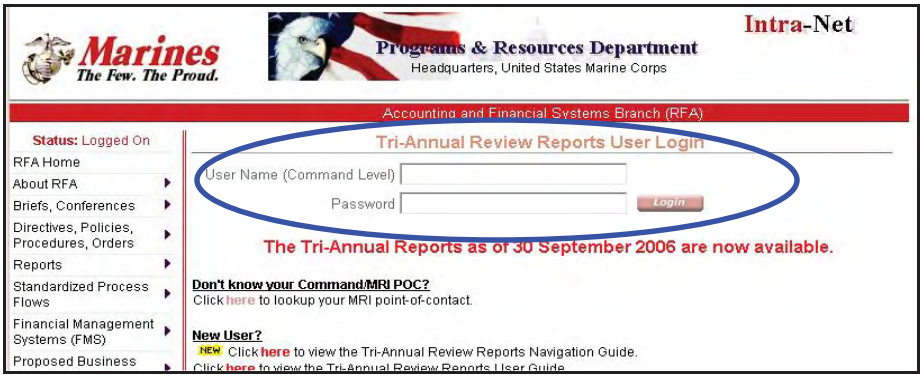
The Tri-Annual Review portal allows all users to perform the following functions:

- Login/Logout
- MRI Point-of-Contact (POC) Search
- Access to User/Navigation Guide
- Upload/Download Reports
- Filter Reports
- Deleting Reports (function is not available for General Users)

The subsequent sections provide procedures to perform the aforementioned functions.

2.1 Login

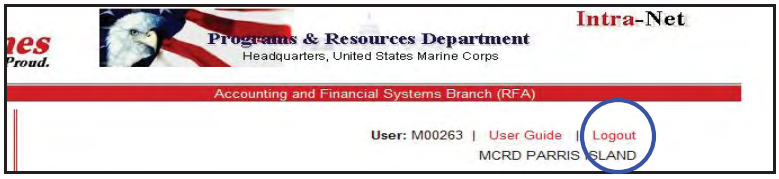
1. To access the Tri-Annual Review portal, click the following link and input the login credentials provided by the Tri-Annual Review Administrator: https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=115:36:2064162739044659903 If you incur problems with login, please contact the Tri-Annual Review Administrator, [redacted]x



From the Login screen, users can also search for MRI points of contact and access the Tri-Annual Review User/Navigation Guide by following the prescribed steps in Sections 2.2 and 2.3, below.

2.2 Logout

From any page, locate and click the *Logout* link on the menu along the top right corner of any page.



2.2 MRI Point-of-Contact (POC) Search

1. To search for your MRI POC, from the Tri-Annual Review Reports User Login page, click the link under *Don't Know your Command/Activity POC?*

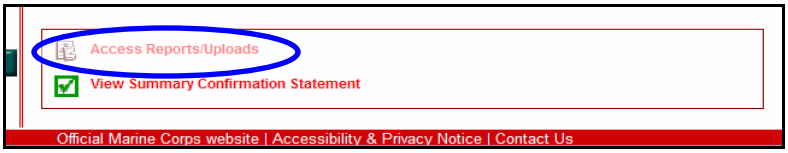
2. Input a *MRI Name* or select from the MRI List to identify your designated MRI point of contact. Click the corresponding *Search/Submit/Clear* button.

2.3 Access User Guide

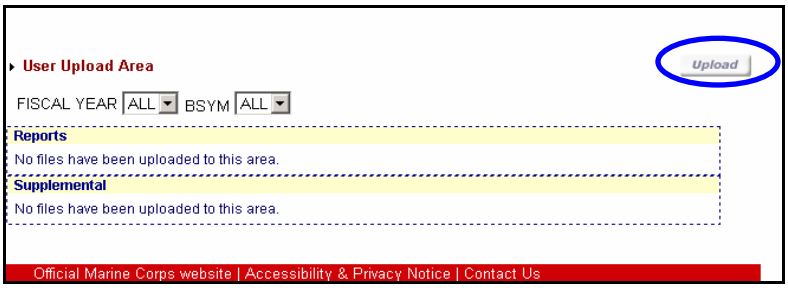
From any page, locate and click the *User Guide* link that appears in the upper right portion of the page to access the Tri-Annual Review User/Navigation Guide.

2.4 Upload Tri-Annual Review Reports

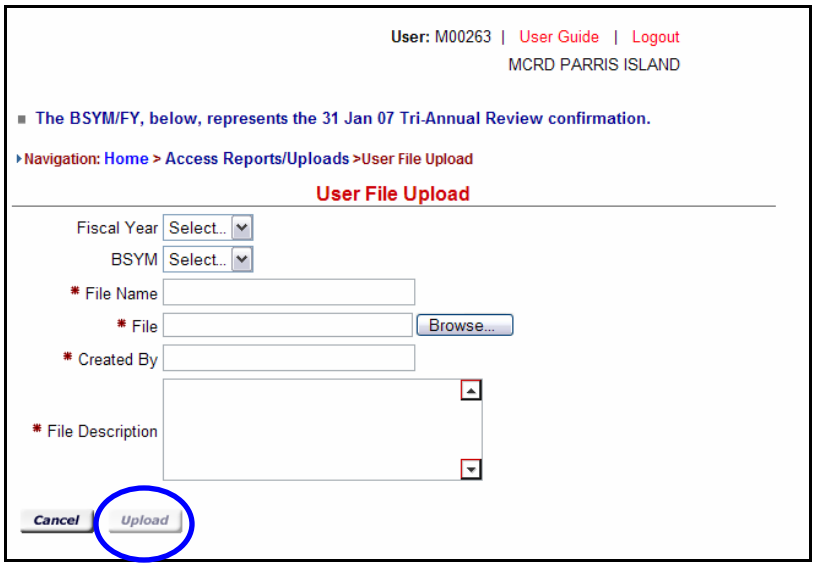
To upload annotated Tri-Annual Review reports, click the *Access Reports/Uploads* icon from the Tri-Annual Review Report Homepage.



1. From the Access *Reports/Uploads* page, click the *Upload* button.



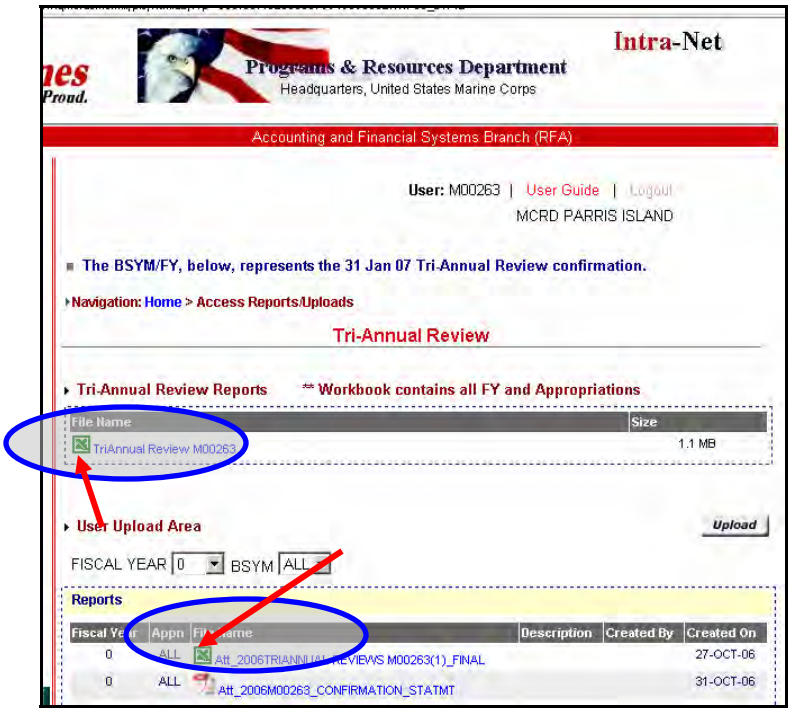
2. Complete the *User File Upload* form and click the *Upload* button.



2.5 Download Completed Tri-Annual Review Report

To download Tri-Annual Review reports, click the *Access Reports/Uploads* icon from the Tri-Annual Review Report Homepage.

1. On the *Access Reports/Uploads* page, click on the actual file icon in the *file name* column of the corresponding report you wish to download.

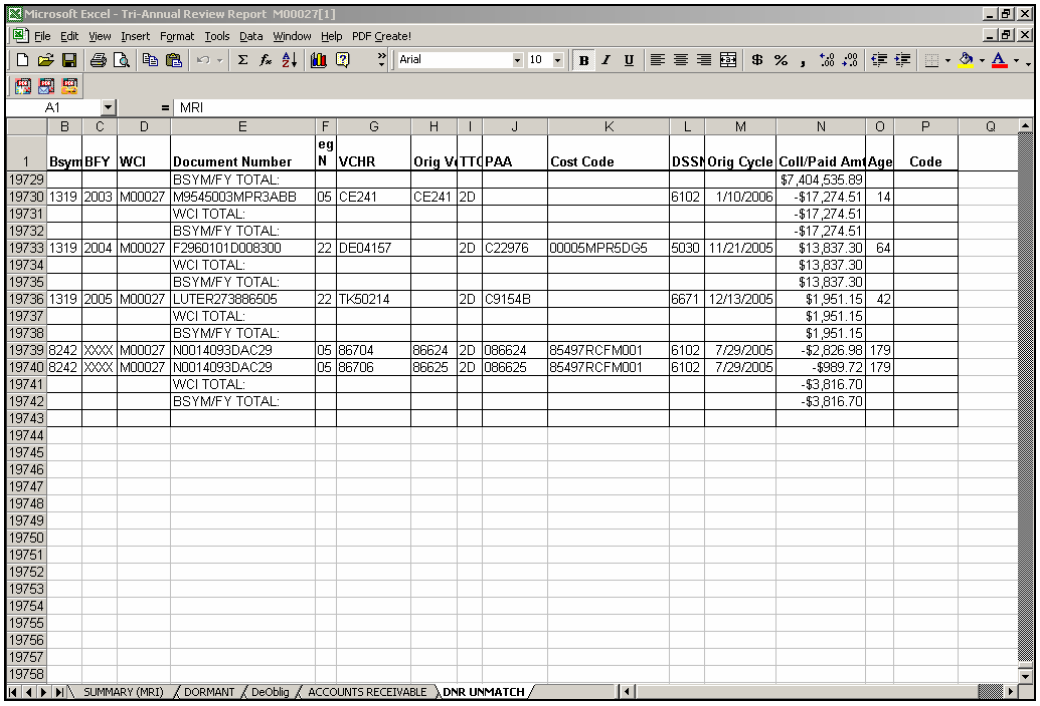


2. Specify a safe location to save the Tri-Annual Review Report file.

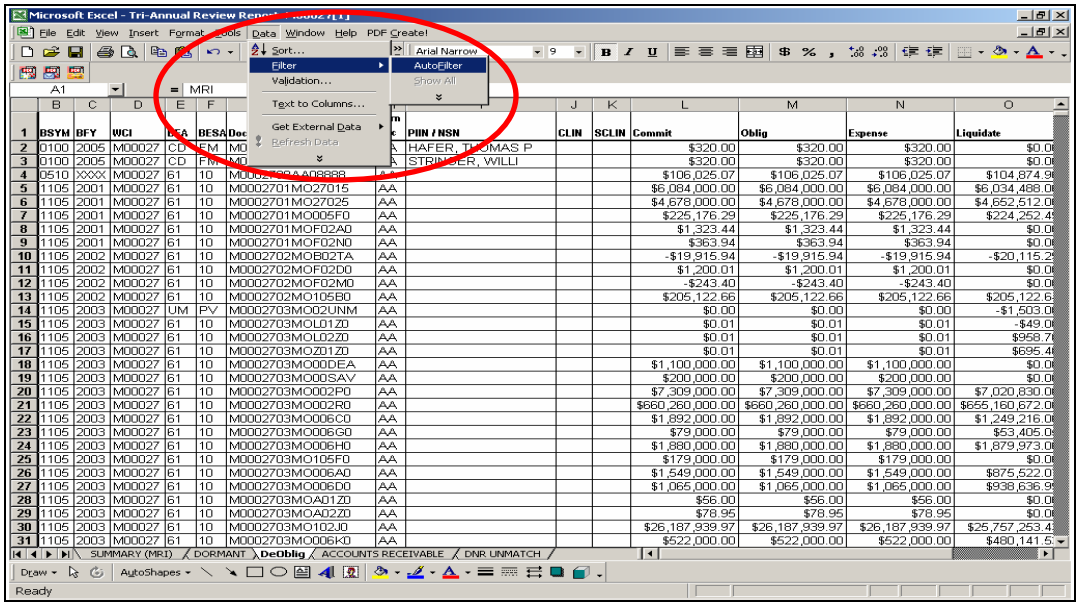
2.6 Filter Tri-Annual Review Report Workbooks

In order to decrease the size of the data set, filters can be applied to all downloadable reports by following the prescribed procedures.

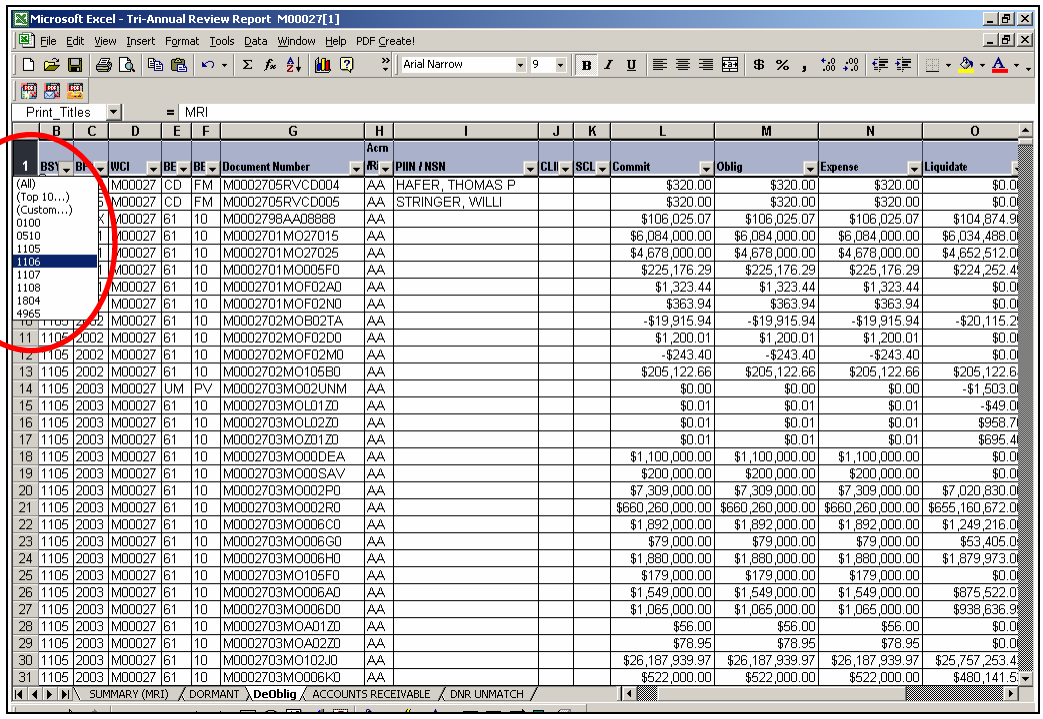
1. Open the downloaded local file.



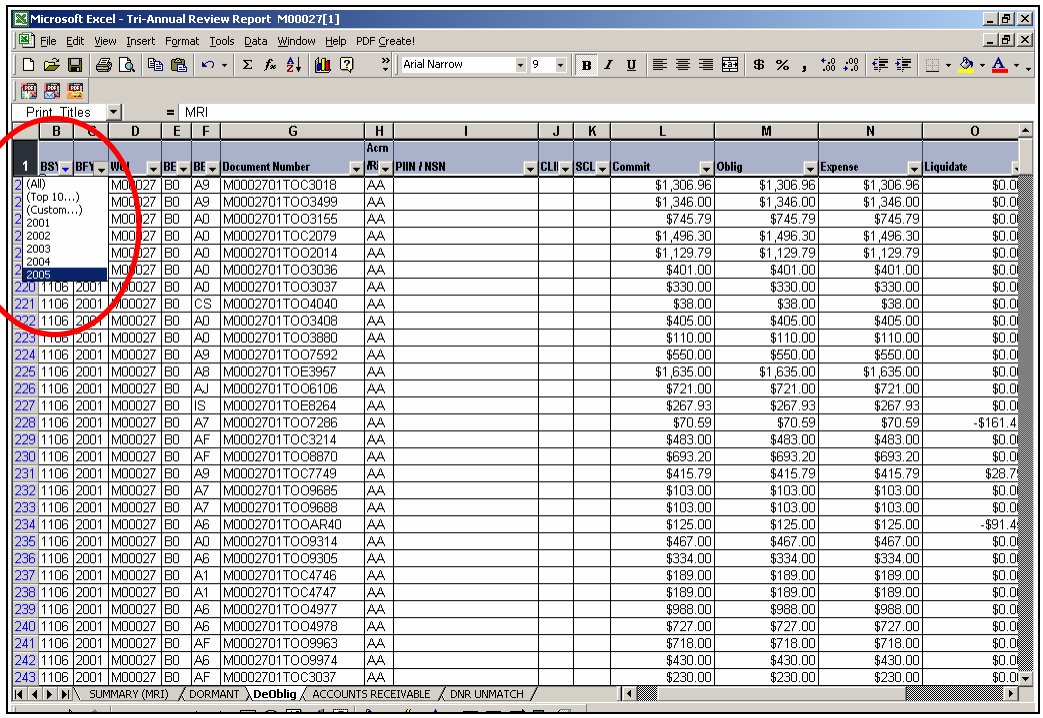
2. To apply a filter, along the MS Excel top menu, select Data/Filter/AutoFilter.



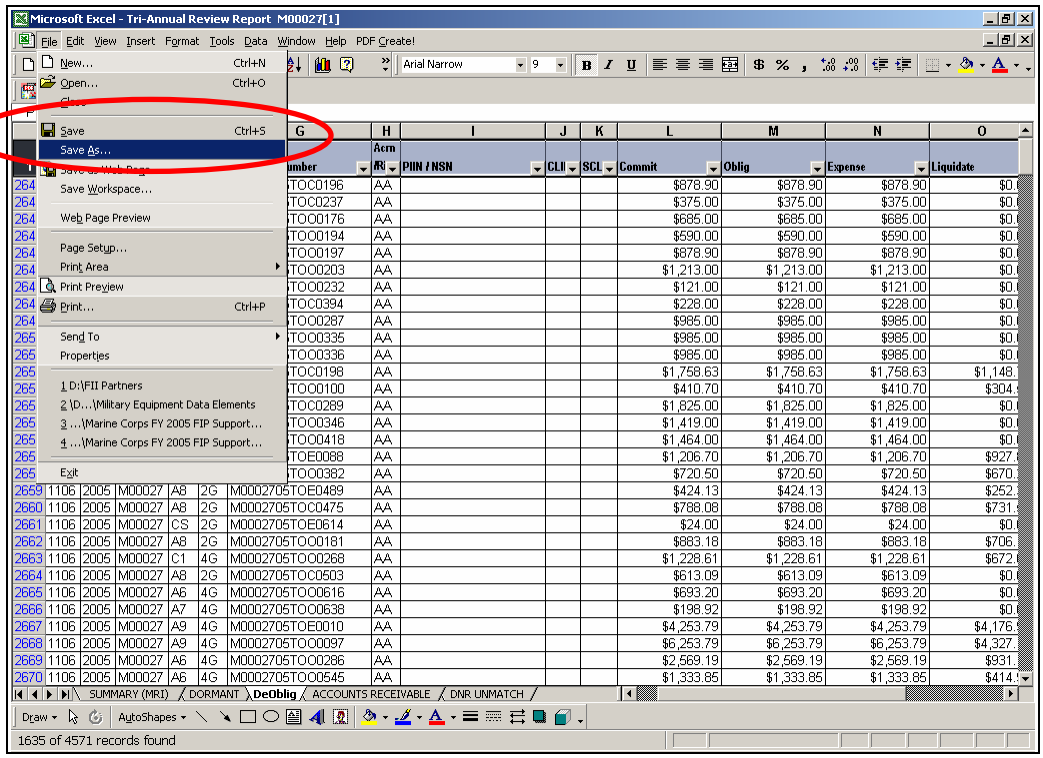
3. Click the dropdown menu in the *Appropriation* column and select the appropriate Appropriation to filter out.



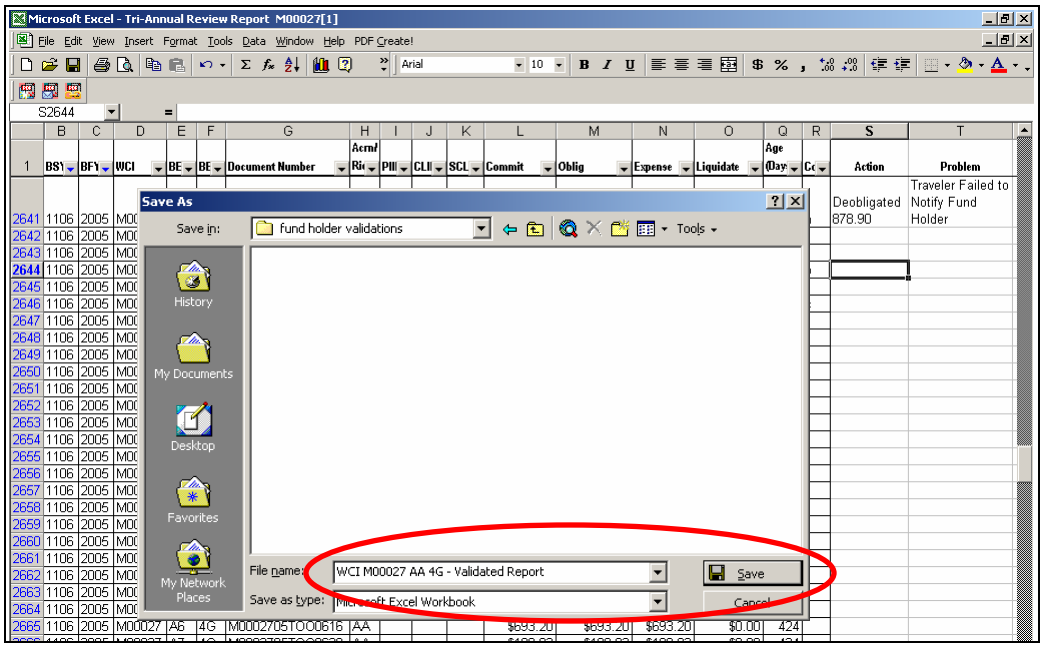
4. Click the dropdown menu in the *Fiscal Year* column and select the appropriate fiscal year to filter out.



5. Along the MS Excel menu click File/Save As



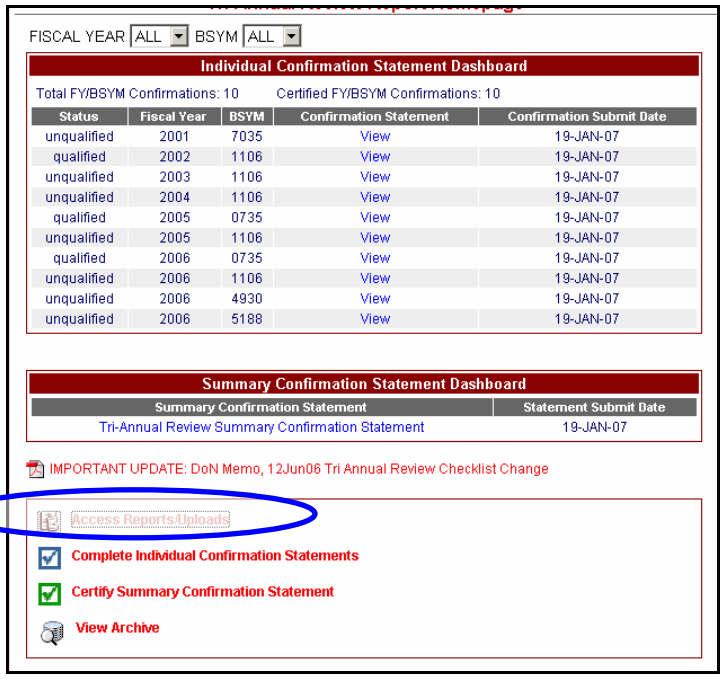
6. Save the modified report to the local computer with an appropriate file name to prepare for upload.



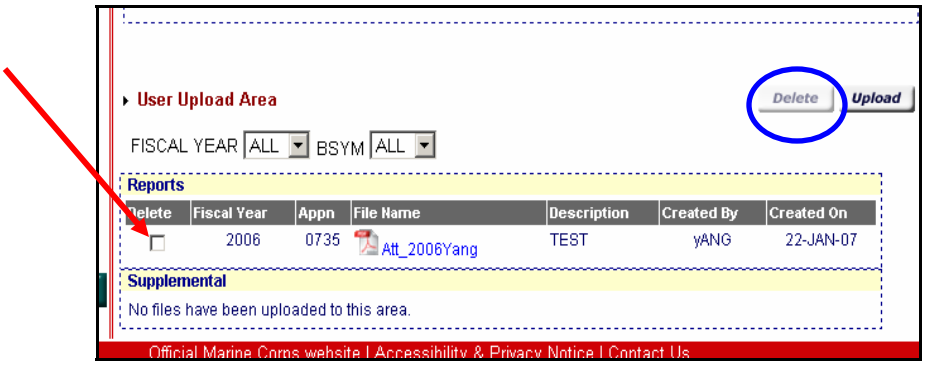
2.6 Delete Uploaded Tri-Annual Review Report

Note: This function is only available for Certifying Officials and Administrators.

1. From the Tri-Annual Review Homepage, click the *Access Reports/Uploads* icon.



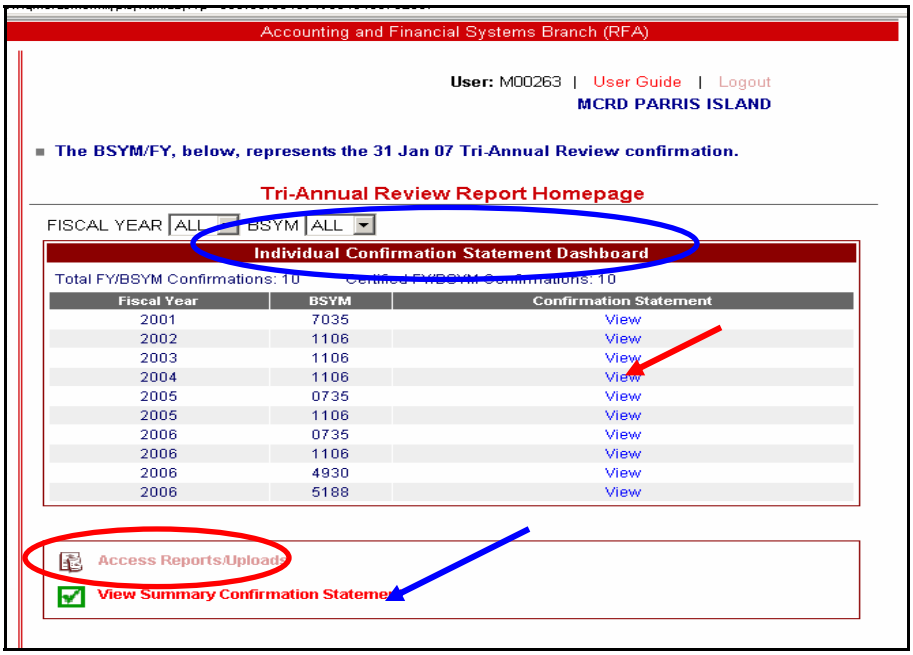
2. On the *Reports* page, select the desired report to be deleted by checking the corresponding boxes in the *Delete* column, then clicking the *Delete* button.



3.0 General User Functions

General Users spearhead the Tri-Annual Review process by validating uploaded reports. They have the ability to view, upload, and download reports to help perform the initial validation process. Additionally, General Users can view Summary Confirmation Statements.

After the General User logs into the Tri-Annual Review portal, an Individual Confirmation Statement Dashboard (circled in blue, below) with (1) Fiscal Year (FY), (2) Basic Symbol (BSYM), and (3) Confirmation Statement appears on the Homepage. This dashboard allows General Users to view the Confirmation Statement categorized by FY and BSYM by clicking view for your desired selection.



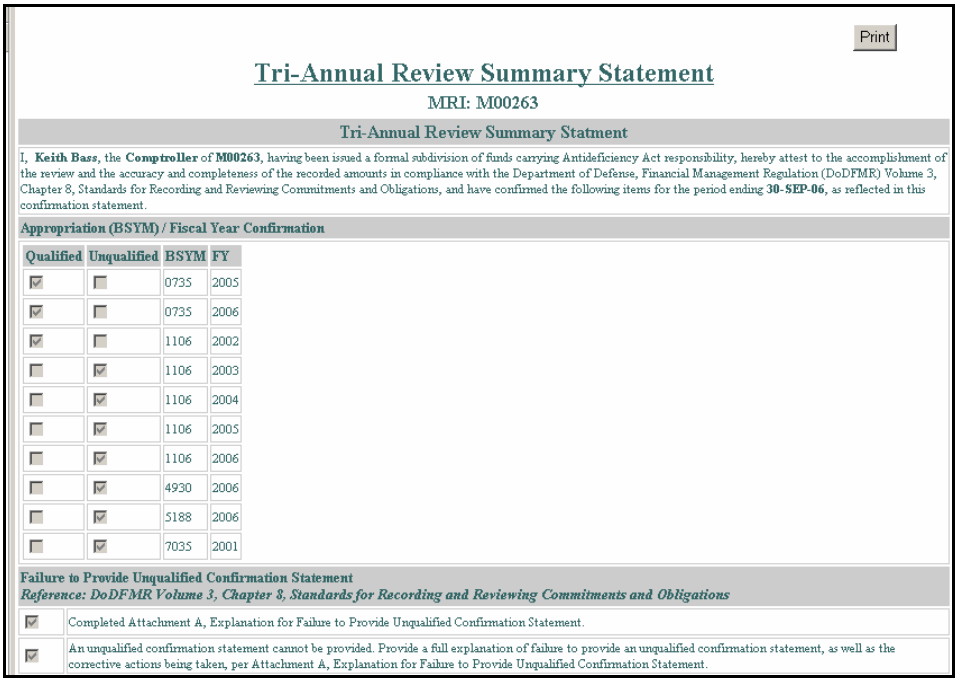
3.1 Access Reports / Uploads

*Access Reports/Uploads (*circled above in red) is the primary function used by General Users that allows them to perform all their Tri-Annual Review responsibilities. Refer to Section 2.4 and 2.5 beginning on page 2-7, for detailed explanation on how to view, upload, and download Tri-Annual Review reports.

3.2 View Summary Confirmation Statement

The *View Summary Confirmation Statement* (blue arrow, above) function allows General Users to access and print the summary confirmation statement completed by their respective Certifying Official.

Note: The view of a complete Summary Confirmation Statement is only available after the Certifying Official has certified the statement.



Print

Tri-Annual Review Summary Statement

MRI: M00263

Tri-Annual Review Summary Statment

I, **Keith Bass**, the **Comptroller** of **M00263**, having been issued a formal subdivision of funds carrying Antideficiency Act responsibility, hereby attest to the accomplishment of the review and the accuracy and completeness of the recorded amounts in compliance with the Department of Defense, Financial Management Regulation (DoDFMR) Volume 3, Chapter 8, Standards for Recording and Reviewing Commitments and Obligations, and have confirmed the following items for the period ending **30-SEP-06**, as reflected in this confirmation statement.

Appropriation (BSYM) / Fiscal Year Confirmation

Qualified	Unqualified	BSYM	FY
☑	☐	0735	2005
☑	☐	0735	2006
☑	☐	1106	2002
☐	☑	1106	2003
☐	☑	1106	2004
☐	☑	1106	2005
☐	☑	1106	2006
☐	☑	4930	2006
☐	☑	5188	2006
☐	☑	7035	2001

Failure to Provide Unqualified Confirmation Statement
Reference: DoDFMR Volume 3, Chapter 8, Standards for Recording and Reviewing Commitments and Obligations

☑	Completed Attachment A, Explanation for Failure to Provide Unqualified Confirmation Statement.
☑	An unqualified confirmation statement cannot be provided. Provide a full explanation of failure to provide an unqualified confirmation statement, as well as the corrective actions being taken, per Attachment A, Explanation for Failure to Provide Unqualified Confirmation Statement.

4.0 Certifying Official Functions

The following Tri-Annual Review functions pertain to the Certifying Officials/Certifier:

- Login/Logout *
- Upload/Download/Filter/Delete Tri-Annual Review Reports*
- View Confirmation Statements via Dashboards
- Complete Individual Confirmation Statements
- Complete Summary Confirmation Statements

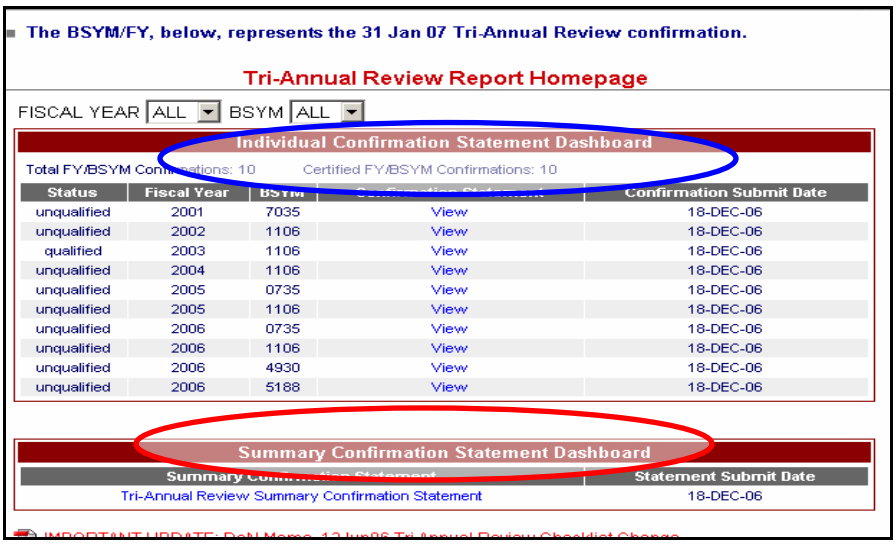
* - *Refer to Section 2.0 of this document for detailed instructions*

4.1 Access Confirmation Statements via Dashboards

The Tri-Annual Review Reporting homepage for Certifiers provides access to both Individual and Summary Confirmation Statements via the respective Dashboards. The *Individual Confirmation Statement Dashboard* consists of the following Tri-Annual Review information for the respective MRI:

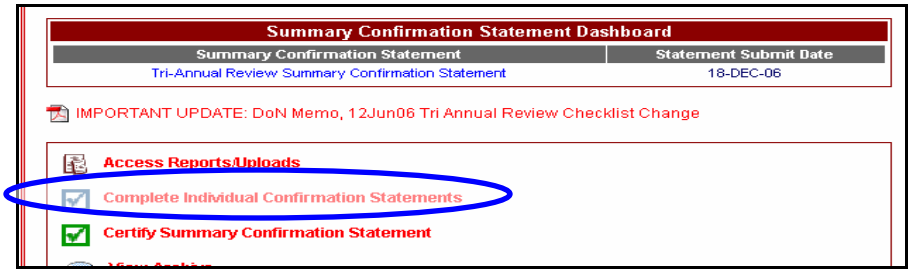
- Status (qualified or unqualified)
- Fiscal Year (FY)
- Basic Symbol (BSYM)
- Individual Confirmation Statement view and the date of submission

Summary Confirmation Statements are viewable and downloadable in the *Summary Confirmation Statement Dashboard,* as circled below in red. The Summary Confirmation Statement Dashboard also specifies the date the summary confirmation statement was submitted.



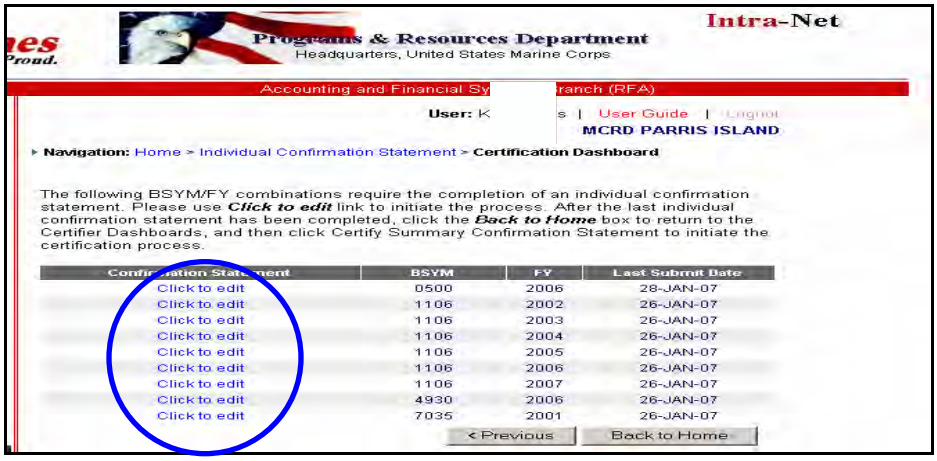
4.2 Complete Individual Confirmation Statement

Each certifier is responsible for certifying each individual confirmation statement by completing a series of steps. In order to successfully certify the individual confirmation statement for each FY/BSYM combo, the certifier must click the *Complete Individual Confirmation Statement* link, circled below, to begin the process.

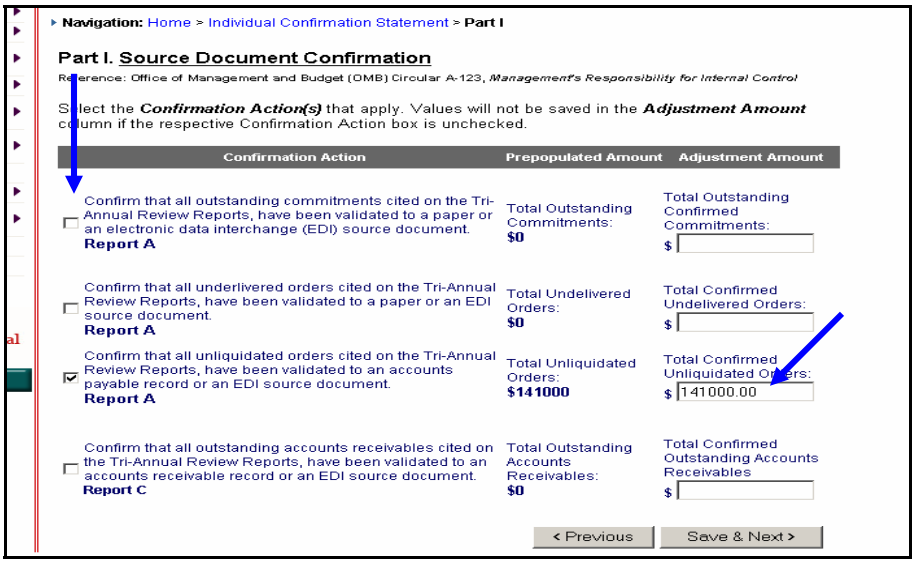


1. Completing the Individual Confirmation Statement consists of 5 parts. Click the Start icon to begin Part I.

2. After clicking Start, the portal will navigate the Certifier to a Certification Dashboard that lists each FY/BSYM that requires an individual confirmation. By clicking the ***Click to Edit*** icon in the respective row, Certifiers will advance to Part I.



3. Part I, *Source Document Confirmation* requires the selection of the applicable confirmation action and the adjustment amount value to be inputted. Click the confirmation action that applies and enter the adjusted amount value, if any.



4. Click ***Save & Next*** to advance onto Part II-V.

5. Part II, *Transaction Validation Confirmation* and Part III, *Transaction De-Commitment/De-Obligation Confirmation* also require the selection of the applicable confirmation action and the adjustment amount value (if any) to be inputted in the same manner as Part I selections.

6. Part IV, *Interagency/Agency Agreement*, requires the Certifier to select the applicable check boxes and click ***Save & Next*** to access Part V.

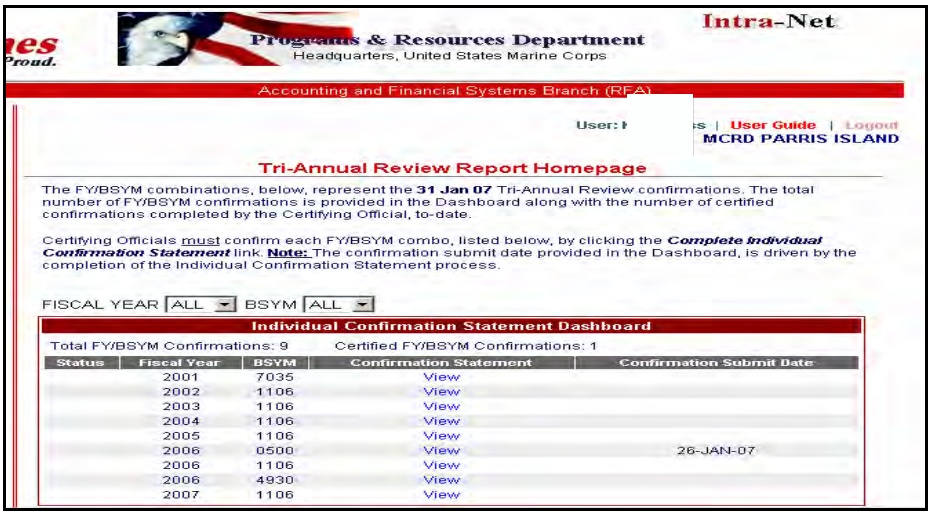
7. Part V, *Submit Individual Confirmation Statement*, requires the Certifier to submit the Individual Confirmation Statement for the respective FY/BSYM, by clicking the

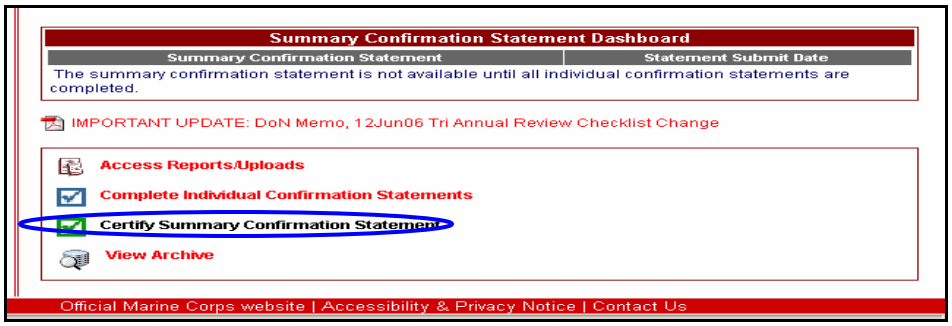
Submit icon, circled below. The option to print a copy of the confirmation statement is also available.

Note: After the Certifier completes the individual confirmation statement for one FY/BSYM combination, the completion of the remaining combinations is required before advancing to the ***Certify Summary Confirmation Statement*** function.

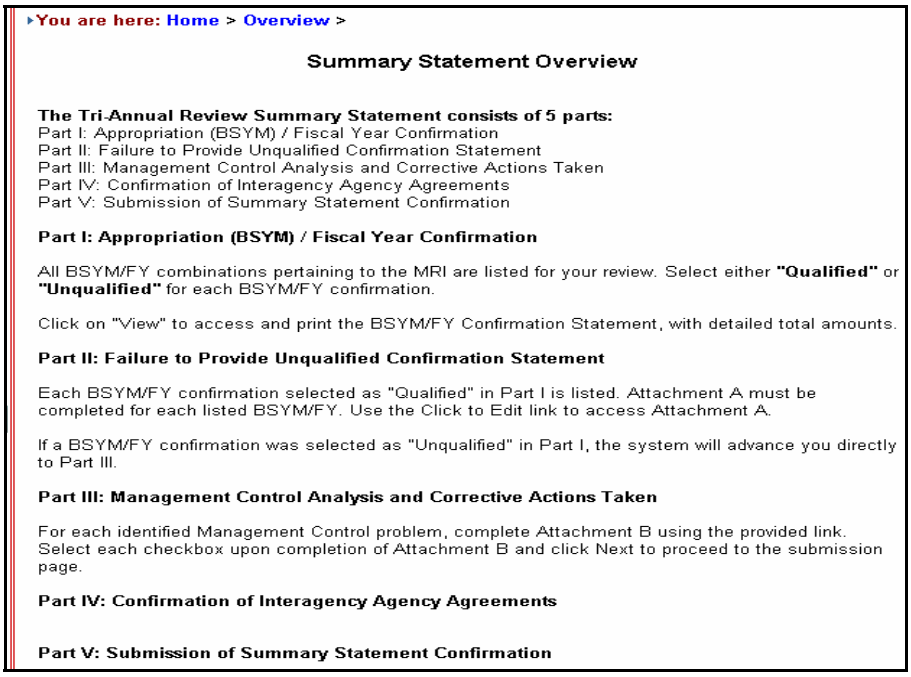
4.3 Certify Summary Confirmation Statement

1. To begin the Summary Confirmation Statement process, access the ***Tri-Annual Review Report Homepage*** and click on the link, circled below in blue.



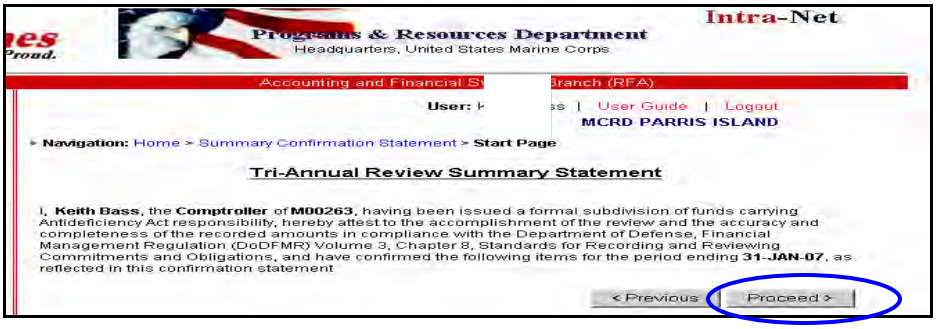


2. The ***Summary Confirmation Statement Overview*** page provides an introduction and synopsis of the Summary Confirmation Statement certification process. Validating Officials/Certifiers must complete Parts I-V of the Summary Confirmation Statement process in order to submit the Summary Confirmation Statement.

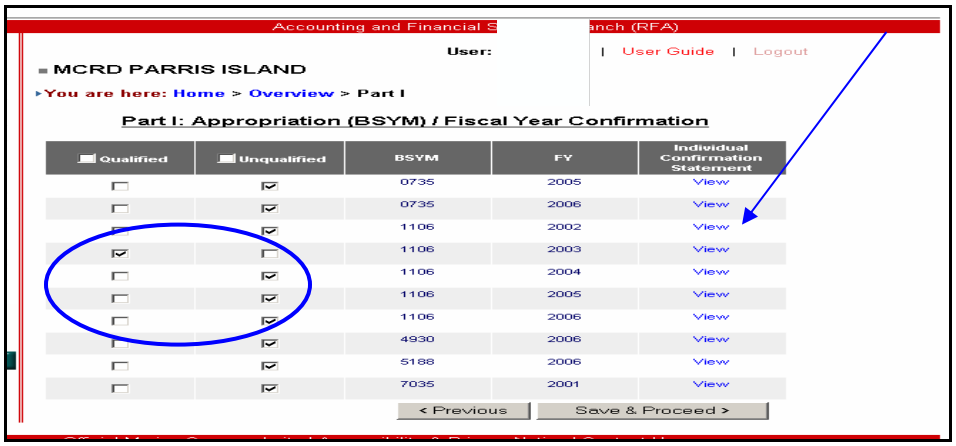


3. Review the Summary Statement Overview page, click ***Start*** to proceed.

4. After clicking, ***Start***, the portal advances the Certifier to an authentication page entitled, ***Tri-Annual Review Summary Statement***. Click ***Proceed*** to begin Part I.



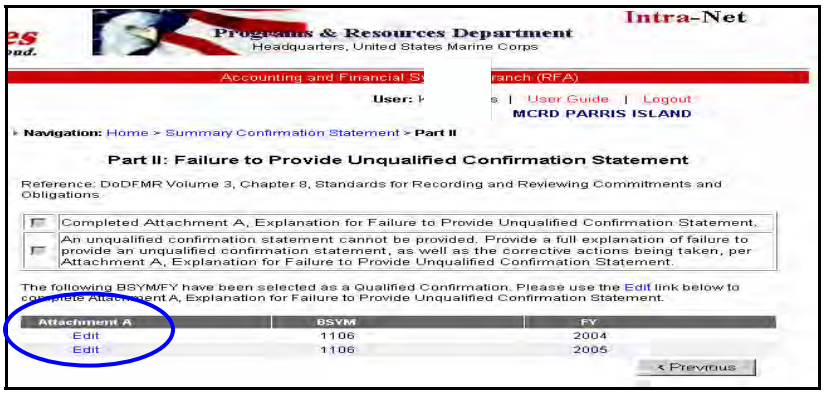
5. Certifiers are required to make the selection in the ***Qualified or Unqualified*** checkboxes for each appropriation FY/BSYM combination.
   Note: Only one check box can be checked. All FY/BSYM combos that are checked as ***Qualified*** require an Attachment A to be completed, whereas any ***Unqualified*** selections require the completion of an Attachment B, if applicable per Section 1.3.1 of this guide.



6. A view of the individual confirmation statement for the respective FY/BSYM combinations is accessible by clicking ***View*** which appears in the individual confirmation statement column, above.

7. Upon the completion of Part I, click ***Save & Proceed*** to advance to the appropriate section based upon your responses.

8. For each ***Qualified*** selection in Part I, an *Attachment A* must be completed. The portal identifies which selections were marked as ***Qualified*** and displays them in Part II, as circled below.



9. Click ***Edit*** under ***Attachment A*** to complete an attachment for the first FY/BSYM combination. Completion of all combinations, listed in the lower text box, is required

in order to advance to Part III. After completing an Attachment A for each FY/BSYM combinations, the option to modify Attachment A will be given.

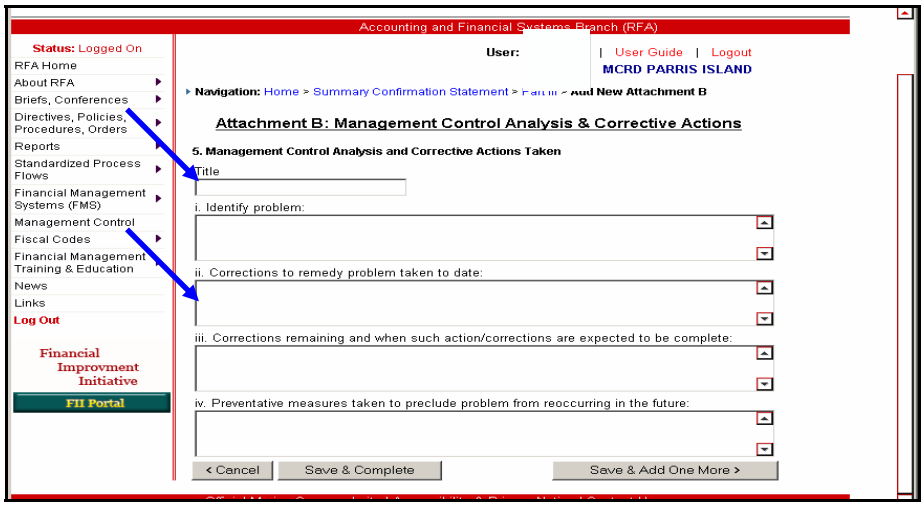
10. The checkboxes that appear in the upper portion of the screen will auto populate once an Attachment A has been completed for each combination listed in the lower text box. Verify that both checkboxes are checked and click ***Proceed*** to advance to Part III.

Part III, *Management Control Analysis and Corrective Actions Taken*, requires that an *Attachment B* be completed for all ***Unqualified*** markings made in Part I, if applicable per Section 1.3.2 of this guide. Attachment B identifies the following:

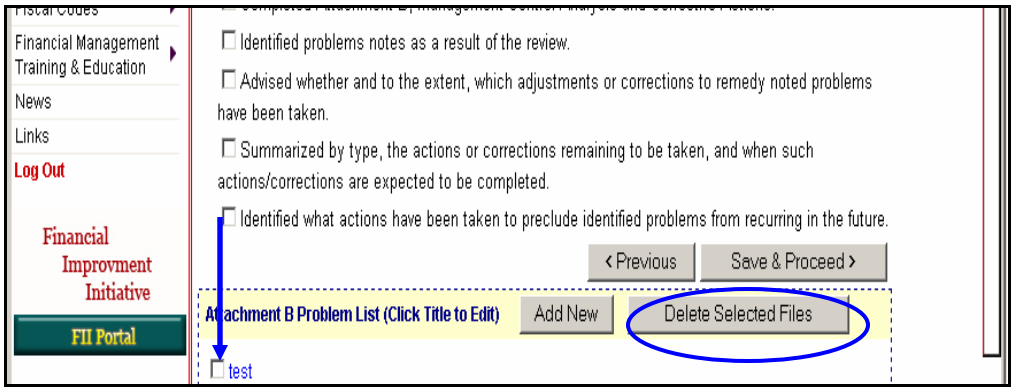
- Problem notes identified as a result of the review
- Advises whether any adjustments or corrections to remedy the noted problems have been taken
- Summarizes the corrective actions taken and their respective timelines for completion
- Identifies actions that preclude the identified problem from recurring in the future

11. Complete an Attachment B for any problems identified during the review by clicking the ***Add New*** icon in the ***Attachment B Problem List***, circled above.

12. Attachment B requires a ***Title*** of the problem and the completion of ***i-iv***. After completing step ***iv***, determine whether there are additional problems that need to be reported. If so, click ***Save & Add One More.*** In the case where all problems have been identified, click ***Save & Complete*** to return back to the Part III homepage.



13. On the Part III homepage, Certifiers are provided with an option to delete a previously cited problem, by selecting the problem, then clicking ***Delete Selected Files***.



14. The Part III homepage requires that Certifiers click the appropriate checkboxes that apply, as cited below. Check the applicable boxes and click ***Save & Proceed*** to continue to Part IV.

15. Part IV, *Interagency/Agency Agreement* is a new FY 2007 Tri-Annual review requirement for that confirms the agreement regarding consistency with DoD Policy. Check each box, and then click ***Proceed*** to advance to Part V.

16. Part V, allows the Certifier to submit the Summary Confirmation Statement, view, and print a copy. Click Submit and then return to Tri-Annual Review homepage. The view & print option provides the complete summary confirmation statement.

APPENDIX A: MARADMIN 016/06

Date signed: 01/17/2006 MARADMIN Number: 016/06
Subject: TRIANNUAL REVIEW OF COMMITMENTS AND OBLIGATIONS

R 171407Z JAN 06
FM CMC WASHINGTON DC(UC)
TO AL MARADMIN(UC)
UNCLASSIFIED//
MARADMIN 016/06
MSGID/GENADMIN/CMC WASHINGTON DC PR RFA/-/-/-/-//
SUBJ/TRIANNUAL REVIEW OF COMMITMENTS AND OBLIGATIONS// REF/A/LTR DOD FMR VOL 3/CH 8/-/-/-/-//
REF/B/LTR MCO P7300.21/CH 9/-/-/-/-//
NARR/REF (A) IS THE DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATIONS (DOD) FMR), WHICH PROVIDES GUIDANCE FOR THE TRIANNUAL REVIEW OF COMMITMENTS AND OBLIGATIONS FOR ALL MARINE CORPS APPROPRIATIONS. REF (B) PROVIDES AMPLIFYING GUIDANCE ON VALIDATION RE VIE WS.// GENTEXT/REMARKS/GENTEXT/REMARKS/

1. BACKGROUND. THE PURPOSE OF THE TRIANNUAL REVIEW IS TO ENSURE VALID COMMMITMENTS AND OBLIGATIONS ARE PROPERLY RECORDED IN THE ACCOUNTING RECORDS AND UTLIMATELY RESULT IN RECE IVING THE GOODS AND SERVICES COMMANDS ORDERED TO MEET MISSION REQUIREMENTS.

1 .A. THE MARINE CORPS HAS SUSTAINED SIGNIFICANT REDUCTIONS IN OUR OPERATIONS AND MAINTENANCE APPROPRIATION OVER THE LAST SEVERAL YEARS DUE TO EXCESSIVE UNOBLIGATED (REVERTED) BALANCES. WE HAVE INCURRED REDUCTIONS OF $15.7M (FY05) AND $10M (FY06) AND CURRENTLY FACE FUTURE BUDGET REDUCTION MARKS OF $43.4M (FY07) AND $46.6M (FY08) ALL DUE TO REVERTED BALANCES. THESE AMOUNTS ARE DIRECT CONGRESSIONAL REDUCTIONS OF OUR OPERATING FUNDS. REVERTED BALANCES ARE CAUSED FOR SEVERAL REASONS, BUT THE MAJOR CAUSE IS INVALID OBLIGATIONS REMAINING IN THE ACCOUNTING SYSTEM AND NOT REMOVED DURING THE CURRENT FY (WHERE FUNDS COULD BE RE-APPLIED TO PURCHASE GOODS AND SERVICES) BUT REMOVED AFTER THE FISCAL YEAR CLOSES.

1.B. RENEWED COMMAND EMPHASIS MUST BE PLACED ON PERFORMANCE OF TRIANNUAL REVIEWS TO ASSIST IN REDUCING PRIOR YEAR REVERTED BALANCES WHICH ARE DIRECTLY IMPACTING MARINE CORPS AVAILABLE FUNDS DURING THE CURRENT YEAR.

2. DISCUSSION. THE BELOW GUIDANCE PUBLISHES THE FY2006 DUE DATES FOR TRIANNUAL REVIEWS OF COMMITMENTS AND OBLIGATIONS.
2.A. TRIANNUAL REVIEWS OF ALL COMMITMENTS AND OBLIGATIONS FOR FUNDS CURRENTLY AVAILABLE FOR OBLIGATIONAL AUTHORITY WILL BE BASED ON REPORTS PRODUCED AT THE CLOSEOUT OF THE MONTHS IDENTIFIED BELOW:
31 JANUARY
31 MAY
30 SEPTEMBER

2.B. PER REFERENCE (A), ACCOUNTING OFFICES SHALL PROVIDE FUND HOLDERS WITH LISTING (S) OR AUTOMATED MEDIA IDENTIFYING BOTH OUTSTANDING COMMITMENTS AND UNLIQUIDATED OBLIGATIONS RECORDED FOR THE FUNDS HOLDER. THE ACCOUNTING OFFICE ALSO SHALL PROVIDE LISTING(S) OR AUTOMATED MEDIA IDENTIFYING ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE WHICH ENABLE THE FUNDS HOLDER TO VERIFY PROPRIETARY ACCOUNTS (AS WELL AS BUDGETARY ACCOUNTS) AND, THUS, ENSURE THAT PROPRIETARY AND BUDGETARY ACCOUNTS ARE VALID, ACCURATE AND RECONCILED. THE FUNDS HOLDER SHALL ACOMPLISH A REVIEW NO LATER THAN 14 DAYS FOLLOWING THE END OF JANUARY AND MAY, AS WELL AS BY SEPTEMBER 30TH OF EACH FISCAL YEAR.

3. IMPLEMENTATION. DC PR (RFA) WILL PROVIDE, VIA THE P&R RFA PORTAL WEBSITE, TO ALL FUND HOLDERS IN EXCELL SPREADSHEETS AS FOLLOWS: (1) DORMANT DOCUMENTS; CONSISTING OF CONTRACTS 120 DAYS OR OLDER, AND REQUISITIONS, TRAVEL ORDERS, AND OTHER MISCELLANEOUS DOCUMENTS 90 TO 179 DAYS OLD (2)DEOBLIGATION REPORT; CONSISTING OF TRANSACTIONS OTHER THAN CONTRACTS THAT ARE 180 DAYS OR OLDER AND (3) OUTSTANDING ACCOUNTS RECEIVABLE; CONSISTING OF ALL OUTSTANDING RECEIVABLES REGARDLESS OF AGE. THESE REPORTS WILL BE THE BASIS FOR PERFORMING VALIDATIONS AND REPORTING TRANSACTION STATUS BACK TO DC PR (RFA). ANNOTATED STATUS CODES FOR EACH DOCUMENT WILL BE THOSE CITED IN REFERENCE (B). COMPLETED REPORTS WILL BE UPLOADED INTO THE TRIANNUAL REVIEW AREA PROVIDED ON THE P&R RFA PORTAL WEBSITE. REQUIRED CONFIRMATION STATEMENTS AND SUPPORTING ATTACHMENT TEMPLATES CAN BE DOWNLOADED FROM THE TRI-ANNUAL REVIEW AREA PROVIDED ON THE P&R RFA PORTAL WEB SITE FOR COMPLETION AND SIGNATURE BY THE COMPTROLLER.

3.A. REQUIRED CONFIRMATION STATEMENTS, UN-QUALIFIED OR QUALIFIED, WITH SUPPORTING ATTACHMENTS SHALL BE COMPLETED BY THE 21ST DAY AFTER THE CLOSE OF THE APPLICABLE TRIANNUAL REVIEW

MONTH AND BY SEPTEMBER 30TH OF EACH FISCAL YEAR, BY THE MRI LEVEL COMPTROLLER. THE DUE DATES ARE AS FOLLOWS: 24 FEBRUARY 2006
23 JUNE 2006
20 OCTOBER 2006

3.B. BASED ON THE PROVIDED EXCEL REPORTS THE SIGNED CONFIRMATION STATEMENTS SHALL (1) CONFIRM THAT ALL OR PORTION OF THE COMMITMENTS RECORDED IN THE SYSTEM HAVE BEEN VALIDATED TO A PAPER OR AN ELECTRONIC DATA INTERCHANGE (EDI) REPRESENTATION SOURCE DOCUMENT. (2) CONFIRM THAT ALL OR PORTION OF THE OBLIGATIONS RECORDED IN THE SYSTEM HAVE BEEN VALIDATED TO A HARDCOPY OR AN EDI SOURCE DOCUMENT. (3) CONFIRM THAT ALL OR PORTION OF ACCRUED EXPENDITURES UNPAID HAVE BEEN VALIDATED TO AN ACCOUNTS PAYABLE RECORD OR AN EDI SOURCE DOCUMENT. (4) CONFIRM THAT ALL PORTION OF REIMBURSEMENTS AND OTHER INCOME EARNED HAVE BEEN VALIDATED TO AN ACCOUNTS RECEIVABLE RECORD OR AN EDI SOURCE DOCUMENT. (5) CONFIRM THAT ALL OR PORTION OF MISCELLANEOUS OBLIGATION DOCUMENTS, TRAVEL ORDERS, AND SUPPLY REQUISITIONS RECORDED IN THE SYSTEM FOR MORE THAN 180 DAYS HAVE BEEN DEOBLIGATED, UNLESS THERE IS SUPPORTING DOCUMENTATION FROM THE FUNDS HOLDER ATTESTING TO THE PURPOSE AND VALIDITY OF THE OBLIGATION. (6) CONFIRM THAT ALL OR PORTION OF THE COMMITMENTS THAT COULD NOT BE SUBSTANTIATED OR VALIDATED AFTER A THOROUGH REVIEW BY THE FUNDS HOLDER HAVE BEEN DECOMMITTED. (7) CONFIRM THAT ALL OR PORTION OF OBLIGATIONS THAT COULD NOT BE SUBSTANTIATED OR VALIDATED AFTER A THOROUGH REVIEW BY THE FUNDS HOLDER (AND/OR THE ACCOUNTING OFFICE) HAVE BEEN DEOBLIGATED. (8) IDENTIFY PROBLEMS NOTED AS A RESULT OF THE REVIEW. (9) ADVISE WHETHER, AND TO THE EXTENT, WHICH, ADJUSTMENTS OR CORRECTIONS TO REMEDY NOTED PROBLEMS HAVE BEEN TAKEN. (10) SUMMARIZE, BY TYPE, THE ACTIONS OR CORRECTIONS REMAINING TO BE TAKEN, AND WHEN SUCH ACTIONS/CORRECTIONS ARE EXPECTED TO BE COMPLETED. (11) IDENTIFY WHAT ACTIONS HAVE BEEN TAKEN TO PRECLUDE IDENTIFIED PROBLEMS FROM RECURRING IN THE FUTURE. FUNDS HOLDERS SHOULD ACCOMPLISH A THOROUGH REVIEW OF CURRENT YEAR DOCUMENTS ON 31 AUGUST TO ENSURE ONLY VALID OBLIGATIONS ARE POSTED AND TO RE-APPLY ANY DE-OBLIGATED FUNDS TO CURRENT REQUIRMENTS.

3.C. SIGNED CONFIRMATION STATEMENTS WITH SUPPORTING ATTACHMENTS SHOULD BE UPLOADED AS A PDF FILE TO THE P&R RFA PORTAL WEB SITE IN THE TRI-ANNUAL REVIEW AREA. ALL FUNDHOLDER CONFIRMATION STATEMENTS AND BACKUP VALIDATION DOCUMENTATION MUST BE RETAINED FOR 24 MONTHS AND MADE AVAILABLE, UPON REQUEST, FOR AUDIT PURPOSES.

3.D. HQMC WILL BE TRACKING OBLIGATION RATES, REVERSIONS, AND ULO REDUCTION GOALS. ALL IDENTIFIED REVERSIONS WILL BE PROVIDED TO HQMC (RFO) FOR POTENTIAL WITHDRAWAL TO COVER CHANGE ORDERS, JUDGMENTS,ETC.

3.E. FUND HOLDER RESOURCE EVALUATION AND ANALYSIS (REA) OFFICES WILL USE THE PROBLEMS CITED IN THE CONFIRMATION STATEMENT FOR REVIEW OF INTERNAL PROCESSES AND REQUIRED CHANGES TO CORRECT PROCESS DEFICENCIES.

4. POC. THE PRIMARY POC'S FOR THIS IS MESSAGE IS CWO3[redacted] COMMERCIAL 7[redacted] EMAIL = [redacted] COMMERCIAL([redacted] EMAIL = [redacted]

WP: 3108.C.200.02

CHAPTER 10

RECONCILING ABNORMAL FINANCIAL TRANSACTIONS

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CHAPTER 10

RECONCILING ABNORMAL FINANCIAL TRANSACTIONS

10000. GENERAL. This chapter deals with those financial conditions that result in an abnormal accounting transaction or accounting balance and the procedures required by fund holders to correct and reconcile those conditions. Abnormal financial transactions and financial balances are key trend analysis indicators of process, procedure, and/or training shortfalls that require command attention. The analysis and corrective actions for these transactions and balances should be conducted by the command's Financial Management Resource Office (FMRO).

10001. COMMON ABNORMAL CONDITIONS. Abnormal financial conditions can occur for many reasons including missing or corrupted data files from source feeder systems, manual input errors, lack of timely follow up on one condition creating another abnormal condition, incorrect supporting agency business practices, etc. The following are common abnormal conditions that will require research, correction, or other follow up to be performed by fund managers:

1. Abnormal Accounts Payable
2. Abnormal Undelivered Orders
3. Negative Unliquidated Obligations
4. Prevalidation Errors
5. Unmatched Disbursements
6. Aged Travel Advances
7. Interest Penalties
8. Abnormal Accounts Receivable
9. Missing Trading Partner Information
10. DCPS LOA/Fund Code Mismatch
11. Spending Errors
12. Invalid Transaction Recording Source

Each of these conditions is addressed in subsequent paragraphs in this chapter. Example causes of these conditions listed in this chapter are not all inclusive, but cite the most common reasons that create the abnormal condition.

10002. COMMON CAUSES OF ERRORS AND ABNORMAL CONDITIONS. Errors and abnormal conditions are commonly the result of:

1. Local tables in SABRS required for processing a transaction being passed from a source or feeder system are not properly maintained. This includes missing or erroneous codes loaded to the tables used during transaction edits in SABRS. Bottom line, review all local tables and ensure they are properly updated.

2. Mismatch between financial codes cited on a source document, such as document number, accounting classification, and other fiscal codes and those entered into the source feeder system or SABRS. This can be caused by entering a zero when it should be an alpha O, transposing figures, keying an extra zero in amount or quantity fields, etc.

3. Source system financial data elements not entered correctly. These include LOA errors with Citibank, LOA errors in DTS, etc.

4. Manually keying information into SABRS when the information should be processed from a business feeder system. This also is an abnormal condition addressed in paragraph 13014.

5. Not correcting errors timely.

6. Not reconciling each SABRS cycle and adjusting financial document files correctly based on changes posted from the cycle.

7. Short cutting document processes. Example entering a commitment, obligation, and expense when the transaction has not yet had delivery of goods and services and should not have had an expense recorded yet.

Attention to details when creating source documents, reviewing cycle updates, and local table validations will ensure that most transactions do not go into an abnormal condition.

10003. ABNORMAL ACCOUNTS PAYABLE. This condition arises when the total amount of liquidation(s) posted against a specific document exceeds the amount of expenses recorded. Normal causes of this condition that requires research and correction are:

1. Mechanized supply order (MILSTRIP) can have the payment (Interdepartmental Billing) processed by the source of supply prior to the command receiving the ordered goods. The delay in receiving the order can range from days to several weeks. Fund managers should:

a. Check with the unit supply to confirm shipment status. If shipment status is still pending, continue weekly follow up until order is received.

b. If supply status indicates shipped, verify if order has been received or not. Further, validate the unit price and quantity of the shipping status. If received, did supply process a D6T DIC transaction? If they have, the expense should process in the next cycle. If not, have them process the D6T receipt transaction.

2. Obligating contract is from a source that does not utilize SPS or WAWF. A proper payment package is required by DFAS prior to making a disbursement. This package includes confirmation of a valid contract, invoice received from the vendor, and an acceptance of the goods or services by a government employee. If the payment was processed correctly against the correct contract and line number, an acceptance or receipt document had to be completed. This is the document you need to obtain to record the expense in SABRS. Contact the contract administration office for additional information.

a. Contract is a facilities maintenance contract issued by the commands supporting Navy Regional Officer in Charge of Construction (ROIC). Check with the ROIC to obtain a copy of their acceptance document to the vendors invoice and enter an expense in SABRS. If no acceptance document was created, verify that the disbursement posted to the correct contract and line number. If this is in error request DFAS redistribute the liquidation to the correct contract and line item. If an LOA change is required for the payment to accomplish this transfer, request a 1081 correction be processed by DFAS.

b. Contract was issued by another service/agency based on a direct cite authority Military Interdepartmental Purchase Request (MIPR) you issued to them. In this case, you should have received a copy of the contract (or access the contract via EDA) reflecting the line number(s) funded by your document and LOA. Review the contract and determine who in your command has responsibility for acceptance of goods or services ordered from receiving activity. Contact the POC to obtain a copy of the acceptance/receipt that supported the payment and enter an expense in SABRS. If the acceptance is being performed by another command, service, or agency, contact the contract representative to obtain a copy of the acceptance document. Once obtained, enter an expense in SABRS. If no acceptance document was created, verify that the disbursement posted to the correct contract and line number. If this is in error request DFAS redistribute the liquidation to the correct contract and line item. If an LOA change is required for the payment to accomplish this transfer, request a 1081 correction be processed by DFAS.

3. Obligating document is a request for work or services (NavCompt 2275) or an economy act MIPR issued by your command (you are the buyer

of goods/services) to another service or agency (they are the seller). Expenses for this transaction should be posted based on communication with the seller at the end of the month to determine the amount they are billing against your order. An email confirmation of this amount is acceptable documentation to enter an expense into SABRS. You should not wait until the bill (liquidation) posts in SABRS to create an expense, but should make the monthly contact prior to the bill processing to obtain the amount to post an expense. Further, an expense can be entered based on a status report received from the seller. In no circumstance should the transaction be expensed for more than one quarter estimate (do not expense the transaction one time for the entire fiscal year).

4. Obligating document is a training request (1556). Confirm that the employee attended the training. If they have, enter the expense in SABRS. If they did not, was there a clause in the training contract that required payment regardless if the employee attended or not. If so, enter the expense in SABRS. If this condition did not exist and prior notification of cancellation was provided, the payment is in error. Contact DFAS for their collection efforts to recoup the payment from the vendor. Do not post an expense but leave this transaction in an abnormal condition. An expense is only posted after the requested training has been received.

5. The amount of settlement for travel was greater than the estimated obligation. The expense for travel is generated based on the obligation and number of days of the TDY. If the estimate is low, the payment will be greater than the expense and obligation. In this case, both the obligation and expense must be adjusted. This condition will also cause another abnormal condition of Negative Unliquidated Order (NULO) which is discussed in paragraph 13004.

6. From time to time a data set from a feeder system may not process (i.e. WAWF, SASSY, etc.) which contains the expense transaction. This is normally discovered after a cycle and the data set recovered for processing with the next SABRS cycle. If this is the condition, wait until the next cycle posting prior to taking action on recording the expense record. Refer to chapter 6 of this order for more information on cycle reconciliation and error correction.

10004. ABNORMAL UNDELIVERD ORDERS. This condition arises when the total amount of expenses recorded against a specific document exceeds the amount of the obligation recorded. This condition should very rarely occur due to the edit checks in SABRS that will put source feeder system expense transactions in error if the expense is greater than the obligation. However, this condition can occur with MILSTRIP

bills that are final and less than the recorded obligation. The IDB will adjust the commitment and the obligation amount, but not the expense. If the obligation and expense were the same prior to the IDB credit or reduced price bill, the obligation will adjust in SABRS and the fund manager will have to manual reduce the expense to correct this abnormal condition in SABRS.

10005. NEGATIVE UNLIQUIDATED OBLIGATIONS (NULO). This condition arises when the total amount of liquidations (payments) are greater than the amount of obligation recorded in SABRS for that specific document number or in the case of a payment for a contract the combination of the document number, procurement instrument number, sub-procurement instrument number, and/or contract line number. Normal causes are:

1. Non SPS contract modifications that require manual obligation entry in SABRS.

2. National Stock Number (NSN) price change increase to original obligation price.

3. Payment made against an incorrect line number on the contract or an incorrect document number.

4. Travel entitlements at time of settlement greater than original estimated cost.

5. Duplicate payment posting.

For all the above conditions either an obligation needs to be recorded in SABRS, an obligation is required and a refund receivable posted for the payment error, a redistribution of the payment to another document citing the same basic LOA, or a 1081 correction is required. Chapter 11, paragraph 11003 and 11004 of this order contains further information on NULOs and duplicate payments and the corrective actions resource managers need to undertake to correct these conditions.

10006. PREVALIDATION ERRORS. This condition arises when an available obligation check is performed against SABRS records prior to the actual disbursement of a completed payment package. A completed payment package normally consists of a contract document, a vendor invoice submitted against that contract for goods or services delivered by the vendor, a valid obligation in SABRS and a government receiving/acceptance report that the vendor did in fact provide the invoiced goods or services. The prevalidation process checks the

amount to be disbursed against SABRS to find a corresponding obligation that matches the document number, contract number, ACRN, contract line number or some combination of these that match the proposed payment. If no corresponding obligation is found, the payment fails the prevalidation check and cannot be paid until an obligation is established in SABRS. Transactions will also fail the prevalidation check when an obligation is present in SABRS, but the amount is less than the current proposed payment plus the total of any previously posted payment amounts. This condition normally occurs when dealing with partial shipments and contracts that require progress payments prior to the full completion of the contract requirements. Chapter 11, paragraph 11007 of this order contains specific guidance on the conditions that cause prevalidation errors and actions resource managers are required to perform to correct the prevalidation error.

10007. UNMATCHED DISBURSEMENTS. This condition arises when a payment has been made and processed against Marine Corps funds that fail to find a matching obligation record to post against in SABRS. Matching the disbursement to SABRS is based on one or more combinations of document number, ACRN, contract number, sub-contract number, contract line number, or Line of Accounting (LOA) mismatch. Chapter 11, paragraph 11002 of this order contains specific guidance on the conditions that cause unmatched disbursements and actions resource managers are required to perform to correct the unmatched error.

10008. AGED TRAVEL ADVANCES. This condition arises when a traveler has not been issued a government travel card and requires an advance on per diem entitlements to travel on authorized official business or change of official duty station and the advance is not reversed through disbursing action 60 days after the estimated completion date of the travel. The most common causes of an aged travel advance are:

1. Travel claim or settlement request has not been submitted by the traveler. The DoD FMR 7000.14-R, Volume 9, paragraph 080501 requires that all travelers submit a claim for travel within 5 working days of their return from the travel. Work with the office that authorized the travel to get the member to submit a claim for the completed travel. Direct the traveler to proceed to their command administration section to process a settlement.

2. When traveler submitted their claim, they failed to annotate on the claim form previous advances (amount, date, voucher number, etc.) that were paid in support of the travel.

3. Document number, LOA mismatch, or transaction type code error between the SABRS record and the payment/advance reversal record. When this condition occurs you may also have an unmatched disbursement condition. If an LOA change is required for the payment, request a 1081 correction be processed by DFAS.

Enforcing the requirement for traveler's to submit a claim within 5 days of travel completion is the best way of ensuring advances taken are settled timely and do not become an aged issue. Chapter 9, paragraph 9008 of this order addresses travel settlement and notification/collection efforts on outstanding travel advances.

10009. INTEREST PENALTIES. This condition arises when a vendor submits a valid invoice for payment for provided goods or services and payment of this claim is not accomplished within 30 days of the receipt date of the invoice. For a vendor to be paid, a complete payment package must be physically or electronically received by DFAS. A complete payment package consists of a valid obligating source document (i.e. contract, purchase order, approved training request, etc.), an invoice submitted by the vendor who provided the goods and services requested under the obligating document, a valid obligation in SABRS and an acceptance or receiving report from the activity that initiated the obligating document confirming the government received the ordered goods and services. Without all three documents, DFAS cannot make payment.

1. Interest penalties are a concern for several reasons. The additional cost increase for those goods and services purchased due to interest being paid in addition to the original invoice price is avoidable. You are paying more than required for goods and services and are reducing the amount of available funds that could have supported other purchases of required goods and services. Basically, you are incurring a lost opportunity cost due to paying a premium for ordered goods and services.

2. Consistently incurring interest penalties means there is a breakdown in established procedures and processes which indicate an internal control weakness(s) that requires command correction.

3. The most common cause of interest penalties is the receiving point or Contract Office Technical Representatives (COTR) not completing or submitting an acceptance/receiving report. For contracts issued by Marine Corps contracting offices a provision for vendor invoicing via WAWF is required. For these transactions, receipt and acceptance transactions are entered in WAWF by the receiving unit or assigned COTR for the contract. To ensure this is done timely, receiving units and

COTRs should log into WAWF at least weekly to review pending invoices and confirm/accept that these services or goods were received. That confirmation will electronically complete the payment package for DFAS to make payment.

4. The second major cause of interest penalties is timely submission of manual payment packages to DFAS or lost packages at DFAS. This situation should become less of a problem in our current and future environment as the requirement to create manual source documents is reduced via new or improved mechanized feeder system solutions (WAWF-MP is an example of this where miscellaneous documents can be created in an automated manner vice manual and electronically pass obligation and receipt information to SABRS and DFAS for payment purposes).

5. The third major cause of interest penalties deals with Power Track and not having a sufficient amount obligated in SABRS for the document number assigned to the command's Transportation Account Code (TAC) or the Traffic Management Office (TMO) does not cite the correct TAC on the shipping document.

10010. ABNORMAL ACCOUNTS RECEIVABLE. This condition arises when the collections applicable to the reimbursable account exceed the amount of previous submitted and processed billings or when collections exceed the total amount expensed for the reimbursable order.

1. Reimbursable billings are created in SABRS based on the amount of expenses recorded against the Reimbursable Order Number (RON) and Reimbursable Billing Code(s) (RBC) assigned to the buyer's order. Expenses are recorded based on specific material or services order placed against the reimbursable being filled, by assigning civilian labor directly against the customer order (DCPS JON contains the assigned RON and RBC identifying the buyer's order), or through manual allocations of expenses being transferred within SABRS to the buyer's order.

2. An abnormal accounts receivable condition can occur if the billing for a specific RON and RBC posts against another reimbursable accounts RON and RBC due to some change in the collection LOA.

3. An abnormal accounts receivable condition can occur if the expense amount previously billed is reduced in SABRS and no corresponding credit billing is processed or posts to the reimbursable account in SABRS. Credit bills will process automatically if the 327 table is properly updated. If not, Credit Bills must be manually released in SABRS to process.

4. An abnormal accounts receivable can occur if more expense than authority is recorded against the reimbursable order and the SABRS generated billing is manually released and processed. SABRS will put billings on hold where the amount of the current bill plus amounts previously billed exceed the buyer's authority in the system. This billing condition can only be processed if manually released by a user authorizing the transaction.

5. An abnormal accounts receivable can occur for specific reimbursable accounts where the amount collected for the month is not used or only partially used to offset direct appropriation charges for the program. Users should closely monitor the amount collected and deposited each month for these accounts and ensure timely use of funds.

10011. MISSING TRADING PARTNER INFORMATION. This condition arises when the proper information is not input into the SABRS obligation. This information consists of: Trading Partner Number (TPN), Trading Partner Department Code, Trading Partner Basic Symbol, and Trading Partner Subhead of funding to be used to support your request. All agreements both outgoing funding documents and funding documents accepted must contain these data elements. For agreements where the USMC is the seller and at the time of establishing a reimbursable profile in SABRS for accepted buyer requests, commands must enter the required trading partner information. Trading partner information required to establish each accepted reimbursable order in SABRS is cited in Chapter 7, paragraph 7006.1d of this order.

10012. DCPS LOA/FUND CODE MISMATCH. This condition arises when the appropriation and subhead in the employee accounting classification (level 3 record) of the Defense Civilian Payroll System (DCPS) loaded for a specific employee is different from the appropriation and subhead associated with the obligation posting in SABRS. The appropriation and subhead cited in DCPS is used for the actual payroll voucher and subsequent payment register. The appropriation and subhead associated with obligation postings in SABRS is based on the Fund Code cited in the standing job order number (home FIP) in DCPS, the fund code cited for the employee's assigned organization code in the leave and fringe benefit default tables in SABRS (SABRS local tables 318 and 319), or the default or keyed FIP on labor exceptions processed through the Standard Labor Data Collection and Distribution Application (SLDCADA) into DCPS for that pay period. This appropriation mismatch can be caused by:

1. The appropriation and subhead in DCPS is not correct for the employee. In this case update DCPS to the correct data.

2. SABRS default leave and fringe benefit tables for the specific organization code are citing a Fund Code that is linked to a different appropriation and subhead than the employee should be charged to. In this situation update the default tables with an appropriate fund code that is linked to the correct appropriation and subhead.

3. The Fund Code cited in the standing job order number in DCPS is not linked to the same appropriation and subhead in the employee's accounting classification record of DCPS. In this situation change the standing job order numbers fund code.

4. The default FIP in SLDCADA reflects a fund code that is associated with a different appropriation and subhead than the employee's accounting classification loaded in DCPS. In this situation change the fund code in the default FIP in SLDCADA.

5. A loaned labor exception is processed with a fund code that is not linked to an appropriation and subhead that is loaded in DCPS for the employee's accounting classification. Screen all manually entered loan labor transactions to ensure fund code integrity for cost transfers.

6. Additional information on civilian labor processing can be found in Chapter 8 of this order.

10013. SPENDING ERRORS. This condition arises when an incoming transaction from a source feeder system does not pass data element checks performed by SABRS prior to posting. Refer to Chapter 6 of this order for greater details on error corrections. Some of the basic error correction steps are:

1. Transactions in error are posted to the Error File in SABRS and are listed on INFOPAC report PRT-ERROR (Common Interface Error Report). Each transaction will have an error code assigned to guide users on the cause and corrective action required to process the transaction in SABRS. Error codes cited can be found in SABRS Table 215 (Error/Unmatched Code Table). Users need to move the screen to the right to get the full description of the error and required corrective action (PF11 key moves the screen to the right. PF10 key moves the screen to the left).

2. The common cause for transactions processing in error is a missing entry on a local or central edit table. Once a table change is made the impacted errors will recycle during the next SABRS cycle and post.

3. Error transactions in the error file should not be corrected by deleting the error transaction and manually entering the document into SABRS. Not only will this cause an abnormal condition of invalid transaction recording source, but will break the transaction cycle for feeder system interfacing of the transaction. For example, deleting an obligation record on the error file that originated in SPS and manually entering in SABRS will impact the ability to receipt for this transaction later in WAWF or any subsequent modification in SPS. This will add additional rework efforts on the command and increases the chance of other abnormal conditions occurring.

10014. INVALID TRANSACTION RECORDING SOURCE. This condition arises when users manually enter transactions into SABRS that should have been processed by an interface with a source feeder system. Chapter 6, paragraph 6004 lists those common source feeder systems that SABRS has an electronic interface for transaction posting. This abnormal balance is basically a “self-inflicted” rework effort that wastes employee time, can cause future rework due to keying errors, and potentially impacts other interfaces and data exchanges with source systems from working properly to complete different stages of the transaction cycle. Where a source system interface exists to post the transaction in SABRS, manual entry of that transaction into SABRS by users should not occur.

ACCOUNTING AND FINANCIAL SYSTEMS BRANCH
(RFA)

Marine Corps Financial Management Operations Support (MCFMOS)

January 7, 2008

Marine Corps Financial Management Operations Support Cell

I. MISSION

To identify, document and publish the root cause of problem transactions to USMC Commands in direct coordination with DFAS-CL. To perform reconciliation and analysis for all Accounts Payable, Accounts Receivable and Payment transactions to improve the relevance, timeliness and accuracy of financial transaction reporting. To perform trend analysis and report findings and recommendations that improves financial efficiency, internal controls and execution of financial policy and training for all Marine Corps Major Command Recipients.

II. INTRODUCTION

The Marine Corps Financial Management Operations Support (MCFMOS) Cell is established to provide the Marine Corps Major Command Recipient coordination, communication and other management services support for the improvement and sustainment of Marine Corps financial execution with DFAS. These services will enhance the effectiveness, efficiency, and integration of financial processes. MCFMOS will use this information to assist the field commands in the management of resources in compliance with fiduciary and other management requirements; ensure the accuracy, timeliness, and usefulness of financial data and reports; and positively effect and influence changes in information systems, management controls, policies and procedures, organization, infrastructure, and manpower supporting the execution and control of resources contributing to Marine Corps warfighting excellence. In fulfillment of these responsibilities, the Officer in Charge, MCFMOS, supervises and manages the efforts of a staff of subordinate professional personnel, plans and directs the performance of complex financial and resource management reviews and analyses, provides financial advice and assistance to senior financial and program management personnel, and performs varied other duties as a supervisory financial management resource officer. The position will support diverse internal financial and program management customers, a variety of customers in other Marine Corps organizational elements and field commands, and external customers within the Department of the Navy (DoN), the Defense Finance and Accounting Service (DFAS), and other Department of Defense (DoD) components.

III. BACKGROUND

DFAS rework consists mainly of monitoring problem reports produced by SABRS and external feeder systems. Coordination is then made with Marine Corps units to ensure the client records, corrects, or submits required financial information to complete and post payments for the record. This oversight is no longer necessary. System improvements and reporting capabilities make this information available to the Marine Corps without DFAS assistance or intervention. Correcting these transactions is not the responsibility of DFAS but the Marine Corps. The Marine Corps Commands have the supporting documentation and can properly correct the problems. Programs and Resources Department (P&R) of Headquarters, United States Marine Corps has the ability to create and enforce policy and procedures impacting financial transaction management.

IV. MAJOR DUTIES

-- Serve as a direct representative and subject matter expert between USMC Major Commands and DFAS. Work with USMC financial and program management officials to improve the effectiveness and efficiency of business processes and ensure the accuracy, timeliness, and usefulness of financial data and reports. Additionally, to provide training to DFAS personnel on USMC Comptroller financial management FM support requirements and procedures. Provide insight back to the FM community regarding DFAS business practices.

-- Perform coordination with financial and program management officials at all levels within and outside the immediate organization: senior headquarters, senior financial and management representatives of the DoN, DFAS, other DoD components, and contractor representatives. This coordination is for the purposes

of communicating and disseminating financial information, interpreting and assessing DFAS financial guidance, coordinating systemic and operational matters, and explaining recommendations for accounting or business feeder system enhancements and other improvements to achieve greater operational effectiveness and efficiency.

-- Coordinate and perform comprehensive forensic accounting investigations and analyses to identify specific problem areas, root causes, and corrective actions related to the proper recording and payment of disbursements and collections needed to improve financial efficiency for USMC customers. These areas include, but are not limited to; abnormal and aged Accounts Payable, abnormal and aged Accounts Receivables, Unliquidated Obligations, NULO's, Prevalidation failures and Interest Penalties. Communicate the results of analyses and provide recommendations for improvement or corrective action to appropriate HQMC, Major Command, or DFAS management personnel.

-- Communicate best practices throughout the entire USMC FM community with regards to receipt and payment procedures from forensic accounting and root cause analyses.

V. Team Functional Responsibilities

MCFMOS will fall under the direct oversight of the Fiscal Director of the Marine Corps through Head, Accounting and Financial Systems Branch, Programs & Resources Department, HQMC. MCFMOS in direct partnership with DFAS-CL, will support and assist the recording of timely, accurate and relevant financial information.

MCFMOS will be segregated into 5 Customer Service Representative (CSR) Teams and a reporting and analysis section. Each CSR will be responsible for all aspects of Entitlements, Collections and Disbursements for a group of Marine Corps Major Command Recipients.

CSR Team 1 - Billets: GySgt
Responsibilities - The mission of the CSR Team 1 is to provide direct support to:
HQMC (All Accounts), MARCENT, LOGCOM,

CSR Team 2 - Billets: GySgt
Responsibilities - The mission of the CSR Team 2 is to provide direct support to:
MARFORPAC, MCCDC, MARFORSOUTH

CSR Team 3 - Billets: SSgt
Responsibilities - The mission of the CSR Team 3 is to provide direct support to:
MARFORCOM, MARCORSYSCOM, MARSOC, MARBKS 8th&I,

CSR Team 4 - Billets: SSgt
Responsibilities - The mission of the CSR Team 4 is to provide direct support to:
MARFORRES, MOBCOM, MARFORNORTH, MARFOREU

CSR Team 5 - Billets: SSgt
Responsibilities - The mission of the CSR Team 5 is to provide direct support to:
TECOM, MCRD PI, MCRD SD, MCRC

Customer Service Representative Team responsibilities include but are not limited to:

- Provide DFAS personnel financial analysis, advice, training, and assistance to facilitate effective financial management to all Marine Corps Major Command Recipients and DFAS-CL personnel.
- Provide Field Commands problem disbursement assistance in the resolution of Vendor Payments and Interdepartmental Bills.
- Provide assistance to Field Commands with vendor payment pre-validation support.

- Provide assistance to Field Commands and DFAS in validating Outstanding Travel Orders (OTO) and Outstanding Travel Advances (OTA). To include Mil Pay advances.
- Provide supporting documentation to DFAS for 1081 processing from Field Commands.
- Track/Monitor 1081s processing through multiple systems and the U.S. Treasury.
- Provide assistance to Field Commands in the tracking of the Accounts Receivable billings and collections process.
- Provides support to Commands and audit initiated requests in obtaining missing documentation
- Provide effective customer service related to all mission responsibilities.
- Resolve complaints and respond to inquiries in a timely manner.
- Enforce internal management controls in accordance with the FMFIA.
- Report and act on any potential weaknesses immediately.
- Analyze and improve accounting procedures/processes.
- Develop, implement, and support field-level accounting system initiatives.
- Report any enterprise issues regarding business feeder systems to SABRSHelp.
- Monitor problem disbursement inflow, analyze problem disbursement root causes, and initiate corrective actions.
- Provide supplemental assistance to activities experiencing performance problems.
- Perform managerial, staff, and administrative duties.

The MCFMOS reporting and analysis branch will consist of a CWO2 and (1) SSgt (3432). This branch will be devoted to the following:

- Provide financial analysis, advice, training, and assistance to facilitate effective financial management to all Marine Corps Major Command Recipients and DFAS-CL personnel.
- Analyze and improve accounting procedures/processes.
- Report any enterprise issues regarding business feeder systems to SABRSHelp.
- Monitor problem disbursement inflow, analyze problem disbursement root causes, and initiate corrective actions.
- Manage the root cause identification and recording process for accurate problem disbursement coding.
- Support the technical functions of the Root Cause Database.
- Provide consolidated problem disbursement execution reports to internal and external Marine Corps customers
- Prepare routine and special accounting reports and conduct analysis to respond to the financial data needs of clients and data calls in support of Problem Disbursements.
- Monitor and report performance measurements.
- Provide supplemental assistance to activities experiencing performance problems.
- Perform managerial, staff, and administrative duties.
- Provide monthly report findings, trend analysis and other financial issues to impacted Marine Corps Major Command Recipient, DC. P&R (RFA) and MCFEAT.

VI. TOOLS & REPORTS

The MCFMOS reporting and analysis branch will use the performance indicator reports and the Accounting Operations dashboard as their key reports. This branch will augment these reports with root cause analysis identifying the trends by the Marine Corps Major Command Recipient and functional area (i.e…UMD, NULO, Ab Acct Rec, etc…). If system issues or procedure problems are identified during the course of the analysis, this information will be reported to DC, P&R (RFA) Systems Branch.

- Creation and Maintenance of the Root Cause Database.
  - Published to the RFA Website

- Reports
  - Input – Performance Indicators – RFA Website
    - Unmatched Disbursements

        - Negative Unliquidated Obligations
        - Prevalidation Failures
        - Interest Penalty
        - DCPS LOA/Fund Code Mismatch
        - Abnormal Accounts Receivable
        - Abnormal Accounts Payable
    - Output
        - Trend Analysis – by Marine Corps Major Command Recipient
        - Enterprise System Issues
        - Suggested Procedural Changes
        - Applicable Training Courses
- Tools/Systems
    - SMARTS
    - SABRS
    - CAPS-W
    - MOCAS
    - SRD-1
    - STARS- ONE
    - WAWF RA & MP
    - DTS
    - POWERTRACK
    - CITIDIRECT
    - FAS
    - RFA Website

- Metrics Tracking with DFAS
    - Within timeframe UMDs — Currently the goal is $60M or less
    - Within timeframe NULOs — Currently the goal is $12M or less
    - Overaged UMDs — Goal is 0
    - Overaged NULOs — Goal is 0
    - Overaged In-transit — Goal <5% of previous month's absolute bal

Note: Overaged is defined as 120 days or greater in age. Within timeframe is defined as <120 days old.

VII. ADMINISTRATION AND LOGISTICS.

MCFMOS will be supported by:

- DFAS-CL will provide IT Support within the DFAS network, Office Space, Administrative Support, and procurement vehicles for supply support.

- HQMC will provide IT Support within the NMCI network, IT Support within the RFA website for the Root Cause Database, Reviewing Officer on Fitness Reports and financial support as necessary.

- I&I Brookpark will provide Command Support with regards to Service Records Books (SRB), Physical Fitness Tests (PFT), Professional Military Education (PME) and other Marine Corps requirements.

VIII. OUTCOME.

MCFMOS will provide Marine Corps Major Command Recipient with a high level of customer service, operating as the direct liaison between commands and DFAS-CL on all issues regarding entitlements and disbursements. MCFMOS will provide HQMC P&R, and Marine Corps field commands will detailed

analysis required to effectively and efficiently execute their budgets while properly accounting accurately and timely.