

5 Keeping Track of Spending

Table of Contents

What are the Accounting Components for Spending Transactions?	5-1
What is an Accounting Code?	5-1
What is a Treasury Symbol?	5-4
What are Deposit Accounts and Clearing Funds?	5-4
What is an Appropriation or Fund Code?	5-5
What is a General Ledger Account?	5-7
What is the Standard General Ledger?	5-7
What is an Organization Code?	5-7
What is a Reporting Category?	5-7
What is a Budget Object Classification Code (BOC)?	5-8
What is the Spending Chain?	5-8
What is an Obligation?	5-9
What is an Undelivered Order?	5-9
Why is it Important to Monitor Undelivered Orders?	5-10

5 Keeping Track of Spending

Table of Contents (Continued)

What is Expended Authority?	5-10
What is a Disbursement?	5-10
Why Keep Track of Spending?	5-11
What to Keep Track Of?	5-11
How to Maintain Your Files	5-12
Reconciling	5-13
Making Corrections – Payroll (Adjusted T&A)	5-14
Making Corrections – Other Than Payroll (Expenditure Adjustment Form B2)	5-15
What Are Revenue, Refunds, and Reimbursements?	5-15
What Do I Do To Correct Erroneous Postings of Revenue, Refunds,	5-16
or Reimbursements?	
Period-End Estimates (YE)	5-16
Disposition of Records	5-16
Exhibit 5-1	APHIS Division Codes
Exhibit 5-2	Approved Agency Reporting Categories
Exhibit 5-3	The Spending Chain
Exhibit 5-4	Approved Agency Program Classes
Exhibit 5-5	Approved Agency Program Groups

5

Keeping Track of Spending

What are the Accounting Components for Spending Transactions?

Each spending transaction can have many accounting components, depending on the type of feeder system used to record the transaction (see Chapter 13 for a description of the various National Finance Center (NFC) feeder systems). For both internal and external financial reporting, the key accounting components of a spending transaction are: the accounting code (which links the transaction to a budget fiscal year, Treasury Symbol, organization, and reporting category), the budget object class (BOC) code, the general ledger account number, and the amount of the transaction. This chapter discusses the accounting components of spending transactions and the importance of tracking spending transactions.

What is an Accounting Code?

An accounting code is the key to keeping track of spending. It is a 10 digit number established by the Agency and used by the National Finance Center (NFC) to record all transactions processed through the feeder systems into the Foundation Financial Information System (FFIS). It identifies the fiscal year, the type of appropriation and Treasury symbol, the organization for which the transaction is being processed and the specific project. This code allows us to report spending information back to Congress in an orderly fashion.

In FFIS, the accounting code is reformatted to budget fiscal year (BFY) and program code. The BFY is the first digit of the accounting code changed into two positions, i.e., 2528412380 would become **BFY 02**. The program code is the remaining nine digits of the accounting code: 528412380.

What is an Accounting Code? (Continued)

The accounting code is broken down into three main parts:

- ◆ The first digit is the budget fiscal year (BFY). The next two digits are the appropriation code (which indicates the appropriation fund and Treasury symbol).
- ◆ The middle four digits are the organization code.
- ◆ The last three digits are known as the reporting category.

The various APHIS units are responsible for establishing new accounting codes and updating or deleting existing accounting codes. The Management Support Staff establishes accounting codes for its program units. Each program has identified individuals to manage their accounting codes.

All documents submitted to NFC or MFSB for processing must be identified by a valid accounting code in order for the transactions to appear on APHIS reports. The accounting code can either be recorded on the document, such as an AD-616, Travel Voucher, or be previously established in a master file at NFC, such as Telephone and Utility services. The accounting code must be valid for APHIS or the entry will be rejected by one of the edit programs of the feeder and/or accounting system.

The following is a list of documents to use to establish or update an accounting code in an NFC stored accounting file:

NFC MASTER FILES

Type of Payment	NFC System	Form	NFC Publication		
			Title	Chapter	Section
Commercial Utilities	UTVN	AD-474	II	3	1
Commercial Telephone	TELE	AD-474	II	3	3
GSA Telephone and Switchboard	FTSP	AD-955	II	4	5
GSA Customer Supply	FEDS	AD-633	II	4	1

Send to:

Commercial Utilities	USDA, NFC, P.O. Box 60,000, New Orleans, LA 70160
Commercial Telephone	USDA, NFC, P.O. Box 60,000, New Orleans, LA 70160
GSA Telephone and Switchboard	USDA, NFC, Special Obligation and Payment Unit, P.O. Box 60,000, New Orleans, LA 70160
GSA Customer Supply	USDA, NFC, Misc. Payments Section, P.O. Box 60,000 New Orleans, LA 70160

What is an Accounting Code? (Continued)

NFC PAYROLL

The accounting code for the T&A is stored in a Master File. Use the accounting code usage block on the T&A input form to enter a new accounting code.

OTHER

PCMS Purchase Card PCMS The cardholder changes the profile Accounting code in PCMS.

PCMS Fleet Card (Gasoline) PCMS The cardholder can change the profile accounting on-line in PCMS or send an e-mail to Archie Crandall (Archie A. Crandall), Inez DeCoteau (Inez DeCoteau), or Russ Noyes (Russ Noyes) which includes: tag number, accounting code, your name and telephone number.

GSA Leased Vehicles MPOL To change the stored accounting, contact your local Fleet Management Office or change the accounting in Mileage Express on the internet at www.fss.gsa.gov/mileageexpress when you report your mileage.

Leases Notify the Realty Team in Minneapolis of any change in accounting codes.

Purchase Order Renewals Notify the Purchasing Office who issued the purchase order of any change in accounting code with the following information: new purchase order number (if not known, old purchase order number), new accounting code, your name, and telephone number. This can be accomplished through PRISM as well.

What is an Accounting Code? (Continued)

APHIS Leased Vehicles	See Purchase Order Renewals.
Contracts (multiple year)	Ensure the AD-700 sent to the applicable Contracting Office for new fiscal year processing contains the correct accounting code.
Telephone Services	Send e-mail to MRPBS ITD-TRM Telecom
Federal Express	Ensure preprinted forms contain the correct accounting code.

Submit the forms to update the various master files directly to NFC, with the exception of **new** General Services Administration (GSA) Customer Supply accounts. Fill out and send new GSA Customer Supply account forms, AD-633, to MFSB, Procurement and keep a copy as a desk reference. If help is needed in preparing the various update documents, please refer to the NFC Procedures Manuals or contact MFSB, Accounting Team.

What is a Treasury Symbol?

APHIS generally refers to Federal fund account symbols as Treasury symbols. Treasury symbols and titles are assigned by the Department of the Treasury and the Office of Management and Budget for agencies' use when recording accounting and budgetary transactions at or below the appropriation level of detail.

Because each accounting code APHIS uses is associated with a specific Treasury symbol, a fund holder normally does not need to record the Treasury symbol on a document.

What are Deposit Accounts and Clearing Funds?

APHIS uses clearing accounts and deposit funds to record certain unique accounting transactions. Generally, these accounts are used by personnel at NFC and MFSB.

12F3875(16) Budget Clearing Account – Fund 89. This account is used by MFSB-ART to deposit revenue that does not have a valid accounting code associated with it. After the revenue is deposited, MFSB-ART researches the transaction, determines the proper accounting code, and transfers the revenue from the deposit account to the proper account.

12F3845(16) Proceeds of Sales, Personal Property – Fund 90. This account is used to record the sale of personal property, such as motor vehicles and animals. APHIS has the authority to use this revenue to purchase replacement items only.

What is an Appropriation or Fund Code?

The appropriation or fund code is the 2nd and 3rd digits of the accounting code. The appropriation code links the accounting code with the Treasury symbol in the current accounting system. This is also linked to the budget fiscal year and fiscal year. It tracks each appropriation act and its activity.

NFC's Valid Appropriation Code Table (VALAPPRO) identifies each appropriation (Treasury) symbol and applicable appropriation code for all valid appropriations available to APHIS. The Financial Management Division (FMD) will establish and update, as necessary, all valid appropriation symbols and applicable appropriation codes for the VALAPPRO table at NFC in FFIS. All changes to the table will be by memorandum and include the appropriation symbol, title, appropriation code, and the reason for the change.

Several changes have been made to APHIS' appropriations beginning with FY 2000. Appropriation X51 and X53 are no longer valid for FY 2000 and beyond. The program/project code (last three digits of the accounting code) will identify if funds are being spent for Agency level or program level support. Accounting codes that previously used appropriation X51 or X53 will use 052 beginning in FY 2000.

APHIS has created four new appropriation codes (X17, X18, X57 and X58) and has changed the definition of X59 beginning with FY 2000. Fund 57 indicates an annual reimbursable agreement with another USDA agency; Fund 17 is for the no-year authority. Fund 58 is used to capture information about an annual reimbursable agreement with another Federal agency; Fund 18 is for the no-year authority. Fund 59 is for non-Federal reimbursable agreements and reimbursable overtime.

Figure 5-1 lists all the APHIS appropriation codes and their corresponding Treasury symbols. The appropriation code allows APHIS to summarize costs at a very high level. As you can see from the chart, APHIS uses the appropriation code as a way of tracking spending for a particular activity considering the appropriation law governing it.

A more complete description of Federal Accounting Symbols and Titles is available in Part 2, Chapter 1500 of the Treasury Financial manual, as well as a supplement titled, "Federal Accounting Symbols and Titles".

Figure 5-1

APHIS FY 2003 APPROPRIATION CODES AND TREASURY SYMBOLS

Appropriation Code	Description	Treasury Symbol
<u>General Fund Receipts</u>		
01	Interest received	121435
02	Fees for license and permits	120891
03	Forfeit unclaimed money and property	121060
04	Fines and penalties	121099
05	Proceeds from sale of equipment	123220
07	Collections for closed year	123200
<u>Special Fund Receipt and Expenditure Accounts</u>		
06	Agricultural Quarantine Inspection (AQI) user fee	125161
41	AQI user fees	12X5161
<u>Annual Salaries & Expenses</u>		
52	Program delivery	1231600
57	Inter-USDA reimbursable agreements	1231600
58	Non-USDA Federal reimbursable agreements	1231600
59	ROT and Non-Fed reimbursable agreements	1231600
<u>No-Year or Multi-Year Funds</u>		
10	Imprest fund advances	12X1600
11	Emergency activities	12X1600
12	HUB relocation	12X1600
15	Homeland security supplemental	12X1600
16	Emerging plant pests	12X1600
17	Inter-USDA reimbursable agreements	12X1600
18	Non-USDA Federal reimbursable agreements	12X1600
20	Animal care supplemental	121/20115
25	KSU HS supplemental	12X1600
60	Hazardous waste management	12X0500
72	Contingency funds	12X1600
73	No-Year reimbursable agreements	12X1600
75	Import/export user fee activities	12X1600
76	Integrated Systems Acquisition Project	12X1600
77	Boll weevil	12X1600
78	Screwworm	12X1600
79	Fruit fly	12X1600
85	Buildings and facilities	12X1601
<u>Trust Funds</u>		
83	Miscellaneous contributed funds	12X8226
<u>Deposit Accounts and Clearing Funds</u>		
08	Deposit fund suspense account	12XF3885
89	Budget clearing account	12F3875(16)
90	Proceeds of sales, personal property	12F3845(16)
APHIS AGENCY LOCATION CODE (ALC)... 12403400		
ACCOUNTING STATION 0079		

What is a General Ledger Account?

General ledger accounts are used to categorize and report on financial transactions within each Treasury Symbol for external reporting purposes. General ledger accounts are used to prepare several important external reports: the agency financial statements required under the CFO Act; the SF-133, Report on Budget Execution; and the SF-2108, Year-End Closing Statement.

What is the Standard General Ledger?

The United States Standard General Ledger (SGL) provides a uniform chart of accounts used to standardize Federal agency accounting and facilitate the preparation of agency, Departmental, and government-wide financial statements. The complete SGL can be found on Treasury's Financial Management Service web site (<http://www.fms.treas.gov/ussgl/index.html>). The current USDA general ledger accounts do not fully comply with the SGL format. However, the Office of the Chief Financial Officer and NFC continue to modify the USDA general ledger accounts to become SGL-compliant. The FFIS system operates in compliance with the SGL requirements.

What is an Organization Code?

The organization code is the 4th through 7th digit of the accounting code. This code identifies the specific APHIS organization for which a transaction is processed. It consists of three parts. The first digit identifies the division or DVSN in FFIS. See Exhibit 5-1 for a list of divisions. The second digit identifies the region or branch, and the last two digits identify a State, area, work unit, or submitting office requiring separate identification within a division or region.

What is a Reporting Category?

Reporting category, formerly known as program or project codes, make up the last three digits of the accounting code. A reporting category relates to a specific line-item in the APHIS appropriation bill passed by Congress (i.e., Biocontrol, Brucellosis, Aquaculture, etc) or a particular spending purpose (i.e., management support, departmental changes, etc). Reporting categories are assigned by the Financial Management Division after consulting with the PPD BPAS analyst, division, and support units. All APHIS units who perform activities related to this specific line-item will use this code. See Exhibit 5-2, Approved Agency Reporting Categories for FY 2003.

Often times, more than one reporting category will represent the same line item. For example, reporting categories 490, 491, and 492 are used to identify spending for the Tuberculosis line item. Therefore, each reporting category is associated with a program group. The program group for Tuberculosis is TB. Program groups are further grouped into program classes. The program class represents APHIS' appropriated funding sources at a high level.

What is a Reporting Category? (Continued)

For example, the Tuberculosis program group falls under Plant and Animal Health Monitoring. You can find a complete list of program classes and program groups in Exhibits 5-4 and 5-5.

For appropriation codes X73, X83, and agreements recorded under X17, X18, Y57, Y58, and Y59, the last three digits of the accounting code refers to a specific trust fund or agreement. Program and support units do not need FMD approval to establish project codes for funds X73, X83, X17, X18, X57, X58, and X59, but should avoid duplicating program code numbers.

What is a Budget Object Classification (BOC) Code?

BOC codes are four-digit codes used to classify financial transactions by the nature of the services provided or the goods received. Every financial transaction recorded in the FFIS system must have a BOC associated with it.

The NFC establishes and maintains the BOC codes for the Department. The USDA BOC codes follow a three-level “roll-up” scheme (Major BOC, Summary Level BOC, Sub-Object BOC). The highest level, the major budget class codes, correspond (with some exceptions¹) to the object classification codes established by the Office of Management and Budget (OMB) and are used by all Federal agencies for budget information and budget execution reporting purposes. The second level, the summary level object class codes, are used as “roll-up” codes for the detail subobject class codes related to them. The detail subobject class codes, the lowest level codes in the NFC BOC “roll-up” scheme, are used to code financial transactions, and are the BOC codes that appear on APHIS financial reports. These codes provide a detailed description of the type of goods or services related to the financial transaction. (See Appendix F for a listing of the current NFC BOC codes).

What is the Spending Chain?

Accounting for budgetary resources is a two-part process. The first step is the receipt and allocation of budgetary resources; this process is described in detail in Chapter 4. The second step is putting the budgetary resources to use by ordering, receiving, and paying for goods and services for the benefit of Government programs. The accounting steps followed to track financial transactions are referred to as the “spending chain”.

¹ The codes APHIS uses to denote revenue (0100, 0199, and 0250) are listed as BOCs in the NFC publications, but do not have any relationship with the OMB budget object classification codes. OMB budget object classification codes are used to categorize and report on obligations only, not on revenue sources. The complete schedule of OMB budget object classification codes can be found in OMB Circular A-11, Preparation and Submission of Budget Estimates, Part I, Section III. The OMB circulars can be located on the Internet (www.whitehouse.gov/WH/EOP/OMB/html/ombhome.html).

What is the Spending Chain? (Continued)

As each transaction moves through the spending chain, allocation holders must ensure that proper accounting entries are recorded to correctly track budgetary resources, account for the assets and expenses created by purchasing goods and services, and to ensure that vendors are paid accurately and promptly. These accounting entries facilitate accurate status-of-funds reporting, and the preparation of internal and external financial reports.

(Exhibit 5-3 provides an example of a spending chain and the effect of each transaction on the general ledger accounts).

What is an Obligation?

For APHIS, an obligation is the key financial measure of budgetary resources, and is usually the first step in the spending chain. The term obligation, however, consists of four distinct general ledger accounts: undelivered orders paid and unpaid, and expended authority paid and unpaid. Although obligations are usually recorded initially as undelivered orders and subsequently recorded as expended authority, an obligation may also be recorded only as expended authority, with no prior undelivered order. Together, undelivered order and expended authority represent the total amount of budgetary resources used, or obligations², against a Treasury Symbol. (NOTE: strict accounting principles record a commitment until an obligation can be recorded). APHIS currently does not track commitments in FFIS. It is tracked manually, but this may be changing in the next few years.

What is an Undelivered Order?

The first part of the obligation is the ordering of goods and services, or the undelivered order. An undelivered order represents a reservation of funds. It is an amount of money that will have to be spent in the future for goods and services ordered. While undelivered orders are firm commitments to pay for goods and services when received, they are not necessarily an irrevocable use of funds. It is important to monitor undelivered orders to determine if the obligated (or reserved) funds are fully used, or if additional or less budgetary resources will be necessary to pay for the undelivered order.

² It is important to note that an obligation is legally binding whether or not it is recorded in the accounting system. To ensure accurate financial reporting, record obligations as soon as possible after the event that resulted in the obligation. When you are aware that an obligation has been incurred, but will not be recorded in the FFIS system before the end of an accounting period, you must enter Period-End Estimates (YE) into FFIS before the period-end cutoff date. The Period-End Estimates (YE), is discussed in greater detail later in this chapter.

Why is it Important to Monitor Undelivered Orders?

Some undelivered orders are based on estimates (for example, contracts or relocations). The goods and services, when received, may be for amounts that are more or less than the original estimate. When the amount for the goods and services received is more than the original undelivered order, additional funds must be obligated to pay for the goods and services. When the amount if the goods and services is less than the original undelivered order, the undelivered order transaction must be adjusted to make the funds available for other purposes.

What is Expended Authority?

When APHIS actually **receives** goods and services (i.e., personnel services rendered, supplies received, training classes taken), the undelivered order established for these goods and services becomes expended authority. An expended authority transaction is an **irrevocable** use of budgetary resources, because the goods and services have been received and often used. (Once employees or contractors perform services, travel, or complete training, these services cannot be returned).

Only in rare circumstances are expended authority transactions reversed. For example, a reversal of an expended authority transaction may occur when non-conforming goods have been received and are returned by the agency, or an audit disallows a payment by the agency to a vendor or cooperator. If APHIS does not receive the goods or services, the undelivered order is canceled and no expended authority is recorded.

What is a Disbursement?

The final part of the spending chain is the disbursement. Disbursements are the cash outlays to pay for goods and services received. Disbursements may be recorded either at the same time as an expended authority transaction is recorded (i.e., payroll), or when the invoice for the goods and services is paid. When receiving an invoice for goods and services, agencies will establish an accounts payable entry to record the amount owed to the vendor who provided the goods or services. At the same time, the agency will record either an operating expense or an asset, depending on the nature of the goods or services received. (See Exhibit 5-3 for a complete discussion of the budgetary and proprietary general ledger entries associated with a spending chain).

It is important to note that APHIS does not have direct disbursement authority. All APHIS payments are made by the Department of the Treasury. All payments with the exception of payroll are scheduled in FFIS, either by feeder systems or direct entry. NFC forwards this schedule to Treasury in the form of an electronic file. Treasury makes the payments and sends NFC confirmation. NFC then updates FFIS to show

What is a Disbursement? (Continued)

the payments are closed. When FFIS schedules the payment, the transaction is recorded as an “unconfirmed disbursement”. When Treasury confirms the disbursement, the transaction is then recorded as a “confirmed disbursement”. In all cases, the disbursement must comply with the requirements of the Prompt Payment Act. (See Chapter 11 for a discussion of cash management requirements).

The disbursement is the final step in the spending chain. Once the disbursement is made, the accounts payable general ledger transaction is reversed, and a final general ledger entry is made against the cash account.

Proper control and accounting is required during all phases of the spending chain to:

- ◆ ensure that the budgetary resources are used according to legislative intent,
- ◆ properly report on the status of the budgetary resources,
- ◆ ensure that vendors are paid on time, and
- ◆ ensure that budgetary resources are used to the fullest extent possible.

Why Keep Track of Spending?

The goal of this chapter is to provide guidelines to programs for keeping track of spending. It is not practical to specify one method of internal record keeping for all of APHIS because of the varying workload of each office. Therefore, we leave it up to each program, in conjunction with its Management Support Staff, to develop its own internal record keeping system.

What to Keep Track Of?

Keep track of the following types of spending in the informal system:

- ◆ One-time payments (i.e., purchase or renovation of a building or the purchase of vehicles),
- ◆ Partial payments (i.e., a contract which specifies payments based on a percentage of work completed),
- ◆ Obligations and expenditures (i.e., payments for utilities and salaries), and
- ◆ Obligation documents such as:

**What to Keep
Track Of?
(Continued)**

- ◆ AD-838, Purchase Order
- ◆ AD-633, Multiuse Standard Requisitioning/Issue Document
- ◆ Blanket Purchase Order Invoice
- ◆ AD-616, Travel Voucher
- ◆ SF-1169, Government Transportation Request
- ◆ GVTS
- ◆ GSA Motor Pool Rentals
- ◆ Gasoline Credit Card Purchases
- ◆ Visa Cards
- ◆ Indemnities, Fee Basis
- ◆ Contracts
- ◆ Corrections and adjustments entered online or sent to MFSB, Accounting Team, via hard copy/fax
- ◆ Adjusted amounts to any of the above items
- ◆ Commitments
- ◆ Planned expenditures where no action has occurred yet

**How to Maintain
Your Files**

There are numerous methods which can be employed when developing a file maintenance system. What is essential is that the system be based on sound financial management practices which provide an audit trail and internal control while working logically within the framework of an organization. Ease of maintenance is the most important factor; simplicity is the key.

Tracing these obligations is an integral part of your internal accounting system. It permits the accounting code holder (fund holder) to identify documents sent to the various offices for processing and to verify that they have been correctly recorded against the proper accounting code.

The internal record keeping system:

- ◆ Supplements the Detail Transaction Report (DTR), with data not yet processed,
- ◆ Verifies the accuracy of the accounting code transactions and provides essential information to prepare period-end estimates,
- ◆ Identifies “open” items necessary to determine current obligation status, and
- ◆ Determines unrecorded obligations for fiscal year-end projections.

**How to Maintain
Your Files
(Continued)**

The internal record keeping system will be used as the starting point for preparing the Status of Funds Report (see Chapter 7). While the format used for internal record keeping is left to the individual programs, a few methods of control might include:

- ◆ Informal ledgers,
- ◆ Tickler files, and
- ◆ Computer spreadsheets or data bases.

No matter what system of control your choose, the record keeping must track, at a minimum, the following information:

- ◆ Document type (purchase order, travel voucher, etc);
- ◆ Accounting code;
- ◆ Object class:
- ◆ Date;
- ◆ Document Trans Type and Document ID;
- ◆ Invoice number;
- ◆ Dollar value; and
- ◆ Vendor information.

Hold all supporting documentation in an “open” file until the obligation appears on the BRIO reports or in FFIS. Once the obligations appear, mark them with the date of obligation and transfer them to the permanent files.

Reconciling

Reconcile all open documents in the internal record keeping file to the FFIS BRIO information on a regular basis. No matter what kind of internal system is used, follow each open item until it appears and is verified for accuracy.

**Reconciling
(Continued)**

Depending on the volume of activity at a given location, this kind of reconciliation on a monthly basis can be very time consuming. Therefore, we recommend that you receive weekly or even daily updates of your accounting reports from the Financial Data Warehouse (FDW). If the obligations are verified early, the workload at the end of the month is greatly reduced.

Comparison of the NFC sub-system reports to the station informal records will identify errors and omissions which might appear in the accounting reports. Investigate any discrepancies and make corrections when necessary.

**Making
Corrections –
Payroll (Adjusted
T&A)**

Fix all **incorrect** accounting codes, i.e., valid, but with the wrong accounting code on the Time and Attendance (T&A), by preparing a corrected T&A in PC-TARE or STAR.

By correcting the error at its source (the T&A in PC-TARE or STAR), the Salary and Benefits Projection Module of the Funds Control System is automatically updated.

All **invalid** accounting codes will be corrected on the Outstanding Acctg Errors Force Released By T&A For PP___Report (commonly called the Force Release Report). Invalid accounting codes are those codes that do not match an accounting code on ACXT in FFIS.

The MFSB Accounting Team will call timekeepers to determine the correct accounting code. The updated report will then be returned to NFC where the Payroll Accounting System (PACS) will be updated.

The timekeeper will be requested to establish the appropriate accounting code on the T&A record for correct reporting in the future. If the timekeeper is using the Tables feature of PC-TARE or STAR, the table should be corrected to eliminate the invalid code.

NOTE: DO NOT PREPARE A CORRECTED T&A FOR INVALID PAYROLL

We recommend that the timekeeper use the Tables feature in PC-TARE or STAR so invalid accounting codes will be detected before the T&A is transmitted. Refer to PC-TARE or STAR procedures for establishing the table.

Making Corrections – Other Than Payroll (Expenditure Adjustment Form B2)

The first step to making an adjustment or correction is to determine whether or not the transaction has been obligated, accrued, and disbursed. Two scenarios exist:

IF:	THEN:
It is a PCMS transaction	Correct it only by re-reconciling in PCMS
The payment transaction is closed on PVHT	Prepare B2 Form only if the feeder cannot be corrected.
It is a property transaction	Correct it only if BOC is 3100, 3140, or 3152. Otherwise, contact MRPBS ASD-Property to correct.
The transaction was obligated has not yet been paid (for example, purchase orders, contracts, and cooperative agreements) (unliquidated column on DTR.	Do NOT use B2 Form; instead, but correct the originating document.

What Are Revenue, Refunds, and Reimbursements?

Revenue is not billed and is a collection for:

- ◆ Trust funds;
- ◆ General receipt accounts at Treasury;
- ◆ AQI user fees;
- ◆ Sale of assets and Government property;
- ◆ Civil penalties; and
- ◆ Fines and penalties.

The object code is either 0100 or 0199 depending on the type of revenue.

A **refund** is a collection for:

- ◆ A previous overpayment;
- ◆ An erroneous payment, or;

What Are Revenue, Refunds, and Reimbursements? (Continued)

- ◆ A duplicate payment.

Identify the obligation object code that was used on the original payment document (from 1100 to 4999).

A **reimbursement** is billed and a collection for:

- ◆ Agreements;
- ◆ VS User Fees, or;
- ◆ Phytosanitary Certificates.

The object code is 0250.

What Do I Do To Correct Erroneous Postings of Revenue, Refunds, or Reimbursements?

For lockbox or direct entry transactions, contact the Accounts Receivable Team at 1-877-777-2128.

For all other, contact the MFSB Accounting Team.

Period-End Estimates (YE)

Prepare a period-end estimate (YE) to record material accounts receivable (billings), collections, and/or obligations that are in your informal ledgers but not on the DTR. Record additional obligations which will be incurred by the end of the month or year, and will not be received in time by NFC or MFSB to include in the accounting reports.

Disposition of Records

A complete outline of items to consider when preparing a period-end estimate (YE) is found in Exhibit 8-1, List of Items to Consider For Recording Period-End Estimates.

Generally, fiscal documents and reports (including microfiche) maintained by the fund holder can be destroyed 5 years after the close of the fiscal year in which they were generated. T&A Report copies held at the T&A contact point are an exception. These records are to be held for 3 years before they can be destroyed. Records of transactions utilizing no-year funds must be kept for 5 years after the budget fiscal year is cancelled.

Refer to the APHIS Records Management Handbook for more detail on records disposition.