

FINANCIAL

ANNUAL RESOURCE MANAGEMENT PLAN SYSTEM (ARMPS)

CREDIT CARDS, PURCHASING

Purchase Card Website

Government Purchase Card

System Controls

PCMS Reconciliation

Card Security

Credit Card Procurement Cycle

AD-700s – Agency Purchase Requisitions

CATS (CRIS Allocation Tracking System)

STATUS OF FUNDS

REFERENCE

FINANCIAL
Annual Resource Management Plan System (ARMPS)

ARMPS is a web-based system used annually to manage the unit's resources for each fiscal year, which is October 1 through September 30.

The ARMPS program and data will reside on the ARIS server at Beltsville and be accessed through ARIS. The screens and reports are basically the same as the PC-based ARMPS. Operational differences include navigation between screens and use of the mouse similar to ARIS and SAMS.

Improvements to ARMPS:

- Web-based
- Drop-down menus
- User-friendly search
- No function keys
- Automated functions
- No diskettes
- New versions installed from headquarters
- Backups handled centrally
- Centralized database with security

Preparation:

In the month of May each year, arrange a preliminary ARMPS planning session with the RL. LAO will notify secretary when to begin entering new FY into ARMPS (late May-early June).

1. Obtain next FY Guideline Dollars for each CRIS from the Briefing Packet in ARIS. The Budget and Fiscal Officer for the Area will notify you when next FY Guidelines are available)
2. Collect request from staff for next FY:
 - Travel, meetings (cities, dates), rough estimate of costs
 - Purchases of equipment and supplies
 - Utilities (vehicle operating costs)
 - New positions, promotions and awards (& bonuses), status of vacancies, retirements, financial incentives (recruitment)
 - Training
 - Facilities Agreements--Specific Cooperative, CRADAs, grants, RSAs, hourly labor, graduate students, etc.
 - Apprenticeships, interns, STEP
 - Permanent fund transfers
 - Space allocations
 - Assign % employee time (FTE) to CRIS
3. LAO provides:

Salaries

Indirect and shared research costs

Schedule for ARMPS Reviews with due dates for first, second, and final drafts of
ARMPS

4. AD, CD, and AAO provide:
Policy, instructions, and due dates for ARMPS process
5. State of the Management Unit (MU) and/or State of the Location
Written by RL (Or LD/LC/CD), with input from scientists
6. Enter all data into ARMPS via the ARIS Program. Guidance may be obtained from the LAO
and staff.
7. Print first draft and proofread for correct entry. Forward to RL. RL may make changes and
return it for the changes to be entered in ARMPS.

Next FY Guideline Dollars - Briefing Packet, ARIS

Guideline Dollars using BRIEFING PACKET

From ARIS screen, select Research Documentation

From Research Documentation screen, select Reports

From the drop down box, select Briefing Packets, then Mode Code 3

Enter your Research Unit Mode Code, e.g. 64 08 05

Check the box by Next FY Guidelines (D type only)

Click the Run Report box

Report will appear on screen in PDF format. Click Print button, then OK.

*Some locations will need to choose Mode Code 4, and enter Unit Mode Code, e.g.,
64 08 05 30.

Credit Cards, Purchasing

PURCHASE CARD Web-site

<http://www.nfc.usda.gov/corporate/PCMS.htm>

Departmental Regulation DR 5013-006 Use of Purchase Card and Convenience Checks dated 2/13/2003 located at web-site <http://www.ocio.usda.gov/directives/files/dr/DR5013-006.pdf>

Government Purchase Card

Cardholder Requirements

Permanent ARS employees

Demonstrate need within micro procurement realm

Nominated by fundholder to PAO

Successfully complete ARS study guide, receive visa video training

Receive NCAUR guideline training, apply and receive warrant, apply for card

Approving official must complete all training

Does not need warrant or card

Procurement integrity requirements:

Purchase Card and Checks are to be used for:

Small purchase needs (under \$2,500)

Subject to all federal, department, and agency procurement laws, regulations, and directives

Purchase Card and Checks are not to be used for:

Gasoline credit card

Credit card for traveling (Government Travel Card)

For personal use of the cardholder

For obtaining cash advances

System Controls

Cardholder/Check Writer

Spending Limits

Single Purchase Limit – approved limit cannot exceed \$2,500

30 Day Limit – total of all charges incurred in one calendar month--Set by RL

Justification waiver codes for checks written to individuals

Checks must have Tax ID number or Social Security number of payee.

How the Process Works for over the Counter Purchases

Cardholder presents card to vendor for payment

Vendor follows authorization procedures for credit cards

Cardholder checks sales total and signs sales receipt

Cardholder returns to office with merchandise and receipt

Cardholder records purchases on credit card purchase log.

Vendor processes sales receipts with their bank; full payment received by vendor NLT next business day

ALL ITEMS PURCHASED BY TELEPHONE MUST BE DELIVERED BY THE VENDOR WITHIN 30 DAYS. THE ORDER SHALL NOT BE PLACED WITHOUT THIS ASSURANCE FROM THE VENDOR.

PCMS Reconciliation

Who is involved?

Cardholder
National Finance Center

Reconciliation Procedures

CARDHOLDER

- Open PCMS on-line reconciliation program.
- Review charges to determine that all purchases are correct.
- Enter accounting code for each purchase made.
- Enter a description of each purchase.
- Enter Credit Card Log No. in “Comments” and “Agency Ref. Number” sections for LAT’s reference.
- Distribute charge among all accounting codes.
- Verify that any credits due for returned purchases are reflected on the statement.
- At the present time, it is not required that Budget Object Classification Codes be changed in PCMS.
- Keep all supporting documentation and attach to your credit card reconciliation report.

Card Security

Cardholder is responsible for safeguarding the card at all times.
Do Not permit anyone to use your card or account number.

Credit Card Procurement Cycle

1. Requirement identified
2. Cardholder:
 - a. Identifies source of supply
 - b. Phones in order or completes order form and completes log
 - c. Receives material and delivers to requesting employee
 - d. Retains shipping documents
 - e. Reconciles PCMS on-line statement

Purchase Requisitions AD-700

AD-700s (requisitions)--assign number to AD-700:

Example: 1-6402-320-00001-01

1 = Fiscal year (FY) 2001

6402 = location

320 = management unit (MU)

00001 = number assigned sequentially to each AD-700 and/or expense

01 = number of line items on AD-700

Record AD-700 into AD-700 Log (computerized or paper) by recording:

AD-700 number assigned

Vendor

Dollar amount

Description of item

CRIS #

Date ordered

Type of expense

Credit card or purchase order number (when received from procurement)

Date item(s) received



CRIS Allocation Tracking System (CATS)

SECTION I

AD700 TO PROCUREMENT

DATA ENTRY:

Click 'New Purchase Request'

- **Select the correct MU and Sub Account numbers from the drop-down menu.**
 - For those who charge to **Soft Fund Accounts** or **have multiple account assignments**, you will select the correct MU from the Drop-Down Menu.
- Click 'CAPS LOCK'.

In 'Short Description':

- Type in a specific, yet condensed, description of item(s) ordered. *(This is the only descriptive information the Research Leaders/Fundholders will see on the Status of Funds.)*
- Click OK

***Across the top are Tabs: 'GENERAL', 'DETAIL', 'ACCOUNTING', 'NOTES', 'PROCUREMENT'**
 ** (You won't use the **PROCUREMENT** tab).

GENERAL Tab:

- In the REQUESTING OFFICE block, enter the Preparer's last name.
 - Ex: HORTON
- If you are ordering for someone, we recommend that you enter their last name/your last name.
 - Ex: MORRIS/HORTON.

(Information only):

- The **Date** defaults to the 'current date'. *You may change to the Date of Order.*
- The **Ship To** defaults to '141 Experiment Station Road'. *You may change this, if necessary.*
 - (This address is linked in CATS with the Receiving Office number, 4431)
 - **Example of address change:** *USDA, ARS, NBCL, 59 LEE ROAD, STONEVILLE, MS, 38776.*

(Keep in mind, this is where the shipment will be delivered).

Click DETAIL tab:

- Enter a complete description of item(s),
 - Include Item number(s), where applicable
 - List items to be ordered by Line Item.

Note: To add two (2) or more Line Items, click NEW ITEM and follow the same steps.

- Select a specific BOC from the Drop Down Menu
- Enter UNIT ISSUE - bxs, cs, ea, job, ord, etc. (holds up to (3) characters)
- Enter QUANTITY
- Enter UNIT PRICE

Note: **You must complete all blanks before CLOSING; otherwise, the system will prompt you.**

AD700 TO PROCUREMENT (cont'd)

- Click CLOSE

Note: To EDIT, click on the DETAIL tab, double click on the respective Line Item and make the changes.

(Information only):

- REQUIRED DELIVERY (Block 23) defaults to two weeks from date of AD700. *You may edit as needed.*
- FOR ADDITIONAL INFORMATION CONTACT defaults to preparer's name and phone number.
 - *If ordering for someone else, this contact information may be changed.*
 - **Procurement or the vendor may have a question about the order and need this contact information.**
- Enter the ESTIMATED FREIGHT (Block 26).

Click ACCOUNTING tab:

- Shows the MU and Sub Account numbers to be charged.
 - *If needed*, this is where you would **split an order between CRIS/Sub Accounts**
 - Double click on the MU line
 - At CATS - Account:
 - Click New Account
 - Select the correct MU and Sub Account.
 - Adjust amount by Acct Lines and Sub Account:
 - (1) Click Acc Line 2 and enter amount for new sub account;
 - (2) Go back to Acc Line 1 to adjust dollar amount to balance the AD700 total on the original CRIS/Sub Account. **(The unallocated total should equal \$0.)**
 - Click CLOSE.
- RECOMMENDED SOURCES:
 - Click 'Vendors'.
 - Select the appropriate MU title and accounting code by highlighting.
 - *If needed, select from the drop-down menu.*
 - In AVAILABLE VENDORS block, begin typing the vendor's name. **(first 3 characters)**
 - (If the vendor's name is listed, it should pop towards the top of the list)
 - If listed, click EDIT VENDOR to check the Contact and Address information for complete accuracy. **(Procurement requires this information).**
 - If the name is not listed, click ADD NEW.
 - If the appropriate MU title is not highlighted, for that specific vendor, click on the drop-down arrow to select the correct MU number.
 - Complete the **Contact Information** as completely as possible.
 - **(Procurement requires this information).**
 - Click OK.
 - Re-type the vendor's name in the AVAILABLE VENDOR block.
 - Highlight your selection from the vendor's list.
 - Click the left arrow to move the vendor's name(s) to the SELECTED VENDOR'S block. You may select more than one vendor where

AD700 TO PROCUREMENT (cont'd)

- needed; i.e. orders \$2500 or more, needing at least three sources and/or if not a sole-source.
 - o **Select multiple vendors, if sources are required, following the same steps.**
- Click OK.

Click NOTES tab:

- Enter any information in the Request Notes that would be helpful to Procurement or any internal notes for your use.
 - o **Ex:** “RUSH DELIVERY”, “QUOTES ATTACHED”, etc.
- USER FIELDS are used to run selective User Field Reports. You may use all fields.
 - o **Ex 1.:** If you’re working on a specific project and you want to track the expenses. You may establish a keyword i.e., code, title, name for the USER FIELD(s) or
 - o **Ex 2.:** If you need to track SY CRIS dollars, by scientists, etc.
- You may also edit the SHORT DESCRIPTION on this screen.
- Click SAVE (Wait for REQUISITION NUMBER, it is system-generated.)
- Click OK.
- Click PRINT to PREVIEW for errors or necessary changes.
 - If changes are needed, click CLOSE. Go back into form to edit.
 - Click SAVE after all changes are complete, then PRINT. (Follow the Print steps below)
 - If no changes are required, click on the printer to PRINT.
 - PRINT at least two (2) copies. (Extra copies may be printed as needed.)
 - The ORIGINAL and one copy (with signature of RL/fundholder) and all required attachments are forwarded to the Location Support Office for processing.
- Click CLOSE.

**ONLY AFTER PRINTING THE COMPLETED REQUISITION:

- Click the NOTES tab. In the Request Status block, click APPROVAL REQUESTED (The RL/fundholder has to approve the AD700 in CATS.)
- SAVE; CLOSE.

APPROVAL IN CATS:

(for Approvers/Designated Approvers ONLY)

- After the AD700 is received and signed, the Approver follows these steps:
 - o Data Entry
 - o Requisition Approval
 - o Select Management Unit
 - o Highlight requisition number
 - o Under REQUEST STATUS, select APPROVE
 - Click SET STATUS BOX

DONE!!!!!!

SECTION II
AD700 for PCMS Charges

Click DATA ENTRY:

Click 'New Purchase Request'

- **Select the correct MU and Sub Account numbers from the drop-down menu.**
 - For those who charge to **Soft Fund Accounts** or have **multiple account assignments**, select the correct MU from Drop-Down Menu.
- Click 'CAPS LOCK'.

In 'Short Description:

- **For accounts with CRIS/Sub accounts:**
 - **EX:** Type **55CFH5(sub account- initials-fiscal year)** (spacebar), followed by a specific, yet brief description of item(s) ordered. *(This is the only descriptive information the Research Leaders/Fundholders will see on the Status of Funds.)*
- **For accounts without CRIS/Sub accounts:**
 - **EX:** Type **910CFH5(last three (3) digits of the MU number-initials-fiscal year)** (spacebar) followed by a specific, yet brief description of item(s) ordered. *(This is the only descriptive information the Research Leaders/Fundholders will see on the Status of Funds.)*
- CLICK 'OK'.

***Across the top are Tabs: 'GENERAL', 'DETAIL', 'ACCOUNTING', 'NOTES', 'PROCUREMENT'**
** (You won't use the **PROCUREMENT** tab).

GENERAL tab:

- In the REQUESTING OFFICE block, enter the Preparer's last name.
 - **Ex:** HORTON
- If you are ordering for someone, enter their last name/your last name)
 - **Ex:** MORRIS/HORTON.

Information only:

- The **Date** defaults to the current date. *(You may change this date to the Date of Order).*
- The **Ship To** defaults to 141 Experiment Station Road. You may change this, if necessary.
 - (This address is linked in CATS with the Receiving Office number, '4431').
 - **Example of address change:** **USDA, ARS, NBCL, 59 LEE ROAD, STONEVILLE, MS, 38776.**
(When placing the order, be sure to provide the vendor with the correct 'Ship To' address; this is where the shipment will be delivered)

Click DETAIL tab:

- Enter a complete description of item(s)
 - **In PCMS, you may list all items on one (1) Line Item.** *(This is a Supervisor's decision).* Show the quantity in parenthesis next to each item.
Note: If you list all items on one Line Item, use one (1) as QUANTITY.
Note: To enter items on separate Line Items, click NEW ITEM and continue with the steps below.
- BOC 2670 may be used for items **\$1000.00 and below.**
 - Otherwise, you must select a specific BOC from the Drop-Down Menu.

****CHECK WRITERS must enter the Check Fee (1% of check) as a separate Line Item, with a BOC- 2581.**

AD700 for PCMS Charges (cont'd)

- Type UNIT ISSUE - bxs, cs, ea, job, ord, etc. (holds up to three (3) characters)
- Enter QUANTITY (If you listed all items on one Line Item, use one (1) for QUANTITY.)
 - Enter UNIT PRICE: **If you listed all items on one Line Item, you will enter the Total for the complete order.**

Note: You must complete all blanks before closing or the system prompts you.

Note: To add two (2) or more Line Items, click NEW ITEM and follow these same steps.

- CLOSE

****INFORMATION ONLY:**

- REQUIRED DELIVERY (Block 23) defaults to two (2) weeks from date of AD700. You may edit as needed.
- FOR ADDITIONAL INFORMATION CONTACT defaults to preparer's name and phone number.
 - *If ordering for someone else, this contact information may be changed.*
 - ESTIMATED FREIGHT (Block 26) is entered at this time.

Note: To EDIT, go back to the DETAIL tab, double click on the respective Line Item and make the changes.

Click ACCOUNTING tab:

- Shows the MU and Sub Account numbers to be charged.
 - If needed, this is where you would **split** an order between CRIS/Sub-Accounts
 - Double click on the MU line
 - At CATS - Account:
 - Click New Account
 - Select the correct MU and Sub Account
 - Adjust amount by Acct Lines and Sub Account:
 - (1) Click Acc Line 2 and enter amount for new sub account;
 - (2) Go back to Acc Line 1 to adjust dollar amount to balance the AD700 total on the original CRIS/Sub Account.
 - **(The unallocated amount should total \$0)**
 - Click CLOSE.
- RECOMMENDED SOURCES:
 - Click 'Vendors'.
 - Select the appropriate MU title and accounting code by highlighting.
 - You may select from the drop-down menu.
 - In AVAILABLE VENDORS block, begin typing the vendor's name. **(first 3 characters)**
 - If the vendor is listed, it should pop towards the top of the list.
 - If listed, highlight your selection from the vendor's list. **(The contact information is not important for PCMS AD700s.)**
 - If the vendor is not listed, click ADD NEW.
 - If the appropriate MU title is not highlighted, click on the drop-down arrow to select the correct MU number.
 - Make sure the appropriate MU is highlighted; the vendor is saved to that particular accounting code/name.

AD700 for PCMS Charges (cont'd)

- Type vendor's name.

Note: (**The complete contact information is not important for PCMS AD700s.**)

- Click OK.
- Retype the vendor's name in the AVAILABLE VENDOR block. (**first 3 characters**)
 - Highlight your selection from the vendor's list.
 - Click the left arrows to move the vendor's name(s) to the SELECTED VENDOR'S block.
- Click OK.

Click NOTES tab:

- Enter any information in the Request Notes for your use.
 - **EX:** 'Agency Reference Number'(after SAVE, complete the ARN), 'Check Number'(where applicable), 'vendor contact person and/or notation of conversation with date', etc.

Note: USER FIELDS are used to run selective User Field Reports. You may use all fields.

- **EX. 1.:** If you're working on a specific project and you want to track the expenses. You may establish a code/title/name for the USER FIELD(s).
- **EX 2.:** If you need to track SY CRIS dollars, etc..
- Click SAVE. (Wait for the requisition number) – This REQUISITION NUMBER is system-generated.

IMPORTANT: (**Please write down the last five (5) digits of the Requisition Number or make a mental note of it.**)

****These digits will complete your Agency Reference Number/your new PCMS Log number in the SHORT DESCRIPTION and also used in PCMS .**

- Click OK.
- EDIT the SHORT DESCRIPTION - **adding the last five (5) digits of the Requisition Number** to complete the Agency Reference Number/your new PCMS Log number.

REMINDERS:

- **Those with a CRIS/Sub Account:** Ex. 55CFH5 (sub account-initials-fiscal year) **add the last five (5) digits of the requisition number (Ex. 55CFH500130).**
- **Those without a CRIS/Sub Account:** Ex. 910CFH5 (last three (3) digits of the MU number, initials, Fiscal year) **add the last five (5) digits of the Requisition number (Ex. 910CFH500130).**

Note: **That is the new Agency Reference Number/PCMS Log number that is entered into PCMS.**

- Click SAVE. (**The requisition number pops up after every SAVE.**) Click OK.
 - Click PRINT to PREVIEW for errors or necessary changes.
 - If changes are needed, click CLOSE. Go back into form to edit.
 - Click SAVE after all changes are complete, then PRINT. (Follow the Print steps)
 - If no changes are required, click on the printer to PRINT.
 - PRINT at least one (1) copy for your records, unless the more are required.
- Note:** This copy is your PENDING AD700 file. It becomes COMPLETE, when and only when the shipment is complete, invoices are attached, and the charge(s) are reconciled in PCMS.

AD700 for PCMS Charges (cont'd)

- Click CLOSE.

IMPORTANT: To make changes to an AD700, it must be set to 'WORKING' status.

NOTE: If the supervisor's approval is required, leave the AD700 in 'WORKING' status until approval is received.

- After supervisor's approval is received, he/she may change the status of the AD700 to CREDIT CARD in the NOTES tab.
- If you have closed the AD700 and need to change its status to CREDIT CARD:
 - Click the **SEARCH** option. (Follow the **SEARCH** instructions below to access the AD700.)

NOTE: If no Supervisor approval is required:

- Click the NOTES tab, change the REQUEST STATUS to CREDIT CARD.
- SAVE; CLOSE.

SEARCH Option:

Click SEARCH:

For faster access and if the REQUISITION NUMBER is known:

- Add the last three (3) digits of the MU/accounting code and the last five (5) digits of the REQUISITION NUMBER found on the AD700.
 - Click SEARCH.
 - Click once to highlight the entry.
 - Click RETRIEVE/MODIFY. (Please wait on the system).
 - Edit the AD700 as needed.
- **Without the REQUISITION NUMBER:** (This is a very important reason to print the AD700)
 - Type the last three digits of the Accounting Code only.
 - Click SEARCH. (This will take awhile because the system has to load every entry in that Accounting code/MU. It is wise to have the Requisition number available)
 - Stroll down to locate your requisition number.
 - Click once to highlight the entry.
- Click RETRIEVE/MODIFY. (Please wait on the system).
 - Once in the AD700, edit as needed.
- Before closing, go to the NOTES tab to re-check the correct status in the REQUEST STATUS block.
- Click SAVE; CLOSE; CLOSE.

DONE IN CATS!!!!!!

SECTION III

In PCMS

RECONCILE PCMS AS NORMAL

- The only differences to reconciling PCMS:
 - Enter the new Agency Reference Number/Log Number (**Ex. 55CFH500130 (format with a **CRIS**) or 910CFH500130 (format without a **CRIS**)**) in **both** the **COMMENTS** and **AGENCY REFERENCE** blocks.
 - ***If the shipment is a PARTIAL, place a **P** after the each Agency Reference Number until the order is Complete.
 - Once the order is COMPLETE, the Agency Reference Number/Log Number should be followed with a **C**.

*****SUGGESTION: If the shipment is a PARTIAL, leave the AD700 in the PENDING file until the shipment is COMPLETE. After the shipment is COMPLETE, move the AD700 with the invoices and other documentations attached to the COMPLETE file.**

SECTION IV

AFTER RECONCILING 'PCMS'

go back to

[CATS - 'CC WIP'\(Credit Card Work-In-Progress\)](#)

Click on CC WIP option:

NOTE: *Only orders marked CREDIT CARD will be seen in this screen.

- Select for Internal House Account
- Select the correct MU.
- Click SELECTED AD700S List.
 - Highlight the AD700, one at a time.
- CC AGENCY REF NUMBER is system-generated. (It has no significance for us.)
- DATE OBLIGATED is the date the order was placed. Edit as required.
 - (It automatically defaults to the current date).
- OBLIGATED: (Do **NOT** make a change until the order is 'COMPLETE' in PCMS).
 - Enter all PARTIAL shipment information in the PROCUREMENT NOTE block.
 - **Ex:** The PROCUREMENT TOTAL is \$300.00,
 - You will type: \$150.00, 01/30/05
\$100.00, 02/5/05
- NFC APPROVED DATE is the date you reconcile the COMPLETED shipment in PCMS.
- DATE RECEIVED is the date the order is received as COMPLETE (Leave blank until COMPLETE).
- PROCUREMENT TOTAL:
 - Once the order is COMPLETE and IF the PROCUREMENT TOTAL changes, (due to estimated S&H or other price changes), you may then, and only then, change the PROCUREMENT TOTAL.
 - Ensure the OBLIGATED block is then marked 'COMPLETE'.
- Click UPDATE to Save.
- CLOSE.

NOTE: You may also access your PURCHASE LOG from this screen.

SECTION V

WORKING Status:

The AD700 must be in 'WORKING' status to make any changes to it.

If by chance, the AD700 has been marked CREDIT CARD and changes are necessary:

- Enter CC-WIP.
 - Locate the Requisition number at 'for Internal House Account'.
 - Click on 'Get Selected AD700 List'.
 - Highlight order by clicking on it.
 - Click DELETE ASSIGNMENT. (The system will prompt "Are you sure.....back to working?) 'YES' or 'NO'. Select 'YES'.
- CLOSE and go into the SEARCH option.

SEARCH Option:

(For faster access, you may enter last three (3) digits of the MU plus the REQUISITION NUMBER found on the AD700.)

- If the REQUISITION NUMBER is known:
 - Enter the last three (3) digits of the MANAGEMENT UNIT plus the REQUISITION NUMBER found on the AD700.
- Click SEARCH.
- Click once to highlight the entry.
- Click RETRIEVE/MODIFY. (Please wait on the system).
 - At AD700, edit as needed.

- Without the REQUISITION NUMBER:
 - Type the last three digits of the Accounting Code only.
 - Click SEARCH.
 - Arrow down to locate charge.
 - Click once to highlight the entry.
- Click RETRIEVE/MODIFY. (Please wait on the system).
 - At AD700, edit as needed.

- Before closing, re-check the correct status in the REQUEST STATUS block. (NOTES tab)
- Click SAVE; CLOSE; CLOSE.

YOU DID IT!!!!!!

Status of Funds

LAO distributes Status of Funds reports following close of monthly bookkeeping cycle. Review for discrepancies.

1. Separate and set aside, temporarily:
 - Plan Summary report
 - Status of Funds for grants, CRADAs, sibling CRISs, etc.
 - Salary Management Systems report (usually distributed after the first of the year)
2. Locate unposted lists of commitments for each CRIS
3. Reconcile unposted list with credit card log and AD-700 log by marking those items that appear on unposted list. This includes AD-700s, SF-182s, travel expenses, etc.
4. On Salary Management Systems and Plan Summary reports, locate expenses such as salary adjustments, awards, fund transfers.

Reference:

P&P 325.1-ARS dated 09/11/98