

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

November 1998

Central Accounting Database Inquiry System (CADI)

TITLE IV
Central Accounting System Manual

CHAPTER 2
Central Accounting Database Inquiry System (CADI)

Initial Publication

November 1998

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About This Procedure

This procedure provides instructions for accessing and operating the Central Accounting Database Inquiry System (CADI). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

Introduction includes an overview of the system, access instructions, and information about operating features.

Funds Control is the first group of options on the CADI Selection Menu screen. Each option in this group provides a menu of options that are used to capture agency costs data and NFC official data that has been processed by the Central Accounting System. Salaries and Benefits and Projections are features of Funds Control.

Budget Cost Master Reporting is the second group of options on the CADI Selection Menu screen. Each option in this group provides a menu of options that are used to generate Ad Hoc Reports, Agency Specific Reports, and Status of Funds Reports.

Budget Cost Detail Transaction Reporting is the third group of options on the CADI Selection Menu screen. Each option in this group is used to generate reports from the detail transaction database which contains detail transaction reporting data from the feeder systems for the most current seven periods processed.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

The **Appendixes** section contains reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

- Field specifications contain field type and size printed in italics.

Example:

DCN (*required, numeric field; 4 positions*). Key in the document control number.

- Messages displayed by the system are printed in *italics*.

Example:

Records Have Been Converted—Hit PF3 To Refresh Screen.

- System-generated data or data that you must key in exactly as shown is printed in **bold italics**.

Example:

Key in ***I***.

- Entries are not upper or lower case sensitive unless otherwise stated. In the example below, you can key in either ***Y*** or ***y***.

Example:

Key in ***Y***.

- For date fields, “(mmddy)” means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days.

Example:

July 15, 1998, as ***071598***.

- Emphasized text within a paragraph is printed in **bold**.

Example:

If an existing accounting line is being changed, you **must** first complete the action by pressing [PF6].

- Figure references link figures with the text.

Example:

The Procurement screen (**Figure 6**) is displayed.

- References to sections within the procedure are printed in **bold** as shown here.

Example:

See **Adding A Record** under **Purchase Orders**

- Keyboard references are printed in brackets.

Examples:

Press [Enter].

Press [PF6].

- Optional actions at the end of a processing function are preceded by square bullets.

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Example:

- To exit the system, press [Clear].
- Important extra information is identified as a note.

Example:

Note: Enter only one code.

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

Introduction

(This section includes an overview of the system, system access instructions, and information about operating features.)

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Central Accounting Database Inquiry System

System Overview

CADI is an online database management system of the U. S. Department of Agriculture (USDA). CADI provides users direct access to budget cost reporting data processed through the Central Accounting System's Budget Cost System (BUDG).

BUDG is a financial reporting system that captures detailed accounting data from Administrative Payments, Billings and Collections and Budgetary Systems, and updates the data into the BUDG master files. Information received through BUDG is loaded into an integrated database and updated weekly to reflect the most current financial data. Via remote terminals, users are able to query CADI for specific data applicable to their organizations.

CADI provides an automated Funds Control feature which records projected agency costs data and National Finance Center (NFC) official data that has been pro-

cessed by the Central Accounting System (CAS). Document control numbers (DCN) are system generated and assigned to documents when data is entered through Funds Control options. When the documents are processed at NFC, the system matches CAS records to the projected cost records. Various reconciliation and history reports are produced. When a user requests a Status of Funds Report, the system includes any pending records and the CAS data compared to the plan amount. Period-end estimates are provided upon request which improves the accuracy of official accounting reports.

Within Funds Control is the Salaries and Benefits feature. This feature provides reports based on actual CAS payroll/personnel data. These reports are available to view employee status, earnings by pay period, the payroll exceptions, and a list of employees currently on the Payroll/Personnel System database. It also enables the agency to execute current year projections and request a status of funds reporting including projection data.

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access CADI, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on

your terminal. Then respond to the prompts as described below:

- 1** Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., NFXXX).
- 2** Password (required, alphanumeric field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen.
- 3** New Password (alphanumeric field; 6 to 8 positions). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.
- 4** Enter Application Name (required, alphanumeric field; max. of 9 positions). Key in CADI and press [Enter]. The CADI Selection Menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The User-specific NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the CADI Selection Menu screen.

```

=====
==  xx/xx/xx          SNAMOD2          T3138E0D          PF1=HELP  ==
=====
==                NN      NN          FFFFFFFF          CCCCCCCC  ==
==              NNN      NN          FFFFFFFF          CCCCCCCC  ==
==            NNNN      NN          FF              CC          ==
==          NN NN NN      FFFFFFFF          CC          ==
==        NN      NNNN          FFFFFFFF          CC          ==
==      NN      NN      FF              CCCCCCCC          ==
==    NN      NN          FF              CCCCCCCC          ==
==
==  =====
==  Office of the Chief Financial Officer
==  United States Department of Agriculture
==  =====
==  For Authorized Use Only
==
==  ENTER USER ID =  1      PASSWORD =  2      NEW PASSWORD =  3
==
==  ENTER APPLICATION NAME =  4      OR PRESS ENTER FOR NFC MENU
=====

```

Figure 1. NFC banner screen

```

=====
==  xx/xx/xx          SNAMOD2          MENU for NFXXX      T3138E0D      10:49:06  CT  ==
=====
==
==  SELECT ONE:
==
==  1. PAYROLL/PERSONNEL SYSTEMS
==  2. FINANCIAL INFORMATION SYSTEMS
==  3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
==  4. ADMINISTRATIVE INFORMATION SYSTEMS
==  5. DEVELOPMENT SYSTEMS <NFC ONLY>
==  6. DATA BASE TEST SYSTEMS <NFC ONLY>
==  7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
==  8. DIRECTIVES BULLETIN BOARD
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>          PF11 = EXIT
==
==  =====
==  MESSAGE BOARD
==  =====
=====

```

Figure 2. User-specific NFC Menu

Note: When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the User-specific NFC Menu to view additional messages related to payroll/personnel, administrative payments, and accounting systems.

Instructions for using the options on the CADI Selection Menu screen begin on page 6.

Sign-Off

To exit CADI, press [Clear] at any screen. The Enter Next Task Code prompt screen (**Figure 3**) is displayed. Key in *bye* and press [Enter].

The User-specific NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the User-specific NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

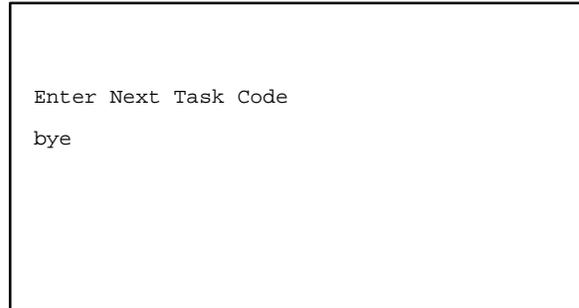


Figure 3. Enter Next Task prompt

Operating Features

This section describes the system's design and operating features.

System Design

CADI is designed with menu and key-field selections. The menu lists options with a field for selecting the option. The system also uses program function (PF) keys for selecting certain functions and screens.

Help Screens

Help screens are available for CADI in the Funds Control function only.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the database is updated.

Function Keys

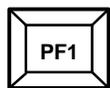
Your keyboard includes :

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in CADI are displayed at the bottom of each screen. Descriptions are provided below:

Key Functions



Main Menu. Used to return to the CADI Selection Menu screen.



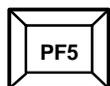
Prior Menu. Used to return to the previous screen.



Refresh. Used to clear the screen of keyed in data.



Current Week. (*Budget Master Report only*). Used to provide data that occurred within the last weekly update.



Delete/Purge. (*Funds Control only*). Used to remove the record from the reports and

purges the record to the Reconciliation Report when the correction default is changed to **Y** and **X** is placed next to a line item.

Active (Unmatched) Report. Used to delete a transaction when the correction default is changed to **Y** and **X** is placed next to the line. The record is removed from the Active (Unmatched) Report.

Out of Range and No DCN Reports. Used to purge a transaction when the correction default is changed to **Y** and **X** is placed next to the line. The record is removed from these reports and moved to the Reconciliation Report.

Input Document (*Option 1 on the CADI Selection Menu screen*) or **General Screen** (*Option 4 on the CADI Selection Menu screen*). Using [PF5] after querying a DCN in either of these option will result in that DCN or selected DCN record being deleted. The record is removed from the Active (Unmatched) Report.



Change/Reopen. (*Funds Control only*). **Input Documents** (*Option 1 on the CADI Selection Menu screen*). Used to change select field(s) except the DCN and the accounting code. After querying or viewing a DCN, key in the new field information and press [PF6]. If a select field is displayed, an **X** must be placed next to the transaction line.

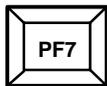
General Screen. (*Option 4 on the CADI Selection Menu screen*). Used to change any field except the DCN, the fiscal year and the designated organization access code (ORG).

To open a closed record, query the DCN using the **General Screen** (*Option 4 on the CADI Selection Menu screen*). After the purged or deleted DCN has been queried and the information displayed, press [PF6]; the record is reopened. The deleted record returns to the Active (Unmatched) Report. If a purged record is reopened, a second record is created and placed on the Active Report.

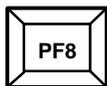
In the **Active Report** (*within Option 2 on the CADI Selection Menu screen*), Working Capital Fund (WCF) agencies have the option to change a transaction from a commitment or obligation to an accrual. Change the Correction default to **Y** and place **X** next to the Transaction line, then press [PF6].

In the **DCN History Report** (*within Option 2 on the CADI Selection Menu screen*), records can be reopened.

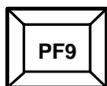
Corrections (*Option 3 on the CADI Selection Menu screen*). Used to change any field in the To Agency DCN record except the DCN and the fiscal year and the designated organization code fields. [PF6] is used to make changes and move the CAS Amount to the Agency record. The To Agency record is purged and the From CAS record is deleted.



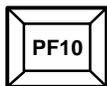
Page Back. Used to scroll backward through DCN record or report pages.



Page Forward. Used to scroll forward through DCN record or report pages.



Add (*Funds Control only*). Used to add a record to the system and generate a DCN.



Conversion (*Funds Control only*). In **Input Documents** (*Option 1 on the CADI Selection Menu screen*). This procedure can be used with procurement, travel, and stored accounting type documents; depending on the agency requirements. This allows you to convert from one document type to another using the [PF10] key. It eliminates reentering all the information.



Left Side (*Funds Control only*). In **Reports** (*Option 2, on the CADI Selection Menu screen*), press [PF10] to scroll reports back to the left side from the right side.

Right Side (*Funds Control only*). In **Reports** (*Option 2 on the CADI Selection Menu screen*), press [PF11] to scroll reports to the right side from the left side.



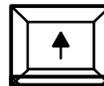
Clear. Used to exit the system.



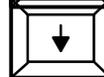
Enter. Used in Funds Control to query a DCN. In CADI, used to process the report request based on parameters.



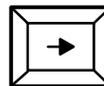
Tab. Used to move the cursor from field to field.



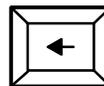
Used to move the cursor up from line to line.



Used to move the cursor down from line to line.



Used to move the cursor to the right from position to position within a field.



Used to move the cursor to the left from position to position within a field.

CADI Selection Menu

After you access CADI, the CADI Selection Menu screen (Figure 4) is displayed. The CADI Selection Menu is CADI's main menu and provides 12 options that are divided into 3 groups. Each option provides a menu of more specific options.

Below is a brief description of each group and its options.

Funds Control. Used to provide agency cost data and NFC official data that has been processed by the Central Accounting System. Salaries and Benefits and Projections are features of Funds Control.

1. Input Documents. Used to create an active DCN or to add, convert, change, or delete line items or records on an active DCN.

2. Reports. Used to generate and view the reports available in Funds Control including Salaries and Benefits and Projection reports.

3. Corrections. Used to match and reconcile the CAS record with the Agency record; set tolerances; or change the Plan amount in Funds Control.

4. General Screen. Used to change records from one document type to another; to reopen purged or deleted records; to change accounting code information; or to establish new agency records.

5. Help Screen. Used to display the Funds Control Document Types, Type Action Code, Transaction Codes, and Record Status Codes.

Budget Cost Master Reporting. The options in this group are used to generate Agency Specific Reports, AD Hoc Reports, and Status of Funds Reports.

6. Agency Specific Report. Used to generate Agency specific reports depending on the agency's requirements.

7. Ad Hoc Inquiry. Used to display master accounting records as of the last end-of-month update or as of the last weekly update.

8. Status of Funds (Standard). Used to display weekly, monthly, and year-to-date CAS amounts for each object class against Plan amounts and provides funds available.

Budget Cost Detail Transaction Reporting. The options in this group are used to generate reports from the detail transactions database which is populated by the feeder system for the most current seven pay periods processed.

9. Accounting Code / Object Class. Used to provide detail transactions processed through CAS during or at a specific time period. Requests are based on accounting code.

10. Reserved. This option is reserved for future use.

11. System Category: EMP, PUR, MST, MIS, TRN, BLC. Used to display detail transactions that are processed during or at a specific time period within the selected category. Requests are based on unique feeder system data elements (e.g., SSN, voucher number, etc.).

12. Menu Of System Category. This option is used to list and define the system category acronyms and the NFC payment feeder systems. This information is used when requesting detail transactions.

To select an option from the CADI Selection Menu screen, respond as follows.

1 Agency (required, alphanumeric field; 2 positions). Key in the agency code. (See [Appendix A](#) for a list of agency codes.)

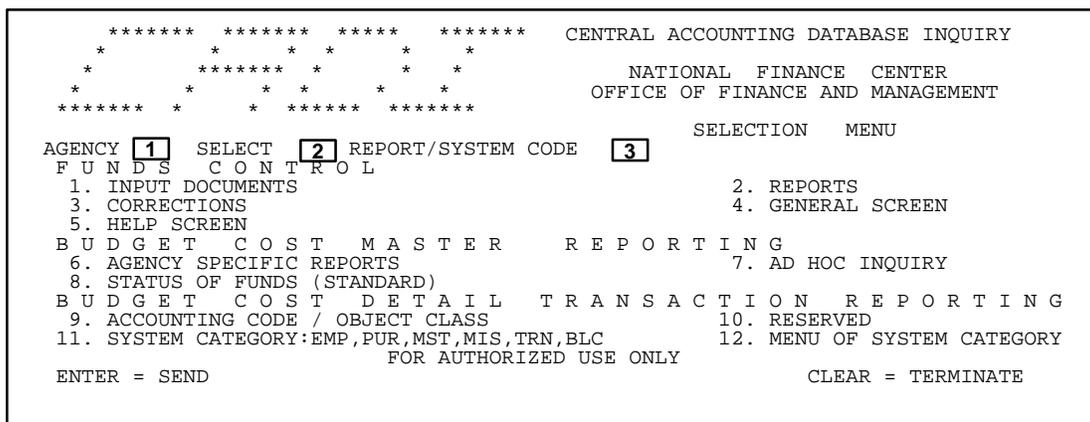


Figure 4. CADI Selection Menu screen

2 **Select** (*required, numeric field; max. of 2 positions*). Key in the option number (*1–12*).

3 **Report / System Code** (*conditional, alpha field;*

3 positions). If Option 11, System Category is selected, key in the report/system acronym. Otherwise, leave this field blank. For a list of valid codes, see Option 12, Menu of System Category.

Funds Control

(Funds Control is the first group of options on the CADI Selection Menu screen. Each option in this group provides a menu of options that are used to capture agency costs data and NFC official data that has been processed by the Central Accounting System. Salaries and Benefits and Projections are features of Funds Control.)

Input Documents

Input Documents is Option 1 on the CADI Selection Menu screen (Figure 4). This option provides a menu of options that are used to create an active DCN or to add, convert, change, or delete line items or records to an active DCN.

Note: If an agency record has been matched and reconciled with the CAS record or has been deleted, it will not be viewed in Input Documents. You must use Option 4, General Screen, to change document types on a DCN or reopen a purged or deleted DCN. Once a record is in Active Status, it is available in these screens.

To select this option at the CADI Selection Menu screen, key in the agency code at the Agency field and *I* at the Select field. Press [Enter]. The Funds Control System – Document Menu screen (Figure 5) is displayed showing nine document options. These options represent documents that (1) result in a commitment or obligation of funds and/or (2) are used to capture data needed for funds control and management reporting.

To select an option on the Funds Control System – Document Menu screen, key in the option number (*1 – 9*) or the document code (e.g., *PR, IMP*, etc.) at the Enter Document Code prompt. Press [Enter]. The selected document is displayed.

Below is a brief description of each option. Detailed instructions are provided in the following pages under the heading for each option.

1. PR Procurement. This option provides a menu of documents used in procuring goods or services with purchase orders and GSA FEDSTRIP orders.

2. TR Travel & Transportation. This option provides a menu of documents used in shipping goods with a

Government Bill of Lading and those related to employee travel.

3. IMP Imprest Fund. This option provides a menu with the document used to request reimbursement from the imprest fund. The imprest fund is generally used for expenses incurred for local travel, telephone calls, etc.

4. STR Stored Accounting. This option provides a menu of documents used to establish master accounting for the activities in CRED, UTVN, FTSP, TELE, MPOL, and FEDS (Store).

5. EMP Employee Costs. This option provides a menu of documents used to make payments to employees for awards, compensatory time, lump sum leave payments, or uniform allowances.

6. OTH Other. This option provides a menu of documents used for miscellaneous activities that are paid through the Miscellaneous Payment System (MISC) and the Correction, Adjustments, and Payment System (CAPS). It also provides a method to access the General Screen without returning to the CADI Selection Menu screen.

7. GRN Management Council And Cost Distribution Programs (Greenbook). This option provides a menu of centralized services shared by Agriculture agencies.

8. PRO Projections. This option provides a menu of documents used to enter known, unknown, and anticipated payroll/personnel actions which will result in a change to an organization’s fund status.

9. SB Salaries And Benefits. This option provides a menu with the documents used to retrieve employee information captured from the Payroll/Personnel System database and assign accounting to employees for projection purposes.

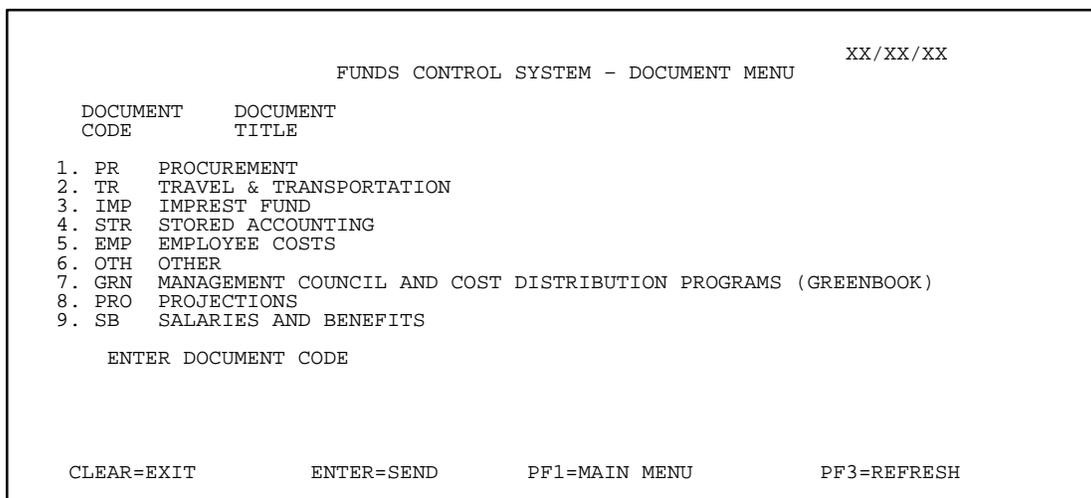


Figure 5. Funds Control System – Document Menu screen

Procurement

Procurement is Option 1 on the Fund Control System – Document Menu screen (Figure 5). This option provides a menu of document options used in procuring goods or services with purchase orders and GSA FED-STRIP orders.

Note: Interest (Object Class 4310) is automatically reconciled.

Form AD-700, Procurement Request, is the initial document to commit funds for procuring goods or services in Funds Control. The procurement office determines the best method of procurement. The method of procurement determines the type of obligation document to be used. After the procurement office issues the hard copy obligation document, the corresponding AD-700 is converted to an obligation document. In some cases, the AD-700 may be converted to a combination of obligation documents in Funds Control.

To select this option, key in **I** or **PR** at the Enter Document Code prompt on the Fund Control System – Document Menu screen. Press [Enter]. The Procurement screen (Figure 6) is displayed.

Below is a brief description of each option:

1. **AD-700 Procurement Request.** This option is used to record an AD-700, Procurement Request, in CADI.
2. **AD-838 Purchase Order.** This option is used to record the type of goods and services required and to establish purchase order data.
3. **AD-838D/B Purchase Order/Invoice/Voucher.** This option is used to record a partial or complete

receipt notification for the Type 45 or Type 43 purchase orders.

4. **AD-744 Purchase Order/Invoice.** This option is **not available** and will be deleted.

5. **AD-633 Multiuse Standard Requisitioning/Issue System Document.** This option is used to record supplies ordered from the GSA Stock Catalogue.

6. **SF-1164 Claim for Reimbursement for Expend. of Official Business.** This option is used to record expenses incurred for local travel, telephone calls, and registration fees.

7. **PCMS Purchase Card (PCMS).** This option is used to process, pay, and reconcile purchases made with the Governmentwide Commercial Purchase Card and convenience checks issued by the bank that is under contract with the GSA.

To select a document from the Procurement screen, complete the fields as follows:

1 **Enter Document Code** (*required, alphanumeric field; max. of 8 positions*). Key in the document code for the applicable document.

2 **Organization Code** (*required, alphanumeric field; 2 positions*). Key in the code for the procuring organization.

After keying in the data, press [Enter]. The screen for the selected document is displayed showing the organization code from the menu.

Instructions follow for using the options on the procurement screen.

DOCUMENT CODE	DOCUMENT TITLE
1.) AD-700	PROCUREMENT REQUEST
2.) AD-838	PURCHASE ORDER
3.) AD838D/B	PURCHASE ORDER/INVOICE/VOUCHER
4.) AD-744	PURCHASE ORDER/INVOICE
5.) AD-633	MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT
6.) SF-1164	CLAIM FOR REIMBURSEMENT FOR EXPEND. OF OFFICIAL BUSINESS
7.) PCMS	PURCHASE CARD (PCMS)

XX/XX/XX

PROCUREMENT

ENTER DOCUMENT CODE: 1 ----- ORGANIZATION CODE: 2 --

CLEAR = EXIT ENTER = SEND PF1 = MAIN MENU PF2 = PRIOR MENU PF3 = REFRESH

Figure 6. Procurement screen

AD-700 Procurement Request

AD-700 Procurement Request, is Option 1 on the Procurement screen (**Figure 6**) This option is used to add or view an AD-700, Procurement Request, in CADI. The AD-700 is the initial document to commit funds for procurement of goods or services and is coded in Funds Control as a *one-time* commitment. There is no match made against an AD-700.

To select this option, key in *1* or *AD700* at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Procurement screen. Press [Enter]. The Procurement Request (AD-700) screen (**Figure 7**) is displayed.

Adding An AD-700 Record. At the Procurement Request screen, complete the fields as follows, using the AD-700 hard copy.

1 DCN (*no-entry*). The document control number is system generated after all data for the document is entered correctly and [PF9] is pressed.

Note: The following accounting fields may vary according to the agency's accounting code structure. See Title IV, Chapter 1, System Overview, for the accounting code formats for CAS-serviced agencies.

2 Apprn (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.

3 Org (*no-entry*). This field is system generated from the previous screen.

4 Project (*required, numeric field; 2 positions*). Key in the project code.

5 Procurement Request No (*required, alphanumeric field; max. of 12 positions*). Key in the procurement request number assigned on the Form AD-700. The number must be entered without dashes or spaces. This is a user defined field.

6 Seller (*required, alpha field; max. of 20 positions*). Key in the vendor's name. If the vendor's name is not available, key in *unknown* or other information identifying the transaction. **Note:** After a DCN is generated, this field can only be changed during conversion.

7 Description (*required, alphanumeric field; max. of 15 positions*). Key in the description of the item requested.

8 Budget Sub-Object Class (*required, numeric field; 4 positions*). Key in the budget sub-object class code.

9 Amount (*required, numeric field; max. of 15 positions*). Key in the amount of each line item. Use a decimal point only when entering an amount with dollars and cents, e.g., *50.25*.

Note: The system allows you to key in 10 line items per screen.

After keying in all line items, press [PF9]. The system generates the DCN in the upper left corner of the screen.

- To enter more than 10 line items to the DCN, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The record is displayed. Press [PF8] to bring the record's header information to the next page. Key in the remaining line items and press [PF9].

Repeat this process until all data is entered.

PROCUREMENT REQUEST (AD 700) XX/XX/XX

DCN: 1

APPRN: 2 ORG: 3 PROJECT 4

PROCUREMENT REQUEST NO: 5

SELLER: 6

DESCRIPTION	BUDGET SUB-OBJECT CLASS	AMOUNT
7	8	9

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION

Figure 7. Procurement Request (AD-700) screen

Viewing An AD-700 Record. To view the Line Item, the Record Status, and Total fields for a record, press [PF3]. The screen is refreshed. Key in the DCN. Press [Enter]. The Procurement Request (AD-700) screen (**Figure 8**) is displayed with the additional fields.

- 1** **Select (X).** This field is blank. (This field is used to select line items to be changed, deleted, or converted.)
- 2** **Line Item.** The number that identifies each line item on the AD-700 is displayed.
- 3** **Record Status.** The status of each line item (i.e., active, changed, or reopened) is displayed.
- 4** **Page Total.** The total of all line items on the screen is displayed.
- 5** **Total.** The total of all line items for the document is displayed.

Note: Refresh the screen (press [PF3]) and query the DCN between each action, i.e., add, change, and delete.

Changing Line Items. To change line items, key in the DCN. Press [Enter]. Press [Tab] to the Select field (see

Figure 8). Key in *X* next to the line item to be changed and enter the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed, then press [PF6].

Note: Information displayed in the header can only be changed through the General Screen or during the conversion process.

Deleting Line Items. To delete line items, key in the DCN. Press [Enter]. Press [Tab] to the Select field. (See **Figure 8**.) Key in *X* next to the line item to be deleted and press [PF5].

Converting An AD-700 To An Obligation Document. To convert the AD-700 commitment document to an obligation document, use the instructions that follow for the applicable obligation document. The AD-700 can be converted to an AD-838, SF-1164, or an AD-757 but **not** to an AD-838D or an AD-838B. **The AD-700 must be converted to ensure a match.**

Note: Convert the AD-700 **after** a hard copy obligation document is issued by the procurement office. **The obligation document always has the same DCN as the corresponding AD-700 commitment.**

PROCUREMENT REQUEST (AD 700)						XX/XX/XX
DCN:						
APPRN:		ORG:		PROJECT:		
PROCUREMENT REQUEST NO:						
SELLER:						
SELECT (X)	LINE ITEM	DESCRIPTION	BUDGET SUB-OBJECT CLASS	AMOUNT	RECORD STATUS	3
1	2					
					PAGE TOTAL:	4
					TOTAL:	5
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT						
PF7=PG BACK		PF5=DELETE		PF6=CHANGE		PF9=ADD
CLEAR=EXIT		PF1=MAIN MENU		PF2=PRIOR MENU		PF8=PG FWD
					PF10=CONVERSION	
					ENTER=INQUIRY	

Figure 8. Procurement Request (AD-700) screen (after DCN inquiry)

AD-838 Purchase Order

AD-838 Purchase Order, is Option 2 on the Procurement screen (**Figure 6**). This option is used to add an AD-838 if an AD-700 was not entered as a commitment for the procurement. The AD-700 commitment document is converted to an AD-838 (Type 40, 41, or 42) obligation document or Blanket Purchase Agreement (BPA) (Type 45) or (Type 43) reducing commitment document after the procurement office issues a copy of the AD-838 to the originator.

Form AD-838, Purchase Order, is used to advise the seller of the type of goods and services required and to obligate funds in the Purchase Order System. After receiving the AD-838 from the procurement office, the originator converts the AD-700 to an AD-838.

Purchase Order Types 40, 41, and 42 are recorded as *one-time* obligations. The matching criteria is the Accounting Code, Object Class, DCN, and Reference (purchase order number and line item number). If these Purchase Order Types are reducing, the change must be made through the General Screen (Option 4 on the CADI Selection Menu screen (**Figure 4**)) after conversion for each line item.

Purchase Order Type 43 and Type 45 are recorded as a *reducing commitment*. Matching criteria for Type 43 is Accounting Code, Object Class, DCN, and Reference (purchase order number and line item number). The matching criteria for Type 45 is the Accounting Code, Object Class, DCN, and Reference (purchase order number).

Transactions (invoices) converted to the AD-838D or AD-838B are to be coded as one-time obligations.

To select this option, key in **2** or **AD838** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Procurement screen. Press [Enter]. The Purchase Order (AD-838) screen (**Figure 9**) is displayed.

Adding An AD-838 Record. If the AD-838 is **not entered** as a commitment through the AD-700 option, add the record as follows:

Complete all fields, add records, view data, change, and delete records as previously described under *Adding an AD-700 Record, Viewing an AD-700 Record, changing and deleting line items*.

An additional field to be completed when adding directly to the Purchase Order (AD-838) screen is listed below.

1 **Purchase Order No** (*required, alphanumeric field; max. of 12 positions*). Key in the purchase order number from the AD-838 (block 8) without dashes or spaces.

Making A Full Conversion To The AD-838. To convert all line items and amounts from the AD-700 to a single purchase order, select Option 1 on the Procurement screen (**Figure 6**). The Procurement Request (AD-700) screen (**Figure 7**) is displayed. Key in the DCN of the record to be converted. Press [Enter].

The AD-700 record for the selected DCN is displayed.

PURCHASE ORDER (AD 838)				XX/XX/XX
DCN:		PURCHASE ORDER NO:	<input style="width: 50px;" type="text" value="1"/>	
APPRN:	ORGANIZATION:	PROJECT:		
SELLER:		BUDGET		
	DESCRIPTION	SUB-OBJECT CLASS		AMOUNT:
				TOTAL:
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT				
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	PF8=PG FWD
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK	PF9=ADD PF10=CONVERSION

Figure 9. Purchase Order (AD 838) screen

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PROCUREMENT REQUEST (AD 700)						XX/XX/XX
DCN:			DOCUMENT:			1
APPRN:	ORG:	PROJECT:	TYPE (P/F)		2	
PROCUREMENT REQUEST NO:			P = PARTIAL			
SELLER:			F = FULL			
SELECT	LINE		BUDGET		RECORD	
(X)	ITEM	DESCRIPTION	SUB-OBJECT CLASS	AMOUNT	STATUS	
3						
						PAGE TOTAL:
						TOTAL:
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT						
PF7=PG BACK	PF5=DELETE	PF6=CHANGE	PF9=ADD	PF8=PG FWD	PF10=CONVERSION	
CLEAR=EXIT	PF1=MAIN MENU	PF2=PRIOR MENU	PF3=REFRESH	ENTER=INQUIRY		

Figure 10. Procurement Request (AD-700) screen (with conversion fields shown)

PURCHASE ORDER (AD 838)						XX/XX/XX
DCN:			PURCHASE ORDER NO:			1
APPRN:	ORGANIZATION:	PROJECT:				
SELLER:	2		BUDGET		AMOUNT:	3
		DESCRIPTION	SUB-OBJECT CLASS			
						TOTAL: 4
RECORDS HAVE BEEN CONVERTED - HIT PF3 TO REFRESH SCREEN						
PF7=PG BCK	PF5=DELETE	PF6=CHANGE	PF9=ADD	PF8=PG FWD	PF10=CONVERSION	
CLEAR=EXIT	PF1=MAIN MENU	PF2=PRIOR MENU	PF3=REFRESH	ENTER=SEND		

Figure 11. Purchase Order (AD 838) screen (after conversion)

Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. (See **Figure 10** for an example of these fields.)

Complete the fields as follows:

1 Document (required, alphanumeric field; 5 positions). Key in **AD838**.

2 Type (P/F) (no-entry). This field defaults to **F**. Do not change the default.

3 Select (X) (no-entry). Leave this field blank for a **full conversion**. It is used to select line items for a partial conversion.

Press [PF10]. The information from the AD-700 is converted to the AD-838. After conversion, the Purchase Order (AD-838) screen (**Figure 11**) is displayed showing the data from the AD-700.

Complete the fields as follows:

1 Purchase Order No (required, alphanumeric field; max. of 12 positions). Key in the purchase order number from the AD-838 (Block 8) without dashes or spaces.

2 Seller (required, alphanumeric field; max. of 20 positions). Key in the seller's name.

3 Amount (required, numeric field; max. of 15 positions). Key in the new line item amount(s) if applicable. Use the space bar to remove the original amount. **Note:** If the AD-838 amount is more than the original AD-700 amount, you must change the AD-700 amount prior to conversion. If the AD-838 amount is less than the original AD-700 amount, the difference remains on the AD-700.

4 Total (no-entry). This field reflects the total from the original AD-700 document screen. This is automatically corrected once the conversion routine is completed.

Make the necessary changes to the Seller, Description, or Sub-Object Class fields. Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed at the bottom of the screen. The conversion is now completed. Once the conversion is complete, information displayed at the top of the screen can only be changed in General Screen.

Note: If a Type 42 purchase order needs to be a reducing type of purchase order, the change must be made through the General Screen (Option 4 on the CADI Selection Menu screen (**Figure 4**)). Change the Type Action field to **D**.

Viewing The AD-838 After Conversion. To view the Line Item, the Record Status, and Total fields for the new AD-838, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

Adding Line Items. If the Procurement Office has additional line items, press [Tab] to the Description, Object Class, and Amount fields and key in the information. After all lines are displayed, press [PF9].

Note: Refresh the screen (press [PF3]) and query the DCN between each action, i.e., add, delete, and change.

Changing Line Items. If the procurement office combines more than one AD-700 on a purchase order, the line items may be out of sequence. To change the line item numbers, press [Tab] to the Select field. (See **Figure 12**.) Key in **X** next to the line item to be changed and key in the correct line item number. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete line item numbers, press [Tab] to the Select field. (See **Figure 12**.) Key in **X** next to the line item to be deleted and press [PF5].

Making A Partial Conversion To The AD-838. There are two types of partial conversions, (1) moving individual line items or (2) moving line items with partial amounts. (Moving a partial amount means that a balance for the line item(s) remains on the AD-700.) Following are instructions for each type of partial conversion.

Note: A single DCN can only be converted to multiple purchase orders with the same type, (e.g., 40, 43).

Individual Line Items. To move specific line items with full amounts from the AD-700 to the AD-838, select Option 1 on the Procurement screen (**Figure 6**). The Procurement Request (AD-700) screen (**Figure 7**) is displayed. Key in the DCN of the record to be converted. Press [Enter].

Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. (See **Figure 10** for an example of these fields.)

Complete the conversion fields as follows:

1 Document (required, alphanumeric field; 5 positions). Key in **AD838**.

2 Type (P/F) (required, alpha field; 1 position). Key in **P**.

3 Select(X) (required, alpha field; 1 position). Key in **X** next to the line items to be converted. (The line items not selected for conversion remain active on the AD-700 screen.)

Press [PF10] and the Purchase Order (AD-838) screen is displayed with the selected line items. (See **Figure 11**.)

Complete the additional fields as follows:

1 Purchase Order No (required, alphanumeric field; max. of 12 positions). Key in the purchase order number from Form AD-838 (Block 8) without dashes or spaces.

2 Seller (required, alphanumeric field; max. of 20 positions). Key in the seller's name.

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PURCHASE ORDER (AD 838)					XX/XX/XX
DCN:					
PURCHASE ORDER NO:					
APPRN:	ORGANIZATION:		PROJECT:		
SELLER:					
SELECT	LINE		BUDGET		RECORD
(X)	ITEM	DESCRIPTION	SUB-OBJECT CLASS	AMOUNT:	STATUS
					TOTAL:
ENTER NEXT REQUEST					
PF7=PG BCK	PF5=DELETE	PF6=CHANGE	PF9=ADD	PF8=PG FWD	PF10=CONVERSION
CLEAR=EXIT	PF1=MAIN MENU	PF2=PRIOR MENU	PF3=REFRESH	ENTER=SEND	

Figure 12. Purchase Order (AD-838) document screen (after DCN inquiry)

3 **Amount** (*no-entry*). The amount is system generated.

4 **Total** (*no-entry*). The total is system generated.

Make the necessary changes to the Seller, Description, or Sub-Object Class fields. Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed at the bottom of the screen. The conversion is now completed.

Partial Line Item Amounts. To move a portion of a line item amount to the AD-838 with a balance remaining on the AD-700, select Option 1 on the Procurement screen (**Figure 6**). Press [Enter]. The Procurement Request (AD-700) screen (**Figure 7**) is displayed.

Key in the DCN of the record to be converted. Press [Enter]. The AD-700 record for the selected DCN is displayed.

Press [PF10] to display the conversion fields in the top right corner of the screen. (See **Figure 10** for an example of these fields.)

Complete the conversion fields as follows:

1 **Document** (*required, alphanumeric field; 5 positions*). Key in **AD838**.

2 **Type (P/F)** (*required, alpha field; 1 position*). Key in **P** to convert partial amounts for all line items. Press [PF10] to convert partial amounts for selected line items.

3 **Select** (*required, alpha field; 1 position*). Key in **X** next to the line items to be converted.

Press [PF10]. The Purchase Order (AD-838) screen is displayed with the selected line items. (See **Figure 11**.)

Complete the additional fields as follows:

1 **Purchase Order No** (*required, alphanumeric field; max. of 12 positions*). Key in the purchase order number from the Form AD-838 (Block 8). Key in the number without dashes or spaces.

2 **Seller** (*required, alphanumeric field; max. of 20 positions*). Key in the seller's name.

3 **Amount** (*required, numeric field; max. of 15 positions*). The full amount is carried over from the AD-700. Key in the new line item amount and use the space bar to erase the original amount. The balance for the line item amount that has been changed (original AD-700 amount minus AD-838 amount) is retained on the AD-700 document screen.

4 **Total** (*no-entry*). The total is carried over from the original AD-700 document screen. This is automatically corrected after you complete the conversion.

Make any necessary changes to the Seller, Description, or Sub-Object Class fields. Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed at the bottom of the screen. The conversion is now completed.

Viewing the AD-838 After Partial Conversion. To view the Line Item, the Record Status, and Total fields for the new AD-838, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

- To view the amounts that remain active on the AD-700, press [PF2]. An AD-700 screen is displayed. Key in the DCN. Press [Enter].

AD-838D/B Purchase Order/Invoice/Voucher

AD-838D/B Purchase Order/Invoice/Voucher is Option 3 on the Procurement screen (Figure 6). The AD-838 (Type 45) reducing commitment document is converted to an AD-838D obligation document, and a Type 43 is converted to an AD-838B obligation document.

Note: Using this option, the AD-700 is converted to an AD-838. The AD-838 is converted to either the AD-838D or AD-838B depending on the type of purchase order. The Purchase Order System obligates and pays Type 45 and Type 43 purchase orders from invoices.

The AD-838D (Type 45) or AD-838B (Type 43) purchase orders are processed using one of the methods described below:

Method A. A specified amount of funds are established on an AD-838, as a reducing commitment in Funds Control. No other action is required for this method except to monitor availability of funds. **Note:** Do not record the individual invoices in Funds Control.

In the matching and reconciliation routine, the invoices are processed and the balance of funds on the AD-838 is reduced. Paid invoices are recorded as reconciled transactions in Funds Control. The total of the reconciled transactions, plus the balance left on the AD-838, equals the total funds originally established for the Type 45 or Type 43 purchase order.

The matching criteria is the Accounting Code, Object Class, DCN and Reference (purchase order number for Type 45 or purchase order and line item number for Type 43).

Method B. A specified amount of funds is established on an AD-838, as a reducing commitment in Funds Control. Each invoice is recorded in Funds Control by converting the AD-838 to an AD-838D (Type 45) or AD-838B (Type 43). As the conversion is recorded in Funds Control, the available balance on the AD-838 is reduced. The AD-838D or AD-838B is recorded as a *one-time* obligation in Funds Control.

The matching criteria is the Accounting Code, Object Class, DCN, and Reference (purchase order number and invoice number). If the invoice number does not match what was processed in CAS, the active commitment record is reduced and the obligation record remains active.

To select this option, key in **3** or **AD838D** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Procurement screen. Press [Enter]. The Purchase Order (AD-838D/AD-838B) screen (Figure 13) is displayed.

Adding An AD-838D/AD-838B Record. If the AD-838D/B is **not converted** through the AD-838 option, add the record as follows:

Complete all fields, add records, view data, change, and delete records as previously described under *Adding an AD-700 Record and Viewing an AD-700 Record, changing, and deleting line items.*

PURCHASE ORDER (AD-838D/AD-838B)				XX/XX/XX
DCN:				
APPRN:	ORGANIZATION:	PROJECT:		
PURCHASE ORDER NO:		SELLER:		
		BUDGET		
INVOICE NUMBER	SUB-OBJECT	CLASS	AMOUNT	
1			2	
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT				
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION				

Figure 13. Purchase Order (AD-838D/AD-838B) screen

Converting An AD-838 To An AD-838D. At the Procurement screen, select Option 2 and enter the applicable number at the Organization Code prompt. Press [Enter]. The Purchase Order (AD-838) screen (**Figure 9**) is displayed.

Key in the DCN of the record to be converted. Press [Enter]. The AD-838 record for the selected DCN is displayed.

Press [PF10] to display the conversion fields in the upper right corner of the screen (See **Figure 14**).

For AD-838D – (Type 45), complete the conversion fields as follows:

1 Document (required, alphanumeric field; 6 positions). Key in **AD838D**.

2 Type (P/F) (no-entry). Defaults to **F**. Do not change the default.

Press [PF10]. The information from the AD-838 is transferred to the Purchase Order AD-838D screen.

For AD-838B (Type 43), complete the conversion fields as follows:

1 Document (required, alphanumeric field; 6 positions). Key in **AD838B**.

2 Type (P/F) (conditional, alpha field; 1 position). If specific lines require conversion, key in **P**. If all associated lines have invoices amounts to be converted, leave this field blank and the system defaults to **F**. **Note:** Line must be selected with an **X** when doing a partial conversion.

Press [PF10]. The information from the AD-838 is transferred to the AD-838B. Previously converted

records must be inquired on the AD-838B and then press [PF7]. Only a single invoice line can be converted at a time.

Complete the additional fields as follows: (See **Figure 13**.)

1 Invoice Number (required, alphanumeric field; max. of 20 positions). Key in the invoice number from the Form AD-838D, **including** dashes and spaces.

2 Amount (required, numeric field; max. of 15 positions). Key in the invoice amount from the Form AD-838D/B. Use the space bar to erase the original amount. Tab to the next fields to make the changes. Use the space bar to erase the budget object class amount fields that do not have an invoice amount.

Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed at the bottom of the screen. The conversion is now completed. The balance for the line item that was converted (original AD-838 amount minus AD-838D or AD-838B amount) is retained on the Purchase Order (AD-838) screen.

Viewing the AD-838D or AD-838B After Conversion. To view the Line Item, the Record Status, and Total fields for the new AD-838D or AD-838B, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

Note: Each conversion is built on a separate page. It is necessary to inquire the AD-838D/B and press [PF7] to see the previously converted invoices.

- To view the balance retained on the Purchase Order (AD-838) screen, press [PF2] to return to the AD-838 screen. Key in the DCN. Press [Enter].

PURCHASE ORDER (AD 838)				XX/XX/XX
DCN:				DOCUMENT: 1
	PURCHASE ORDER NO:			TYPE (P/F): 2
APPRN:	ORGANIZATION:	PROJECT:		P = PARTIAL F = FULL
SELLER:				
SELECT (X)	LINE ITEM	DESCRIPTION	BUDGET SUB-OBJECT CLASS	AMOUNT:
				PAGE TOTAL:
				TOTAL:
ENTER DOCUMENT AND TYPE OF CONVERSION - HIT PF10				
PF7=PG BCK	PF5=DELETE	PF6=CHANGE	PF9=ADD	PF8=PG FWD
CLEAR=EXIT	PF1=MAIN MENU	PF2=PRIOR MENU	PF3=REFRESH	PF10=CONVERSION ENTER=SEND

Figure 14. Purchase Order (AD 838) document screen (with conversion fields shown)

AD-633 Multiuse Standard Requisitioning/Issue System Document

AD-633, Multiuse Standard Requisitioning/Issue System Document is Option 5 on the Procurement screen (Figure 6). This option is used to record supplies ordered from the GSA Stock Catalogue. The AD-633 is recorded in Funds Control as a *one-time* obligation.

The matching criteria is the Accounting Code, Object Class, DCN and Reference (requisitioner number, julian date, line item number).

To select this option, key in **5** or **AD633** at the Enter Document Code prompt and the applicable code at the Organization Code prompt on the Procurement screen. Press [Enter]. The Multiuse Standard Requisitioning/Issue System Document (AD-633) screen (Figure 15) is displayed.

Adding An AD-633. If the AD-633 is **not entered** as a commitment through the AD-700 option, add the record as follows:

Complete all fields, add records, view, change, and delete data as previously described under *Adding an AD-700 Record, Viewing an AD-700 Record, changing and deleting line items.*

Making A Full Conversion To The AD-633. To convert all line items at their full amounts from an AD-700 to an AD-633, select Option 1 on the Procurement screen (Figure 6). Press [Enter]. The Procurement Request (AD-700) screen (Figure 7) is displayed.

Note: When making a full conversion from an AD-700 to an AD-633, make any changes to the AD-700 line items (i.e., amount or budget object class fields) before conversion.

Key in the DCN of the record to be converted. Press [Enter]. The AD-700 record for the selected DCN is displayed.

Press [PF10] to display the conversion fields on the upper right corner of the screen (see Figure 10.)

Complete the conversion fields as follows:

1 Document (*required, alphanumeric field; 5 positions*). Key in **AD633**.

2 Type (P/F) (*no-entry*). Defaults to **F**. Do not change the default option.

3 Select (*no-entry*). Leave this field blank. It is used to select line items for a partial conversion.

Press [PF10]. The AD-633 is displayed with data from the AD-700.

						XX/XX/XX
MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT (AD-633)						
DCN:						
APPRN:	ORGANIZATION:	PROJECT:				
REQUISITIONER:		JULIAN DATE:				
	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL	OBJECT CLASS	
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT						
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	PF8=PG FWD		
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK	PF9=ADD	PF10=CONVERSION	

Figure 15. Multiuse Standard Requisitioning/Issue System Document (AD-633) screen

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XX/XX/XX					
MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT (AD-633)					
DCN:					
APPRN:	ORGANIZATION:	PROJECT:			
REQUISITIONER: 1	JULIAN DATE: 2				
DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL	OBJECT CLASS	
	3	4	5	6	
ENTER NEXT REQUEST					
PF7=PG BCK	PF5=DELETE	PF6=CHANGE	PF9=ADD	PF8=PG FWD	PF10=CONVERSION
CLEAR=EXIT	PF1=MAIN MENU	PF2=PRIOR MENU	PF3=REFRESH	ENTER=SEND	

Figure 16. Multiuse Standard Requisitioning/Issue System Document (AD-633) screen
(after DCN inquiry)

Complete the additional fields as follows: (See **Figure 16**.)

1 Requisitioner (required, numeric field; max. of 6 positions). Key in requisitioner number as it appears on the original Form AD-633.

2 Julian Date (required, numeric field; 4 positions). Key in the Julian date.

3 Quantity (required, numeric field; max. of 5 positions). Key in quantity for each line item.

4 Unit Price (required, numeric field; max. of 13 positions). Key in unit price for each line item.

5 Total (no-entry). The total is generated from the AD-700. The cursor skips this field.

6 Object Class (no-entry). The object class code is carried over from the AD-700. However, the object class code is displayed as a single digit code on the Form AD-633. The FEDSTRIP codes correspond to a budget sub-object class code (i.e., FEDSTRIP code 1 is equivalent to 2680). See Title II, Chapter 4, FEDSTRIP.

Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed on the status line at the bottom of the screen. The conversion is now completed.

Viewing The AD-633 After Full Conversion. To view the Line Item, the Record Status, and Total fields for the new AD-633, press [PF3] to refresh the screen. Key in the DCN and press [Enter].

Changing Line Items. To change the line item, press [Tab] to the Select field. (See **Figure 10**.) Key in *X* next to the line item to be changed and key in the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete line items, press [Tab] to the Select field (See **Figure 10**.) Key in *X* next to line items to be deleted and press [PF5].

Making A Partial Conversion To The AD-633. There are two types of partial conversions (1) moving individual line items or (2) moving line items with partial amounts. (Moving a partial amount means that a balance for the line item(s) remains on the AD-700.) Following are instructions for each type of partial conversion.

Individual Line Items. To move specific line items at their full amounts from the AD-700 to the AD-633, select Option 1 on the Procurement screen (**Figure 6**). Press [Enter]. The Procurement Request (AD-700) screen (**Figure 7**) is displayed.

Key in the DCN of the line item to be converted and press [Enter]. The AD-700 record for the selected DCN is displayed.

Press [PF10] to display the conversion fields in the upper right corner of the screen. (See **Figure 10** for an example of these fields.)

Complete the conversion fields as follows:

1 Document (required, alphanumeric field; 5 positions). Key in *AD633*.

2 Type (P/F) (required, alpha field; 1 position). Key in *P*. Tab to the Select field.

3 Select (required, alpha field; 1 position). Key in *X* in the select column for the line item(s) to be converted. (Those line items not selected for conversion will remain active on the AD-700 screen.)

Press [PF10]. The AD-633 is displayed with the selected items from the AD-700.

Complete the additional fields as follows: (See **Figure 16**.)

1 **Requisitioner** (*required, numeric field; max. of 6 positions*). Key in the requisitioner number as it appears on the original Form AD-633.

2 **Julian Date** (*required, numeric field; 4 positions*). Key in the Julian date.

3 **Quantity** (*required, numeric field; max. of 5 positions*). Key in the quantity for each line item.

4 **Unit Price** (*required, numeric field; max. of 13 positions*). Key in the unit price for each line item.

5 **Total** (*no-entry*). The total is generated from the AD-700. The cursor skips this field.

6 **Object Class** (*no-entry*). The object class code is carried over from the AD-700. However, the object class code is displayed as a single digit code on the Form AD-633.

Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed on the status line at the bottom of the screen. The conversion is now completed.

Viewing The AD-633 After Conversion. To view the Line Item, Record Status, and Total fields for the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

To see the data that has not been converted from the AD-700, press [PF2]. Key in the DCN. Press [Enter]. The line items not selected for conversion remain active on the AD-700.

Partial Line Items. To move a portion of a line item amount from the AD-700 to the AD-633, select Option 1 on the Procurement screen (**Figure 6**). Press [Enter]. The Procurement Request (AD-700) screen (**Figure 7**) is displayed.

Key in the DCN of the record to be converted. Press [Enter]. The AD-700 record for the selected DCN is displayed.

Press [PF10] to display the conversion fields in the upper right corner of the screen. (See **Figure 10** for an example of these screens.)

Complete the conversion fields as follows:

1 **Document** (*required, alphanumeric field; 5 positions*). Key in **AD633**.

2 **Type (P/F)** (*required, alpha field; 1 position*). Key in **P**. If partial amounts for all line items are to be converted, press [PF10]. To convert partial amounts for selected line items, press [Tab] to the Select field and continue as follows:

3 **Select** (*required, alpha field; 1 position*). Key in **X** next to each item to be converted.

Press [PF10]. The AD-633 is displayed with the selected line items from the AD-700.

Complete the additional fields as follows: (See **Figure 16**.)

1 **Requisitioner** (*required, numeric field; max. of 6 positions*). Key in the requisitioner number as it appears on the original Form AD-633.

2 **Julian Date** (*required, numeric field; 4 positions*). Key in the Julian date.

3 **Quantity** (*required, numeric field; max. of 5 positions*). Key in the quantity for each line item.

4 **Unit Price** (*required, numeric field; max. of 13 positions*). Key in the unit price for each line item.

5 **Total** (*no-entry*). The full amount for the selected line item(s) is carried from the AD-700. The cursor skips this field. The system automatically calculates the adjusted total based on the quantity multiplied by the unit price that you entered. The balance for the adjusted amount, the original AD-700 minus AD-633 adjusted amount, is retained on the AD-700 document screen.

6 **Object Class** (*no-entry*). The object class code is generated from the AD-700. However, the object class code is displayed as a single digit code on the Form AD-633.

Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed. The conversion is now completed. The Page Total and Total fields show the amounts carried from the original AD-700.

- To view the Line Item, the Record Status, and Total fields for the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

- To see the data that has not been converted from the AD-700, press [PF2]. Key in the DCN and press [Enter]. The line items not selected for conversion remain active on the AD-700.

SF-1164 Claim For Reimbursement For Expend. On Official Business

SF-1164, Claim For Reimbursement For Expend. On Official Business, is Option 6 on the Procurement screen (Figure 6). This option is used to convert the AD-700 commitment document to an SF-1164 obligation document after the procurement office issues a copy of the SF-1164 to the originator. Funds Control records the SF-1164 as a *one-time* obligation.

The matching criteria is the Accounting Code, Object Class, and DCN.

To select this option, key in **6** or **SF1164** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Procurement screen. Press [Enter]. The Claim For Reimbursement For Expenditures On Official Business (SF-1164) screen (Figure 17) is displayed.

Adding An SF-1164. If the SF-1164 is **not entered** as a commitment through the AD-700 option, add the record as follows:

Complete all fields, add records, view, change, and delete data as described under *Adding an AD-700 Record* and *Viewing an AD-700 Record and changing and deleting line items*.

Making A Full Conversion To The SF-1164. To convert all line items and amounts indicated on the AD-700 to a single Imprest Fund document, select Option 1 on the Procurement screen (Figure 6). The Procurement Request (AD-700) screen (Figure 7) is displayed.

Key in the DCN of the record to be converted and press [Enter]. The DCN information is displayed.

Press [PF10] to display the conversion fields in the upper right corner of the screen. (See Figure 10 for an example of these fields.)

Complete the conversion fields as follows:

1 Document (*required, alphanumeric field; 6 positions*). Key in **SF1164**.

2 Type(P/F) (*no-entry*). Defaults to **F**. Do not change the default option.

3 Select (*no-entry*). Leave this field blank for a **full conversion**. It is used to select line items for a partial conversion.

Press [PF10]. The SF-1164 document screen is displayed with the data from the AD-700.

Complete the additional fields as follows: (See Figure 17.)

1 Date (*no-entry*). The current date is system generated.

2 Claimant Name (*required, alpha field; max. of 20 positions*). Key in the name of the person(s) requesting the reimbursement. The person's last name should be entered first.

3 Amount (*no-entry*). The amount is system generated.

Make any necessary changes to the Description or Sub-Object Class fields at this time.

Press [PF10]. The message *Records Have Been Converted - Hit PF3 To Refresh Screen* is displayed at the bottom of the screen. The conversion is now completed.

				XX/XX/XX
CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS (SF-1164)				
DCN:	DATE:	1		
APPRN:	ORGANIZATION:	PROJECT:		
CLAIMANT NAME:	2	BUDGET		
	DESCRIPTION	SUB-OBJECT CLASS	AMOUNT	3
				TOTAL 4
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT				
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	PF8=PG FWD
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK	PF9=ADD PF10=CONVERSION

Figure 17. Claim For Reimbursement For Expenditures On Official Business (SF-1164) screen

- To view the Line Item, the Record Status, and Total fields for the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

Note: The Select field, which is displayed after a DCN query, is used when making changes to or deleting line items of an active DCN. (See **Figure 18**.)

Making A Partial Conversion to the SF-1164. There are two types of partial conversions: (1) moving individual line items and (2) moving line items with partial amounts. (Moving a partial amount means that a balance for the line item(s) remains on the AD-700.) Following are instructions for each type of partial conversion.

Individual Line Items. To move specific line items at their full amounts from the AD-700 to the SF-1164, select Option 1 on the Procurement screen (**Figure 6**) and press [Enter]. The Procurement Request (AD-700) screen (**Figure 7**) is displayed.

Key in the DCN of the record to be converted and press [Enter]. The information for the DCN is displayed.

The information for the DCN is displayed.

Press [PF10] to display the conversion fields in the upper right corner of the screen. (See **Figure 10** for an example of these fields.)

Complete the conversion fields as follows:

- 1 Document** (required, alphanumeric field; 6 positions). Key in *SF1164*.
- 2 Type(P/F)** (required, alpha field; 1 position). Key in *P*.

- 3 Select** (required, alpha field; 1 position). Key in *X* in the Select column next to the line item(s) to be converted. The line items not selected for conversion remain active on the AD-700 screen.

Press [PF10]. The SF-1164 is displayed with the selected data from the AD-700.

Complete the additional fields as follows: (See **Figure 17**.)

- 1 Date** (no-entry). The current date is system generated.
- 2 Claimant Name** (required, alpha field; max. of 20 positions). Key in the name of the person(s) requesting the reimbursement. The person's last name should be entered first.
- 3 Amount** (no-entry). The amount is system generated.

Make any necessary changes to the Description or Sub-Object Class fields at this time.

Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed at the bottom of the screen. The conversion is now completed.

- To view the Line Item, the Record Status, and Total fields for the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].
- To see the data that has not been converted from the AD-700, press [PF2]. Key in the DCN. Press [Enter]. The line items not selected for conversion remain active on the AD-700.

XX/XX/XX					
CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS (SF-1164)					
DCN:	DATE:				
APPRN:	ORGANIZATION:	PROJECT:			
CLAIMANT NAME:					
SELECT	LINE	BUDGET	RECORD		
(X)	ITEM	SUB-OBJECT CLASS	AMOUNT	STATUS	
SUB-OBJECT CLASS					
					PAGE TOTAL:
					TOTAL:
ENTER NEXT REQUEST					
PF7=PG BCK	PF5=DELETE	PF6=CHANGE	PF9=ADD	PF8=PG FWD	
CLEAR=EXIT	PF1=MAIN MENU	PF2=PRIOR MENU	PF3=REFRESH	ENTER=SEND	

Figure 18. Claim For Reimbursement For Expenditures On Official Business (SF-1164) screen
 (after a DCN inquiry)

Partial Line Item Amounts. To move a portion of a line item amount to the SF-1164 with a balance remaining on the AD-700 for that line item, select Option 1 on the Procurement screen (**Figure 6**) and press [Enter]. The Procurement Request (AD-700) screen (**Figure 7**) is displayed.

Key in the DCN of the record to be converted and press [Enter]. The AD-700 record for the selected DCN is displayed.

Press [PF10] to display the conversion fields in the top right corner of the screen. (See **Figure 10** for an example of the fields.)

Complete the fields as follows:

1 Document (*required, alphanumeric field; 6 positions*). Key in **SF1164**.

2 Type (P/F) (*required, alpha field; 1 position*). Key in **P**.

3 Select (*required, alpha field; 1 position*). Key in **X** in the Select column next to the line item(s) to be converted.

Press [PF10]. The SF-1164 is displayed with the selected data from the AD-700.

Complete the additional fields as follows: (See **Figure 17**.)

1 Date (*no-entry*). The current date is system generated.

2 Claimant Name (*required, alpha field; max. of 20 positions*). Key in the name of the person(s) request-

ing the reimbursement. The person's last name should be entered first.

3 Amount (*required, numeric field; max. of 15 positions*). Key in the new line item amount(s) and use the space bar to erase the original amount. The balance for the line item amount that has been changed (original AD-700 amount minus the SF-1164 amount) remains on the AD-700 document screen.

4 Total (*no-entry*). This field reflects the total carried over from the original AD-700 document screen. This is automatically corrected after the conversion routine has been completed.

Make any necessary changes to the Description or Sub-Object Class fields at this time.

Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed at the bottom of the screen.

- To view the Line Item, the Record Status, and Total fields for the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

- To see the amount that remains active on the AD-700, press [PF2]. Key in the DCN. Press [Enter].

Changing Line Items. To change the line item, press [Tab] to the Select field. (See **Figure 18**.) Key in **X** next to the line item to be changed and key in the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete line item, press [Tab] to the Select field (See **Figure 18**.) Key in **X** next to the line item to be deleted. Press [PF5].

PCMS Purchase Card (PCMS)

PCMS Purchase Card (PCMS) is Option 7 on the Procurement screen (Figure 6). This option is used to process, pay, and reconcile purchases made with the Governmentwide Commercial Purchase Card and convenience checks issued by the bank that is under contract with the General Services Administration. Funds Control records the PCMS as a *one-time* obligation.

The matching criteria is the Accounting Classification Code and Card Number.

To select this option, key in 7 or *PCMS* at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Procurement screen. Press [Enter]. The Purchase Card (PCMS) screen (Figure 19) is displayed.

Complete the fields as follows:

- 1** **DCN** (*no-entry*). The document control number is system generated after all data for the document is entered correctly and [PF9] is pressed.
- 2** **Appn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3** **Org** (*no-entry*). This field is system generated from the previous screen.

4 **Other** (*required, numeric field; max. of 4 positions*). Key in the 2 digit project code.

5 **Account Card No** (*required, numeric field, 8 positions*). Key in the last 8 positions of the account card number.

6 **Description** (*required, alphanumeric field; max. of 15 positions*). Key in the description of the item requested.

7 **Object Class** (*required, numeric field; 4 positions*). Key in the object class code.

8 **Amount** (*required, numeric field; max. of 15 positions*). Key in the amount of each line item. Use a decimal point only when entering an amount with dollars and cents, e.g., 50.25.

Note: The system allows you to key in 10 line items per screen.

After keying in all line items, press [PF9]. The system generates the DCN in the upper left corner of the screen.

- To enter more than 10 line items to the DCN, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The records is displayed. Press [PF8] to bring the record's header information to the next page. Key in the remaining line items and press [PF9]. Repeat this process until all data is entered.

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PURCHASE CARD (PCMS)

DCN: **1**

APPN **2** ORG **3** OTHER: **4**

ACCOUNT CARD NO: **5**

(LAST 8 POSITION)

DESCRIPTION OBJECT CLASS AMOUNT

6 **7** **8**

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	PF8=PG FWD
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK	PF9=ADD

Figure 19. Purchase Card (PCMS) screen

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Viewing A PCMS Record. To view the Line Item, the Record Status, and Total fields for a record, press [PF3]. The screen is refreshed. Key in the DCN. Press [Enter]. The Purchase Card (PCMS) screen (**Figure 20**) is displayed with the additional fields.

- 1** **Select (X).** This field is blank. (This field is used to select line items to be changed, deleted, or converted.)
- 2** **Line Item.** The number that identifies each line item on the AD-700 is displayed.
- 3** **Record Status.** The status of each line item (i.e., active, changed, or reopened) is displayed.
- 4** **Page Total.** The total of all line items on the screen is displayed.
- 5** **Total.** The total of all line items for the document is displayed.

Note: Refresh the screen (press [PF3]) and query the DCN between each action, i.e., add, change, and delete.

Changing Line Items. To change line items, key in the DCN. Press [Enter]. Press [Tab] to the Select field. (See **Figure 20**.) Key in *X* next to the line item to be changed and enter the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed, then press [PF6].

Note: Information displayed in the header can only be changed through the General Screen or during the conversion process.

Deleting Line Items. To delete line items, key in the DCN. Press [Enter]. Press [Tab] to move to the Select field. (See **Figure 20**.) Key in *X* next to the line item to be deleted and press [PF5].

CA4818FM		PURCHASE CARD (PCMS)			xx/xx/xx
DCN:					
APPN	ORG	OTHER:			
ACCOUNT CARD NO: (LAST 8 POSITION)					
SELECT (X)	LINE ITEM	DESCRIPTION	OBJECT CLASS	AMOUNT	RECORD STATUS 3
1	2				
					PAGE TOTAL 4
					TOTAL 5
ENTER NEXT REQUEST					
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	PF8=PG FWD	
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK	PF9=ADD	

Figure 20. Purchase Card (PCMS) screen (after a DCN inquiry)

Travel & Transportation

Travel & Transportation is Option 2 on the Funds Control System – Document Menu screen (**Figure 5**). This option provides a submenu listing the documents used to authorize employee travel or to ship goods with a Government Bill of Lading.

Form AD-202T (TDY) is used to authorize employee temporary duty travel and commit funds in Funds Control. After travel is performed, the AD-202 is converted to one or more obligation documents in the system, such as the AD-616T (TDY), SF-1169, or GVTS.

Form AD-202TR (Rollup TDY) is used to authorize employee temporary duty travel and commit funds in Funds Control. This screen rolls all Sub-object classes to 2100, MISC 2575, and GVTS/GTR 2111. After travel is performed, the AD-202TR is converted to one or more obligation documents in the system such as the AD-616TR, SF-1169, or GVTS.

Form AD-202R (Relocation) is used to authorize employee permanent change of station travel and commit funds in Funds Control. After travel is performed, the AD-202R is converted to one or more obligation documents in the system such as the AD-616R (Relocation), SF-1169, or SF-1103.

Amendments to a travel authorization through the use of Form AD-206, Amended Travel Authorization, should be recorded in Funds Control as a change or added to the existing AD-202 screen under the current DCN.

To select this option, key in **2** or **TR** at the Enter Document Code prompt on the Funds Control System – Doc-

ument Menu screen. Press [Enter]. The Travel And Transportation screen (**Figure 21**) is displayed.

The options on the Travel And Transportation screen are listed below with a brief description of each:

- 1 AD-700 Procurement Request.** This option is used to record a request for shipment of goods through a carrier.
- 2 AD-202T – TDY Travel Authorization.** This option is used to record authorized official temporary duty travel.
- 3 AD-202TR – TDY Travel Authorization (Rollup).** This option is used to record authorized official temporary duty travel but uses a rollup for object classes within 2100.
- 4 AD-202R – Relo Travel Authorization – (Relocation).** This option is used to record authorized employee permanent change of station travel and commit funds in Funds Control.
- 5. AD-616T – TDY Travel Voucher.** This option is used to record claims for reimbursement of expenses incurred on official travel.
- 6. AD-616TR – TDY Travel Voucher (Rollup).** This option is used to record claims for reimbursement of expenses incurred on official travel but uses a rollup for object classes within 2100.
- 7. AD-616R – Relo Travel Voucher – (Relocation).** This option is used to record claims for reimbursement of expenses incurred during relocation travel.

DOCUMENT CODE	DOCUMENT TITLE
1.) AD-700	PROCUREMENT REQUEST
2.) AD-202T	- TDY TRAVEL AUTHORIZATION
3.) AD-202TR	- TDY TRAVEL AUTHORIZATION (ROLLUP)
4.) AD-202R	- RELO TRAVEL AUTHORIZATION - RELOCATION
5.) AD-616T	- TDY TRAVEL VOUCHER
6.) AD-616TR	- TDY TRAVEL VOUCHER (ROLLUP)
7.) AD-616R	- RELO TRAVEL VOUCHER - RELOCATION
8.) SF-1169	U.S. GOVERNMENT TRANSPORTATION REQUEST (SF 1169)
9.) SF-1103	U.S. GOVERNMENT BILL OF LADING (SF 1103)
10.) GVTS	GOVERNMENT TRANSPORTATION - TRAVEL AGENCIES

XX/XX/XX

ENTER DOCUMENT CODE: ----- ORGANIZATION CODE: --

CLEAR = EXIT ENTER = SEND PF1 = MAIN MENU PF2 = PRIOR MENU PF3 = REFRESH

Figure 21. Travel And Transportation screen

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8. SF-1169 U.S. Government Transportation Request (SF 1169). This option is used to record common carrier transportation services.

9. SF-1103 U.S. Government Bill Of Lading (SF 1103). This option is used to record transportation services processed when freight charges are to be paid by the Government directly to commercial carriers.

10. GVTS Government Transportation – Travel Agencies. This option is used to record purchase of common carrier tickets by agencies through contracted Travel Management Centers.

Instructions follow for using the options on the Travel And Transportation screen.

AD-700, Procurement Request

AD-700, Procurement Request is Option 1 on the Travel And Transportation screen (**Figure 21**). This option is used to record request for shipment of goods through a carrier. Form AD-700 is recorded as a *one-*

time commitment in Funds Control. There is no match made against an AD-700.

- To establish an AD-700 document for travel and transportation, follow the instructions for ***Adding An AD-700 Record*** under the Procurement option.

AD-202T – TDY Travel Authorization

AD-202T – TDY Travel Authorization, is Option 2 on the Travel And Transportation screen (Figure 21). This option is used to record authorized official temporary duty travel.

The AD-202T is recorded in Funds Control as a *one-time* commitment. There is no match made against an AD-202T.

To select this option, key in 2 or *AD202T* at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Travel And Transportation screen. Press [Enter]. The AD-202T, Travel Authorization – TDY screen (Figure 22) is displayed.

Temporary duty travel may be authorized by the following methods:

Authorization for a group of travelers. Covers expenses for a trip(s) made by several travelers. Several obligation vouchers are recorded against one single AD-202. The balance of the AD-202 decreases as the travel vouchers and GTR/GVTS vouchers for individual travelers are received and converted in Funds Control.

Authorization for an individual traveler. Covers expenses for all trips an individual traveler takes during a specific period. Several obligating vouchers are recorded against one single AD-202. The balance on the AD-202 decreases as the travel vouchers and GTR/GVTS vouchers for individual trips are received and converted in Funds Control.

Authorization for an individual trip. Covers the expenses for an individual traveler taking a single trip. Normally, only a single voucher and GTR/GVTS voucher is recorded against a single AD-202 in Funds Control.

Adding An AD-202T Record. At the Travel Authorization screen, complete the fields as follows:

- 1 **DCN** (*no-entry*). The document control number is system generated after all data for the document is entered correctly.
- 2 **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 digits of the accounting code.
- 3 **Organization** (*no-entry*). The organization code is system generated from the previous screen. The cursor skips this field.
- 4 **Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5 **Name** (*required, alpha field; max. of 20 positions*). Key in traveler's last name first. For group travelers, key in group name, (e.g., *Directives*).
- 6 **Authorization No** (*required, numeric field; max. of 13 positions*). Key in the authorization number as it appears on the original Form AD-202 without spaces or dashes.
- 7 **City** (*required, alpha field; max. of 20 positions*). Key in the traveler's destination city. For open authorizations, key in *open*. The correct destination is furnished upon conversion of the AD-202 to one of the obligation documents.
- 8 **Social Security No** (*required, numeric field; 9 positions*). Key in the social security number without special characters (i.e., *123456789*) for a single traveler. Key in *999999999* for a group authorization.
- 9 **State** (*required, alpha field; 2 positions*). Key in the traveler's destination state to match the City field information.

AD-202T, TRAVEL AUTHORIZATION - TDY XX/XX/XX

DCN: [1]	APPRN: [2]	ORGANIZATION [3]	PROJECT [4]	AUTHORIZATION NO: [6]
NAME [5]				SOCIAL SECURITY NO. [8]
CITY: [7]				PURPOSE OF TRAVEL: [11]
STATE: [9]	ZIP CODE: [10]			END TRAVEL DATE: [13]
BEGIN TRAVEL DATE: [12]				
DESCRIPTION [14]	BUDG SUB OBJ [15]		AMOUNT [16]	
PER DIEM	2131			
MILEAGE COST	2121			
OTHER TRAVEL	2151			
CAR RENTAL	2161			
COMMON CARRIER	2111			
ACTUAL SUBSISTENCE	2141			
MISCELLANEOUS	2575			
GTR OR GVTS	2111			
LOCAL TRAVEL	2115			
	TOTAL: [17]			

ENTER ALL REQUIRED FIELDS
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD PF10=CONVERSION

Figure 22. AD-202T, Travel Authorization – TDY screen

10 **Zip Code** (*optional, numeric field; 9 positions*). Key in the traveler's destination ZIP code.

11 **Purpose of Travel** (*conditional, numeric field; 2 positions*). If this is an open authorization, leave this field blank. Otherwise, key in the purpose of travel code.

12 **Begin Travel Date** (*required, numeric field; 6 positions*). Key in the date (*mm/dd/yy*) the trip will begin for individual trips. For open authorizations, key in the beginning date (*mm/dd/yy*) without dashes or spaces of the AD-202 .

13 **End Travel Date** (*required, numeric field; 6 positions*). Key in date (*mm/dd/yy*) the trip will end for individual trips. For open authorizations, key in the ending date (*mm/dd/yy*) without dashes or spaces of the AD-202.

14 **Description** (*no-entry*). The cursor skips this field. This field contains eight pre-established travel claim categories as described below:

The first seven claim categories relate to expenses the traveler will incur in the performance of travel. The categories are listed in the same sequence as on the AD-616, Travel Voucher. The eighth claim category relates to Common Carrier tickets purchased through GTR's or GVTS.

Per Diem (2131). The amount established by GSA for lodging, meals, and incidental expenses.

Mileage Cost (2121). The dollar amount per mile incurred for the use of a privately owned vehicle.

Other Travel (2151). Parking, tolls, etc.

Car Rental (2161). Vehicle rental from commercial sources other than GSA.

Common Carrier (2111). Cost of common carrier (taxi, subway, bus, plane, etc.) paid by employee during travel.

Actual Subsistence (2141). Cost of actual subsistence for lodging, meals, and incidental expenses.

Miscellaneous (2575). Other nontravel expenses, telephone calls, supplies, and material related to travel, registration fees, excess baggage, clerical assistance, etc.

GTR or GVTS (2111). Includes the cost of common carrier tickets purchased through GVTS or by GTR.

Local Travel (2115). Includes cost of local travel.

15 **Budget Sub Object** (*no-entry*). The budget sub-object class codes are system generated in this field adjacent to the corresponding travel claim categories. The cursor skips this field.

16 **Amount** (*required, numeric field; max. of 15 positions*). Key in the amount for each of the applicable travel authorization categories that are displayed in the Description field. A decimal point must be entered when entering an amount with dollars and cents (e.g., *25.10*).

17 **Total** (*no-entry*). The total is system generated.

Note: Some agencies may have an additional field to complete (Domestic (D) or Foreign (F)). Based on this code, either the Domestic or Foreign Travel object classes will be available for use.

- To add the record to the system after all data is entered, press [PF9]. The system generates a DCN, which is displayed in the upper left corner of the AD-202T, Travel Authorization – TDY screen.

Viewing An AD-202T Record. To view an AD-202T record, press [PF3]. The screen is refreshed. Key in the DCN. Press [Enter]. The AD-202, Travel Authorization – TDY screen (**Figure 23**) is displayed with the following additional fields:

1 **Select Code.** This column is used to select line items for changes or deletions from the record.

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AD-202, TRAVEL AUTHORIZATION - TDY				XX/XX/XX
DCN:				
APPRN:	ORGANIZATION:	PROJECT:		
NAME:		AUTHORIZATION NO:		
CITY:		SOCIAL SECURITY NO.:		
STATE:	ZIP CODE:	-	PURPOSE OF TRAVEL:	
BEGIN TRAVEL DATE:			END TRAVEL DATE:	
SELECT	DESCRIPTION	BUDG SUB OBJ	AMOUNT	RECORD CODE
	PER DIEM		2131	
1	MILEAGE COST		2121	2
	OTHER TRAVEL		2151	
	CAR RENTAL		2161	
	COMMON CARRIER		2111	
	ACTUAL SUBSISTENCE		2141	
	MISCELLANEOUS		2575	
	GTR OR GVTS		2111	
	LOCAL TRAVEL		2115	
			TOTAL:	
ENTER NEXT REQUEST				
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD	PF10=CONVERSION

Figure 23. AD-202, Travel Authorization – TDY screen (after DCN inquiry)

2 **Record Code.** The status of each line item is displayed.

Note: Refresh the screen (press [PF3]) between each action, i.e., add, change, and delete.

Changing An AD-202T Claim Category. Key in the DCN. Press [Enter]. Press [Tab] to the Select field. (See **Figure 23.**) Key in *X* next to the category to be changed and key in the new amount. If the new amount is entered with a decimal and cents, it is not necessary to erase the previous amount. If only the dollar amount is entered with no decimal or cents then use the space bar to erase the previous amount. Press [Tab] to the next category to be changed and repeat until all applicable items are changed, then press [PF6].

Deleting An AD-202T Claim Category. Key in the DCN. Press [Enter]. Press [Tab] to the Select field. (See **Figure 23.**) Key in *X* next to the category to be deleted and press [PF5].

If a category was previously deleted, it must be reopened using the General Screen option on the CADI Selection Menu screen (**Figure 4**) or through the DCN History to be active.

If a category was not previously deleted, it can be added to the current DCN. Press [Tab] to the Amount field and enter the amount. Press [PF9].

If a category was fully converted in error, the category with record code *S* – Deactivated Record must be reopened through the General Screen option using [PF6].

Converting An AD-202T (TDY) To An Obligation Document. The conversion option is used to convert the commitment document to an obligation document after travel has been performed and a travel voucher has been

completed. The Form AD-202T, Travel Authorization (TDY), may be converted to any or a combination of the following documents:

AD-616T	Travel Voucher – TDY
SF-1169	U.S. Government Transportation Request
GVTS	Government Transportation – Travel Agencies

The conversion of the AD-202T to an obligation document in Funds Control involves a two- step process when common carrier tickets are purchased by GTR or GVTS:

The first conversion step transfers the appropriate amounts in the first seven claim categories and the ninth category to the AD-616T document screen.

The second conversion step transfers the amount in the eighth claim category, GTR or GVTS, to either the SF-1169 or GVTS document screen.

The full conversion is used for an individual trip by an individual traveler. The partial conversion is used for multiple trips for an individual traveler or for multiple travelers on a single travel authorization.

Before converting an AD-202T to a travel voucher or GTR/GVTS, review the claim categories listed on the AD-202T. Any claim category claimed on the AD-616T should also be authorized on the AD-202T. Review the following issues before performing the conversion routine.

If the authorized amount of a claim category on the AD-202 is greater than the AD-616, the conversion can be made. The amount can be changed during the conversion routine, and the balance is automatically deleted from the AD-202 after the full conversion has been

completed or retained on the AD-202 for a partial conversion.

If there is a claim category on the AD-202, but the traveler has not claimed any cost for that category on the AD-616, the claim category must be deleted from the AD-202 prior to conversion.

If the claim category on the AD-616 exceeds the

amount of the claim category on the AD-202, the system will not permit partial conversion. The claim category must be changed on the AD-202. If it is a full conversion it will be accepted.

If there is a claim category on the AD-616 that was not authorized on the AD-202, the system will not permit conversion. The claim category must be added to the AD-202.

**AD-202TR-TDY Travel Authorization-
(Rollup)**

AD-202TR – TDY Travel Authorization – (Rollup), is Option 3 on the Travel And Transportation screen (Figure 21). This option is used to authorize official temporary duty travel but uses a rollup for object classes within 2100.

To select this option, key in **3** or **AD202TR** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Travel And Transportation screen. Press [Enter]. The AD-202TR, Travel Authorization – TDY screen (Figure 24) is displayed.

A summary dollar amount can be entered on the AD-202TR (Rollup) for Object Class 2100 instead of entering for each individual object class (2131, 2121, 2151, 2161, 2111 (Common Carrier), 2115 and 2141). Object Class 2100 is travel costs which will be reimbursed by the Government to the employee. A separate Object Class 2575 is for miscellaneous cost to be reimbursed by the Government to the employee, and Object Class 2111 is for common carrier tickets purchased by GVTS or GTR.

The 2100 and 2575 amounts will be converted to the AD-616TR (Rollup) screen. The 2111 for GVTS or GTR must be converted to either the GVTS or SF-1169 screen. The full and partial conversion options function as they did with the individual object class screens.

The AD-202, Travel Authorization Rollup, is recorded as a *one-time* commitment and can be converted to the following obligation documents upon receipt of the original travel voucher or other obligation documents:

- AD-616TR (Rollup) Travel Voucher – TDY
- SF-1169 U.S. Government Transportation Request (GTR)
- GVTS Government Transportation – Travel Agencies

There is no match against an AD-202TR.

Adding An AD-202TR (Rollup) Record. At the AD-202TR, Travel Authorization – TDY screen, complete the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data for the document is entered correctly.
- 2 Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3 Org** (*no-entry*). The organization code is system generated from the previous screen. The cursor skips this field.
- 4 Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5 Name** (*required, alpha field; max. of 20 positions*). Key in the traveler’s last name first. For a group of travelers, key in group name, (e.g., Directives).
- 6 Social Security No** (*required, numeric field; 9 positions*). Key in the social security number without special characters (i.e., **123456789**) for a single traveler. Key in **999999999** for a group authorization.
- 7 Authorization No** (*required, numeric field; max. of 13 positions*). Key in the authorization number as it appears on the original Form AD-202 without spaces or dashes.

AD-202TR, TRAVEL AUTHORIZATION - TDY

DCN:	1	APPNRN:	2	ORG:	3	PROJECT:	4
NAME:	5	SOCIAL SECURITY NO.:	6				
AUTHORIZATION NO:	7	PURPOSE OF TRAVEL:	8				
CITY:	9	STATE:	10	ZIP CODE:	11		
BEGIN TRAVEL DATE:	12	END TRAVEL DATE:	13				
			MMDYY				MMDYY
DESCRIPTION:	14	BUDGET SUB OBJECT:	15		AMOUNT:	16	
			2100				
MISC			2575				
GVTS/GTR			2111				
		TOTAL:	17				

ENTER ALL REQUIRED FIELDS

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD
			PF10=CONVERSION

Figure 24. AD-202TR, Travel Authorization – TDY screen (rollup)

8 Purpose of Travel (*conditional, numeric field; max. of 2 positions*). If this is an open authorization, leave this field blank. Otherwise, key in the purpose of travel code.

9 City (*required, alpha field; max. of 20 positions*). Key in the traveler's destination city. For open authorizations, key in *open*. The correct destination is furnished upon conversion of the AD-202 to one of the obligation documents.

10 State (*required, alpha field; 2 positions*). Key in the traveler's destination state to match the City field information.

11 Zip Code (*required, numeric field; 9 positions*). Key in the traveler's destination Zip code.

12 Begin Travel Date (*required, numeric field; 6 positions*). Key in the date (*mm/dd/yy*) the trip will begin for individual trips. For open authorizations, key in the beginning date (*mm/dd/yy*) of the AD-202.

13 End Travel Date (*required, numeric field; 6 positions*). Key in the date (*mm/dd/yy*) the trip will end for individual trips. For open authorizations, key in the ending date (*mm/dd/yy*) of the AD-202.

14 Description (*required, alpha field; max. of 20 positions*). Key in a brief description for 2100. MISC and GVTS/GTR are displayed for object classes 2575 and 2111, respectively.

15 Budget Sub Object (*no-entry*). The budget sub-object class codes of 2100, 2575, and 2111 are system generated. The cursor skips this field.

16 Amount (*required, numeric field; max. of 15 positions*). Key in the amounts applicable to the Description field. Press [Enter].

Note: Key in money for object class 2575. Otherwise, the transaction will appear on the No DCN Report.

17 Total (*no-entry*). The total is system generated.

- To add the record to the system after all data is entered, press [PF9]. The system generates a DCN, which is displayed in the upper left corner of the AD-202TR Travel Authorization (Rollup) screen.

Viewing An AD-202TR (Rollup) Record. To view an AD-202TR (Rollup) record, press [PF3]. The screen is refreshed. Key in the DCN. Press [Enter]. The AD-202TR, Travel Authorization – TDY (Rollup) screen (**Figure 25**) is displayed with the following additional fields:

1 Select Code. This column is used to select line items for changes or deletions from the record.

2 Record Code. The status of each line item is displayed.

Note: Refresh the screen (press [PF3]) between each action, i.e., add, change, and delete.

Changing An AD-202TR Claim Category. Key in the DCN and press [Enter]. Press [Tab] to the Select Code field. (See **Figure 25**.) Key in *X* next to the category to be changed, then key in the new amount. If the new amount is entered with a decimal and cents, it is not necessary to erase the previous amount. If only the dollar amount is entered with no decimal or cents, then use the space bar to erase the previous amount. Press [Tab] to the next category to be changed and repeat until all applicable items are changed, then press [PF6].

Deleting An AD-202TR Claim Category. Key in the DCN and press [Enter]. Press [Tab] to the Select Code field. (See **Figure 25**.) Key in *X* next to the category to be deleted and press [PF5].

If a category was previously deleted, it must be reopened through the General Screen option on the CADI Selection Menu screen (**Figure 4**) or through the DCN History to be active.

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```

                                AD-202TR, TRAVEL AUTHORIZATION - TDY

DCN:
APPRN:          ORG:          PROJECT:

NAME:
AUTHORIZATION NO:          SOCIAL SECURITY NO.
                             PURPOSE OF TRAVEL:

CITY:
STATE:          ZIP CODE:

BEGIN TRAVEL DATE:          END TRAVEL DATE:
                             MMDDYY          MMDDYY          RECORD CODE:
                                     BUDGET
SELECT          SUB OBJECT          AMOUNT          [2]
CODE:          DESCRIPTION
[1]           MISC           2100
              GVTS/GTR      2575
              GVTG          2111

TOTAL:

ENTER ALL REQUIRED FIELDS
ENTER=INQUIRY  PF1=MAIN MENU    PF3=REFRESH    PF6=CHANGE
CLEAR=EXIT     PF2=PRIOR MENU   PF5=DELETE     PF9=ADD        PF10=CONVERSION

```

Figure 25. AD-202TR, Travel Authorization TDY screen (rollup) (after DCN inquiry)

If a category was not previously deleted, it can be added to the current DCN. Press [Tab] to the Amount field, enter the amount and press [PF9].

If a category was fully converted in error, the category with record code *S* – Deactivated Record must be reopened through the General Screen option using [PF6].

Converting An AD-202TR (TDY) (Rollup) To An Obligation Document. This conversion option is used to convert the commitment document to an obligation document after travel has been performed and a travel voucher has been completed. The Form AD-202TR, Travel Authorization (TDY) (Rollup), may be converted to any or a combination of the following documents:

- AD-616TR Travel Voucher
- SF-1169 U.S. Government Transportation Request
- GVTS Government Transportation –Travel Agencies

The conversion of the AD-202TR to an obligation document in Funds Control involves a two-step process when common carrier tickets are purchased by GTR or the GVTS:

The first conversion step transfers the appropriate amounts in the 2100 and 2575 object classes to the AD-616TR document screen.

The second conversion step transfers the 2111 object class, GTR or GVTS, to either the SF-1169 or the GVTS document screen.

The **full conversion** is used for an individual trip by an individual traveler. The **partial conversion** is used for

multiple trips for an individual traveler or for multiple travelers on a single travel authorization.

Before converting an AD-202TR to a travel voucher or GTR/GVTS, review the claim categories listed on the AD-202TR. Any claim categories claimed on the AD-616TR should also be authorized on the AD-202TR. Review the following issues before performing the conversion routine.

If the authorized amount of the claim category on the AD-202TR is greater than the AD-616TR, the conversion can be made. The amount can be changed during the conversion routine and the balance is automatically deleted from the AD-202 after the full conversion has been completed or retained on the AD-202TR for partial conversion.

If there is a claim category on the AD-202TR, but the traveler has not claimed any cost for that category on the AD-616TR, the claim category must be deleted from the AD-202TR prior to conversion.

If the claim category on the AD-616TR exceeds the amount of the claim category on the AD-202TR, the system will not permit conversion. The claim category must be changed on the AD-202TR.

If there is a claim category on the AD-616TR that was not authorized on the AD-202TR, the system will not permit conversion. The claim category must be added to the AD-202TR.

The match updates the Funds Control reports as follows:

If Object Class 2100 agrees with CAS, Object Class 2100 will be removed from the Active Report and the actual CAS object classes (e.g., 2131, 2121, 2111, 2141, 2151, etc.) will be purged to the Reconciliation Report.

If Object Class 2100 has less money than CAS, the individual object classes reconciles until Object Class 2100

does not have enough money to cover the remaining CAS amounts. Object Class 2100 is removed from the Active Report and the specific object class (e.g., 2151) is shown on the Out of Range Report with the remaining agency amount for Object Class 2100 (e.g., 5.00) and the CAS amount (e.g., 6.00). The user purges the record.

If Object Class 2100 has more money than CAS, each individual object class is purged to the Reconciliation Report. Object Class 2100 is reduced and the remaining amount will be on the Active Report. The user will need to delete the active amount for Object Class 2100.

If Object Class 2100 does not match CAS, each individual object class will be reflected with record code **X** on

the Transaction With No DCN Report. Object Class 2100 remains on the Active Report. The user will need to use the DCN Correction screen. Change the Agency DCN as follows: At the Action field, key in **D** (reducing); change the object class to agree with the CAS DCN, then press [PF6]. This reduces the agency amount. Continue until all CAS transactions are reconciled.

To change the Object Class back to 2100 so future transactions will match, go to the General Screen (Option 4).

Note: Do not change the Agency amount to agree with the CAS amount unless it is the final record.

AD-202R – Relo Travel Authorization – (Relocation)

AD-202R – Relo Travel Authorization – (Relocation), is Option 4 on the Travel And Transportation screen (Figure 21). This option is used to record authorized employee relocation travel and commit funds in Funds Control. The conversion option is used to convert the commitment document AD-202R to an obligation document after a travel voucher has been received. The obligation document always carries the same DCN as the original AD-202R. The AD-202R is coded as a one-time commitment in Funds Control. There is no match made against the AD-202R.

To select this option, key in **4** or **AD202R** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Travel And Transportation screen. Press [Enter]. The AD-202R Travel Authorization-Relocation screen (Figure 26) is displayed.

Adding An AD-202-R Travel Authorization (Relocation). At the AD-202R Travel Authorization-Relocation screen, complete the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 digits of the accounting code.
- 3 Organization** (*no-entry*). The organization code is system generated from the previous screen. The cursor skips this field.

- 4 Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5 Name** (*required, alpha field; max. of 20 positions*). Key in the traveler's last name.
- 6 Authorization No** (*required, numeric field; max. of 13 positions*). Key in the authorization number as it appears on the original AD-202R without spaces or dashes.
- 7 City** (*required, alpha field; max. of 20 positions*). Key in the traveler's new city location.
- 8 Social Security No** (*required, numeric field; 9 positions*). Key in the traveler's social security number without special characters (e.g., **123456789**).
- 9 State** (*required, alpha field; 2 positions*). Key in the traveler's new state code.
- 10 Zip Code** (*optional, numeric field; 9 positions*). Key in the Zip code.
- 11 Purpose Of Travel** (*no-entry*). The purpose of travel code is system generated.
- 12 Begin Travel Date** (*required, numeric field; 6 positions*). Key in the beginning date (*mm/dd/yy*) of travel.
- 13 End Travel Date** (*required, numeric field; 6 positions*). Key in the ending date (*mm/dd/yy*) of travel.
- 14 Description** (*no-entry*). The cursor skips this field. This field contains nineteen pre-established relocation claim categories as described below:

The first six categories under Description are expenses associated with the Househunting trip. (See Figure 26.)

Per Diem (2133). The allowance to employee and/or spouse for round-trip transportation to seek residence quarters prior to permanent change of station.

```

DCN: 1          AD-202R TRAVEL AUTHORIZATION - RELOCATION
APPRN: 2      ORGANIZATION: 3      PROJECT: 4
NAME: 5              AUTHORIZATION NO 6
CITY: 7              SOCIAL SECURITY NO: 8
STATE: 9      ZIP CODE: 10      -      PURPOSE OF TRAVEL: 06 11
BEGIN TRAVEL DATE: 12      END TRAVEL DATE: 13

SELECT LINE          BUDGET
(X)   ITEM           DESCRIPTION 14 SUB-OBJECT CLASS 15 AMOUNT 16
      2             PER DIEM           2133
      3             MILEAGE             2123
      4             OTHER TRAVEL        2153
      5             CAR RENTAL          2161
      6             COMMON CARRIER     2113
      7             GTR OR GVTS         2113

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION
  
```

Figure 26. AD-202R Travel Authorization – Relocation screen

Mileage (2123). The mileage cost incidental for round trip to seek residence quarters prior to permanent change of station.

Other Travel (2153). Other travel expenses incidental for househunting, includes other travel expenses such as baggage checking, storage and parking fees.

Car Rental (2161). Commercial car rental.

Common Carrier (2113). Common carrier transportation including taxi and limo fares.

GTR or GVTS (2113). Common carrier transportation including taxi and limo fares.

The next five categories under Description are expenses associated with the actual transfer to the new duty station (excluding househunting expenses). (See **Figure 27.**)

Per Diem (2134). The allowance to employee and/or spouse and other members of immediate family while traveling to duty station.

Mileage (2124). The mileage allowance incidental to traveling to duty station.

Other Travel (2154). Other travel expenses incidental for traveling to duty station, includes other travel expenses such as baggage checking, storage and parking fees.

Common Carrier (2114). Common carrier transportation for traveling to duty station, including taxi and limo fares.

GTR or GVTS (2114). Common carrier transportation including taxi and limo fares.

The last eight claim categories under Description are expenses which could be incurred during a relocation. (See **Figure 28.**)

Temp. Quarters (1291). Subsistence expenses for temporary quarters connected with transfer of station (but

not per diem allowance) while in travel status between old and new stations.

Real Estate Trns. (1292). Real estate transactions and settlement of unexpired leases connected with transfer of station expenses.

Relo Services (1295). Relocation Services Program.

Misc. Expenses (1293). Miscellaneous Moving Expenses.

W. Tax Allowance (1294). Relocation income tax allowance.

Transp. Household (2211). Shipment of Household Goods.

Temp. Storage (2521). Temporary storage of household goods.

Hospital Ins Tax (1213). Hospital Insurance Tax.

15 Budget Sub-Object Class (*no-entry*). The budget sub-object class codes are system generated in this field adjacent to the corresponding travel claim categories. The cursor skips this field.

16 Amount (*required, numeric field; max. of 15 positions*). Key in the amount for each of the applicable travel authorization categories that are displayed in the Description field. A decimal point must be entered when entering an amount with dollars and cents (e.g., *105.25*).

- To scroll to pages 2 and 3, press [PF8].
- To add the record to the system after all data is entered, press [PF9]. The system generates a DCN, which is displayed in the upper left corner. A total per page and an overall document total will be generated.

Viewing An AD-202R Record. To view an AD-202R record, press [PF3]. The screen is refreshed. Key in the DCN. Press [Enter]. The AD-202R Relo Travel Authorization – (Relocation) screen (**Figure 29**) is displayed with the following additional fields:

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```

DCN:                AD-202R TRAVEL AUTHORIZATION - RELOCATION

APPRN:             ORGANIZATION:             PROJECT:

NAME:              AUTHORIZATION NO
CITY:              SOCIAL SECURITY NO:
STATE:             ZIP CODE:                 -   PURPOSE OF TRAVEL: 06
BEGIN TRAVEL DATE:                END TRAVEL DATE:

SELECT  LINE      BUDGET
(X)     ITEM      DESCRIPTION  SUB-OBJECT CLASS    AMOUNT      RECORD
                                         TO DUTY STATION: (TV)
                                         STATUS
      10     PER DIEM                2134
      11     MILEAGE                  2124
      12     OTHER TRAVEL              2154
      13     COMMON CARRIER           2114
      14     GTR OR GVTS               2114

ENTER=INQUIRY  PF1=MAIN MENU    PF3=REFRESH PF6=CHANGE    PF8=PG FWD
CLEAR=EXIT    PF2=PRIOR MENU   PF5=DELETE  PF7=PG BACK   PF9=ADD    PF10=CONVERSION
  
```

Figure 27. AD-202R Travel Authorization – Relocation screen (five categories)

```

DCN:                AD-202R TRAVEL AUTHORIZATION - RELOCATION

APPRN:             ORGANIZATION:             PROJECT:

NAME:              AUTHORIZATION NO
CITY:              SOCIAL SECURITY NO:
STATE:             ZIP CODE:                 -   PURPOSE OF TRAVEL: 06
BEGIN TRAVEL DATE:                END TRAVEL DATE:

SELECT  LINE      BUDGET
(X)     ITEM      DESCRIPTION  SUB-OBJECT CLASS    AMOUNT      RECORD
                                         STATUS
      17     TEMP. QUARTERS            TV  1291
      18     REAL ESTATE TRNS.        TV  1292
      19     RELO. SERVICES            TV  1295
      20     MISC. EXPENSE              TV  1293
      21     W.TAX ALLOWANCE            TV  1294
      22     TRANSP.HOUSEHOLD          GBL  2211
      23     TEMP. STORAGE              GBL  2521
      24     HOSPITAL INS TAX           TV  1213

ENTER=INQUIRY  PF1=MAIN MENU    PF3=REFRESH PF6=CHANGE    PF8=PG FWD
CLEAR=EXIT    PF2=PRIOR MENU   PF5=DELETE  PF7=PG BACK   PF9=ADD    PF10=CONVERSION
  
```

Figure 28. AD-202R Travel Authorization – Relocation screen (eight categories)

```

DCN:                AD-202R TRAVEL AUTHORIZATION - RELOCATION

APPRN:             ORGANIZATION:             PROJECT:

NAME:              AUTHORIZATION NO
CITY:              SOCIAL SECURITY NO:
STATE:             ZIP CODE:                 -   PURPOSE OF TRAVEL: 06
BEGIN TRAVEL DATE:                END TRAVEL DATE:

SELECT  LINE      BUDGET
(X)     CODE     ITEM      DESCRIPTION  SUB-OBJECT CLASS    AMOUNT      RECORD
                                         STATUS
      1     2     PER DIEM                2133
      1     3     MILEAGE                  2123
      1     4     OTHER TRAVEL              2153
      1     5     CAR RENTAL                2161
      1     6     COMMON CARRIER           2113
      1     7     GTR OR GVTS               2113

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
ENTER=INQUIRY  PF1=MAIN MENU    PF3=REFRESH PF6=CHANGE    PF8=PG FWD
CLEAR=EXIT    PF2=PRIOR MENU   PF5=DELETE  PF7=PG BACK   PF9=ADD    PF10=CONVERSION
  
```

Figure 29. AD-202R Travel Authorization – Relocation screen (after DCN inquiry)

1 Select Code. This column is used to select line item for changes or deletions from the record.

2 Record Status Code. The status of each line is displayed.

Note: Refresh the screen (press [PF3]) between each action, i.e., add, change, and delete.

Changing An AD-202R Claim Category. Key in the DCN and press [Enter]. Press [Tab] to the Select field. Key in *X* next to the category to be changed, then key in the new amount. If the new amount is entered with a decimal and cents, it is not necessary to erase the previous amount. If only the dollar amount is entered with no decimal or cents then use the space bar to erase the previous amount. Press [Tab] to the next category to be changed and repeat until all applicable items are changed, then press [PF6].

Deleting An AD-202R Claim Category. Key in the DCN and press [Enter]. Press [Tab] to the Select field. Key in *X* next to the category to be deleted and press [PF5].

If a category was previously deleted, it must be reopened through the General Screen option on the CADI Selection Menu screen (**Figure 4**) or through the DCN History Report to be active.

If a category was not previously deleted, it can be added to the current DCN. Press [Tab] to the Amount field, enter the amount and press [PF9].

If a category was fully converted in error, the category with record code *S* – Deactivated Record must be reopened through the General Screen option using [PF6].

Converting An AD-202R To An Obligation Document. The conversion option is used to convert the commitment document to an obligation document after travel has been performed and a travel voucher has been completed. The Form AD-202R may be converted to any or a combination of the following documents:

AD-616R	Travel Voucher – Relocation
SF-1169	U.S. Government Transportation Request (GTR)
GVTS	Government Transportation – Travel Agencies
SF-1103	U.S. Government Bill of Lading

The conversion of the AD-202R to an obligation document in Funds Control can involve a three-step process when costs are processed on the AD-616R; common carrier tickets are purchased by GTR or GVTS; trans-

portation of household goods or temporary storage is processed using a Government Bill of Lading.

Before converting an AD-202R to an obligation document, compare the claim categories listed on the AD-202R and the obligation document. Any claim category claimed on an obligation document should be authorized on the AD-202R. Review the following issues before performing the conversion routine:

If the authorized amount of the claim category on the AD-202R is greater than the obligation document amount, the conversion can be made. The amount can be changed during the conversion routine and the difference remains on the AD-202R.

If there is a claim category on the AD-202R, but the traveler has not claimed any cost for that category on the obligation document, the claim category must be deleted from the AD-202R prior to conversion, otherwise it will remain pending on the AD-202R.

If the claim category on the obligation document exceeds the amount of the claim category on the AD-202R, it will reflect a credit amount on the AD-202R.

If there is a claim category on the obligation document that was not authorized on the AD-202R, the system will not permit conversion. The claim category must be added to the AD-202R.

Converting From An AD-202R To The SF-1169. During the conversion process, the full amount for the Government Transportation Request (GTR) category on the AD-202R is transferred to the SF-1169. If there will not be a pending amount on the AD-202R after conversion, change the AD-202R amount prior to beginning the conversion process. If amounts are to remain pending on the AD-202R after conversion, change the amounts on the SF-1169 during conversion. The difference between the converted amount and the original authorized amount remains active on the AD-202R.

To convert the record, follow the instructions listed below:

Select Option 4 on the Travel And Transportation screen (**Figure 21**). Key in the DCN of the record to be converted. Press [Enter]. The AD-202R information is displayed.

Each GTR must be converted separately. On the first page of the AD-202R, press [PF10]. A Document field is displayed above the Authorization field.

Key in SF-1169. Press [PF10]. Using the Select field, place an *X* next to the single GTR claim category. If no pending amount remains on the AD-202R, change the Amount field prior to beginning the conversion process. Press [PF10].

If there is only a single GTR/GVTS claim category (i.e., only Househunting or only To Duty Station), press [PF10] to display the SF-1169.

All pertinent information from the AD-202 is transferred to the SF-1169.

Key in the ticket and the GTR number. Make necessary changes to the Amount field. To erase the original amounts, use the space bar. The balance of the amount (AD-202R amount minus GTR amount) is retained on the AD-202R.

When the necessary changes have been made to the Amount field, press [PF10]. The message *Conversion Completed Successfully – Hit [PF1] To Return* is displayed at the bottom of the screen. At this point, you have the following options:

If another GTR or GVTS or Transportation of Household Goods or Temporary Storage needs to be converted to the same DCN. Press [PF1]. The CADI Selection Menu screen (**Figure 4**) is displayed.

At the CADI Selection Menu screen, select Input Document (Option 1) Press [Enter]. The Funds Control System – Document Menu screen (**Figure 5**) is displayed.

At the Enter Document Code prompt, key in **2** or **TR**. Press [Enter]. The AD-202R Travel And Transportation screen (**Figure 21**) is displayed.

At the Enter Document Code prompt, key in **4** or **AD-202R** and the applicable number at the Organization Code prompt. Press [Enter]. The AD-202R Travel Authorization – Relocation screen (**Figure 29**) is displayed.

Key in the DCN of the record to be converted. Press [Enter]. The AD – 202R information is displayed and the conversion process can continue.

Converting From An AD-202R To The SF-1103. During the conversion process, the full amount for the U.S. Government Bill of Lading (GBL) category on the AD-202R is transferred to the SF-1103. If there is no pending amount on the AD-202R after conversion, change the AD-202R amount prior to beginning the conversion process or when selecting the line to convert. If the amounts are to remain pending on the AD-202R after conversion, change the amounts on the SF-1103 during conversion. The difference between the converted amount and the original authorized amount remains active on the AD-202R.

To convert the record, follow the instructions listed below:

Select Option 4 on the Travel And Transportation screen (**Figure 21**). Key in the DCN of the record to be con-

verted. Press [Enter]. The AD-202R information is displayed.

Note: Transportation of Household Goods (2211) or Temporary Storage (2521) must be converted separately.

Press [PF10]. A Document field is displayed above the Authorization field. (See **Figure 35**.)

Key in SF-1103. Press [PF10]. Using the Select field, place an **X** next to the single GBL claim category and make necessary changes to the amounts. To move to the Amount field, press [Tab]. If there is no remaining amount on the AD-202R, change the amount at this time.

If there is only a single GBL claim category, selecting a claim category is not necessary, the system will go directly to the SF-1103.

Press [PF10]. All pertinent information from the AD-202R is transferred to the SF-1103.

Key in the Bill of Lading number and the amount of the GBL. To erase the original amounts, use the space bar. The balance of the amount (AD-202R amount minus the GBL amount) is retained on the AD-202R.

Press [PF10]. The message *Conversion Completed Successfully – Hit [PF1] To Return* is displayed at the bottom of the screen. At this point, you have the following options:

If another GTR or GVTS or Transportation of Household Goods or Temporary Storage needs to be converted to the same DCN. Press [PF1]. The CADI Selection Menu screen (**Figure 4**), is displayed. At the CADI Selection Menu screen, select Input Document (Option 1), Travel And Transportation (Option 2), and AD-202R (Option 4). Key in the DCN of the record to be converted. Press [Enter]. The AD-202R information is displayed and the conversion process can continue.

Converting From An AD-202R To The GVTS Government Transportation – Travel Agencies. During the conversion process, the full amount for the GVTS category on the AD-202R is transferred to the GVTS. If there is no pending amount on the AD-202R after conversion, it will be necessary to change the AD-202R prior to beginning the conversion process. If amounts are to remain pending on the AD-202R after conversion, change the amounts on the GVTS during conversion. The difference between the converted amount and the original authorized amount will remain active on the AD-202R.

To convert a record, follow the instructions listed below:

Select Option 4 on the Travel And Transportation screen (**Figure 21**). Key in the DCN of the record to be con-

verted. Press [Enter]. The AD-202R information is displayed.

Note: Each GVTS must be converted separately.

On the first page of the AD-202R, press [PF10]. A Document field is displayed above the Authorization field. (See **Figure 35**.)

Key in **GVTS**. Press [PF10]. Using the Select field, place an **X** next to the single GVTS claim category.

If there is no pending amount remaining on the AD-202R, the Amount field must be changed prior to beginning the conversion process.

If there is only a single GTR/GVTS claim category (i.e., only Househunting or only To Duty Station), it is not necessary to select a claim category.

All pertinent information from the AD-202R is transferred to the GVTS.

Key in the ticket number and make necessary changes to the Amount field. To erase the original amounts, use the space bar. The balance of the amount (AD-202R amount minus GVTS amount) is retained on the AD-202R.

When the necessary changes have been made to the Amount field, press [PF10]. The message *Conversion Completed Successfully – Hit PF1 To Return* is displayed at the bottom of the screen. At this point, you have the following options:

If another GTR or GVTS or Transportation of Household Goods or Temporary Storage needs to be converted to the same DCN. Press [PF1]. The CADI Selection Menu screen (**Figure 4**), is displayed. At the CADI Selection Menu screen, select Input Document (Option 1). Press [Enter]. The Funds Control System – Document Menu screen (**Figure 5**) is displayed.

At the Enter Document Code prompt, key in **2** or **TR**. Press [Enter]. The Travel And Transportation screen (**Figure 21**) is displayed.

At the Enter Document Code prompt, key in **4** or **AD-202R** and the applicable number at the Organization Code prompt. Press [Enter]. The AD-202R Travel Authorization – Relocation screen (**Figure 29**) is displayed.

Key in the DCN of the record to be converted. Press [Enter]. The AD-202R information is displayed and the conversion process can continue.

AD-616T – TDY Travel Voucher

AD-616T – TDY Travel Voucher, is Option 5 on the Travel And Transportation screen (**Figure 21**). This option is used to record claims for reimbursement for expenses incurred on official travel. The AD-616T, Travel Voucher is recorded as a *one-time* obligation in Funds Control. The matching criteria is the Accounting Code, Object Class, DCN, and Reference (SSN and beginning date of travel).

To select this option, key in **5** or **AD616T** at the Enter Document Code prompt and the applicable code at the Organization Code prompt on the Travel And Transportation screen. Press [Enter]. The AD-616T, Travel Voucher – TDY screen (**Figure 30**) is displayed.

Adding An AD-616T. If the AD-616T is not entered as a commitment through the AD-202T option, add the record as follows:

Complete all fields, add records, view data, change and delete records as described under *Adding an AD-202T Record, Viewing an AD-202T Record, Changing an AD-202T Record and Deleting an AD-202T Record.*

Making A Full Conversion To The AD-616T (TDY). A full conversion is performed when a voucher has been received for a single traveler after an individual trip or the final voucher has been received for a group or open authorization. During the conversion process, the full amount for the first seven claim categories are transferred to the appropriate claim categories on the AD-616T. No data is retained on the AD-202 after the conversion has been completed.

For a full conversion, follow the instructions listed below:

Select Option 2 on the Travel And Transportation screen. Key in the DCN of the record to be converted. Press [Enter]. The AD-202T Travel Authorization – TDY screen (**Figure 22**) is displayed.

Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. Complete the fields as follows: (See **Figure 31**.)

1 Document (required, alphanumeric field; 5 positions). Key in **AD616**.

2 Type (P/F) (required, alpha field; 1 position). Key in **F**.

Press [PF10]. All the information from the AD-202T, except the GTR/GVTS category is transferred to the AD-616T. Make any necessary changes in the fields, including the amounts to correspond with the travel voucher.

- To complete the conversion routine, press [PF10]. The message *Record Has Been Converted – Hit PF2 to Return* is displayed at the bottom of the screen. At this point, you have the following option:

If the GTR/GVTS needs to be converted for the same DCN, press [PF2]. Access the AD-202 screen. Key in the DCN of the record to be converted. Press [Enter].

The AD-202 information is displayed and the conversion process can continue.

AD-616T, TRAVEL VOUCHER - TDY XX/XX/XX
PAGE: 1

DCN:
APPRN: ORGANIZATION: PROJECT:

NAME: **1**
CITY: **3**
STATE: **5** ZIP CODE: - **6**
BEGIN TRAVEL DATE: **8**

AUTHORIZATION NO: **2**
SOCIAL SECURITY NO.: **4**
PURPOSE OF TRAVEL: **7**
END TRAVEL DATE **9**

DESCRIPTION	BUDGET SUB OBJECT	AMOUNT
PER DIEM	2131	
MILEAGE COST	2121	
OTHER TRAVEL	2151	
CAR RENTAL	2161	
COMMON CARRIER	2111	
ACTUAL SUBSISTENCE	2141	
MISCELLANEOUS	2575	
LOCAL TRAVEL	2115	
TOTAL:		

ENTER DCN FOR INQUIRY
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION

Figure 30. AD-616T, Travel Voucher – TDY screen

Making A Partial Conversion To The AD-616T (TDY).

The partial conversion is performed when a voucher has been received for an open authorization for an individual traveler taking multiple trips or for an open authorization for a group of travelers. This option allows you to convert a partial amount to a travel voucher and retain the remaining balance on the AD-202T.

For a **partial conversion**, follow the instructions listed below:

Select Option 2 on the Travel And Transportation screen. (See **Figure 21**.) Key in the DCN of the record to be converted. Press [Enter]. The AD-202, Travel Authorization – TDY screen (**Figure 22**) is displayed.

Press [PF10] and the conversion fields are displayed in the upper right corner of the screen. Complete the fields as follows: (See **Figure 31**.)

1 Document (required, alphanumeric field; 5 positions). Key in **AD616**.

2 Type (P/F) (required, alpha field; 1 position). Key in **P**.

Press [PF10]. The information from the AD-202T, except the GTR/GVTS category is transferred to the AD-616T. Make any necessary changes in the fields, including amounts to correspond with the travel voucher.

For group and open authorizations, complete the following fields to correspond with the information on the Form AD-616T: (See **Figure 30**.)

1 Name (required, alpha field; max. of 20 positions). Key in the individual's name.

2 Authorization (required, numeric field; max. of 13 positions). Key in the authorization number.

3 City (required, alpha field; max. of 20 positions). Key in the city name.

4 Social Security No (required, numeric field; 9 positions). Key in the social security number for the individual traveler.

5 State (required, alpha field; 2 positions). Key in the state code.

6 Zip Code (required, numeric field; 9 positions). Key in the Zip code.

7 Purpose of Travel (required, numeric field; max. of 2 positions). Key in the code for purpose of travel.

8 Begin Travel Date (required, numeric field; 6 positions). Key in the begin travel date (mm/dd/yy).

9 End Travel Date (required, numeric field; 6 positions). Key in the end travel date (mm/dd/yy).

Key in the amounts recorded on the Form AD-616 for each of the travel claim categories. To erase the original amounts, use the space bar. The balance of the amount (AD-202 amount minus the AD-616 amount) is retained on the AD-202.

If a travel claim category does not have an amount to be claimed on this AD-616, use the space bar to erase the original amount. The full amount for this claim category is retained on the AD-202.

- To complete the conversion routine, press [PF10]. The message *Record Has Been Converted – Press PF2 To Return* is displayed at the bottom of the screen. At this point, you have the following option:

SEL	DESCRIPTION	BUDGET SUB OBJECT	AMOUNT	RECORD CODE
	PER DIEM	2131		
	MILEAGE COST	2121		
	OTHER TRAVEL	2151		
	CAR RENTAL	2161		
	COMMON CARRIER	2111		
	ACTUAL SUBSISTENCE	2141		
	MISCELLANEOUS	2575		
	GTR OR GVTS	2111		
	LOCAL TRAVEL	2115		
		TOTAL:		
ENTER DOCUMENT AND TYPE OF CONVERSION – HIT PF10 ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD PF10=CONVERSION				

Figure 31. AD-202, Travel Authorization – TDY screen (with conversion fields shown)

If additional vouchers or GTR/GVTS need to be converted for the same DCN. Press [PF2]. Access the AD-202 document screen. Key in the DCN of the record to be converted. Press [Enter].

The AD-202 information is displayed and the conver-

sion process can continue.

Note: Multiple vouchers under a single DCN cannot be queried at this time.

AD-616TR – TDY Travel Voucher – (Rollup)

AD-616TR – TDY Travel Voucher – (Rollup), is Option 6 on the Travel And Transportation screen (Figure 21). This option is used to record claims of reimbursement for expenses incurred on official temporary duty travel but uses a rollup for object classes within 2100 (2131, 2121, 2151, 2161, 2111 (common carrier), 2115 and 2141). The AD-616TR is recorded as a one time obligation in Funds Control. The matching criteria is the Accounting Code, Object Class, DCN, and Reference (SSN and beginning date of travel).

To select this option, key in **6** or **AD616TR** at the Enter Document Code prompt and the applicable code at the Organization Code prompt on the Travel And Transportation screen. Press [Enter]. The AD-616TR, Travel Voucher – TDY screen (Figure 32) is displayed.

Adding An AD-616TR (Rollup). If the AD-616TR is **not entered** as a commitment through the AD-202TR option, add the record as follows.

Complete all fields, add records, view data, change and delete records as described under *Adding an AD-202TR Record, Viewing an AD-202TR, Changing an AD-202TR and Deleting an AD-202TR.*

Making A Full Conversion To The AD-616TR (TDY). A full conversion is performed when a voucher has been received for a single traveler after an individual trip or the final voucher has been received for a group or open authorization. During the conversion process, the full amount for the 2100 and 2575 object classes are transferred to the AD-616TR.

For a full conversion, follow the instructions below:

Select Option 3 on the Travel And Transportation screen (Figure 21). Key in the DCN of the record to be converted. Press [Enter].

The AD-202TR, Travel Authorization – TDY screen (Figure 24) is displayed.

Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. Complete the fields as follows: (See Figure 33.)

1 Document (required, alphanumeric field; 7 positions). Key in **AD616TR**.

2 Type (P/F) (required, alpha field; 1 position). Key in **F**.

Press [PF10]. All the information from the AD-202TR, except the GTR/GVTS category is transferred to the AD-616TR. Make any necessary changes in the fields, including the amounts to correspond with the travel voucher.

- To complete the conversion routine, press [PF10]. The message *Records Has Been Converted – Hit PF2 to Return* is displayed at the bottom of the screen. At this point, you have the following option:

If the GTR/GVTS needs to be converted for the same DCN, press [PF2]. Access the AD-202TR screen. Key in the DCN of the record to be converted. Press [Enter].

The AD-202 information is displayed and the conversion process can continue.

AD-616TR TRAVEL VOUCHER – TDY			XX/XX/XX
			PAGE: 1
DCN:	ORG:	PROJECT:	
APPRN:			
NAME: 1			AUTHORIZATION NO: 2
CITY: 3			SOCIAL SECURITY NO.: 4
STATE: 5	ZIP CODE: 6		PURPOSE OF TRAVEL: 7
BEGIN TRAVEL DATE: 8			END TRAVEL DATE: 9
	BUDGET		
DESCRIPTION	SUB OBJECT	AMOUNT	
MISC	2100		
	2575		
	TOTAL		
ENTER DCN FOR INQUIRY			
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF7=PG FWD			
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION			

Figure 32. AD-616TR, Travel Voucher – TDY screen (rollup)

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Making A Partial Conversion To The AD-616TR (TDY). The partial conversion is performed when a voucher has been received for an open authorization for an individual traveler taking multiple trips or for an open authorization for a group of travelers. This option allows you to convert a partial amount to a travel voucher and retain the remaining balance on the AD-202TR.

For a partial conversion, follow the instructions listed below:

Select Option 3 on the Travel And Transportation screen. (See **Figure 21**.) Key in the DCN of the record to be converted. Press [Enter]. The AD-202, Travel Authorization – TDY screen (**Figure 22**) is displayed.

Press [PF10], the conversion fields are displayed in the upper right corner of the screen. Complete the fields as follows: (See **Figure 33**.)

1 Document (required, alphanumeric field; 7 positions). Key in **AD616TR**.

2 Type (P/F) (required, alpha field; 1 position). Key in **P**.

Press [PF10]. The information from the AD-202TR, except the GTR/GVTS category is transferred to the AD-616TR. Make any necessary changes in the fields, including amounts to correspond with the travel voucher.

For group and open authorizations, complete the following fields to correspond with the information on the Form AD-616TR: (See **Figure 32**.)

1 Name (required, alpha field; max. of 20 positions). Key in the individual's name.

2 Authorization (required, numeric field; max. of 13 positions). Key in the authorization number.

3 City (required, alpha field; max. of 20 positions). Key in the city name.

4 Social Security No (required, numeric field; 9 positions). Key in the social security number for the individual traveler.

5 State (required, alpha field; 2 positions). Key in the state code.

6 Zip Code (required, numeric field; 9 positions). Key in the Zip code.

7 Purpose of Travel (required, numeric field; 2 positions). Key in the code for purpose of travel.

8 Begin Travel Date (required, numeric field; 6 positions). Key in the begin travel date (mm/dd/yy).

9 End Travel Date (required, numeric field; 6 positions). Key in the end travel date (mm/dd/yy).

- To move to the Amount field, press [Tab]. Key in the summary amount for 2100 and the 2575 on the AD-616 for each of the travel claim categories. To erase the original amounts, use the space bar. The balance of the amount (AD-202TR amount minus AD-616TR amount) is retained on the AD-202TR.

- To complete the conversion routine, press [PF10]. The message *Record Has Been Converted – Press PF2 To Return* is displayed at the bottom of the screen. At this point, you have the following options:

If additional vouchers or GTR/GVTS need to be converted for the same DCN. Press [PF2]. Access the AD-202 document screen. Key in the DCN of the record to be converted. Press [Enter]. The AD-202 information is displayed and the conversion process can continue.

AD-202 TRAVEL AUTHORIZATION - TDY					
DCN:					DOCUMENT: 1
APPRN:	ORG:	PROJECT:			TYPE (P/F): 2
					P = PARTIAL
					F = FULL
NAME:				AUTHORIZATION NO:	
CITY:				SOCIAL SECURITY NO.:	
STATE:	ZIP CODE:			PURPOSE OF TRAVEL:	
BEGIN TRAVEL DATE:				END TRAVEL DATE:	
			BUDGET		
SELECT	DESCRIPTION		SUB OBJECT	AMOUNT	RECORD CODE
CODE			2100		
	MISC		2575		
			2111		
			TOTAL		
ENTER DCN FOR INQUIRY					
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF7=PG FWD					
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION					

Figure 33. AD-202 Travel Voucher – TDY screen (Rollup)(with conversion fields shown)

AD-616R – Relo Travel Voucher – (Relocation)

AD-616R – Relo Travel Voucher – (Relocation), is Option 7 on the Travel And Transportation screen (Figure 21). This option is used to record claims for reimbursement for expenses incurred during permanent change of station travel. The AD-616R, Travel Voucher – Relocation is recorded as a *one-time* obligation in Funds Control. The matching criteria is the Accounting Code, Object Class, DCN, and Reference (SSN and beginning date of travel).

To select this option, key in 7 or **AD616R** at the Enter Document Code prompt and the applicable code at the Organization Code prompt on the Travel And Transportation screen. Press [Enter]. The AD-616R Travel Authorization – Relocation screen (Figure 34) is displayed.

Adding An AD-616R. If the AD-616R is **not entered** as a commitment through the AD-202R option, add the record as follows:

Complete all fields, add records, view data, change and delete records as described under *Adding an AD-202R Record, Viewing an AD-202R Record, Changing an AD-202R Record and Deleting an AD202R Record.*

Making A Full Conversion To The AD-616R (Relo). A full conversion is performed when a final voucher has been received for an individual traveler. During the conversion process, the full amount for all of the claim categories except GVTS/GTR and GBL are transferred to the appropriate claim categories on the AD-616R.

Prior to conversion all claims categories should reflect final amount if there will not be a pending amount remaining on the AD-202R.

For a full conversion, follow the instructions listed below:

Select Option 4, on the Travel And Transportation screen (Figure 21). Key in the DCN of the record to be converted. Press [Enter]. The AD-202R Travel Authorization Relocation screen (Figure 29) is displayed. Press [PF10].

The conversion field is displayed above the Authorization No field. Complete the field as follows: (see Figure 35).

1 Document (*required, alphanumeric field; 6 positions*). Key in **AD616R**.

Press [PF10]. All the information from the AD-202R except the GTR/GVTS category is transferred to the AD-616R. Select the claim categories to be converted. (See Figure 27 and Figure 28 for other claim categories.)

- To complete the conversion routine, press [PF10]. The message *Record Has Been Converted – Press PF1 To Return* is displayed at the bottom of the screen. At this point, you have the following options:

If the GTR/GVTS needs to be converted for the same DCN, press [PF1]. Access the AD-202R screen. Key in the DCN of the record to be converted. Press [Enter].

The AD-202R information is displayed and the conversion process can continue.

XX/XX/XX

DCN: AD-616R TRAVEL AUTHORIZATION - RELOCATION

APPRN: ORGANIZATION: PROJECT:

NAME: **1** AUTHORIZATION NO **2**

CITY: **3** SOCIAL SECURITY NO: **4**

STATE: **5** ZIP CODE: **6** - PURPOSE OF TRAVEL: 06 **7**

BEGIN TRAVEL DATE: **8** END TRAVEL DATE: **9**

SELECT (X)	LINE ITEM	DESCRIPTION	BUDGET SUB-OBJECT CLASS	AMOUNT
	2	PER DIEM	2133	
	3	MILEAGE	2123	
	4	OTHER TRAVEL	2153	
	5	CAR RENTAL	2161	
	6	COMMON CARRIER	2113	
	7	GTR OR GVTS	2113	

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD

CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION

Figure 34. AD-616R, Travel Authorization – Relocation screen

DCN:	AD-202R TRAVEL AUTHORIZATION - RELOCATION				
APPRN:	ORGANIZATION:	PROJECT:	DOCUMENT 1		
NAME:			AUTHORIZATION NO		
CITY:			SOCIAL SECURITY NO:		
STATE:	ZIP CODE:	-	PURPOSE OF TRAVEL: 06		
BEGIN TRAVEL DATE:			END TRAVEL DATE:		
SELECT	LINE		BUDGET		
(X)	ITEM	DESCRIPTION	SUB-OBJECT CLASS	AMOUNT	RECORD CODE
	2	PER DIEM	2133		
	3	MILEAGE	2123		
	4	OTHER TRAVEL	2153		
	5	CAR RENTAL	2161		
	6	COMMON CARRIER	2113		
	7	GTR OR GVTS	2113		
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT					
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD					
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION					

Figure 35. AD-202R Travel Authorization – Relocation screen

Making A Conversion To The AD616R (Relocation). During the conversion process, the full amount for each claim category on the AD-202R is transferred to the appropriate claim categories on the AD-616R. If a pending amount is not left on the AD-202R after conversion, it will be necessary to change the AD-202R amounts prior to beginning the conversion process. If amounts are to remain pending on the AD-202R after conversion, change the amounts on the AD-616R during conversion. The difference between the converted amount and the original authorized amount will remain active on the AD-202R.

To make a conversion, follow the instructions listed below:

Select Option 4 on the Travel and Transportation screen. (See **Figure 21**.) Key in the applicable Organization Code. Press [Enter]. The AD-202R, Relocation document is displayed.

Key in the DCN of the record to be converted. Press [Enter]. The AD-202R information is displayed.

Press [PF10] only on the first page of the claim categories being converted. A document field is displayed above the Authorization No field. Complete the field as follows: (See **Figure 35**.)

1 **Document** (required, alphanumeric field; 6 positions). Key in **AD616R**.

Press [PF10]. All of the information from the AD-202R, except GVTS/GTR, Relocation Services, Transportation of Household Goods and Temporary Storage categories, is transferred to the AD-616R.

At the Select field, place an **X** next to the claim categories to be converted and make necessary changes to the amounts.

Key in the amounts recorded on the AD-616R for each of the travel claim categories. To erase the original amounts, use the space bar. The balance of the amount (AD-202R amount minus the AD-616R amount) is retained on the AD-202R.

If there is no amount remaining on the AD-202R, the AD-202R needs to be changed to reflect the AD-616R amounts prior to beginning the conversion process.

After selecting claim categories from a page, press [PF8] to go to the next page and select claim categories. When all claim categories are selected and the necessary changes have been made to the Amount field, press [PF10]. The message *Conversion Completed Successful – Hit PF1 to Return* is displayed at the bottom of the screen.

At this point, you have the following options:

If a GTR/GVTS, Relocation Services (Misc), Transportation of Household Goods or Temporary Storage needs to be converted to the same DCN, press [PF1]. The CADI Selection Menu screen (**Figure 4**) is displayed. At the CADI Selection Menu screen, select Option 1, Input Documents and the AD-202R on the Travel and Transportation Option. Key in the DCN of the record to be converted. Press [Enter]. The AD-202R information is displayed and the conversion process can continue.

- To query, add, change, or delete data on the AD-616R, follow the instructions outlined under the AD-202R.

If the travel claim category does not have an amount to be claimed on this AD-616R, use the space bar to erase the original amount. The full amount for this claim category is retained on the AD-202R.

- To complete the conversion routine, press [PF10]. The message *Record Has Been Converted – Press PF2*

To Return is displayed at the bottom of the screen. At this point, you may consider the following:

If additional vouchers or GTR/GVTS need to be converted for the same DCN, press [PF2]. Access the AD-202R document screen. Key in the DCN for the

record to be converted. Press [Enter]. The AD-202R information is displayed and the conversion process can continue.

Note: Multiple vouchers under a single DCN cannot be queried.

SF-1169 U. S. Government Transportation Request (SF-1169)

SF-1169, U.S. Government Transportation Request (SF-1169), is Option 8 on the Travel And Transportation screen (Figure 21). This option is used to record common carrier transportation services. The SF-1169 is recorded as a *one-time* obligation in Funds Control. The matching criteria is the Accounting Code, Object Class, DCN, and Reference (GTR number and ticket or invoice number).

To select this option, key in *8* or *SF1169* at the Enter Document Code prompt and the applicable code at the Organization Code prompt on the Travel And Transportation screen. Press [Enter]. The U.S. Government Transportation Request (SF-1169) screen (Figure 36) is displayed.

Adding An SF-1169. If the SF-1169 is **not entered** as a commitment through the AD-202T, AD-202TR, or AD-202R option, add the record as follows:

Complete all fields, add records, and view data, change and delete records as described under *Adding an AD-202T Record, Viewing an AD-202T Record, Changing an AD-202TR and Deleting an AD-202TR.*

Making A Full Conversion To The SF-1169. A full conversion is performed when the Form SF-1169 has been received for a single traveler for an individual trip or the final voucher has been received for a group or open authorization.

For a full conversion, follow the instructions listed below:

Select Option 2, 3, or 4 (depending on which screen was used for the AD-202) on the Travel And Transportation

screen. Key in the DCN of the record to be converted. Press [Enter]. The AD-202T, Travel Authorization – TDY screen (Figure 22), or the AD-202TR, Travel Authorization – TDY (Rollup) screen (Figure 24) or the AD-202R Travel Authorization–Relocation screen (Figure 26) if the AD-202T or AD-202TR is displayed.

Press [PF10], the conversion fields are displayed in the upper right corner of the screen. Complete the fields as follows: (See Figure 31.)

1 Document (required, alphanumeric field; 6 positions). Key in *SF1169*.

2 Type (P/F) (required, alpha field; 1 position). Key in *F*.

Press [PF10]. The header information, GTR amount, and the sub-object class code from the AD-202 is transferred to the SF-1169 document screen.

The fields that were not completed during the data transfer must be completed before the final conversion process can be concluded. Complete the additional fields as follows: (See Figure 36.)

1 Ticket No (required, numeric field; max. of 13 positions). Key in the ticket number.

2 GTR No (required, numeric field; 8 positions). Key in the Government Transportation Request (GTR) number as it appears in the upper right corner of the original Form SF-1169.

3 Type Of Travel (required, numeric field; 1 position). Key in one of the travel types from the listing displayed below this field. The travel type code determines the sub-object class code for the transaction.

U. S. GOVERNMENT TRANSPORTATION REQUEST (SF 1169)			XX/XX/XX PAGE:
DCN:	ORGANIZATION:	PROJECT:	
APPRN:			
TICKET NO.:	1		
GTR NO.:	2		
NAME:		AUTHORIZATION NO:	
BEGIN TRAVEL DATE:		SOCIAL SECURITY NO.:	
CITY:		END TRAVEL DATE:	
STATE:	ZIP CODE:	PURPOSE OF TRAVEL:	
TYPE OF TRAVEL 3			
1 - DOMESTIC		4 - TRANSFER - OTHER	
2 - FOREIGN TRAVEL		5 - MULTIPLE - PERSON	
3 - TRANSFER HOUSEHUNTING		6 - DOMESTIC TRAVEL (OUTSIDE CONTINENTAL US)	
DESCRIPTION	BUDGET SUB OBJECT	AMOUNT	4
COMMON CARRIER TICKETS			
ENTER DCN FOR INQUIRY			
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK
			PF8=PG FWD
			PF9=ADD
			PF10=CONVERSION

Figure 36. U.S. Government Transportation Request (SF 1169) screen

4 **Amount** (required, numeric field; max. of 15 positions). Key in the amount that correspond to the information on the SF-1169.

Press [PF10]. The conversion routine is complete. The message *Records Has Been Converted – Hit PF2 to Return* is displayed at the bottom of the screen. You have the following options:

Press [PF3] to refresh the SF-1169 screen. Key in the DCN. Press [Enter]. The Select Code and Record Status fields are displayed for the SF-1169.

If the travel voucher needs to be converted for the same DCN, press [PF2]. Access the AD-202T, or the AD-202TR Travel Authorization – TDY screens.

Key in the DCN of the record to be converted. Press [Enter]. The AD-202 information is displayed and the conversion process can be continued. If the AD-202R is inquired, the conversion is as follows:

Converting From An AD-202R To The SF-1169. During the conversion process, the full amount for the Government Transportation Request (GTR) category on the AD-202R is transferred to the SF-1169. If there is no pending amount on the AD-202R after conversion, change the AD-202R prior to the conversion process. If amounts are to remain pending on the AD-202R after conversion, change the amounts on the SF-1169 during conversion. The difference between the converted amount and the original authorized amount remains active on the AD-202R.

To make a conversion, follow the instructions listed below:

Select Option 4 on the Travel and Transportation screen (**Figure 21**). Key in the DCN of the record to be converted. Press [Enter]. The AD-202R information is displayed.

Each GTR must be converted separately. On the first page of the AD-202R, press [PF10]. The Document field is displayed above the Authorization field.

Key in **SF1169**. Press [PF10]. At the Select field, place an **X** next to the single GTR claim category. If no pending amount remains on the AD-202R, change the Amount field prior to beginning the conversion process.

If there is only a single GTR/GVTS claim category (i.e., only Househunting or only To Duty Station), press [PF10] to display the SF-1169.

All pertinent information from the AD-202 is transferred to the SF-1169.

Key in the ticket and the GTR numbers. Make necessary changes to the Amount field. To erase the original amounts, use the space bar. The balance of the amount (AD-202R amount minus the GTR amount) is retained on the AD-202R.

When the necessary changes have been made to the Amount field, press [PF10]. The message *Conversion Completed Successful – Hit [PF1] To Return* is displayed at the bottom of the screen.

At this point, you have the following options:

If another GTR or GVTS or Transportation of Household Goods Temporary Storage needs to be converted to the same DCN, press [PF1]. The CADI Selection Menu screen (**Figure 4**) is displayed. At the CADI Selection Menu screen, select Input Document, Option 1. Press [Enter].

The Funds Control System – Document Menu screen (**Figure 5**) is displayed. At the Enter Document Code prompt, key in **2** or **TR**. Press [Enter].

The Travel and Transportation screen (**Figure 21**) is displayed. At the Enter Document Code prompt, key in **4** or **AD-202R** and the applicable number at the Organization Code prompt. Press [Enter].

The AD-202R Travel Authorization – Relocation screen (**Figure 26**) is displayed. Key in the DCN of the record to be converted. Press [Enter]. The AD-202R information is displayed and the conversion process can continue.

Making A Partial Conversion To The SF-1169. The partial conversion is performed when the SF-1169 has been received for an open authorization for an individual traveler taking multiple trips or for an open authorization for a group of travelers. This conversion option allows you to decrease the commitment amount only by the amounts presented on the received obligation document and retain the remaining balance on the commitment document.

For a partial conversion, follow the instructions listed below:

Select Option 2, 3, or 4 (depending on which screen was used for the AD-202) on the Travel And Transportation screen. (See **Figure 21**.) Key in the DCN of the record to be converted. Press [Enter]. The AD-202T, Travel Authorization – TDY screen (**Figure 22**) or the AD-202TR, Travel Authorization TDY (Rollup) screen (**Figure 24**) or the AD-202R Travel Authorization Relocation screen (**Figure 26**) is displayed.

Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. Complete the fields as follows: (See **Figure 37**.)

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1 Document (required, alphanumeric field; 6 positions). Key in *SF1169*.

2 Type (P/F) (required, alpha field; 1 position). Key in *P*.

Press [PF10]. The header information, the GTR amount, and the sub-object class code are transferred from the AD-202 to the SF-1169 document screen.

For group authorizations, key in the traveler's name, social security number, destination, purpose of travel code, and dates of travel to correspond with the information on the Form SF-1169.

For open authorizations for an individual traveler, key in the destination, purpose of travel code and dates of travel to correspond with the information on the Form SF-1169.

The fields that were not completed during the data transfer must be completed before the final conversion process can be concluded. The information needed is found on the Form SF-1169. Complete the fields as follows: (See **Figure 36**.)

1 Ticket No (required, numeric field; max. of 13 positions). Key in the ticket number or invoice number.

2 GTR No (required, numeric field; 8 positions). Key in the Government Transportation Request (GTR)

number as it appears in the upper right corner of the original Form SF-1169.

3 Type of Travel (required, numeric field; 1 position). Key in one of the travel types from the listing displayed below this field. The travel type code determines the sub-object class code for this transaction.

4 Amount (required, numeric field; max. of 15 positions). Key in the GTR amount recorded on the Form SF-1169. To erase the original amounts, use the space bar. The balance of the amount (AD-202 amount subtracted from the SF-1169 amount) is retained on the AD-202.

Press [PF10]. The conversion routine is complete. The message *Record Has Been Converted - Press PF2 To Return* is displayed at the bottom of the screen. At this point, you have the following options:

Press [PF3] to refresh the SF1169 screen. Key in the DCN. Press [Enter]. The Select Code and Record Status fields are displayed.

If additional vouchers or GTR/GVTS needs to be converted for the same DCN, press [PF2]. Access the AD-202 document screen. Key in the DCN of the record to be converted and press [Enter]. The AD-202 information is displayed and the conversion process can continue.

If the conversion is from the AD-202R, changing the dollar amount will leave the difference on the AD-202R. Press [PF10].

SELECT CODE	DESCRIPTION	BUDGET SUB OBJECT	AMOUNT	RECORD CODE:
	PER DIEM	2131		
	MILEAGE COST	2121		
	OTHER TRAVEL	2151		
	CAR RENTAL	2161		
	COMMON CARRIER	2111		
	ACTUAL SUBSISTENCE	2141		
	MISCELLANEOUS	2575		
	GTR OR GVTS	2111		
	LOCAL TRAVEL	2115		
TOTAL:				

ENTER DOCUMENT AND TYPE OF CONVERSION - HIT PF10			
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD
PF10=CONVERSION			

Figure 37. AD-202T, Travel Authorization - TDY screen (with conversion fields)

SF-1103 U.S. Government Bill Of Lading (SF-1103)

SF-1103 U.S. Government Bill Of Lading (SF-1103), is Option 9 on the Travel And Transportation screen (Figure 21). This option is used to record a general purpose bill of lading and general freight. The SF-1103 is a contract for transportation services. It is used to procure transportation services when freight charges are to be paid by the Government directly to commercial carriers. Transportation costs associated with Relocation is recorded on the AD-202R.

The SF-1103 is recorded as a *one-time* obligation in Funds Control. The matching criteria is the Accounting Code, Object Class, DCN, and Reference (GBL number).

To select this option, key in **9** or **SF1103** at the Enter Document Code prompt and the applicable code at the Organization Code prompt on the Travel And Transportation screen. Press [Enter]. The U.S. Government Bill Of Lading (SF 1103) (Transportation Of Goods) screen (Figure 38) is displayed.

Complete the fields as follows:

- 1** **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2** **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 digits of the accounting code.
- 3** **Organization** (*no-entry*). This field is system generated from the previous screen.
- 4** **Project** (*required, numeric field; 2 positions*). Key in the project code.

5 **B/L No** (*required, numeric field; max. of 15 positions*). Key in the Bill of Lading number from the Form SF-1103.

6 **Description** (*required, alpha field; max. of 20 positions*). Key in a brief description.

7 **Object Class** (*no-entry*). **2222** is system generated. The cursor skips this field.

8 **Amount** (*required, numeric field; max. of 15 positions*). Key in the amount. A decimal point must be entered when entering an amount with dollar and cents. There is only one entry line available.

- To add the record to the system after all data is entered, press [PF9]. The system generates a DCN, which is displayed in the upper left corner of the SF-1103, U.S. Government Bill of Lading screen.

Converting From An AD202R To The SF1103. During the conversion process, the full amount for the U. S. Government Bill of Lading (GBL) category on the AD-202R is transferred to the SF-1103.

If there is no pending amount on the AD-202R after conversion, change the AD-202R amount prior to beginning the conversion process or when selecting the line to convert, change the amount on the AD-202R. If amounts are to remain pending on the AD-202R after conversion, change the amounts on the SF-1103 during conversion. The difference between the converted amount and the original authorized amount will remain active on the AD-202R.

To make a conversion, follow the instructions listed below:

Select Option 4 on the Travel and Transportation screen (Figure 21) and key in the applicable Organization Code. Press [Enter].

XX/XX/XX

U. S. GOVERNMENT BILL OF LADING (SF 1103)
 (TRANSPORTATION OF GOODS)

PAGE:

DCN: **1**
 APPRN: **2** ORGANIZATION: **3** PROJECT: **4**

B/L NO.: **5**

DESCRIPTION **6** OBJECT CLASS **7** AMOUNT **8**
 2222

ENTER DCN FOR INQUIRY

ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION

Figure 38. U.S. Government Bill Of Lading (SF-1103)(Transportation Of Goods) screen

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The AD-202R, Relocation document is displayed. Key in the DCN of the record to be converted. Press [Enter]. The AD-202R information is displayed.

Note: Transportation of Household Goods and Temporary Storage must be converted separately.

A document field is displayed above the authorization field. (See **Figure 35**.)

Complete the field as follows:

1 **Document** (*required, alphanumeric field, 6 positions*). Key in **SF1103**. Press [PF10].

At the Select field, place an **X** next to the single GBL claim category and make necessary changes to the amounts. To move to the amount field, press [Tab]. If there is no amount remaining on the AD-202R, change the Amount field at this time.

If there is only a single GBL claim category, selecting a claim category is not necessary, the system will go directly to the SF-1103.

Press [PF10]. All pertinent information from the AD-202R is transferred to the SF-1103.

Key in the Bill of Lading number and the amount of the GBL. To erase the original amounts, use the space bar. The balance of the amount (AD-202R amount minus the GBL amount) is retained on the AD-202R.

Press [PF10]. The message *Conversion Completed Successfully – Hit PF1 To Return* is displayed at the bottom of the screen.

At this point, you have the following option:

If another GTR or GVTS, Relocation Services (Misc), Transportation of Household Goods or Temporary Storage needs to be converted to the same DCN, press [PF1]. The CADI Selection Menu screen (**Figure 4**) is displayed. At the CADI Selection Menu screen, select Input Document, Option 1 and the AD-202R option on the Travel and Transportation screen. Key in the DCN of the record to be converted. Press [Enter].

The AD-202R information is displayed and the conversion process can continue.

GVTS Government Transportation – Travel Agencies

GVTS Government Transportation – Travel Agencies is Option 10 on the Travel And Transportation screen (Figure 21). This option is used to record purchasing of common carrier tickets by agencies through contracted Travel Management Centers.

To select this option, key in **10** or **GVTS** at the Enter Document Code prompt and the applicable code at the Organization Code prompt on the Travel And Transportation screen. Press [Enter]. The GVTS screen (Figure 39) is displayed.

Adding A GVTS. If the AD–202(T, TR, or R) was not initially entered for a DCN, then the GVTS can be accessed directly as follows:

Complete all fields, add, change, delete records, and view data as described under *Adding an AD–202T Record, Viewing an AD–202T Record, Changing an AD–202T Record, and Deleting a 202T Record.*

The GVTS is recorded as a *one-time* obligation in Funds Control. The matching criteria is Accounting Code, Object Class, DCN, and Reference (ticket number).

Making A Full Conversion To The GVTS. A full conversion is performed when a travel voucher has been received for a single traveler, for an individual trip, or the final voucher has been received for a group or open authorization.

For a full conversion, follow the instructions listed below:

Select Option 2, 3, or 4 (depending on which screen was used for the AD–202) on the Travel And Transportation screen. Key in the DCN of the record to be converted. Press [Enter]. The AD–202T, Travel Authorization – TDY screen (Figure 22), AD–202TR, Travel Authori-

zation – TDY screen (Figure 24), or AD–202R Travel Authorization – Relocation screen (Figure 26) is displayed.

For a conversion from an AD–202T or AD–202TR, press [PF10]. The conversion fields are displayed in the upper right corner of the screen.

Complete the fields as follows: (See Figure 40.)

1 Document (required, alpha field; 4 positions). Key in **GVTS**.

2 Type (P/F) (required, alpha field; 1 position). Key in **F**.

Press [PF10]. The header information, the GVTS amount, and the sub-object class code are transferred from the AD–202 to the GVTS screen.

The fields that were not completed during the data transfer must be completed before the final conversion process can be concluded.

Complete the additional fields as follows: (See Figure 39.)

1 Ticket No (required, numeric field; max. of 13 positions). Key in the ticket number.

2 Type of Travel (required, numeric field; 1 position). Key in the type of travel from the listing displayed below this field. The travel type code determines the sub-object class code for this transaction.

3 Amount (required, numeric field; max. of 15 positions). Key in the applicable amount to correspond with the travel voucher.

Press [PF10]. The conversion is complete. The message *Record Has Been Converted – Hit PF2 To Return* is displayed at the bottom of the screen.

GVTS			XX/XX/XX
			PAGE:
DCN:	APPRN:	ORGANIZATION:	PROJECT:
TICKET NO.:	1	AUTHORIZATION NO.:	
NAME:		SOCIAL SECURITY NO.:	
BEGIN TRAVEL DATE:		END TRAVEL DATE:	
CITY:		PURPOSE OF TRAVEL:	
STATE:	ZIP CODE:		
TYPE OF TRAVEL	2		
1-DOMESTIC		4-TRANSFER - OTHER	
2-FOREIGN TRAVEL		5-MULTIPLE - PERSON	
3-TRANSFER HOUSEHUNTING		6-DOMESTIC TRAVEL (OUTSIDE CONTINENTAL US)	
DESCRIPTION	BUDGET	SUB OBJECT	AMOUNT 3
COMMON CARRIER TICKETS			
ENTER DCN FOR INQUIRY			
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE PF8=PG FWD
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK PF9=ADD PF10=CONVERSION

Figure 39. GVTS screen

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AD-202T, TRAVEL AUTHORIZATION - TDY				XX/XX/XX
DCN:				DOCUMENT: 1
APPRN:	ORGANIZATION:	PROJECT:		TYPE (P/F): 2
NAME:			AUTHORIZATION NO:	
CITY:			SOCIAL SECURITY NO.:	
STATE:	ZIP CODE:	-	PURPOSE OF TRAVEL:	P = PARTIAL
BEGIN TRAVEL DATE:			END TRAVEL DATE:	F = FULL
SELECT	DESCRIPTION	BUDGET	AMOUNT	RECORD CODE:
CODE		SUB OBJECT		
	PER DIEM	2131		
	MILEAGE COST	2121		
	OTHER TRAVEL	2151		
	CAR RENTAL	2161		
	COMMON CARRIER	2111		
	ACTUAL SUBSISTENCE	2141		
	MISCELLANEOUS	2575		
	GTR OR GVTS	2111		
	LOCAL TRAVEL	2115		
			TOTAL:	
ENTER NEXT REQUEST				
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD	PF10=CONVERSION

Figure 40. AD-202T, Travel Authorization – TDY screen (with conversion fields)

At this point, you have the following options:

Press [PF3] to refresh the GVTS screen. Key in the DCN and press [Enter]. The Select Code and Record Status fields are displayed for the GVTS.

If the travel voucher needs to be converted for the same DCN, press [PF2]. Access the AD-202 document screen. Key in the DCN of the record to be converted. Press [Enter]. The AD-202 information is displayed and the conversion process can continue.

Making A Partial Conversion To The GVTS. The partial conversion is performed when a GVTS has been received for an open authorization for an individual traveler taking multiple trips or for an open authorization for a group of travelers. This conversion option allows you to decrease the commitment only by the amounts presented on the received obligation document and retain the remaining balance on the commitment document.

For a partial conversion, follow the instructions listed below:

Select Option 2, 3, or 4 (depending on which screen was used for the AD-202) on the Travel And Transportation screen (**Figure 21**). Key in the DCN of the record to be converted. Press [Enter]. The AD-202T Travel Authorization – TDY screen (**Figure 22**), AD-202 TR Travel Authorization – TDY screen (**Figure 24**), or AD-202R Travel Authorization – Relocation screen (**Figure 26**) is displayed.

For a conversion from an AD-202T or AD-202TR, press [PF10], the conversion fields are displayed in the upper right corner of the screen. Complete the fields as follows: (See **Figure 40**.)

1 Document (required, alpha field; 4 positions). Key in *GVTS*.

2 Type (P/F) (required, alpha field; 1 position). Key in *P*.

Press [PF10]. The header information, the GVTS amount, and the sub-object class code are transferred from the AD-202 to the GVTS.

For group authorizations, key in the traveler's name, social security number, destination, purpose of travel code, and dates of travel to correspond with the information on the travel voucher.

For open authorizations for an individual traveler, key in the destination, purpose of travel code and dates of travel to correspond with the information on the travel voucher.

The fields that were not completed during the data transfer must be completed before the final conversion process can be concluded. Complete the additional fields as follows: (See **Figure 39**.)

1 Ticket No (required, numeric field; max. of 13 positions). Key in the ticket number.

2 Type of Travel (required, numeric field; 1 position). Key in one of the travel types from the listing displayed below this field. The travel type code determines the sub-object class code for the transaction. The sub-object class code carried over from the AD-202 is changed depending on the type of travel code entered.

3 Amount (required, numeric field; max. of 15 positions). Key in the GVTS amount recorded on the travel voucher. To erase the original amounts, use the space bar. The balance of the amount (AD-202 amount subtracted from GVTS amount) is retained on the AD-202.

Press [PF10]. The conversion routine is complete. The message *Records Has Been Converted – Press PF2 To Return* is displayed at the bottom of the screen.

At this point, you have the following options:

Press [PF3] to refresh the GVTS screen. Key in the DCN and press [Enter]. The Select Code and Record Status fields are displayed for the GVTS.

If additional vouchers or GTR/GVTS need to be converted for the same DCN, press [PF2]. Access the AD-202 document screen. Key in the DCN of the record to be converted. Press [Enter]. The AD-202 information is displayed and the conversion process can continue.

Converting From An AD-202R to The GVTS Government Transportation – Travel Agencies. During the conversion process, the full amount for the GVTS category on the AD-202R is transferred to the GVTS. If there is no pending amount on the AD-202R after conversion, change the AD-202R prior to beginning the conversion process. If amounts are to remain pending on the AD-202R after conversion, change the amounts on the GVTS during conversion. The difference between the converted amount and the original authorized amount will remain active on the AD-202R.

To convert a record, follow the instructions listed below:

Select Option 4 on the Travel And Transportation screen (**Figure 21**). Key in the DCN of the record to be converted. Press [Enter]. The AD-202R Travel Authorization – Relocation information is displayed.

Note: Each GVTS must be converted separately.

On the first page of the AD-202R, press [PF10]. A Document field is displayed above the Authorization field. (See **Figure 35**.) Key in *GVTS*. Press [PF10].

At the Select field, place an *X* next to the single GVTS claim category. If there is no pending amount remaining

on the AD-202R, the Amount field must be changed prior to beginning the conversion process.

If there is only a single GTR/GVTS claim category (i.e., only Househunting or only To Duty Station), it is not necessary to select a claim category. Press [PF10].

All pertinent information from the AD-202R is transferred to the GVTS.

Key in the ticket number and make necessary changes to the Amount field. To erase the original amounts, use the space bar. The balance of the amount (AD-202R amount minus the GVTS amount) is retained on the AD-202R.

When the necessary changes have been made to the Amount field, press [PF10]. The message *Conversion Completed Successfully – Hit PF1 To Return* is displayed at the bottom of the screen.

If another GTR or GVTS or Transportation of Household Goods or Temporary Storage needs to be converted to the same DCN, press [PF1]. The CADI Selection Menu screen (**Figure 4**) is displayed. At the CADI Selection Menu screen, select Input Document, Option 1. Press [Enter]. The Funds Control System – Document Menu screen (**Figure 5**) is displayed.

At the Enter Document Code prompt, key in **2** or *TR*. Press [Enter]. The Travel And Transportation screen (**Figure 21**) is displayed.

At the Enter Document Code prompt key in **4** or *AD202R* and the applicable number at the Organization Code prompt. Press [Enter]. The AD-202-R Travel Authorization – Relocation screen (**Figure 26**) is displayed.

Key in the DCN of the record to be converted. Press [Enter]. The AD-202R information is displayed and the conversion process can continue.

Imprest Fund

Imprest Fund is Option 3 on the Funds Control System – Document Menu screen (**Figure 5**). This option provides a menu with the document used to request reimbursement from the Imprest Fund. The Imprest Fund is generally used for expenses incurred for local travel, telephone calls, etc.

Travel advances obtained by employees through the Imprest Fund for temporary duty travel or permanent change of station **should not** be included in Funds Control.

To select this option, key in **3** or **IMP** at the Enter Document Code prompt on the Funds Control System – Document Menu screen. Press [Enter]. The Imprest Fund screen (**Figure 41**) is displayed.

Currently, only one document is displayed on the menu. A brief description is described below:

1.) SF-1164 Claim For Reimbursement For Expend. Of Official Business Or Other Imprest Document. This option is used to record expenses incurred for local travel, telephone calls, and registration fees.

```

                                     IMPREST FUND                                     XX/XX/XX
                                                                                                      
DOCUMENT CODE      DOCUMENT TITLE
-----
1.) SF-1164      CLAIM FOR REIMBURSEMENT FOR EXPEND. OF OFFICIAL BUSINESS
                  OR OTHER IMPREST DOCUMENT

ENTER DOCUMENT CODE: SF-1164      ORGANIZATION CODE:  --

CLEAR = EXIT  ENTER = SEND  PF1 = MAIN MENU  PF2 = PRIOR MENU  PF3 = REFRESH
```

Figure 41. Imprest Fund screen

SF-1164, Claim For Reimbursement For Expend. Of Official Business Or Other Imprest Document

SF-1164, Claim For Reimbursement for Expend. Of Official Business Or Other Imprest Document, is Option 1 on the Imprest Fund screen (Figure 41). This option is used to record expenses incurred for local travel, telephone calls, and registration fees. The SF-1164 is recorded as a *one-time* obligation in Funds Control. The matching criteria is the Accounting Code, Object Class, and DCN.

To select this option, key in the applicable number at the Organization Code prompt on the Imprest Fund screen. Press [Enter]. The Claim For Reimbursement For Expenditures On Official Business (SF-1164) screen (Figure 42) is displayed.

Complete the fields as follows:

- 1** **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2** **Date** (*no-entry*). The date is system generated.
- 3** **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 4** **Organization** (*no-entry*). This field is system generated from the previous screen.
- 5** **Project** (*required, numeric field; 2 positions*). Key in the project code.

6 **Claimant Name** (*required, alpha field; max. of 20 positions*). Key in the name of the person requesting the reimbursement.

7 **Description** (*required, alpha field; max. of 21 positions*). Key in the description of the item for which the reimbursement is requested. All items belonging to the same object class should be combined on the same line.

8 **Budget Sub-Object Class** (*required, numeric field; 4 positions*). Key in the budget sub-object class. Do not duplicate object classes. A total amount for each object class is required.

9 **Amount** (*required, numeric field; max. of 15 positions*). Key in the amount of the line item. A decimal point must be used when keying in an amount with dollars and cents (i.e., **25.10**).

Adding The SF-1164. To add the record to the system after all the information is entered, press [PF9]. The system generates a DCN, which is displayed in the upper left corner of the Claim for Reimbursement for Expenditures on Official Business screen.

Viewing The SF-1164. To view the Line Item, Record Status, and Total fields for the DCN, press [PF3] to refresh the screen, key in the DCN and press [Enter]. The following additional fields are displayed: (See Figure 43.)

1 **Select.** This column is used to select line items to be changed or deleted from the record.

2 **Line Item.** The line item number is generated for each line item entered on the SF-1164 screen.

XX/XX/XX

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS (SF-1164)

DCN: **1** DATE: **2**

APPRN: **3** ORGANIZATION: **4** PROJECT **5**

CLAIMANT NAME: **6**

	BUDGET SUB-OBJECT CLASS		AMOUNT
DESCRIPTION 7	8		9

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION

Figure 42. Claim For Reimbursement For Expenditures On Official Business (SF-1164) screen

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3 Record Status. The status of each line item is displayed.

4 Total. The total of all line items is system generated.

Changing The SF-1164. To change the line item information, query the DCN, press [Tab] to the Select field. (See **Figure 43.**) Key in *X* next to the line item to be

changed and key in the correct line item number. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting The SF-1164. To delete line item, query the DCN, press [Tab] to the Select field. (See **Figure 43.**) Key in *X* next to the line item to be deleted and press [PF5.]

XX/XX/XX					
CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS (SF-1164)					
DCN:		DATE:			
APPRN:	ORGANIZATION:	PROJECT:			
CLAIMANT NAME:					
SELECT (X)	LINE ITEM	DESCRIPTION	BUDGET SUB-OBJECT CLASS	AMOUNT	RECORD STATUS
1	2				3
TOTAL:					4
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT					
ENTER=INQUIRY		PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	PF8=PG FWD
CLEAR=EXIT		PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK	PF9=ADD PF10=CONVERSION

Figure 43. Claim For Reimbursement For Expenditures On Official Business (SF-1164) screen (after DCN inquiry)

Stored Accounting

Stored Accounting is Option 4 on the Funds Control System – Document Menu screen (Figure 5). This option provides a menu of documents used to store accounting for administrative payments feeder systems (e.g., FTSP, CRED, TELE, UTVN, Feds (Store)).

To select this option, key in **4** or **STR** at the Enter Document Code prompt on the Funds Control System – Document Menu screen. Press [Enter]. The Stored Accounting screen (Figure 44) is displayed.

Activities for which accounting is stored include commercial telephone and utilities service, Federal Telephone Payment System (GSA paid telephone service), purchases through GSA Customer Supply Centers or Self-Service Stores, GSA motor pools, and Gasoline Credit Card Services.

Account numbers for each of these activities are established in the administrative payments feeder system. Billing documents are sent directly to NFC by the vendor or GSA. The accounting codes for these activities are stored and are carried from one fiscal year to the next. For this reason, a DCN is generated for each account number, but **is not** furnished to NFC as is done for other documents in Funds Control. The match is the unique reference information and not on the DCN.

The Funds Control Status of Funds report only reflects pending amounts through the current month for stored accounting unless the Annual Flag is **Y**.

The stored accounting options are:

- 1. SF-3542 Customer Supply Center Order.** This option is used to record requests for supplies from the GSA.
- 2. SF-3146 GSA Self-Service Stores.** This option is used to record supply orders from GSA Self-Service Stores.
- 3. AD-474 Transmittal – Telephone And Utilities.** This option is used to record the accounts established for payment of commercial utility/telephone invoices.
- 4. AD-955 GSA Telephone Transmittal.** This document is used to record the accounts established for payment of GSA telephone accounts.
- 5. AD-643 Transmittal – GSA Motor Pool.** This document is used to record the accounts established for payment of GSA Motor Pools.
- 6. AD-568 Transmittal – Gasoline Credit Card Services.** This document is used to record accounts established for payment of Gasoline Credit Card Services Charges.

DOCUMENT CODE	DOCUMENT TITLE
1.) SF-3542	CUSTOMER SUPPLY CENTER ORDER
2.) SF-3146	GSA SELF-SERVICE STORES
3.) AD-474	TRANSMITTAL - TELEPHONE AND UTILITIES
4.) AD-955	GSA TELEPHONE TRANSMITTAL
5.) AD-643	TRANSMITTAL - GSA MOTOR POOL
6.) AD-568	TRANSMITTAL - GASOLINE CREDIT CARD SERVICES

XX/XX/XX

STORED ACCOUNTING

ENTER DOCUMENT CODE: ----- ORGANIZATION CODE: --

CLEAR = EXIT ENTER = SEND PF1 = MAIN MENU PF2 = PRIOR MENU PF3 = REFRESH

Figure 44. Stored Accounting screen

SF-3542 Customer Supply Center Order

SF-3542, Customer Supply Center Order is Option 1 on the Stored Accounting screen (Figure 44). This option is used to record the mail-in order form used to request supplies from the General Services Administration. It is established with an estimated annual cost for anticipated Customer Supply Center orders. The estimated amount is recorded as a *reducing commitment* in Funds Control. The matching criteria is the Accounting Code, Object Class, and Reference (requisitioner number).

To select this option, key in **1** or **SF3542** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Stored Accounting screen. Press [Enter]. The Customer Supply Center – Commitment (SF-3542) screen (Figure 45) is displayed.

Complete the fields as follows:

1 DCN (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.

2 Appn (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.

3 Organization (*no-entry*). This field is system generated from the previous screen. The cursor skips this field.

4 Project (*required, numeric field; 2 positions*). Key in the project code.

5 Requisitioner No (*required, numeric field; 6 positions*). Key in the requisitioner number from the Agency Activity Address Code block on the Form SF-3542. The first 2 positions of the number is **12** and the last 4 positions of the number is the procurement office number. The number must be entered without spaces or dashes.

6 Record Status (*no-entry*). The record status is automatically generated after the record has been added to the system. The cursor skips this field.

7 Description. (*no-entry*). **CSC** (Customer Service Center) is system generated for each DCN entry. The cursor skips this field.

8 Budget Sub-Object Class. (*no-entry*). **2680** is system generated. The cursor skips this field.

CUSTOMER SUPPLY CENTER - COMMITMENT (SF-3542)			DATE XX/XX/XX
DCN	1		
APPN:	2	ORGANIZATION:	3 PROJECT: 4
		REQUISITIONER NO.	5
		BUDGET SUB-OBJECT CLASS	RECORD STATUS 6
	DESCRIPTION		
	CSC	2680	AMOUNT
	7	8	9
ENTER ALL REQUIRED FIELDS			
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE PF8=PG FWD
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE PF7=PG BACK	PF9=ADD PF10=CONVERSION

Figure 45. Customer Supply Center – Commitment (SF-3542) screen

9 Amount (*required, numeric field; max. of 15 positions*). Key in the estimated annual amount of the line item. Use a decimal when entering amounts with cents.

Adding the SF-3542. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN which is displayed in the upper left corner of the Customer Supply Center – Commitment screen. Only a single line of data is allowed.

Press [PF3] to refresh the screen, key in the DCN and press [Enter] to query.

To add an SF-3542 as a reducing obligation, use the General Screen (option 4 at the CADI Selection Menu screen). Complete the fields as described above. For action type, key in a **D** for reducing and Trans Type and key in **O** for an obligation.

Changing The SF-3542. To change the amount, query the DCN and press [Tab] to the Amount field. (See **Figure 46**.) Key in the new amount and erase the previous amount using the space bar. Press [PF6]. If the commitment amount was fully converted, follow the same steps to establish additional commitment amount. If the commitment record was deleted, it must be reopened through the General Screen option.

Deleting The SF-3542. To delete the record, query the DCN. (See **Figure 46**.) Press [PF5].

This document can remain a reducing commitment and the system will automatically reduce the amount by each CAS obligation (refer to the BPA instructions). If individual obligations are to be tracked, follow the conversion instructions listed below.

Converting An SF-3542 To An Obligation. As orders are placed against an established customer supply center account, the information from the order ticket is entered in Funds Control. This is accomplished through a conversion routine. The amount of the SF-3542 is reduced by the orders placed. Each record is recorded as a *one-time* obligation. The matching criteria is the Accounting Code, Object Class, and Reference (requisitioner number, date ordered, and ticket number).

To convert an SF-3542 commitment to an obligation, select Option 1 on the Stored Accounting screen. (See **Figure 44**.)

The Customer Supply Center – Commitment (SF-3542) screen (**Figure 46**) is displayed.

Key in the DCN. Press [Enter]. The information for the record is displayed.

Press [PF10]. The information from the SF-3542 commitment screen is carried over to the obligation screen.

Complete the following fields on the SF-3542 Obligation screen: (See **Figure 47**.)

1 Date Ordered (*required, numeric field; 4 positions*). Key in the Julian date. The calendar date that is displayed on the order ticket must be converted to the Julian date (the last digit of the fiscal year and the 3-digit day of the calendar year).

2 Ticket Number (*required, numeric field; 4 positions*). Key in the last 4 positions of the ticket number that is displayed in the upper right corner of the order ticket.

3 Amount (*required, numeric field; max. of 15 positions*). Key in the total order amount from the order ticket.

4 Commitment Balance (*no-entry*). The commitment balance is the amount that is initially carried over from the SF-3542 commitment screen. The commitment balance is decreased by the order amount after the conversion routine is complete.

5 Total Obligation. (*no-entry*). This is the total amount obligated to date. This amount will increase by the order amount after the conversion routine has been completed.

- To conclude the conversion routine after all tickets have been entered, press [PF10].

Press [PF3] to refresh the obligation screen, then key in the DCN and the fiscal year. Press [Enter] to query the DCN as an obligation.

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```

                                DATE XX/XX/XX
                                CUSTOMER SUPPLY CENTER - COMMITMENT (SF-3542)
DCN
APPN:      ORGANIZATION:      PROJECT:
          REQUISITIONER NO.
          DESCRIPTION          BUDGET SUB-      AMOUNT      RECORD STATUS
                                OBJECT CLASS
                                2680
          CSC

ENTER ALL REQUIRED FIELDS
ENTER=INQUIRY  PF1=MAIN MENU  PF3=REFRESH      PF6=CHANGE PF8=PG FWD
CLEAR=EXIT    F2=PRIOR MENU  PF5=DELETE      PF7=PGBACK PF9=ADD   PF10=CONVERSION
    
```

Figure 46. Customer Supply Center – Commitment (SF-3542) screen

```

                                DATE XX/XX/XX
                                CUSTOMER SUPPLY CENTER - (SF-3542)
DCN
APPN:      ORGANIZATION:      PROJECT:
          REQUISITIONER NO.
          DATE          TICKET          SUB OBJ          AMOUNT
          ORDERED      NUMBER          CLASS
          [1]          [2]
          COMMITMENT BALANCE [4]          TOTAL OBLIGATION [5]

ENTER ALL REQUIRED FIELDS
ENTER=INQUIRY  PF1=MAIN MENU  PF3=REFRESH      PF6=CHANGE
CLEAR=EXIT    PF2=PRIOR MENU  PF5=DELETE      PF9=ADD   PF10=CONVERSION
    
```

Figure 47. Customer Supply Center – (SF-3542) Obligation screen

- To return to the SF-3542 (commitment) document screen, press [PF2].
- To access the SF-3542 (obligation) document at a later date, query the SF-3542 commitment document which must have pending amounts. Press [PF10] to convert to the obligation document. Press [PF3] to refresh the obligation screen. Key in the DCN and the fiscal year then press [Enter] to query for the obligation document. Make necessary changes and deletions. Lines cannot be directly added to the obligation screen. They must be added through the conversion screen.
- To change or delete line items, select the line with an **X** and press the applicable function key ([PF6] – change, [PF5] – delete). When a line item is deleted from the

obligation document, the deleted amount is added back to the commitment amount.

If an obligation goes to the Transaction With No DCN Report, the obligation must be converted (established), then use the Correction Screen to reconcile.

Credit amounts will be reflected on the Out of Range Report if not established as obligation amounts which would automatically increase the commitment amount. Purge the credit amount and manually add it back to the commitment amount. The Active Commitment Amount will not be impacted by purging the record from the Out of Range Report.

If an obligation record is created, it must have an exact match otherwise the commitment record will be reduced and the obligation record will remain active.

SF-3146 GSA Self-Service Stores

SF-3146, GSA Self-Service Stores (SSS) is Option 2 on the Stored Accounting screen (Figure 44). This option is used to record supplies ordered from GSA Self-Service Stores. An estimated annual cost will be established for anticipated self-service purchases. The estimated amount is recorded as a *reducing commitment* in Funds Control. The matching criteria is the Accounting Code, Object Class, and Reference (activity address and customer number). The full amount can remain as a commitment and will be reduced as CAS processes the individual obligations.

As orders are placed with GSA through the SF-3146, the commitment document can be converted to an obligation. As this conversion takes place the balance on the commitment document is reduced.

During the matching and reconciliation routine, the system uses the account number rather than the DCN to match and reconcile transactions. The match and reconciliation is accomplished as follows:

- When a CAS record matches with an agency record, the agency record is purged and updated to reflect the amount paid. If toll costs have not been entered for the agency record, the system automatically matches and reconciles any amount that comes through for the Sub-Object Class 2322.
- When a CAS record does not find an agency record match, the CAS record is reported on the Transactions with No DCN report. To clear the record, use one of the correction procedures.
- When a CAS record does not process for the month, the agency record remains active.

To select this option, key in **2** or **SF3146** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Stored Accounting screen. Press [Enter]. The GSA Self Service Store Shopping List/Sales Slip (SF-3146) Commitment screen (Figure 48) is displayed.

Complete the fields as follows:

1 **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.

2 **Appn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 digits of the accounting code.

3 **Organization** (*no-entry*). This field is system generated from the previous screen. The cursor skips this field.

4 **Project** (*required, numeric field; 2 positions*). Key in the project code.

5 **Record Status** (*no-entry*). The record status is automatically generated after the record has been added to the system. The cursor skips this field.

6 **Activity Address** (*required, alphanumeric field; max. of 6 positions*). Key in the activity address from the Form SF-3146.

7 **Customer Acct No** (*required, numeric field; 4 positions*). Key in the last 4 positions of the customer account number from the Form SF-3146.

DCN	1		DATE XX/XX/XX
GSA SELF SERVICE STORE SHOPPING LIST/SALES SLIP (SF-3146)			
APPN:	2	ORGANIZATION:	3
		PROJECT:	4
		RECORD STATUS	5
ACTIVITY ADDRESS:	6	CUSTOMER ACCT NO. (LAST 4 DIGITS)	7
DESCRIPTION		BUDGET SUB-	
SSS		OBJECT CLASS	AMOUNT
8		2680	10
ENTER ALL REQUIRED FIELDS			
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE
CLEAR=EXIT	PF2=PRIOR MENU	PF5=REFRESH	PF9=ADD PF10=CONVERSION

Figure 48. GSA Self Service Store Shopping List/Sales Slip (SF-3146) commitment screen

8 **Description** (*no-entry*). Self Service Store (SSS) is system generated for each DCN entry. The cursor skips this field.

9 **Budget Sub-Object Class.** (*no-entry*). **2680** is system generated. The cursor skips this field.

10 **Amount** (*required, numeric field; max. of 6 positions*). Key in the estimated SSS expense for the year. A decimal must be used when entering amounts with cents.

Adding The SF-3146. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN which is displayed in the upper left corner of the GSA Self Service Store Shopping List/Sales Slip screen. Only a single line entry is available on the commitment screen.

Press [PF3] to refresh the commitment screen. Key in the DCN and press [Enter] to query.

To add an SF-3146 as a reducing obligation, use the General Screen (Option 4 at the CADI Selection Menu screen). Complete the fields as described above. For action type, key in a **D** for reducing and Trans Type and key in **O** for an obligation.

Changing The SF-3146. To change the amount, query the DCN and press [Tab] to the Amount field. Key in the new amount and erase the previous amount using the space bar. Press [PF6]. If the commitment amount was fully converted, follow the same steps to establish additional commitment amount. If the commitment record was deleted, it must be reopened through the General Screen.

Deleting The SF-3146. To delete the record, query the DCN. Press [PF5].

This document can remain a reducing commitment and the system will automatically reduce the amount by each CAS obligation (refer to the BPA instructions). If individual obligations are to be tracked, follow the conversion instructions listed below.

Converting An SF-3146 To An Obligation. As orders are placed against an established self-service stores account, the information from the order ticket is entered in Funds Control. This is accomplished through the conversion routine. The amount of the SF-3146 commitment is reduced by the orders placed. Each order is coded as a *one-time* obligation. The matching criteria is the Accounting Code, Object Class, Activity Address, Date Ordered and Receipt Number.

To convert an SF-3146 commitment to an obligation, select Option 2 on the Stored Accounting screen. (See **Figure 44.**) The GSA Self Service Store Shopping List/Sales Slip (SF-3146) screen (**Figure 48**) is displayed. Key in the DCN.

Press [Enter]. The information for the record is displayed. Press [PF10]. The information from the SF-3146 commitment screen is carried over to the obligation screen.

Complete the following fields on the SF-3146 obligation screen. (See **Figure 49.**)

1 **Date Ordered** (*required, numeric field; 4 positions*). Key in the Julian date. The calendar date that is displayed on the order ticket must be converted to the Julian date (the last digit of the fiscal year and the 3-digit day of the calendar year).

2 **Receipt Number** (*required, numeric field; 4 positions*). Key in the receipt number that is displayed on the order ticket.

DCN	GSA SELF SERVICE STORE SHOPPING LIST/SALES SLIP (SF-3146)			DATE XX/XX/XX
APPN:	ORGANIZATION:	PROJECT:	RECORD STATUS	
ACTIVITY ADDRESS:		CUSTOMER ACCT NO. (LAST 4 DIGITS)		
DATE ORDERED	RECEIPT NUMBER	DESC	SUB OBJ CLASS	AMOUNT
1	2			3
COMMITMENT BALANCE		TOTAL OBLIGATION		5
4				
ENTER ALL REQUIRED FIELDS				
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	
CLEAR=EXIT	PF2=PRIOR MENU	PF5=REFRESH	PF9=ADD PF10=CONVERSION	

Figure 49. GSA Self Service Store Shopping List/Sales Slip (SF-3146) obligation screen

3 Amount (*required, numeric field; max. of 15 positions*). Key in the total order amount from the order ticket.

4 Commitment Balance (*no-entry*). The commitment balance is the amount that is initially carried over from the SF-3146 commitment screen. The commitment balance is decreased by the order amount after the conversion routine is complete.

5 Total Obligation (*no-entry*). This is the total amount obligated to date. The amount will increase by the order amount after the conversion routine is complete.

If more than one ticket needs to be entered on the obligation screen, press [Tab] to the next available line and continue.

- To conclude the conversion routine, press [PF10].
- To query the DCN as an obligation, press [PF3] to refresh the screen, key in the DCN and press [Enter].

- To return to the SF-3146 commitment document screen, press [PF2].

- To access the SF-3146 (obligation) document at a later date, query the SF-3146 commitment document which must have pending amounts. Press [PF10] to convert to the obligation document. Press [PF3] to refresh the obligation screen. Key in the DCN. Press [Enter].

If an obligation goes to the Transaction With No DCN Report, the obligation must be converted (established), then use the Correction Screen to reconcile.

Credit amounts will be reflected on the Out of Range Report if not established as obligation amounts which would automatically increase the commitment amount. Purge the credit amount and manually add it back to the commitment amount. The Active Commitment Amount will not be impacted by purging the record from the Out of Range Report.

If an obligation record is created, it must have an exact match otherwise, the commitment record will be reduced and the obligation record will remain active.

AD-474 Transmittal – Telephone And Utilities

AD-474, Transmittal – Telephone and Utilities, is Option 3 on the Stored Accounting screen (Figure 44). This option is used to record the accounts established at NFC for payment of commercial utility/telephone invoices.

To track 12 months of bills per fiscal year, these document screens allow agencies to input an estimated amount for each month of service. When entering commercial telephone accounts, Funds Control allows you to enter an estimated amount for monthly service and tolls or service only.

Each individual utility service account (i.e., electric, water) must be established as a separate DCN even though it may be the same account number.

During the matching and reconciliation routine, the system uses the account number rather than the DCN to match and reconcile transactions. The match and reconciliation is accomplished as follows:

- When a CAS record matches with an agency record, the agency record is purged and updated to reflect the amount paid. If toll costs have not been entered for the agency record, the system automatically matches and reconciles any amount that comes through for the Sub-Object Class 2322.
- When a CAS record does not find an agency record match, the CAS record is reported on the Transactions with No DCN report. To clear the record, use one of the correction procedures.
- When a CAS record does not process for the month, the agency record remains active.

Commercial telephones and utilities are recorded as *one-time* obligations in Funds Control. The matching criteria is the Accounting Code, Object Class and Reference (account number and month).

To select this option, key in 3 or AD474 at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Stored Accounting screen. Press [Enter]. The Transmittal– Telephone & Utilities (AD-474) screen (Figure 50) is displayed.

Complete the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 Appn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 digits of the accounting code.
- 3 Organization** (*no-entry*). This field is system generated from the previous screen.
- 4 Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5 Account No** (*required, numeric field; max. of 15 positions*). Key in the account number for the service from Form AD-474. The number must be entered without spaces or dashes.
- 6 Service Location Name** (*required, alphanumeric field; max. of 20 positions*). Key in a location name that will assist in identifying where telephone or utility services are being provided. This appears on the Active Report in the Payee Description field.
- 7 Vendor Name** (*required, alpha field; max. of 18 positions*). Key in the name of the vendor providing service.

DCN:	1	TRANSMITTAL - TELEPHONE & UTILITIES (AD 474)				DATE XX/XX/XX			
APPN	2	ORGANIZATION:	3	PROJECT:	4	ACCOUNT NO. 5			
SERVICE LOCATION NAME:	6	VENDOR NAME 7							
ADDRESS	8	ST	10	ZIP	11	SERVICE TYPE 12			
CITY:	9								
SERVICE TYPE	SUB-	OBJ	MTH	SUB	OBJ	AMOUNT	SUB	2322	TOTAL
TELEPHONES:									
P-PHONE		2321	11						
M-MISC		2321	12						
C-CREDIT CD		2322	01						
L-LEASED DED		2325	02						
			03						
UTILITIES:			04						
E-ELECTRIC		2311	05						
G-GAS		2312	06						
W-WATER		2313	07						
T-TRASH		2313	08						
S-SEWERAGE		2313	09						
			TOTAL:	18					
ENTER ALL REQUIRED FIELDS									
ENTER = INQUIRY		PF1 = MAIN MENU		PF3 = REFRESH		PF6 = CHANGE			
CLEAR = EXIT		PF2 = PRIOR MENU		PF5 = DELETE		PF9 = ADD			

Figure 50. Transmittal – Telephone & Utilities (AD 474) screen

8 Address (*required, alphanumeric field; max. of 35 positions*). Key in the address of the service location.

9 City (*required, alpha field; max. of 20 positions*). Key in the city of the service location.

10 St (*required, alpha field; 2 positions*). Key in the state code.

11 Zip (*required, numeric field; 5 positions*). Key in the zip code.

12 Service Type (*required, alpha field; 1 position*). Key in the type code for the service activity for which the entry is being made. The service types and their corresponding sub-object class codes are listed on the document screen (see below the City field). Select one of these service types.

13 Mth (*no-entry*). A number indicating the months of the fiscal year. Twelve months (October through September) are generated in this field. The cursor skips this field.

14 Sub-Obj (*no-entry*). The sub-object class code is generated, based on the service type code selected above, after the record has been added to the system.

15 Amount (*required, numeric field; max. of 15 positions*). Key in the cost estimate for the first month of service. The system generates the estimated amount for the remaining months after the record has been added to the system. The amount entered should be the maximum allowable amount of payment for the service. When the record is processed through the system, the estimated amount is automatically changed to reflect the actual payment amount.

16 2322 Amount (*required, numeric field; max. of 15 positions*). Key in the cost estimate for toll charges for the first month of service. This should be the maxi-

imum allowable amount for toll charges. The system generates the estimated amount for the remaining months after the record has been added to the system. If left blank, charges will automatically be reconciled on the system.

17 Total (line) (*no-entry*). This field reflects the service amount plus the Sub-Object Class 2322 amount when it is entered for each month.

18 Total (column) (*no-entry*). A total is generated for the Service Type Amount and the Sub-Obj Class 2322 amount for the entire record.

Adding The AD-474. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Transmittal – Telephone & Utilities screen.

Changing The AD-474. To change the record, query the DCN, press [Tab] to fields to be changed. (The Account Number and Service Type cannot be changed.) Key in a new amount in each month and remove the previous amount using the space bar, unless a new amount is entered with decimal. Press [PF6].

If an amount was previously deleted, enter the new amount, then press [PF6].

Note: There must be at least one active month to reopen additional month using [PF6] in this screen.

Deleting The AD-474. To delete specific months, query the DCN and use the space bar to erase the amount for each applicable month and press [PF5]. If [PF5] is pressed before the amount is spaced out, the entire record will be deleted.

Note: If service begins after October, key in an estimate in the month in which service begins and the remaining months will be system generated.

AD-955 GSA Telephone Transmittal

AD-955, GSA Telephone Transmittal, is Option 4 on the Stored Accounting screen (Figure 44). This option is used to record accounts established for payment of GSA telephone accounts.

GSA telephone service is recorded as a *one-time* obligation in Funds Control. The matching criteria is the Accounting Code, Object Class, and Reference (customer number and month).

To accommodate and track 12 months of bills each fiscal year, the AD-955 document screens allows input of an estimated amount for each month of service.

GSA telephone accounts have a charge for service under Budget Sub-object Class 2332. The AD-955 document screen is designed for estimates for the Sub-object Class 2332 only. Occasionally, there may be toll charges for GSA telephone service. These toll costs are infrequent and are usually small. The toll charge is automatically matched and reconciled, as long as there is an account number established in Funds Control for the service. If an account number is not established, all charges are recorded on the Transactions with No DCN Report.

To select this option, key in 4 or AD955 at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Stored Accounting screen. Press [Enter]. The GSA Telephone Transmittal (AD-955) screen (Figure 51) is displayed.

Complete the fields as follows:

1 DCN (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.

2 Apprn (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 digits of the accounting code.

3 Organization (*no-entry*). This field is system generated from the previous screen.

4 Project (*required, numeric field; 2 positions*). Key in the project code.

5 Customer # (*required, numeric field; 6 positions*). Key in the customer number from the Form AD-955. This number is assigned by GSA. The number must be entered without spaces or dashes.

6 Service Location Name (*required, alphanumeric field; max. of 18 positions*). Key in a location name to identify where telephone services are being provided. This information appears on the Active Report in the Payee/Description field.

7 Address (*required, alphanumeric field; max. of 35 positions*). Key in the address where service is being provided.

8 City (*required, alpha field; max. of 20 positions*). Key in the name of the city where service is being provided.

9 St (*required, alpha field; 2 positions*). Key in the state code.

10 Zip (*required, numeric field; 5 positions*). Key in the Zip code.

11 Month (*no-entry*). A number indicating the months of the fiscal year. Twelve months (October through September) are displayed in this field. The cursor skips this field.

DCN:	1	GSA TELEPHONE TRANSMITTAL (AD-955)	DATE XX/XX/XX
APPRN:	2	ORGANIZATION: 3	PROJECT: 4
SERVICE LOCATION NAME:	6	CUSTOMER#	5
ADDRESS	7		
CITY:	8	ST 9	ZIP 10
		BUDGET SUB-	
		OBJECT CLASS	
MONTH			AMOUNT
10		2332 12	13
11 11		2332	
12		2332	
01		2332	
02		2332	
03		2332	
04		2332	
05		2332	
06		2332	
07		2332	
08		2332	
09		2332	
		TOTAL:	14
ENTER ALL REQUIRED FIELDS			
ENTER = INQUIRY	PF1 = MAIN MENU	PF3 = REFRESH	PF6 = CHANGE
CLEAR = EXIT	PF2 = PRIOR MENU	PF5 = DELETE	PF9 = ADD

Figure 51. GSA Telephone Transmittal (AD-955) screen

12 **Budget Sub-Object Class** (*no-entry*). 2332 is system generated for each month. The cursor skips this field.

13 **Amount** (*required, numeric field; max. of 15 positions*). Key in a cost estimate for the first month of service. The system generates the estimated amount for the remaining months when the record has been added to the system. The estimated amount entered should be the maximum allowable amount of payment for the service.

14 **Total** (*no-entry*). The amount total is generated and displayed in this field after the record has been added to the system.

Adding The AD-955. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the AD-955, GSA Telephone Transmittal screen.

Changing The AD-955. To change the record, query the DCN and press [Tab] to the fields to be changed. Key

in the new amount in each month and remove the previous amount using the space bar unless the new amount is entered with decimal; press [PF6]. If an amount was previously deleted, enter the new amount, then press [PF6]. The customer number cannot be changed through this screen.

If an amount was previously deleted, enter the new amount, then press [PF6].

Note: There must be at least one active month to reopen additional month using [PF6] in this screen.

Deleting The AD-955. To delete the record, query the DCN and use the space bar to erase the amount for each applicable month; press [PF5]. If [PF5] is pressed before the amount is spaced out, the entire record is deleted.

Note: If service begins after October, key in an estimate in the month in which service begins and the remaining months will be system generated.

13 **Month** (*no-entry*). A number indicating the months of the fiscal year. Twelve months (October through September) are listed in this field. The cursor skips this field.

14 **Budg Sub Obj Cl** (*no-entry*). The budget sub-object class code is generated for each month, based on the corresponding vehicle class code entered.

15 **Miles** (*required, numeric field; max. of 5 positions*). Key in the mileage estimate for the first month of service. The system generates the estimated mileage for the remaining months after the record has been added.

16 **Rate** (*required, numeric field; max. of 6 positions*). Key in the mileage rate in decimal (e.g., .25) for the first month of service. The system generates the estimated mileage for the remaining months after the record has been added.

17 **Lease** (*required, numeric field; max. of 10 positions*). Key in the lease amount for the first month of service. The system generates the rate for the remaining months after the record has been added.

18 **Estimated Amount** (*no-entry*). The estimated amount is system generated for all months after the record has been added. The amount is based on the data entered in the three previous fields. The system automatically calculates this information and completes this field.

19 **Total** (*no-entry*). The total for the fiscal year is displayed after the record has been added.

Adding The AD-643. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the AD-643, Transmittal – GSA Motor Pool screen.

If service begin after October, press [Tab] to the month where the costs are displayed. Key in the cost, mileage, rate, and lease estimates adjacent to that month on the AD-643 document screen. The other fields are completed by the system for the remaining months following the initial start date.

Changing The AD-643. To change the record, query the DCN, press [Tab] to the fields to be changed. Key in the new amount in each month and remove the previous amount using the space bar, unless a new amount is entered with decimal. Press [PF6]. The vehicle class number cannot be changed on this screen.

If an amount was previously deleted, enter the new amount, then press [PF6].

Note: There must be at least one active month to reopen additional month using [PF6] in this screen.

Deleting The AD-643. To delete the record, query the DCN and use the space bar to erase the amount for each applicable month and press [PF5]. If [PF5] is pressed before the amount is spaced out, the entire record will be deleted.

AD-568, Transmittal – Gasoline Credit Card Services

AD-568, Transmittal – Gasoline Credit Card Services is Option 6 on the Stored Accounting screen (Figure 44). This option is used to record accounts established for payment of Gasoline Credit Card Service charges. Gasoline credit card service charges are recorded as *one-time* obligations in Funds Control. The matching criteria is the Accounting Code, Object Class, and Reference (credit card number and month).

To track 12 months of bills per fiscal year, the AD-568 document screen allows input of estimated gasoline charges and costs for each month of usage. As credit card receipts are received, the full pending amount for the month will be removed from the Active Report. All subsequent obligations will automatically reconciled. If the record is not established, all transactions will go to the Transaction With No DCN Report.

To select this option, key in **6** or **AD568** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Stored Accounting screen. Press [Enter]. The Transmittal – Credit Card – Gasoline (AD-568) screen (Figure 53) is displayed.

Complete the fields as follows:

- 1** **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2** **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 digits of the accounting code.
- 3** **Organization** (*no-entry*). This field is system generated from the previous screen.

4 **Project** (*required, numeric field; 2 positions*). Key in the project code.

5 **Service Type** (*required, alpha field; 1 position*). Key in the service type code. Service type codes and their corresponding sub-object class codes are listed on the document screen.

6 **Geographic Location** (*required, alpha field; max. of 20 positions*). Key in the geographic location of the credit card holder.

7 **Vendor Name** (*required, alpha field; max. of 18 positions*). Key in the vendor's name.

8 **Address** (*required, alphanumeric field; max. of 29 positions*). Key in the street address for the charge.

9 **Credit Card Account** (*required, numeric field; max. of 15 positions*). Key in the account number of the credit card.

10 **City** (*required, alpha field; max. of 20 positions*). Key in the name of the city for the office.

11 **St** (*required, alpha field; 2 positions*). Key in the state code.

12 **Zip** (*required, numeric field; 5 positions*). Key in the zip code.

13 **Tag Number** (*required, alphanumeric field; 7 positions*). Key in the tag number. The number must be entered without dashes or spaces.

14 **Vehicle Class** (*required, numeric field; 1 position*). Key in the vehicle class code from the Form AD-568.

```

DCN: [1]          TRANSMITTAL - CREDIT CARD - GASOLINE (AD 568)          DATE XX/XX/XX
APPRN: [2]        ORGANIZATION: [3]  PROJECT: [4]                      SERVICE TYPE: [5]
GEOGRAPHIC LOCATION: [6]          VENDOR NAME [7]
ADDRESS [8]          CREDIT CARD ACCOUNT: [9]
CITY: [10]          ST [11]  ZIP [12]          TAG NUMBER: [13]
                                SUB [14]
SERVICE TYPE  SUB-  MTH  SUB  AMOUNT  VEHICLE CLASS: [14]
                OBJ   OBJ   OBJ
GASOLINE:      10
H-GASOHOL     2611  11   [15]   [16]   [17]
G-GASOLINE     2614  12
D-DIESEL       2615  01
A-AVIATION     2616  02
FUEL           03
                04
                05
                06
                07
                08
                09
TOTAL: [18]
ENTER ALL REQUIRED FIELDS
ENTER = INQUIRY      PF1 = MAIN MENU      PF3 = REFRESH      PF6 = CHANGE
CLEAR = EXIT         PF2 = PRIOR MENU     PF5 = DELETE      PF9 = ADD
    
```

Figure 53. Transmittal – Credit Card – Gasoline (AD 568) screen

15 Mth (*no-entry*). A number indicating the months of the fiscal year. Twelve months (October through September) are listed in this field. The cursor skips this field.

16 Sub Obj (*no-entry*). The sub-object class code is system generated, based on the service type code selected above, after the record has been added to the system.

17 Amount (*required, numeric field; max. of 15 positions*). Key in the estimated line item amount charged. The estimated amount is generated for all months once the record has been added.

If service does not begin until after October, key in an estimate in the month in which service begins and the remaining months will be generated.

18 Total (*no-entry*). The total for the fiscal year is displayed after the record has been added.

Adding The AD-568. To add the record to the system after all information is entered, press [PF9]. The system

generates a DCN, which appears in the upper left corner of the AD-568, Transmittal-Gasoline Credit Card Services.

Changing The AD-568. To change the record, query the DCN, press [Tab] to the fields to be changed. (The Credit Card Account and Service Type fields cannot be changed.) Key in the new amount in each month and remove the previous amount using the space bar, then press [PF6].

If the amount was previously deleted, enter the new amount, then press [PF6].

Note: There must be at least one active month to reopen additional month using [PF6] on this screen.

Deleting The AD-568. To delete the record, query the DCN and use the space bar to erase the amount for each applicable month and press [PF5]. If [PF5] is pressed before the amount is spaced out, the entire record will be deleted.

Employee Costs

Employee Costs is Option 5 on the Funds Control System – Document Menu screen (**Figure 5**). This option provides a menu of document options used to record payments made to employees for awards, compensatory time, lump sum leave payments, or uniform allowances. Time and Attendance Reports are not included. The matching criteria is the Accounting Code, Object Class, DCN, and SSN.

Note: The Funds Control feature allows employee payments subject to benefit deductions to be included or not included. The benefit costs are a percentage calculation and vary for each employee depending on the retirement system under which the employee is covered.

To select this option, key in **5** or **EMP** at the Funds Control System – Document Menu screen. Press [Enter]. The Employee Cost screen (**Figure 54**) is displayed.

Each document option is briefly described below:

1 AD-287 Cash Award. This option is used to record the obligation for employee cash awards processed through PACS.

2 AD-287A Cash Award (SPOT). This option is used to record employee cash awards processed first through Imprest and then through PACS.

3 AD-581 Lump Sum Leave/Compensatory Time Payment. This option is used to record the obligation for lump sum leave and compensatory time.

4 AD-659 Uniform Allowance. This option is used to record employees eligible to claim allowances for uniforms required for work.

DOCUMENT CODE		DOCUMENT TITLE
1.)	AD-287	CASH AWARD
2.)	AD-287A	CASH AWARD (SPOT)
3.)	AD-581	LUMP SUM LEAVE/COMPENSATORY TIME PAYMENT
4.)	AD-659	UNIFORM ALLOWANCE

EMPLOYEE COST XX/XX/XX

ENTER DOCUMENT CODE: ----- ORGANIZATION CODE: ---

CLEAR = EXIT ENTER = SEND PF1 = MAIN MENU PF2 = PRIOR MENU PF3 = REFRESH

Figure 54. Employee Cost screen

AD-287 Cash Award

AD-287, Cash Award is Option 1 on the Employee Cost screen (Figure 54). This option is used to record obligations for two types of employee cash awards processed through PACS:

- Cash and suggestion awards for special acts (Object Class 1152).
- Other awards, which include payments for Senior Executive Service Employees (Object Class 1153).

Awards can be entered for an individual employee or a group of employees using the same DCN.

Awards are coded as *one-time* obligations in the Funds Control feature. The matching criteria is the Accounting Code, Object Class, DCN, and Reference (SSN).

To select this option, key in *I* or *AD287* at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Employee Cost screen. Press [Enter]. The Recommendation & Approval Of Cash Award (AD-287) screen (Figure 55) is displayed.

Complete the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 Type Award** (*required, alpha field; 1 position*). Key in the code for the type of award. Valid values are listed below. The selected award type determines the sub-object class code for this record.

C=Cash and suggestion awards for special acts

O=Other awards

3 Apprn (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.

4 Organization (*no-entry*). This field is system generated from the previous screen.

5 Project (*required, numeric field; 2 positions*). Key in the project code.

6 SSNO (*required, numeric field; 9 positions*). Key in the employee's social security number without spaces or dashes.

7 Employee Name (*required, alpha field; max. of 14 positions*). Key in the employee's name (last name first).

8 Obj Cls (*no-entry*). The Budget Sub-Object Class Code *1152* (for cash awards) or *1153* (for other awards) is system generated. The cursor skips this field.

9 Amount Awarded (*required, numeric field; max. of 9 positions*). Key in the award amount. This field cannot exceed \$99,999.99.

10 FICA 1201 (*optional, numeric field; max. of 8 positions*). Key in the estimated amount of the Federal Insurance Contribution Act (FICA) benefits related to the award. The benefit amount will automatically reconcile.

11 Hit 1213 (*optional, numeric field; max. of 7 positions*). Key in the estimated amount of the Hospital Insurance Tax (HIT) benefits related to the award. The benefit amount will automatically reconcile.

XX/XX/XX

RECOMMENDATION & APPROVAL OF CASH AWARD (AD-287)

DCN: **1** TYPE AWARD: **2** (C/O)

APPRN: **3** ORGANIZATION: **4** PROJECT: **5** C=CASH

O=OTHER

SSNO	EMPLOYEE NAME	OBJ CLS	AMOUNT AWARDED	FICA 1201	HIT 1213	FERS 1269
6	7	8	9	10	11	12

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	PF8=PG FWD
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK	PF9=ADD

Figure 55. Recommendation & Approval Of Cash Award (AD-287) screen

12 FERS 1269 (*optional, numeric field; max. of 8 positions*). Key in the estimated amount of the full FICA contribution – Federal Employees Retirement System (FERS) benefits related to the award. The benefit amount will automatically reconcile.

Note: Although the system accepts the record without the benefit entries, completing the benefits fields allow for a more accurate record total.

Adding The AD-287. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Recommendation & Approval of Cash Award (AD-287) screen.

- To enter more than 10 employees to a DCN, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The record is displayed. Press [PF8] to bring the

record's header information to the next page. Key in the remaining employees and press [PF9]. Repeat this process until all data is entered.

- To query, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The Select, Line Item Number, Record Status, Page Total, and Total fields are displayed.

Changing Line Items. To change the line items, query the DCN. Press [Tab] to the Select field. Key in *X* next to the line item to be changed and enter the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete line items, query the DCN and press [Enter]. Press [Tab] to the Select field. Key in *X* next to the line item to be deleted. Press [PF5].

AD-287A Cash Award (SPOT)

AD-287A, Cash Award (SPOT), is Option 2 on the Employee Cost screen (Figure 54). This options is used to record employee cash awards processed first through Imprest and then through PACS. The spot award is a *one-time* obligation. The matching criteria is the Accounting Code Object Class, DCN and Reference (SSN) for the Object Class 1152 portion. Object Class 1406 matching is based on the Accounting Code, Object Class, and DCN.

To select this option, key in 2 or **AD287A** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Employee Cost screen. Press [Enter]. The Recommendation & Approval Of Cash Award (SPOT) AD-287A screen (Figure 56) is displayed.

Complete the fields as follows:

- 1** **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2** **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3** **Organization** (*no-entry*). This field is system generated from the previous screen.
- 4** **Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5** **Employee Name** (*required, alpha field; max. of 15 positions*). Key in the employee name(s).**Note:** The document can have a maximum of 10 names on the DCN.

6 **SSN** (*required, numeric field; 9 positions*). Key in the social security number without spaces or dashes.

7 **Obj Cls 1152** (*no-entry*). **1152** is system generated. The cursor skips this field.

8 **Gross Amount Awarded** (*required, numeric field; max. of 9 positions*). Key in the dollar amount to be processed through PACS: the amount of the award plus the benefits to be paid.

9 **Imprest Fund (Obj. Cls. 1406)** (*no-entry*). Key in the dollar amount to be processed through Imprest. After querying the DCN, the Object Class **1406** deobligation amount is generated.

Adding The AD-287A. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Recommendation & Approval Of Cash Award (Spot) AD-287A screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN and press [Enter]. The Select, Line Item Number, Record Status, and Page Total fields are displayed.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be changed and enter the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6]. When the debit amount is changed for Object Class **1406**, the credit amount is also changed.

Deleting Line Items. To delete the line items, query the DCN and press [Enter]. Press [Tab] to the Select field. Key in *X* next to the line item to be deleted. Press [PF5].

XX/XX/XX

RECOMMENDATION & APPROVAL OF CASH AWARD (SPOT) AD-287A

DCN: **1**
 APPRN: **2** ORGANIZATION: **3** PROJECT: **4**

EMPLOYEE NAME	SSN	OBJ CLS	GROSS AMOUNT AWARDED	OBJ CLS	IMPREST FUND	OBJ CLS
5	6	1152	7	1406	9	1406

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
 ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD

Figure 56. Recommendation & Approval Of Cash Award (Spot) AD-287A screen

AD-581, Lump Sum Leave/Compensatory Time Payment

AD-581, Lump Sum Leave/Compensatory Time Payment, is Option 3 on the Employee Cost screen (Figure 54). This option is used to record obligations for (1) lump sum leave and (2) compensatory (comp) time. Employees leaving the Federal service are entitled to lump sum leave payments for unused annual leave. Employees unable to use comp time within the prescribed timeframes are paid for the comp time. Both of these payments are coded as *one-time* obligations in Funds Control. The matching criteria is the Accounting Code, Object Class, DCN, and Reference (SSN).

To select this option, key in 3 or AD581 at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Employee Cost screen. Press [Enter]. The Recommendation & Approval Of Lump Sum Leave/Comp Time Payment (AD-581) screen (Figure 57) is displayed.

Complete the fields as follows:

1 DCN (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.

2 Type Award (*required, alpha field; 1 position*). Key in the code for the type of award. Valid values are listed below: The award type selected determines the sub-object class code which is system generated for this record.

C=Compensatory payments

L=Lump-sum payments

3 Apprn (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.

4 Organization (*no-entry*). This field is system generated from the previous screen.

5 Project (*required, numeric field; 2 positions*). Key in the project code.

6 SSNO (*required, numeric field; 9 positions*). Key in the employee's social security number without spaces or dashes.

7 Employee Name (*required, alpha field; max. of 14 positions*). Key in the employee's name (last name first).

8 Obj Cls (*no-entry*). The Budget Sub-Object Class Code **1170** (for comp time) or **1183** (for lump-sum leave) is system generated. The cursor skips this field.

9 Amount Awarded (*required, numeric field; max. of 9 positions*). Key in the payment amount.

10 FICA 1201 (*optional, numeric field; max. of 8 positions*). Key in the estimated amount of the Federal Insurance Contribution Act (FICA) benefits related to the salary payment. The benefit amount will automatically reconcile.

11 HIT 1213 (*optional, numeric field; max. of 7 positions*). Key in the estimated amount of Hospital Insurance Tax (HIT) benefits related to the salary payment. The benefit amount will automatically reconcile.

RECOMMENDATION & APPROVAL OF LUMP SUM LEAVE/COMP TIME PAYMENT (AD-581)						
DCN: 1	TYPE AWARD: 2 (C/L)					
APPRN: 3	ORGANIZATION: 4	PROJECT: 5				
SSNO	EMPLOYEE NAME	OBJ CLS	AMOUNT AWARDED	FICA 1201	HIT 1213	FERS 1269
6	7	8	9	10	11	12
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT						
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	PF8=PG FWD		
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK	PF9=ADD		

Figure 57. Recommendation & Approval Of Lump Sum Leave/Comp Time Payment (AD-581) screen

12 **FERS 1269** (*optional, numeric field; max of 8 positions*). Key in the estimated amount of full FICA contribution – Federal Employees Retirement System (FERS) benefits related to the salary payment. The benefit amount will automatically reconcile.

Note: Although the system accepts the record without the benefit entries, completing the benefits fields allows for a more accurate record total.

Adding The AD-581. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Recommendation & Approval of Lump Sum Leave/Comp Time Payment (AD-581) screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

Changing Line Items. To change the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be changed and enter the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be deleted. Press [PF5].

AD-659, Uniform Allowance

AD-659, Uniform Allowance, is Option 4 on the Employee Cost screen (Figure 54). This option is used to record employee's eligibility to claim allowances for uniforms required for work. The AD-659 is recorded as a *one-time* obligation in Funds Control. The matching criteria is the Accounting Code, Object Class, DCN, and Reference (SSN).

To select the option, key in **4** or **AD659** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Employee Cost screen. Press [Enter]. The Claim For Uniform Allowance (AD-659) screen (Figure 58) is displayed.

Complete the fields as follows:

- 1** **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2** **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3** **Organization** (*no-entry*). This field is system generated from the previous screen.
- 4** **Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5** **S/S No** (*required, numeric field; 9 positions*). Key in the employee's social security number without spaces or dashes.

6 **Employee Name** (*required, alpha field; max. of 18 positions*). Key in the employee's name (last name first). The document can have a maximum of 10 names on the DCN.

7 **Object Class** (*no-entry*). **1210** is system generated. The cursor skips this field.

8 **Amount** (*required, numeric field; max. of 15 positions*). Key in the claim amount.

Adding The AD-659. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Claim For Uniform Allowance (AD-659) screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN and press [Enter]. The Select, Line Item Number, Record Status, Page Total, and Total fields are displayed.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be changed and enter the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be deleted. Press [PF5].

CLAIM FOR UNIFORM ALLOWANCE (AD-659)				XX/XX/XX
DCN: 1				
APPRN: 2	ORGANIZATION: 3	PROJECT: 4		
S/S NO.	EMPLOYEE NAME	OBJECT CLASS	AMOUNT	
5	6	1210 7	8	
<small>ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT</small> <small>ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD</small> <small>CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD</small>				

Figure 58. Claim For Uniform Allowance (AD-659) screen

Other (Documents)

Other is Option 6 on the Funds Control System – Document Menu screen (Figure 5) . This option provides a menu of documents used to obligate miscellaneous activities that are processed through the Miscellaneous Payments System (MISC) or the Correction, Payments, and Adjustments System (CAPS).

The matching criteria is the Accounting Code, Object Class, and DCN.

All documents except the FNS-32 and AD-672 are recorded in Funds Control as *one-time obligations*. The FNS-32 is coded as a *one-time commitment* and then converted to an obligation document. The AD-672 is coded as a *one-time commitment*. **Note:** There is no conversion option available for the AD-672 at this time.

To select this option, key in **6** or **OTH** at the Enter Document Code prompt on the Funds Control System – Document Menu. Press [Enter]. The Other screen (Figure 59) is displayed showing 13 document options.

Each option is briefly described below:

1. **AD-700, Procurement Request.** This option is used to add or view an AD-700, Procurement Request.
2. **SF-182, Training.** This option is used to record obligations for training.
3. **GSA-2957, Reimbursable Work Authorizations.** This option is used to record obligations for security

clearances requested through the Office of Personnel Management.

4. **SF-85/86, Request For Security Clearance.** This option is used to record obligations for security clearances requested through the Office of Personnel Management.

5. **FNS-32, Request For Composition, Printing, Photographic, Design.** This option is used to establish the following as commitments:

- Printing
- Photography
- Composition
- Design Work
- Video/Film Photography

6. **SF1, Request For Printing And Binding.** This option is used to establish records in Funds Control for such forms as SF-1, AD-78, GPO-2511, or GSA-50, which are used to request printing services.

7. **AD-271, Request For Photo Service.** This option is used to record requests by the Public Information Agency to request photographic services from the Office of Public Affairs.

8. **AD-845, Request For Video, Film, And Teleconference Services.** This option is used to record requests by the Public Information Agency for video, film, and teleconference services from the Office of Public Affairs.

OTHER		XX/XX/XX
DOCUMENT CODE	DOCUMENT TITLE	
1.) AD-700	PROCUREMENT REQUEST	
2.) SF-182	TRAINING	
3.) GSA-2957	REIMBURSABLE WORK AUTHORIZATIONS	
4.) SF-85/86	REQUEST FOR SECURITY CLEARANCE	
5.) FNS-32	REQUEST FOR COMPOSITION, PRINTING, PHOTOGRAPHIC, DESIGN	
6.) SF1	REQUEST FOR PRINTING AND BINDING	
7.) AD-271	REQUEST FOR PHOTO SERVICE	
8.) AD-845	REQUEST FOR VIDEO, FILM, AND TELECONFERENCE SERVICES	
9.) AD-652	REQUEST FOR VISUAL SERVICES	
10.) AD-757	MISCELLANEOUS PAYMENT SYSTEM	
11.) AD-742	TRANSFER AND ADJUSTMENT VOUCHER	
12.) AD-672	INTERAGENCY AGREEMENT-DIRECT COST	
13.)	OTHER - ENTER DOC TYPE	
ENTER DOCUMENT CODE: -----		ORGANIZATION: --
ENTER DOC TYPE FOR SELECTION 13: --		
CLEAR = EXIT ENTER = SEND PF1 = MAIN MENU PF2 = PRIOR MENU PF3 = REFRESH		

Figure 59. Other screen

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9 AD-652, Request For Visual Services. This option is used to record requests by the Public Information Agency for visual services to the Office of Public Affairs.

10 AD-757, Miscellaneous Payment System. This option is used to record payments and accounting adjustments between organizations within the same agency.

11 AD-742, Transfer And Adjustment Voucher. This option is used to record transfers and accounting adjust-

ments among CAS agencies when both the providing and requesting agencies are serviced by NFC.

12 AD-672, Interagency Agreement – Direct Cost. This option is used to record commitments for agreements between agencies.

13 Other – Enter Doc Type. This option is used as a general entry point to the General Screen for documents that are not set up in the specific Funds Control Input Document screen.

AD-700, Procurement Request

AD-700, Procurement Request is Option 1 on the Other screen (**Figure 59**). This option is used to add or view an AD-700, Procurement Request.

The Form AD-700, Procurement Request, is the initiating document to commit funds for procurement of goods or services in Funds Control. The procurement office determines the best method of procurement. The method of procurement determines the type of obliga-

tion document to be used. After the procurement office issues the hard copy obligation document, the corresponding AD-700 is converted to an obligation document. (In some cases the AD-700 may be converted to a combination of obligation documents in Funds Control, i.e., AD-838, AD-757, SF-1167.)

- To establish an AD-700 document for other documents, follow the instructions for *Adding An AD-700 Record* under the procurement option.

The AD-700 can be converted to the AD-757.

SF-182, Training

SF-182, Training, is Option 2 on the Other screen (Figure 59). This option is used to record obligations for training. Training is recorded as a *one-time* obligation in Funds Control.

Note: This option is used only when payments are made through the TRAI System.

To select this option, key in **2** or **SF182** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Request, Authorization, Agreement And Certification Of Training (SF-182) (Figure 60) is displayed.

Complete the fields as follows, using the Form SF-182:

1 **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.

2 **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.

3 **Organization** (*no-entry*). The organization is system generated from the previous screen.

4 **Project** (*required, numeric field; 2 positions*). Key in the project code.

5 **Training Document Number** (*required, numeric field; max. of 10 positions*). Key in the unique agency

identifier (assigned by the user), without special characters.

6 **Training Vendor** (*required, alpha field; max. of 20 positions*). Key in the training vendor name from Block 15a.

7 **Course Name** (*required, alphanumeric field; max. of 20 positions*). Key in the course name from Block 16.

8 **Begin Date** (*required, numeric field; 6 positions*). Key in the start date (*mm/dd/yy*) of the course.

9 **End Date** (*required, numeric field; 6 positions*). Key in the end date (*mm/dd/yy*) of the course.

10 **Employee Name** (*required, alpha field; max. of 20 positions*). Key in the employee's name (last name first).

11 **SSN** (*required, numeric field; 9 positions*). Key in the employee's social security number, without spaces or dashes.

12 **Budget Sub-Obj** (*no-entry*). The Budget Sub-Object Class Code **2523** is system generated. The cursor skips this field.

13 **Amount** (*required, numeric field; max. of 15 positions*). Key in the total amount of training from Block 21d.

If the cost of books is included in the total on the SF-182 but is later paid using a form other than the SF-182, the original amount entered must be adjusted to reflect only the tuition cost.

```

                                XX/XX/XX
REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING (SF-182)
DCN: 1
APPRN: 2 ORGANIZATION: 3 PROJECT: 4
TRAINING DOCUMENT NUMBER: 5
TRAINING VENDOR: 6 COURSE NAME: 7
BEGIN DATE: 8 END DATE: 9
EMPLOYEE NAME SSN BUDGET SUB-OBJ AMOUNT
                10 11 12 13
                2523
ENTER ALL REQUIRED FIELDS
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD
    
```

Figure 60. Request, Authorization, Agreement And Certification Of Training (SF-182) screen

If books or travel costs are listed on Form SF-182 and you want to keep these costs recorded on the same DCN as the training, you must add those costs to the existing DCN under the General Screen (Option 4 on the CADI Selection Menu). Otherwise, a new DCN must be created for the costs of books or travel.

Adding The SF-182. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Request, Authorization, Agreement And Certification Of Training (SF-182) screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The Select field and Record Status are displayed.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the Select field. Key in **X** next to the line item to be changed and enter the correct information. Press [PF6].

Deleting Line Items. To delete the line items, query the DCN and press [Tab] to the Select field. Key in **X** next to the line item to be deleted. Press [PF5].

GSA-2957, Reimbursable Work Authorizations

GSA-2957, Reimbursable Work Authorizations, is Option 3 on the Other screen (Figure 59). This option is used to record obligations for services obtained through General Services Administration.

The GSA-2957 record is coded as a *one-time* obligation in Funds control.

To select this option, key in 3 or **GSA2957** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Reimbursable Work Authorizations (GSA-2957) screen (Figure 61) is displayed.

Complete the fields as follows:

- 1** **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2** **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3** **Organization** (*no-entry*). This field is system generated from the previous screen.
- 4** **Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5** **Start Date** (*required, numeric field; 6 positions*). Key in expected start day (*mm/dd/yy*) from Form GSA-2957, Block 24.

6 **Completion Date** (*required, numeric field; 6 positions*). Key in expected completion date (*mm/dd/yy*) from Form GSA-2957, Block 24.

7 **Work Authorization No** (*required, numeric field; max. of 9 positions*). Key in the work authorization number, without any special characters such as spaces or dashes.

8 **Work Description** (*required, alpha field; max. of 25 positions*). Key in description of the work to be performed.

9 **Obj. Class** (*no-entry*). **2533** is system generated. The cursor skips this field.

10 **Amount**. (*required, numeric field; max. of 15 positions*). Key in the total amount of the Reimbursable Work Authorization from Form GSA-2957, Block 15.

Adding The GSA-2957. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Reimbursable Work Authorizations (GSA-2957).

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

Changing Line Items. To change the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be changed and enter in the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be deleted. Press [PF5].

XX/XX/XX			
REIMBURSABLE WORK AUTHORIZATIONS (GSA-2957)			
DCN: 1	APPRN: 2	ORGANIZATION: 3	PROJECT: 4
START DATE: 5	COMPLETION DATE: 6	WORK AUTHORIZATION NO: 7	
WORK DESCRIPTION: 8	OBJ. CLASS: 9 2533	AMOUNT: 10	
ENTER ALL REQUIRED FIELDS			
ENTER = INQUIRY	PF1 = MAIN MENU	PF3 = REFRESH	PF6 = CHANGE
CLEAR = EXIT	PF2 = PRIOR MENU	PF5 = DELETE	PF9 = ADD

Figure 61. Reimbursable Work Authorizations (GSA-2957) screen

SF-85/86, Request For Security Clearance

SF-85/86, Request For Security Clearance, is Option 4 on the Other screen (Figure 59). This option is used to record obligations for security clearances requested through the Office of Personnel Management (OPM). Security clearances are coded as *one-time* obligations in Funds Control.

The personnel office completes the agency portion of the form. The accounting code and DCN must be completed before forwarding the form to OPM.

To select this option, key in **4** or **SF85/86** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Request For Security Clearance (SF-85/SF-86) screen (Figure 62) is displayed.

Complete the fields as follows:

- 1** **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2** **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3** **Organization** (*no-entry*). This field is system generated from the previous screen.
- 4** **Project** (*required, numeric field; 2 positions*). Key in project code.

5 **S/S No** (*required, numeric field; 9 positions*). Key in the employee's social security number, without spaces or dashes.

6 **Employee Name** (*required, alpha field; max. of 18 positions*). Key in the employee's name (last name first). The document can have a maximum of 10 names on the DCN.

7 **Object Class** (*required, numeric field; 4 position*). Key in the object class code.

8 **Amount** (*required, numeric field; max. of 15 positions*). Key in the claim amount of the security clearance.

Adding The SF-85/86. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Request For Security Clearance (SF-85/86) screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The Select, Line Item Number, Record Status, Page Total, and Total fields are displayed.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be changed and enter the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be deleted. Press [PF5].

XX/XX/XX

REQUEST FOR SECURITY CLEARANCE (SF-85/86)

DCN: **1**

APPRN: **2** ORGANIZATION: **3** PROJECT: **4**

S/S NO.	EMPLOYEE NAME	OBJECT CLASS	AMOUNT
5	6	7	8

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
 ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PAGE FORWARD
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PAGE BACK PF9=ADD

Figure 62. Request For Security Clearance (SF-85/86) screen

FNS-32, Request For Composition, Printing, Photographic, Design

FNS-32, Request For Composition, Printing, Photographic, Design, is Option 5 on the Other screen (Figure 59). This option is used to establish the following as commitment documents:

- SF-1 or other applicable documents (for printing)
- AD-271 (for photography)
- AD-845 (for video/film)
- AD-652 (for visual services)

Each FNS-32 is used to request services for **one** document only. The FNS-32 is coded as a *one-time* commitment and is converted to SF-1 (print), AD-271, AD-845, or AD-652 after the obligation document is received

To select this option, key in 5 or FNS32 at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other menu. Press [Enter]. The Request For Composition, Printing, Photographic And/Or Design Services (FNS-32) screen (Figure 63) is displayed.

Complete the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 Appn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3 Organization** (*no-entry*). This field is system generated from the previous screen.

4 Project (*required, numeric field; 2 positions*). Key in the project code.

5 Identification Number (*required, numeric field; max. of 15 positions*). Key in the unique identification number (assigned by the agency).

6 Description (*required, alpha field; max. of 15 positions*). Key in the description of the services requested adjacent to the appropriate service category.

7 Type (*no-entry*). Five service categories are displayed with their corresponding sub-object class codes. The cursor skips this field.

8 Amount (*required, numeric field; max. of 15 positions*). Key in the total amount for the requested service next to the appropriate service category.

Adding the FNS-32. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Request For Composition, Printing, Photographic And/Or Design Services (FNS-32) screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The Select, Record Status, and Total fields are displayed.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the Select field. Key in X next to the line item to be changed and enter the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete line items, query the DCN and press [Tab] to the Select field. Key in X next to the line item to be deleted. Press [PF5].

XX/XX/XX

REQUEST FOR COMPOSITION, PRINTING, PHOTOGRAPHIC
AND/OR DESIGN SERVICES (FNS 32)

DCN: **1**

APPRN: **2** ORGANIZATION: **3** PROJECT: **4**

IDENTIFICATION NUMBER: **5**

DESCRIPTION	TYPE 7	AMOUNT
6	PRINTING	2410 8
	PHOTOGRAPHY	2421
	COMPOSITION	2426
	DESIGN	2517
	FILM/VIDEO	2518

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD PF10=CONVERSION

Figure 63. Request For Composition, Printing, Photographic And/Or Design Services (FNS 32) screen

SF1, Request For Printing And Binding

SF-1, Request For Printing And Binding, is Option 6 on the Other screen (Figure 59). This option is used to establish records in Funds Control for such Forms as SF-1, GPO-2511, GSA-50, or AD-78, which are used to request printing services. The SF-1 is recorded as a one-time obligation in Funds Control.

To select this option, key in 6 or SF1 at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Printing (SF-1) screen (Figure 64) is displayed.

Adding An SF-1 Record. If the SF-1 is not entered as a commitment through the FNS-32 option, add the record as an obligation by completing the fields as follows:

- 1 DCN (no-entry). The document control number is system generated after all data for that document has been entered correctly.
- 2 Appn (required, numeric field; 3 positions). Key in the appropriation code: the first 3 positions of the accounting code.
- 3 Organization (no-entry). This field is system generated from the previous screen.
- 4 Project (required, numeric field; 2 positions). Key in the project code.
- 5 Publication Code (required, numeric field; max. of 14 positions). Key in the publication code. If the publication code is not known, key in 0.
- 6 Requisition No (required, numeric field; max. of 14 positions). Key in the requisition number. If the requisition number is not known, key in 0.

7 Jacket No (required, numeric field; max. of 6 positions). Key in the jacket number. If not provided, key in 0.

8 Print Order No (required, numeric field; max. of 6 positions). Key in the print order number. If the print order number is not known, key in 0.

9 Description (required, alphanumeric field; max. of 21 positions). Key in the description.

10 Budget Sub-Object Class (no-entry). The budget sub-object class is system generated.

11 Cost (required, numeric field; max. of 15 positions). Key in the cost.

After completing all fields, press [PF9] to add the record. A DCN is displayed in the upper left corner of the SF-1 screen.

Making A Full Conversion To The SF-1. If the SF-1 is entered as a commitment through the FNS-32 option, convert the document to an obligation as follows, using data from the SF-1 hard copy:

At the Other screen, select the FNS-32 option. (Figure 63). Key in the DCN of the record to be converted and press [Enter]. The FNS-32 screen is displayed with the data for the record to be converted.

Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. (See Figure 10 for an example of these fields.)

Complete the conversion fields as follows:

- 1 Document (required, alphanumeric field; max. of 6 positions). Key in SF-1.
- 2 Type (P/F) (no-entry). This field defaults to F. Do not change the default. Press [Tab] to the next field.

PRINTING (SF-1)				XX/XX/XX
DCN: 1	APPRN: 2	ORGANIZATION: 3	PROJECT: 4	
			PUBLICATION CODE: 5	
			REQUISITION NO: 6	
			JACKET NO: 7	
			PRINT ORDER NO: 8	
		BUDGET		
		SUB-OBJECT CLASS		
		2410	10	COST
				11
ENTER REQUIRED FIELDS - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD PF10=CONVERSION				

Figure 64. Printing (SF-1) screen

Press [PF10]. The SF-1 screen is displayed with the data from the FNS-32.

Change the Publication Code, Requisition No, Jacket No, and Print Order No fields as needed.

After completing all fields, press [PF10]. The record is converted.

- To query the record, press [PF3] to refresh the screen.

Key in the DCN. Press [Enter]. The SF-1 information, the Record Status, and Total fields are displayed.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the field to be changed and key in the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete line items, query the DCN and press [PF5].

AD-271, Request For Photo Service

AD-271, Request For Photo Service, is Option 7 on the Other screen (Figure 59). This option is used to record a request by the Public Information Agency to request photographic services from the Office of Public Affairs. The AD-271 is recorded as a *one-time* obligation in Funds Control.

To select this option, key in **7** or **AD271** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Request For Photographic Service AD-271 screen (Figure 65) is displayed.

Adding An AD-271 Record. If the AD-271 is **not entered** as a commitment through the FNS-32 option, add the record by completing the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3 Organization** (*no-entry*). This field is system generated from the previous screen.
- 4 Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5 Agency Number** (*required, numeric field; max. of 14 positions*). Key in the unique agency number (assigned by the user).
- 6 Photo Service No** (*required, numeric field; max. of 14 positions*). Key in the photo service number. If the photo service number is not known, key in **0**.

7 Description (*required, alphanumeric field, max. of 21 positions*). Key in the description.

8 Budget Sub-Object Class (*no-entry*). The budget sub-object class is system generated.

9 Amount (*required, numeric field; max. of 15 positions*). Key in the amount.

After completing all fields, press [PF9] to add the record. A DCN is displayed in the upper left corner of the AD-271 screen.

Making A Full Conversion To The AD-271. If the AD-271 is **entered** as a commitment through the FNS-32 option, convert the document to an obligation as follows, using data from the AD-271 hard copy.

At the Other menu, select the FNS-32 option. Key in the DCN of the record to be converted. Press [Enter]. The FNS-32 screen is displayed with the data for the record to be converted. Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. (See Figure 10.)

Complete the conversion fields as follows:

1 Document (*required, alphanumeric field; 5 positions*). Key in **AD271**.

2 Type (P/F) (*no-entry*). This field defaults to **F**. Do not change the default.

Press [PF10]. The AD-271 screen is displayed with the data from the FNS-32.

Make any changes to the Agency Number and Photo Service No fields.

After completing all fields, press [PF10]. The record is converted.

XX/XX/XX

REQUEST FOR PHOTOGRAPHIC SERVICE AD-271

DCN: **1**

APPRN: **2** ORGANIZATION: **3** PROJECT: **4** AGENCY NUMBER: **5**

PHOTO SERVICE NO: **6**

DESCRIPTION BUDGET CLASS AMOUNT

7 SUB-OBJECT 2421 **8** **9**

ENTER REQUIRED FIELDS - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD PF10=CONVERSION

Figure 65. Request For Photographic Service (AD-271) screen

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- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The AD-271 information, the Record Status, and Total fields are displayed.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the field to be changed and

enter the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed and press [PF6].

Deleting Line Items. To delete line items, query the DCN and press [PF5].

AD-845, Request For Video, Film, And Teleconference Services

AD-845, Request For Video, Film, and Teleconference Services, is Option 8 on the Other screen (Figure 59). This option is used to record requests by the Public Information Agency for video, film, and teleconference services from the Office of Public Affairs. The AD-845 is recorded as a *one-time* obligation in Funds Control.

To select this option, key in **8** or **AD845** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Request For Video, Film And Teleconference Services AD-845 screen (Figure 66) is displayed.

Adding An AD-845 Record. If the AD-845 is **not entered** as a commitment through the FNS-32 option, add the record by completing the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3 Organization** (*no-entry*). This field is system generated from the previous screen.
- 4 Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5 Agency Number** (*required, numeric field; max. of 14 positions*). Key in the agency number from the Form AD-845.

6 Photo Service (*required, numeric field; max. of 14 positions*). Key in the photo service number from the form. If the photo service number is not known, key in **0**.

7 Description (*required, alphanumeric field; max. of 21 positions*). Key in the description.

8 Budget Sub-Object Class (*no-entry*). The budget sub-object class is system generated.

9 Amount (*required, numeric field; max. of 15 positions*). Key in the amount.

After completing all fields, press [PF9] to add the record. A DCN is displayed in the upper left corner of the AD-845 screen.

Making A Full Conversion To The AD-845. If the AD-845 is **entered** as a commitment through the FNS-32 option, convert the document to an obligation as follows, using data from the AD-845 hard copy.

At the Other menu, select the FNS-32 option. Key in the DCN of the record to be converted. Press [Enter]. The FNS-32 screen is displayed with the data for the record to be converted. Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. (See **Figure 10** for an example of these fields.)

Complete the conversion fields as follows:

- 1 Document** (*required, alphanumeric field; 5 positions*). Key in **AD845**.
- 2 Type (P/F)** (*no-entry*). This field defaults to **F**. Do not change the default.

Press [PF10]. The AD-845 screen is displayed with the data from the FNS-32.

CONFERENCE DCN: 1	XX/XX/XX	REQUEST FOR VIDEO, FILM, AND TELE- SERVICES AD-845
APPRN: 2	ORGANIZATION 3	PROJECT: 4
		AGENCY NUMBER: 5 PHOTO SERVICE NO: 6
	DESCRIPTION 7	BUDGET SUB-OBJECT CLASS 2518 8
		AMOUNT 9
ENTER REQUIRED FIELDS - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD PF10=CONVERSION		

Figure 66. Request For Video, Film And Teleconference Services (AD-845) screen

Central Accounting System Manual Central Accounting Database Inquiry System

Make any changes to the Agency Number and Photo Service No fields.

After completing all fields, press [PF10]. The record is converted.

- To query the record, press [PF3] to refresh the screen. Key in the DCN and press [Enter]. The AD-845 infor-

mation, the Record Status, and Total fields are displayed.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the field to be changed and enter the correct information. Press [Tab] to the next field to be changed. Press [PF6].

Deleting Line Items. To delete line items, query the DCN. Press [PF5].

AD-652, Request For Visual Services

AD-652, Request For Visual Services, is Option 9 on the Other screen (Figure 59). This option is used to record requests by the Public Information Agency for visual services to the Office of Public Affairs. The AD-652 is recorded as a *one-time* obligation in funds control.

To select this option, key in **9** or **AD652** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Request For Visual Services (Design Center) AD-652 screen (Figure 67) is displayed.

Adding An AD-652 Record. If the AD-652 is **not entered** as a commitment through the FNS-32 option, add the record by completing the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3 Organization** (*no-entry*). This field is system generated from the previous screen.
- 4 Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5 Agency Number** (*required, numeric field; max. of 14 positions*). Key in the agency number from the Form AD-652.
- 6 Production Number** (*required, numeric field; max. of 14 positions*). Key in the production number

from the form. If the production number is unknown, key in **0**.

- 7 Description** (*required, alphanumeric field; max. of 21 positions*). Key in the description.
- 8 Budget Sub-Object Class** (*no-entry*). The budget sub-object class is system generated.
- 9 Amount** (*required, numeric field; max. of 15 positions*). Key in the amount.

After completing all fields, press [PF9] to add the record. A DCN is displayed in the upper left corner of the AD-652 screen.

Making A Full Conversion To The AD-652. If the AD-652 is **entered** as a commitment through the FNS-32 option, convert the document to an obligation as follows, using data from the AD-652 hard copy.

At the Other screen, select the FNS-32 option. Key in the DCN of the record to be converted and press [Enter]. The FNS-32 screen is displayed with the data for the record to be converted. Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. (See Figure 10 for an example of these fields.)

Complete the conversion fields as follows:

- 1 Document** (*required, alphanumeric field; 5 positions*). Key in **AD652**.
- 2 Type (P/F)** (*no-entry*). This field defaults to **F**. Do not change the default.

Press [PF10]. The AD-652 screen is displayed with the data from the FNS-32.

		XX/XX/XX	
REQUEST FOR VISUAL SERVICES (DESIGN CENTER) AD-652			
DCN: 1			
APPRN: 2	ORGANIZATION: 3	PROJECT: 4	AGENCY NUMBER: 5
			PRODUCTION NUMBER: 6
	DESCRIPTION 7	BUDGET SUB-OBJECT CLASS 2426 2517	AMOUNT 9
ENTER REQUIRED FIELDS - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD PF10=CONVERSION			

Figure 67. Request For Visual Services (Design Center) (AD-652) screen

Central Accounting System Manual Central Accounting Database Inquiry System

Make any changes to the Agency Number and Production Number fields.

After completing all fields, press [PF10]. The record is converted.

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The AD-652 information, the Record Status, and Total fields are displayed.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the field to be changed and key in the correct information. Press [Tab] to the next item to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete line items, query the DCN and press [PF5].

AD-757, Miscellaneous Payment System

AD-757, Miscellaneous Payment System, is Option 10 on the Other screen (Figure 59). This option is used to record payments and accounting adjustments between organizations within the same agency. The AD-757 is recorded as a *one-time* obligation in Funds Control.

To select this option, key in **10** or **AD757** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Miscellaneous Payment System (AD-757) screen (Figure 68) is displayed.

Complete the fields as follows:

- 1** **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2** **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3** **Organization** (*no-entry*). This field is system generated from the previous screen.
- 4** **Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5** **Voucher Number** (*required, numeric field; max. of 5 positions*). Key in the voucher number.
- 6** **Credit Card No.** (*required, numeric field; 10 positions*). Key in the credit card number.

7 **Description** (*required, alpha field; max. of 15 positions*). Key in the description of the type of adjustment being made.

8 **Object Class** (*required, numeric field; 4 positions*). Key in object class code(s). When there are two or more line items on the original form that have the same object class, the line items will need to be summarized into one amount. If the amount must be kept separate, they must be entered as separate DCN's.

9 **Hours** (*required, numeric field; max. of 11 positions*). Key in the employee's hours. The hours for each line item must not exceed 999.99 hours. An accounting adjustment for more than this amount must be broken down into more than one line item. This limit is set by MISC.

10 **Amount** (*required, numeric field; max. of 15 positions*). Key in the amount of the adjustment. The amount for each line item must not exceed \$99,999.99. An accounting adjustment for more than this amount must be broken down into more than one line item. This limit is set by MISC.

Adding The AD-757. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN which appears in the upper left corner of the Miscellaneous Payment System (AD-757) screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The AD-757 information, the Record Status, and Total fields are displayed.

XX/XX/XX

MISCELLANEOUS PAYMENT SYSTEM (AD-757)

DCN: **1**

APPRN: **2** ORGANIZATION: **3** PROJECT: **4** VOUCHER NO: **5**
 CREDIT CARD NO: **6**

DESCRIPTION	OBJECT CLASS	HOURS	AMOUNT
7	8	9	10

ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION

Figure 68. Miscellaneous Payment System (AD-757) screen

- To add an AD-757 as a reducing obligation, use the General Screen (Option 4 at the CADI Selection Menu screen). Complete the fields as noted above. For type action, key in a **D** for reducing and Trans Type key in **O** for an obligation.

Changing Line Items. To change the line items, query the DCN and press [Tab] to the Select field. Key in **X** next to the line item to be changed and enter the correct information. Press [Tab] to the next field to be changed and repeat until all applicable items are changed. Press [PF6].

Deleting Line Items. To delete line items, query the DCN and press [Tab] to the Select field. Key in **X** next to the line item to be deleted. Press [PF5].

Making A Full Conversion To The AD-757. To convert all line items and amounts from the AD-700 to a single AD-757, select Option 1 on the Procurement screen (Figure 6). The Procurement Request (AD-700) screen (Figure 7) is displayed. Key in the DCN of the record to be converted. Press [Enter].

The AD-700 record for the selected DCN is displayed.

Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. (See Figure 10 for an example of these fields.)

Complete the fields as follows:

1 Document (required, alphanumeric field; 5 positions). Key in **AD757**.

2 Type (P/F) (no-entry). This field defaults to **F**. Do not change the default.

3 Select (X) (no-entry). Leave this field blank for a **full conversion**. It is used to select line items for a partial conversion.

Press [PF10]. The information from the AD-700 is converted to the AD-757. After conversion, the Miscellaneous Payment System (AD-757) screen (Figure 69) is displayed showing the data from the AD-700.

Complete the fields as follows:

1 Credit Card No. (required, numeric field; 10 positions). Key in the credit card number.

Make the necessary changes to the Description or Object Class fields. Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed at the bottom of the screen. The conversion is now completed. Once the conversion is complete, information displayed at the top of the screen can only be changed in General Screen.

Viewing The AD-757 After Conversion. To view the Line Item, the Record Status, and Total fields for the new AD-757, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

Making A Partial Conversion To The AD-757. There are two types of partial conversions, (1) moving individual line items or (2) moving line items with partial amounts. (Moving a partial amount means that a balance for the line item(s) remains on the AD-700.) Following are instructions for each type of partial conversion.

MISCELLANEOUS PAYMENT SYSTEM (AD-757)				XX/XX/XX
DCN: 1	APPRN: 2	ORGANIZATION: 3	PROJECT: 4	VOUCHER NO: 5
				CREDIT CARD NO: 6
DESCRIPTION 7	OBJECT CLASS 8	HOURS 9	AMOUNT 10	
RECORDS HAVE BEEN CONVERTED -- PF3 TO REFRESH SCREEN				
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF8=PG FWD CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD PF10=CONVERSION				

Figure 69. Miscellaneous Payment System (AD-757) screen (after conversion)

Individual Line Items. To move specific line items with full amounts from the AD-700 to the AD-757, select Option 1 on the Procurement screen (**Figure 6**). The Procurement Request (AD-700) screen (**Figure 7**) is displayed. Key in the DCN of the record to be converted. Press [Enter].

Press [PF10]. The conversion fields are displayed in the upper right corner of the screen. (See **Figure 10** for an example of these fields.)

Complete the conversion fields as follows:

1 Document (required, alphanumeric field; 5 positions). Key in **AD757**.

2 Type (P/F) (required, alpha field; 1 position). Key in **P**.

3 Select(X) (required, alpha field; 1 position). Key in **X** next to the line items to be converted. (The line items not selected for conversion remain active on the AD-700 screen.)

Press [PF10] and the AD-757 screen is displayed with the selected line items. (See **Figure 11**.)

Complete the additional fields as follows:

1 Credit Card No. (required, numeric field; 10 positions). Key in the credit card number.

Make the necessary changes to the Description or Object Class fields. Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed at the bottom of the screen. The conversion is now completed.

Partial Line Item Amounts. To move a portion of a line item amount to the AD-757 with a balance remaining on the AD-700, select Option 1 on the Procurement screen (**Figure 6**). Press [Enter]. The Procurement Request (AD-700) screen (**Figure 7**) is displayed.

Key in the DCN of the record to be converted. Press [Enter]. The AD-700 record for the selected DCN is displayed.

Press [PF10] to display the conversion fields in the top right corner of the screen. (See **Figure 10** for an example of these fields.)

Complete the conversion fields as follows:

1 Document (required, alphanumeric field; 5 positions). Key in **AD757**.

2 Type (P/F) (required, alpha field; 1 position). Key in **P** to convert partial amounts for all line items. Press [PF10] to convert partial amounts for selected line items.

3 Select (required, alpha field; 1 position). Key in **X** next to the line items to be converted.

Press [PF10]. The AD-757 screen is displayed with the selected line items. (See **Figure 69**.)

Complete the additional fields as follows:

1 Credit Card No. (required, numeric field; 10 positions). Key in the credit card number.

Make any necessary changes to the Description or Object Class fields. Press [PF10]. The message *Records Have Been Converted – Hit PF3 To Refresh Screen* is displayed at the bottom of the screen. The conversion is now completed.

Viewing the AD-757 After Partial Conversion. To view the Line Item, the Record Status, and Total fields for the new AD-757, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

- To view the amounts that remain active on the AD-700, press [PF2]. An AD-700 screen is displayed. Key in the DCN. Press [Enter].

AD-742, Transfer And Adjustment Voucher

AD-742, Transfer And Adjustment Voucher, is Option 11 on the Other screen (Figure 59). This option is used to record transfers and accounting adjustments among CAS agencies when both the providing and requesting agencies are serviced by NFC. The AD-742 is recorded as a *one-time* obligation in Funds Control.

To select this option, key in *11* or *AD742* at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Transfer and Adjustment Voucher (AD-742) screen (Figure 70) is displayed.

Complete the fields as follows:

- 1 **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3 **Organization** (*no-entry*). This field is system-generated from the previous screen.
- 4 **Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5 **Voucher Number** (*required, numeric field; max. of 5 positions*). Key in the voucher number.
- 6 **Description** (*required, alpha field; max. of 15 positions*). Key in the description of the type of adjustment being made.

7 **Object Class** (*required, numeric field; 4 positions*). Key in the object class code for the adjustment being made. When there are two or more line items on the original form that have the same object class, the line items will need to be summarized into one amount. If the amount must be kept separate, they must be entered as separate DCN's.

8 **Hours** (*required, numeric field; max. of 11 positions*). Key in the employee's hours. The hours for each line item must not exceed 999.99 hours. An accounting adjustment for more than this amount must be broken down into more than one line item. This limit is set by the MISC.

9 **Amount** (*required, numeric field; max. of 15 positions*). Key in the amount of the adjustment. The amount for each line item must not exceed \$99,999.99. An accounting adjustment for more than this amount must be broken down into more than one line item.

Adding The AD-742. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Transfer and Adjustment Voucher (AD-742) screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The AD-742 information, the Record Status, and Total fields are displayed.
- To add an AD-757 as a reducing obligation, use the General Screen (Option 4 on the CADI Selection Menu screen). Complete the fields as noted above. For action types, key in a *D* for reducing and trans type key in *O* for an obligation.

TRANSFER AND ADJUSTMENT VOUCHER (AD-742)				XX/XX/XX
DCN: <input style="width: 40px;" type="text"/>	APPRN: <input style="width: 40px;" type="text"/>	ORGANIZATION: <input style="width: 80px;" type="text"/>	PROJECT: <input style="width: 40px;" type="text"/>	VOUCHER NO: <input style="width: 40px;" type="text"/>
DESCRIPTION	OBJECT CLASS	HOURS	AMOUNT	
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 80px;" type="text"/>	
ENTER ALL - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT				
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE	PF8=PG FWD
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF7=PG BACK	PF9=ADD

Figure 70. Transfer And Adjustment Voucher (AD-742) screen

Changing Line Items. To change the line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be changed and enter the correct information. Press [Tab] to the next field to be changed and repeat until all applicable items are changed. Press

[PF6].

Deleting Line Items. To delete line items, query the DCN and press [Tab] to the Select field. Key in *X* next to the line item to be deleted. Press [PF5].

AD-672, Interagency Agreement – Direct Cost

AD-672, Interagency Agreement – Direct Cost, is Option 12 on the Other screen (Figure 59). This option is used to record costs when one agency provides services to another agency. The AD-672 is recorded as a *one-time* commitment. **Note:** The AD-672 is not processed through CAS. It should be entered as an obligation in the AD-742 screen.

To select this option, key in **12** or **AD672** at the Enter Document Code prompt and the applicable number at the Organization Code prompt on the Other screen. Press [Enter]. The Interagency Agreement–Direct Cost AD-672 screen (Figure 71) is displayed.

Complete the fields as follows:

- 1 **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3 **Organization** (*no-entry*). This field is system generated from the previous screen.
- 4 **Project** (*required, numeric field; 2 positions*). Key in project code.
- 5 **Commitment: Y** (*required, alpha field; 1 position*). Key in *N* if the record should be stored as a *one-time* obligation. The system defaults to a *Y* indicating a *one-time* commitment record.

- 6 **Contract Agreement No** (*required, numeric field; max. of 15 positions*). Key in the contract agreement number.
- 7 **Contractor Code** (*required, numeric field; 2 positions*). Key in the contractor code.
- 8 **Description** (*required, alpha field; max. of 20 positions*). Key in the description.
- 9 **Object Class** (*conditional, numeric field; 4 positions*). If the object class needs to be changed, key in a different object class code other than the system-generated **2510**.
- 10 **Amount** (*required, numeric field; max. of 15 positions*). Key in the amount of the Interagency Agreement – Direct Cost.

Adding The AD-672. To add the record to the system after all information is entered, press [PF9]. The system generates a DCN, which appears in the upper left corner of the Interagency Agreement (AD-672) screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter]. The AD-672 information and Record Status are displayed.

Changing. To change the information, query the DCN, press [Tab] to the field to be changed and enter the correct information. Press [Tab] to the next field to be changed and repeat until all applicable fields are changed. Press [PF6].

Deleting. To delete the information, query the DCN and press [Tab] to the field to be changed. Key in the correct information. Press [PF5].

XX/XX/XX

INTERAGENCY AGREEMENT-DIRECT COST AD-672

DCN: 1

APPRN: 2 ORGANIZATION: 3 PROJECT: 4

COMMITMENT: Y 5

CONTRACT AGREEMENT NO: 6

CONTRACTOR CODE: 7

DESCRIPTION: 8

OBJECT CLASS: 2510 9 AMOUNT: 10

ENTER ALL REQUIRED FIELDS

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE
CLEAR=CHANGE	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 71. Interagency Agreement–Direct Cost AD-672 screen

Other – Enter Doc Type

Other – Enter Doc Type is Option 13 on the Other screen (Figure 59). This option is used to access the General Screens when a specific input document is not available.

To select this option, key in **13** at the Enter Document Code prompt and the applicable number at the Organization Code prompt and the numeric document type code at the Enter Doc Type prompt. This is found in the help screen or [Appendix B](#). Press [Enter]. The Funds Control – General screen (Figure 72) for the specific document type request is displayed.

Complete the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data has been entered correctly.
- 2 Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: the first 3 positions of the accounting code.
- 3 Organization** (*no-entry*). This field is system generated from the previous screen.
- 4 Project** (*required, numeric field; 2 positions*). Key in project code.
- 5 Object Class** (*required, numeric field; 4 positions*). Key in the object class code.
- 6 Doc Type** (*no-entry*). The document code is system generated based on the document selected. The system code for each of the documents in Funds Control is listed on the Help screen, Option 5 on the CADI Selection Menu screen.

7 Type Action (*required, alpha field; 1 position*). Key in the type action code specific to the selected document. Valid codes are:

- O** = Once
- R** = Recurring (not available at this time)
- D** = Reducing

8 Trans Type (*required, alpha field; 1 position*). Key in the transaction type code specific to the selected document. Valid codes are:

- O** = Obligation
- C** = Commitment
- B** = Obligation plus accrual
(Not available at this time.)
- A** = Accrued expense

9 Trans Date (*optional, numeric field; 6 positions*). Key in the current date (*mm/dd/yy*) without dashes or spaces. The system defaults to the current date.

10 Agency Amount (*required, numeric field; max. of 15 positions*). Key in the total dollar amount. The system generates the trailing zeros.

Note: Enter information for all fields relevant to the document type selected.

11 Foreign Indicator: D (*no-entry*). The foreign indicator is system generated. The standard type of indicator codes are as follows:

- D** = Domestic
- F** = Foreign

12 Federal Indicator: O (*no-entry*). The Federal indicator is system generated. The standard type of designation codes are as follows:

- O** = Other
- F** = Federal

FUNDS CONTROL - GENERAL

DCN: **1** ORGANIZATION: **3** PROJECT **4**

APPRN **2**

OBJECT CLASS **5** DOC TYPE: **6** TYPE ACTION: **7**

TRANS TYPE: **8** TRANS DATE: **9**

AGENCY AMOUNT: **10**

PROCUREMENT NO:

SELLER:

FOREIGN INDICATOR: D **11** FEDERAL INDICATOR: 0 **12**

DESCRIPTION

LINE NO:

ENTER DCN - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE/REOPEN PF8=PG FWD
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=PG BACK PF9=ADD

Figure 72. Funds Control – General screen (AD-700)

Central Accounting System Manual Central Accounting Database Inquiry System

After keying in all required data, press [PF9]. The record is added to the system. The system generates a DCN that is displayed in the upper left corner of the screen.

The message *Record has been Added – Hit PF3 to Refresh Screen or PF9 to Add Additional Rec* is displayed at the bottom of the screen. Refresh the screen prior to adding records to the DCN.

For those document types that contain multiple records under a single DCN (i.e., Forms AD-700, AD-838, AD-202, AD-616), each record or line item must be entered individually. Follow the steps listed below:

- Press [PF9]. The information from the previous record remains on the screen. The message *Enter New Information Then Hit PF9* is displayed at the bottom of the screen.
- Press [Tab] to the first field below the accounting code. Key in the information for the next record.
- Verify that the sub-object class, amount, and description are changed to reflect the information for the new record.

- Press [PF9] to add the record to the established DCN after all of the data for the new record has been entered. A new line number is system generated and appears at the lower right of the screen, for those document types that contain line item numbers.

Repeat the above steps until all records or line items for the DCN are entered.

Press [PF3] to refresh the screen. Key in the DCN and press [Enter]. The information for the record is displayed. The record status, A-Active Record, is displayed in the upper right corner on the screen.

Use [PF8] or [PF7] to move between multiple records in the same DCN.

The General screen can be used to query, add, delete, make a document change, or reopen a document. It is necessary to refresh and query between each record change. For an explanation of these functions, see instructions provided under the General Screen option.

06 TELNET (Telenet, Object Class 2331). Provides data communication for USDA throughout the United States and Puerto Rico. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

07 CORFEDWG (Coordinated Federal Wage System, Object Class 2510). Provides reimbursement to Department Of Labor for USDA's share of costs for wage surveys conducted under the Federal Wage System, which are the basis for setting wage rates for Wage Board employees. Agencies are billed based on the application of Greenbook percentages to the actual costs incurred.

08 FTS2000 (Object Class 2331). The communications network operated by GSA, which provides long distance service to Federal agencies throughout the United States, Puerto Rico, and the Virgin Islands. Agencies are charged quarterly on the basis of actual billing. These charges are transmitted monthly to NFC by Ft. Collins.

09 UNEMPCOMP (Unemployment Compensation, Object Class 1302). Provides reimbursement to the Department of Labor unemployment trust fund for payment made to unemployed former USDA employees. Agencies are charged quarterly on the basis of actual billing.

10 NFC-SPEC. Not available at this time.

11 INTMS (Object Class: 2334 08-TELENT). Provides USDA Agencies with the capability to transmit and receive International E-Mail, Telex, and Fax messages from Overseas locations.

12 MAILPREP (Mail Prep Unit, Object Class 2357). Provides quick turnaround, custom duplicating services to agencies and staff offices of the Department. Agencies are charged monthly based on actual use in the fiscal year.

13 AGCAS (Agriculture Contract Automation System, Object Class 2500). Maintains and provides updates for a procurement document preparation software package. Users can employ document language consistent with Federal procurement regulations. User agencies' monthly billings are based on the application of Greenbook percentages to the actual costs incurred.

14 DUPSERIT (Duplication Services, Object Class 2420). Provides quick turn-around, custom duplicating services to agencies and staff offices of the Department. Agencies are charged monthly based on actual use in the fiscal year.

15 CEPO (Central Excess Property Operation/Excess Property Oper., Object Class 2530). Maintains a

furniture/office equipment warehousing facility and manages disposition of excess/surplus furniture and equipment. Agencies are billed monthly based on the application of Greenbook percentage to the actual costs incurred.

16 REHAB (Central Excess Property Operation Rehab Furniture Oper., Object Class 2570). Provides furniture rehabilitation services to agencies and staff offices in the D.C. metropolitan area and to non-USDA users under service agreements. Agencies are charged monthly based on the actual service use in the fiscal year.

17 SHIPREC (Central Shipping and Receiving, Object Class 2570). Processes and delivers incoming shipments on behalf of D.C. downtown buildings complex recipients; provides shipping services for agencies and staff offices in the same complex. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

18 LORWTWK (Local Area Network, Object Class 2321). Manages and maintains local telecommunications services and equipment in the D.C. building complex. USDA agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

19 TOPSAM (Telephone Service Operations, Object Class 2538). Provides maintenance services for telephone equipment in the D.C. metropolitan area. USDA agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

20 OPTRAIN (USDA Training Center, Object Class 2520). Provides a Central Training facility for use by Agencies to conduct training courses.

21 AUTOMAIL (Automated Mail List, Object Class 2355). Maintains centralized mailing lists for agencies and staff offices of the Department. Agency funds are charged monthly based on actual use in the fiscal year.

22 CNTSUPST (Central Supply Stores, Object Class 2671). Maintains self-service and warehouse facilities for small or bulk purchases of common office supplies; produces identification cards for USDA headquarters personnel. User agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

23 CNTSUPFM (Central Supply Forms/ Departmental and Standard Forms, Object Class 2677). Supplies and stores Departmental and standards forms for USDA agencies and staff offices. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

24 CNTSUPAF (Central Supply Forms/Agency Forms, Object Class 2677). Supplies and stores agency-specific forms for USDA agencies and staff offices. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

25 FISVIS (Financial Information Systems Vision and Strategy, Object Class 2500). FISVIS will reduce significantly the time it takes to prepare and audit financial statements. In addition, FISVIS will allow field and headquarters offices to eliminate duplicate records (e.g., cuff records), improve current funds control processes, significantly simplify reconciliation procedures, and provide data on an “as needed” basis.

26 COPSRVY (Copier Service, Object Class 2422). Provides walkup and self-service copier services to user agencies in the D.C. downtown buildings complex. Agencies’ funds are charged monthly based on actual use in the fiscal year.

27 MLDISTDD (Door-to-Door Mail Service, Object Class 2356). Provides door-to-door pickup and delivery service of routine and special mailings in the D.C. downtown building complex. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

28 MLDISTCT (Central Mail Services, Object Class 2351). Responsible for central processing for incoming, outgoing, and interoffice mail; provides special handling services for priority items in the D.C. metropolitan area. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

29 NETMGTSV (National Computer Center Customer Network Management Services, Object Class 2335). Provides FTS 2000 central operational support services for USDA agencies, network management, and administrative support for USDA voice and data telecommunications requirements.

30 EXECSEC (Executive Corresp. and Records, Object Class 2513). For mail addressed to the Department, the Secretary, and the immediate Office of the Secretary. Provides referral and correspondence control services to the Department. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

31 KCCC (National Computer Center, Kansas City, Object Class 2563). Provides mainframe computer services to support agency programs and missions, technical support services for system development, ADP consulting services, and ADP training. Agencies’ funds are charged monthly for the cost of services

provided. These charges are transmitted monthly to NFC by Kansas City Computer Center.

32 NFC (National Finance Center, Object Class 2512). Provides central accounting code, payroll/personnel, billings and collections, administrative payments, Thrift Savings Plan recordkeeping, and other services to USDA and others. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

33 DESCENT (Design Center, Object Class 2517). Provides design and layout services for publications, graphics production, and camera-ready art for printing; also designs, constructs, refurbishes, and ships exhibits. Agencies are billed quarterly based on actual use.

34 COMPSERV (Computer Services Unit, Object Class 2562). Provides ADP services to support correspondence tracking, office automation in the staff offices, management information, and billing systems for Working Capital Fund activities. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

35 VIDFILM (Video and Teleconference Center, Object Class 2518). Provides video production services, manages production of video conferences, and provides teleconferencing services. Agencies are billed quarterly based on actual use.

38 CIMFUND (Central Imprest Fund, Object Class 2500). Provides limited services for cash advances, travel authorizations, and small purchases. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

39 GROWCAPI (Growth Capital, Object Class 2500). Provides funding for the acquisition of capital equipment for Working Capital Fund Activities. Agencies are billed monthly based on the application of Greenbook percentages to the actual costs incurred.

Entering a Greenbook Document. To select the Greenbook option, key in **7** or **GRN** at the Enter Document Code prompt. Press [Enter]. The Greenbook Management Council and Cost Distribution Program (Greenbook) screen (**Figure 73**) is displayed.

Note: The entry screens are the same for all document types except that the Billing Cycle field changes to indicate if the document is on a monthly, quarterly, or annual billing cycle. The entry instructions below can be used for all Greenbook document screens. The screen for the Workers Compensation option (Option 01) (with a monthly billing cycle) is used as a general illustration.

To select the Greenbook option, at the Greenbook screen (**Figure 73**), key in the 2-position document number at the Enter Document Type prompt and the

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applicable number at the Organization Code prompt. Press [Enter]. The Workers Compensation screen (**Figure 74**) is displayed.

Complete the fields as follows:

- 1 DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.
- 2 Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code: first 3 positions of the accounting code.
- 3 Organization** (*no-entry*). This field is system generated from the previous screen.
- 4 Project** (*required, numeric field; 2 positions*). Key in the project code.
- 5 Billing Cycle** (*no-entry*). This field identifies the billing cycle (monthly, quarterly, or annual) for the particular document type. Complete this field as described below, depending on the billing cycle shown on the screen.

Monthly. If the screen indicates a monthly billing cycle, numbers are listed for the months of the fiscal year (October through September). Key in an estimate for the initial month of service. The system generates the estimated cost for the remaining months after the record has been added to the system.

Quarterly. If the screen indicates a quarterly billing cycle, numbers are listed for the fiscal year quarters. Key in an estimate for the first quarter for which service will be provided. The system generates the estimated cost for the second, third, and fourth quarters after the record has been added to the system.

Annual. If the screen indicates an annual billing cycle, key in an estimate cost amount for the year for the activity.

6 Budget Sub-Object Class (*no-entry*). The budget sub-object class code related to the specific activity is system generated. The cursor skips this field.

7 Amount (*required, numeric field; max of 15 positions*). Key in the estimated service cost for the first month, first quarter, or full fiscal year (depending on the billing cycle). For documents with monthly and quarterly billing cycles, the system generates the estimated amounts for the remaining months/quarters after the record has been added to the system.

After completing all fields, press [PF9] to add the record. A DCN is displayed in the upper left corner of the screen.

- To query the record, press [PF3] to refresh the screen. Key in the DCN. Press [Enter].

WORKERS COMPENSATION				XX/XX/XX
DCN: 1				
APPRN: 2	ORGANIZATION: 3	PROJECT: 4		
	BILLING CYCLE MONTHLY	BUDGET SUB-OBJECT CLASS	AMOUNT	
	5	6	7	
ENTER DCN - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT				.00
ENTER=INQUIRY CLEAR=EXIT	PF1=MAIN MENU PF2=PRIOR MENU	PF3=REFRESH PF5=DELETE	PF6=CHANGE PF9=ADD	

Figure 74. Workers Compensation Screen (example with monthly billing cycle field)

Projections

Note: Only agencies using Salaries and Benefits and Projection will have access to this option.

Projections is Option 8 on the Funds Control System – Document Menu screen (**Figure 5**). This option provides a menu of options which can be used to add, change, or delete known, unknown, or anticipated payroll/personnel actions within Salaries and Benefits and Projection for the unpaid pay periods. Updates related to the social security number will be used to revise the projection reports for the current fiscal year. **Note:** Transactions associated with a DCN will not be included in the projection report. Once an effective date or end date is met, the information will not be included in the projection report since the payroll/personnel action should have been processed through CAS.

To select this option, key in 8 at the Enter Document Code prompt on the Funds Control System – Document Menu screen. Press [Enter]. The Projections – Document Menu screen (**Figure 75**) is displayed.

Below is a brief description of each option. Detailed instructions are provided in the following pages under the heading for each option.

1. ADD Adds. This option is used to establish employees in Salaries and Benefits and Projection that are not on the Payroll/Personnel System database.

2. AWR Awards. This option is used to enter awards information for employees established on the Payroll/Personnel System database.

3. PRO Promotions. This option is used to enter promotion information for employees established on the Payroll/Personnel System database.

4. SEP Separations. This option is used to enter separation information for employees established on the Payroll/Personnel System database.

5. OVR Overtime. This option is used to enter overtime information for employees established on the Payroll/Personnel System database.

6. POS New Position Title. This option is used to change position title information for employees established on the Payroll/Personnel System database. (Only informational, reports are not affected.)

7. WOP Leave Without Pay. This option is used to enter leave without pay information for employees established on the Payroll/Personnel System database. (Only informational, reports are not affected.)

8. WGI WGI. This option is used to override the scheduled Within-Grade-Increase (WGI) for employees established on the Payroll/Personnel System database.

9. SET Settlements. This option is used to enter settlement information for employees established on the Payroll/Personnel System database. **Note:** Lump sum information is not included in the Projection Report.

10. AOC Adjustments For Object Classes. This option is used to enter Managers Projection data for travel, training, or all other object classes (excluding salary and benefit object classes). **Note:** This information is not used in the Projection Report, but is used in the Managers Projection Reports.

```

                                FUNDS CONTROL SYSTEM - PROJECTIONS
                                PROJECTIONS - DOCUMENT MENU

DOCUMENT CODE      DOCUMENT TITLE
1. ADD             ADDS
2. AWR             AWARDS
3. PRO             PROMOTIONS
4. SEP             SEPARATIONS
5. OVR             OVERTIME
6. POS             POSITION TITLE
7. WOP             LEAVE WITHOUT PAY
8. WGI             WGI
9. SET             SETTLEMENTS
10.AOC             ADJUSTMENTS FOR OBJECT CLASSES
11.ASP             ADJUSTMENTS FOR SPECIAL PROJECTS
12.BOB             BODIES ON BOARD
13.SYA             STAFF YEARS ALLOCATION
14.ASA             ALLOCATE SPLIT ACCOUNTING
15. IRD           IRREGULAR TOUR OF DUTY

ENTER DOCUMENT CODE:                                ENTER ORG:

ENTER NEW REQUEST INFORMATION - HIT THE PF3 KEY BEFORE CHANGING REPORT CODES
CLEAR=EXIT      ENTER=SEND      PF1=MAIN MENU      PF2=PRIOR MENU      PF3=REFRESH
    
```

Figure 75. Projections – Document Menu Screen

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11. ASP Adjustments For Special Projects. This option is used to enter projection data for special projects. **Note:** This information is not used in the Projection Report, but is used in the Managers Projection Reports.

12. BOB Bodies On Board. This option is used to change the number of employees assigned to an organization. (For informational purposes only, reports are not affected.)

13. SYA Staff Year Allocation. This option is used to enter staff year allocation. This is not reflected in the projection reports. (For informational purposes only.)

14. ASA Allocate Split Accounting. This option is used to designate up to **10** accounting lines with the correlating percent distribution. This information is used in the Projection Report.

15. IRD Irregular Tour of Duty. This option is not available at this time.

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16 **Hours Per Pay Period** (*required, numeric field; 2 positions*). Key in the hours to be worked per pay period.

17 **Type of Employment** (*required, alpha field; 1 position*). Key in **X** to indicate full time, part time, or intermittent.

18 **Retirement Coverage Code** (*required, alpha field; 1 position*). Key in **X** to indicate FERS, CSRS, TEMP, or Student Aid.

19 **Compressed Work Schedule.** (*required, alpha field; 1 position*). Key in **Y** (yes) if it is a compressed

work schedule and enter the daily hours to be worked. The system defaults to **N (No)**.

After completing all fields, press [PF9] to add the record.

- To query the record, key in the name or social security number, select the activity code, then press [Enter].
- To change the record, query the record and press [Tab] to the fields to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6]. **Note:** The name and the social security number cannot be changed.
- To delete the record, query the record, then press [PF5].

Awards

Awards is Option 2 on the Projections – Document Menu screen (**Figure 75**). This option is used to add awards not yet processed by CAS. When an award is given a DCN, it will need to be deleted from this Projection Input screen. **Note:** This screen is for employees on the Payroll/Personnel System database.

If an employee award is given a DCN, it will be included in the Managers Projection Reports under the Managers Projection column but it will not be reflected on the Projections By Employee Report.

To select this option, key in **2** or **AWR** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The Awards screen (**Figure 77**) is displayed.

Complete the fields as follows:

1 **Acctg Code** (*required, alphanumeric field; max. of 35 positions*). Key in the accounting code. The first 3 positions are used for the appropriation. The positions identified as the organization code are system generated.

2 **Last** (*required, alpha field; max. of 17 positions*). Key in the employee's last name.

3 **First** (*required, alpha field; max. of 12 positions*). Key in the employee's first name.

4 **MI** (*required, alpha field; 1 position*). Key in the employee's middle initial.

5 **SSN** (*required, numeric field; 9 positions*). Key in the employee's social security number without spaces or dashes.

6 **Amount of Award** (*required, numeric field; max. of 9 positions*). Key in the gross amount of the award.

7 **Object Class** (*required, numeric field; 4 positions*). Key in the object class code.

8 **Effective Date** (*required, numeric field; 6 positions*). Key in the effective date (*mm/dd/yy*).

After completing all fields, press [PF9] to add the record.

- To query the record, key in the name or social security number. Press [Enter].
- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].
- To delete the record, query the record. Press [PF5].

XX/XX/XX

AWARDS

ACCTG CODE: **1**

LAST **2** FIRST **3** MI **4** SSN: **5**

AMOUNT OF AWARD: **6** OBJECT CLASS: **7**

EFFECTIVE DATE: MMDDYY **8**

ENTER NAME OR SSNO AND HIT ENTER KEY
 ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE/REOPEN
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD

Figure 77. Awards screen

After completing all fields, press [PF9] to add the record.

- To query an existing record, key in the name or social security number. Press [Enter].
- To change an existing record, query the record and

press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6]. The message *Record Has Been Changed – PF3 For Next Request* is displayed at the bottom of the screen.

- To delete the record, query the record. Press [PF5].

Separations

Separations is Option 4 on the Projections – Document Menu screen (Figure 75). This option is used to enter projected separation information for employees established on the Payroll/Personnel System database.

To select this option, key in **4** or **SEP** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The Separations screen (Figure 79) is displayed.

Complete the fields as follows:

- 1** **Acctg Code** (required, alphanumeric field; max. of 35 positions). Key in the accounting code. The first 3 positions are used for the appropriation. The positions identified as the organization code are system generated.
- 2** **Status** (no-entry). The current record status is system generated.
- 3** **Select One (X)** (required, alpha field; 1 position). Key in **X** next to Resignation, Retirement, or Transfer.
- 4** **Last** (no-entry). This field is system generated when the social security number is entered.
- 5** **First** (no-entry). This field is system generated when the social security number is entered.
- 6** **MI** (no-entry). This field is system generated when the social security number is entered.
- 7** **SSN** (required, numeric field; 9 positions). Key in the employee's social security number without spaces or

dashes. Press [Enter]. The system will populate the Name and the Ann Lv Bal fields from the Payroll Personnel System database.

- 8** **Effective Date** (required, numeric field; 6 positions). Key in the separation date (mm/dd/yy).
- 9** **Ann Lv Bal. (Hour and Hourly Rate)**. (no-entry). This field is system generated.
- 10** **Comp Lv Bal. (Hour and Hourly Rate)**. (no-entry). This field is system generated.
- 11** **Estimated Fringe Benefits Amount**. (no-entry). This field is system generated when the record is added. This field includes FERS and CSRS benefits.
- 12** **Estimated Amount** (no-entry). This field is system generated when the record is added.

Note: The information in Fields 9 through 12 is not used for reporting purposes.

- 13** **Total** (no-entry). The sum total of the Ann Lv Bal., Comp Lv Bal., and Estimated Fringe Benefits Amount is system generated.

After completing all fields, press [PF9] to add the record.

- To query the record, key in the name or social security number. Press [Enter].
- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].
- To delete the record, query the record. Press [PF5].

SEPARATIONS

ACCTG CODE: **1** STATUS: **2**

(SELECT ONE "X") **3** RESIGNATION: RETIREMENT: TRANSFER:

LAST **4** FIRST **5** MI **6** SSN **7** 000000000

EFFECTIVE DATE: MMDDYY **8**

	HOURS	HOURLY RATE	ESTIMATED FRINGE BENEFITS AMOUNT	ESTIMATED AMOUNT
ANN LV BAL. 9	.00	X	11 .00	= 12 .00
COMP LV BAL. 10	.00	X	.00	= .00
TOTAL: 13				

ENTER ALL REQUIRED FIELDS - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD

Figure 79. Separations screen

Overtime

Overtime is Option 5 on the Projections – Document Menu screen. (Figure 75). This option is used to enter projected overtime for employees established on the Payroll/Personnel System database.

To select this option, key in **5** or **OVR** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The Overtime screen (Figure 80) is displayed.

Complete the fields as follows:

1 **Pay Period** (required, numeric field; 2 positions). Key in the appropriate pay period.

2 **Acctg Code** (required, alphanumeric field; max. of 35 positions). Key in the accounting code. The first 3 positions are used for the appropriation. The positions identified as the organization code are system generated.

3 **SSN** (required, numeric field; 9 positions). Key in the employee's social security number without dashes or spaces.

4 **Last** (required, alpha field; max. of 17 positions). Key in the employee's last name.

5 **First** (required, alpha field; max. of 12 positions). Key in the employee's first name.

6 **MI** (required, alpha field; 1 position). Key in the employee's middle initial.

7 **Obj Class** (required, numeric field; 4 positions). Key in the object class code.

8 **Overtime Hours** (required, numeric field; max. of 3 positions). Key in the overtime hours.

9 **Select (X)**. (required, alpha field; 1 position). Key in **X** next to the line item to be modified, then make the corrections. **Note:** This field is used when modifying an existing overtime record.

Note: A maximum of 12 employees can be entered on this screen. The Employee Name and SSN fields cannot be changed after information is entered.

After completing all fields, press [PF9] to add the record.

- To query the record, key in the pay period and SSN information or pay period and name. Press [Enter].

- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].

- To delete the record, query the record. Press [PF5].

OVERTIME						DATE XX/XX/XX PAGE: 0001
PAY PERIOD						SELECT (X)
ACCTG CODE:						9
SSN	EMPLOYEE LAST	NAME FIRST	MI	OBJ CLASS	OVERTIME HOURS	
3	4	5	6	7	8	
<p>TO INQUIRE: PLEASE ENTER PAY PERIOD AND SSNO OR PAY PERIOD AND NAME ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE PF4=HELP CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF8=PG FWD PF9=ADD</p>						

Figure 80. Overtime screen

Position Title

Position Title is Option 6 on the Projections – Document Menu screen. (Figure 75). This option is used to change an employee's position title. This does not impact the Salaries and Benefits and Projection Modules.

To select this option, key in **6** or **POS** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The New Position Title screen (Figure 81) is displayed.

Complete the fields as follows:

1 **Acctg Code** (required, alphanumeric field; max. of 35 positions). Key in the accounting code. The first 3 positions are used for the appropriation. The positions identified as the organization code are system generated.

2 **Last** (required, alpha field; max. of 16 positions). Key in the employee's last name.

3 **First** (required, alpha field; max. of 12 positions). Key in the employee's first name.

4 **MI** (optional, alpha field; 1 position). Key in the employee's middle initial.

5 **SSN** (required, numeric field; 9 positions). Key in the employee's social security number without spaces or dashes.

6 **New Position Title** (required, alpha field; max. of 38 positions). Key in the employee's new position title.

7 **Effective Date** (required, numeric field; 6 positions). Key in the date (mm/dd/yy) the employee will start the new position (usually the beginning of a pay period).

After completing all fields, press [PF9] to add the record.

- To query the record, key in the name or social security number. Press [Enter].

- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].

- To delete the record, query the record. Press [PF5].

```
NEW POSITION TITLE                                XX/XX/XX

ACCTG CODE:  1

LAST  2      FIRST  3      MI  4

SSN:  5
NEW POSITION TITLE:  6
EFFECTIVE DATE: MMDDYY  7

ENTER ALL REQUIRED INFORMATION - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE
CLEAR=EXIT         PF2=PRIOR MENU     PF5=DELETE      PF9=ADD
```

Figure 81. New Position Title screen

Leave Without Pay

Leave Without Pay is Option 7 on the Projections – Document Menu screen. (Figure 75). This option is used to enter projected leave without pay status for employee’s established on the Payroll/Personnel System database.

To select this option, key in 7 or **WOP** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The Leave Without Pay screen (Figure 82) is displayed.

Complete the fields as follows:

- 1 **Acctg** (required, alphanumeric field; max. of 35 positions). Key in the accounting code. The first 3 positions are used for the appropriation. The positions identified as the organization code are system generated.
- 2 **Last** (required, alpha field; max. of 17 positions). Key in the employee’s last name.
- 3 **First** (required, alpha field; max. of 12 positions). Key in the employee’s first name.
- 4 **MI** (optional, alpha field; 1 position). Key in the employee’s middle initial.
- 5 **SSN** (required, numeric field; 9 positions). Key in the employee’s social security number without spaces or dashes.

6 **Effective Date** (required, numeric field; 6 positions). Key in the date (mm/dd/yy) the leave will start.

7 **Effective End Date** (required, numeric field; 6 positions). Key in the date (mm/dd/yy) the leave will end.

8 **Grade/Step** (no-entry). This field is system generated.

9 **Pay Plan** (no-entry). This field is system generated.

10 **Base Contract Salary** (no-entry). This field is system generated.

After completing all fields, press [PF9] to add the record.

- To query the record, key in the name or social security number. Press [Enter].
- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].
- To delete the record, query the record. Press [PF5].

LEAVE WITHOUT PAY xx/xx/xx

ACCTG: 1

LAST 2 FIRST 3 MI 4 SSN: 5

EFFECTIVE DATE: MMDDYY 6 EFFECTIVE END DATE: MMDDYY 7

GRADE/STEP: 8 PAY PLAN: 9

BASE CONTRACT SALARY: 10

ENTER NAME OR SSNO; THEN HIT ENTER KEY
 ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE/REOPEN
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD

Figure 82. Leave Without Pay screen

WGI

WGI is Option 8 on the Projections – Document Menu screen. (Figure 75). This option is used to delay WGIs which are automatically projected for employees established on the Payroll/Personnel System database.

To select this option, key in 8 or **WGI** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The WGI screen (Figure 83) is displayed.

Complete the fields as follows:

1 **Acctg** (required, alphanumeric field; max. of 35 positions). Key in the accounting code. The first 3 positions are used for the appropriation. The positions identified as the organization code are system generated.

2 **Last** (required, alpha field; max. of 17 positions). Key in the employee's last name.

3 **First** (required, alpha field; max. of 12 positions). Key in the employee's first name.

4 **MI** (required, alpha field; 1 position). Key in the employee's middle initial.

5 **SSN** (required, numeric field; 9 positions). Key in the employee's social security number without spaces or dashes.

6 **Effective Date** (required, numeric field; 6 positions). Key in the date (mm/dd/yy) the increase will become effective. **Note:** Do not enter a prior date.

7 **Grade/Step** (required, numeric field; 6 positions). Key in the grade and step.

8 **Pay Plan** (required, alpha field; 2 positions). Key in the pay plan, i.e., **GS**, **GM**, **WG**, etc.

9 **Base Contract Salary** (no-entry). This field is system generated.

After completing all fields, press [PF9] to add the record.

- To query the record, key in the name or social security number. Press [Enter].

- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].

- To delete the record, query the record. Press [PF5].

```
WGI                                     XX/XX/XX

ACCTG:  1

LAST  2          FIRST  3          MI  4          SSN:  5

EFFECTIVE DATE: MMDDYY  6

GRADE/STEP:  7          PAY PLAN:  8

BASE CONTRACT SALARY:  9

ENTER NAME OR SSNO; THEN HIT ENTER KEY
ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE/REOPEN
CLEAR=EXIT         PF2=PRIOR MENU      PF5=DELETE       PF9=ADD
```

Figure 83. WGI screen

Settlements

Settlements is Option 9 on the Projections – Document Menu screen. (Figure 75). This option is used to enter cash settlements for employees established on the Payroll/Personnel System database.

To select this option, key in **9** or **SET** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The Settlements screen (Figure 84) is displayed.

Complete the fields as follows:

1 **Acctg Code** (required, alphanumeric field; max. of 35 positions). Key in the accounting code. The first 3 positions are used for the appropriation. The positions identified as the organization code are system generated.

2 **Last** (required, alpha field; max. of 17 positions). Key in the employee's last name.

3 **First** (required, alpha field; max. of 12 positions). Key in the employee's first name.

4 **MI** (required, alpha field; 1 position). Key in the employee's middle initial.

5 **SSN** (required, numeric field; 9 position). Key in the employee's social security number without spaces or dashes.

6 **Amount of Award** (required, numeric field; max. of 9 positions). Key in the settlement amount.

7 **Object Class** (required, numeric field; 4 positions). Key in the Object class code.

8 **Effective Date** (required, numeric field; 6 positions). Key in the effective date (mm/dd/yy).

After completing all fields, press [PF9] to add the record.

- To query the record, key in the name or social security number. Press [Enter].
- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].
- To delete the record, query the record. Press [PF5].

SETTLEMENTS XX/XX/XX

ACCTG CODE:

LAST FIRST MI SSN:

AMOUNT OF AWARD: OBJECT CLASS:

EFFECTIVE DATE: MMDDYY

ENTER NAME OR SSNO AND HIT ENTER KEY
 ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE/REOPEN
 CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD

Figure 84. Settlements screen

Adjustments For Object Classes

Adjustments For Object Classes is Option 10 on the Projections – Document Menu screen. (Figure 75). This option is used to enter dollar amounts for travel, training, or all other object classes to be included in the Managers Projection Status of Funds Reports. **Note:** These transactions will not have a DCN and will not be reflected in the Projection Report.

To select this Option, key in **10** or **AOC** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The Adjustments For Object Classes screen (Figure 85) is displayed.

Complete the fields as follows:

1 **Acctg** (required, alphanumeric field; max. of 35 positions). Key in the accounting code. The first 3 positions are used for the appropriation. The positions identified as the organization code are system generated.

2 **Adjustment Number** (required, numeric field; 9 positions). Key in the adjustment number.

3 **Description** (required, alpha field; max. of 25 positions). Key in the description of the adjustment, i.e., travel, training, etc.

4 **Effective Date** (required, numeric field; 6 positions). Key in the effective date (mm/dd/yy).

5 **Object Class** (required, numeric field; 4 positions). Key in the object class code.

6 **Amount** (required, numeric field; max. of 12 positions). Key in the amount.

After completing all fields, press [PF9] to add the record.

- To query the record, key in the adjustment number. Press [Enter].
- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].
- To delete the record, query the record. Press [PF5].

```

                                ADJUSTMENTS FOR OBJECT CLASSES                                XX/XX/XX

ACCTG: [ 1 ]

ADJUSTMENT NUMBER: [ 2 ]
DESCRIPTION: [ 3 ]
EFFECTIVE DATE: MMDDYY [ 4 ]
OBJECT CLASS: [ 5 ]
AMOUNT: [ 6 ]

ENTER REQUIRED FIELDS
ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE/REOPEN
CLEAR=EXIT         PF2=PRIOR MENU    PF5=DELETE       PF9=ADD

```

Figure 85. Adjustments For Object Classes screen

Adjustments For Special Projects

Adjustments For Special Projects is Option 11 on the Projections – Document Menu screen. (Figure 75). This option is used to enter special project information by object class to be included in the Managers Projection Status of Funds Reports. **Note:** These transactions will not have a DCN and will not be reflected in the Projection Report.

To select this option, key in *II* or *ASP* at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The Adjustments For Special Projects screen (Figure 86) is displayed.

Complete the fields as follows:

1 **Acctg** (required, alphanumeric field; max. of 35 positions). Key in the accounting code. The first 3 positions are used for the appropriation. The positions identified as the organization code are system generated.

2 **Adjustment Number** (required, numeric field; 9 positions). Key in the adjustment number.

3 **Description** (required, alpha field; max. of 25 positions). Key in the specific name of the project.

4 **Effective Date** (required, numeric field; 6 positions). Key in the effective date (mm/dd/yy).

5 **Object Class** (required, numeric field; 4 positions). Key in the applicable object class code.

6 **Amount** (required, numeric field; max. of 12 positions). Key in the amount.

After completing all fields, press [PF9] to add the record.

- To query the record, key in the adjustment number. Press [Enter].
- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].
- To delete the record, query the record. Press [PF5].

ADJUSTMENTS FOR SPECIAL PROJECTS XX/XX/XX

ACCTG:

ADJUSTMENT NUMBER:

DESCRIPTION:

EFFECTIVE DATE: MMDDYY

OBJECT CLASS:

AMOUNT:

ENTER REQUIRED FIELDS

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE/REOPEN
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 86. Adjustments For Special Projects screen

Bodies On Board

Bodies On Board is Option 12 on the Projections – Document Menu screen. (Figure 75). This option is used as a source of information only. The projection report includes the actual employee count and staff years.

To select this option, key in **12** or **BOB** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The Bodies On Board screen (Figure 87) is displayed.

Complete the fields as follows:

1 **Acctg** (required, alphanumeric field; max. of 35 positions). Key in the accounting code. The first 3 positions are used for the appropriation. The positions

identified as the organization code are system generated.

2 **Number Of Employees** (required, numeric field; max. of 10 positions). Key in the number of employees.

After completing all fields, press [PF9] to add the record.

- To query the record, key in the accounting code. Press [Enter].

- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].

- To delete the record, query the record. Press [PF5].

```

                                BODIES  ON  BOARD                                DATE: XX/XX/XX

ACCTG: 1
NUMBER OF EMPLOYEES 2

ENTER ALL REQUIRED INFORMATION - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE
CLEAR=EXIT         PF2=PRIOR MENU     PF5=DELETE       PF9=ADD

```

Figure 87. Bodies On Board screen

Staff Years Allocation

Staff Years Allocation is Option 13 on the Projections – Document Menu screen. (Figure 75). This option is used as a source of information only. The projection report includes the actual time worked to make up the 2,087 hour staff year.

To select this option, key in **13** or **SYA** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projections – Document Menu screen. Press [Enter]. The Staff Years Allocation screen (Figure 88) is displayed.

Complete the fields as follows:

1 **Acctg Code** (*required, alphanumeric field; max. of 35 positions*). Key in the accounting code. The first

3 positions are used for the appropriation. The positions identified as the organization code are system generated.

2 **Staff Years** (*required, numeric field; max. of 12 positions*). Key in the number of staff years.

After completing all fields, press [PF9] to add the record.

- To query the record, key in the accounting code. Press [Enter].

- To change the record, query the record and press [Tab] to the field to be changed. Key in the correct information and repeat until all fields are changed. Press [PF6].

- To delete the record, query the record. Press [PF5].

```
DATE: XX/XX/XX  
  
STAFF YEARS ALLOCATION  
  
ACCTG CODE: 1  
STAFF YEARS: 2  
  
ENTER ALL REQUIRED INFORMATION - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT  
ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE  
CLEAR=EXIT         PF2=PRIOR MENU    PF5=DELETE       PF9=ADD
```

Figure 88. Staff Years Allocation screen

Allocate Split Accounting

Allocate Split Accounting is Option 14 on the Projections – Document Menu screen. (Figure 75). This option is used to designate up to 10 accounting lines with the correlating percent distribution.

To select this option, key in **14** or **ASA** at the Enter Document Code prompt and the applicable number at the Enter Org prompt on the Projection – Document Menu screen. Press [Enter]. The Allocate Split Accounting screen (Figure 89) is displayed.

Complete the fields as follows:

1 **SSN** (required, numeric field; 9 positions). Key in the employee's social security number.

Note 1: The employee name as maintained in the Payroll/Personnel System database is system generated.

Note 2: If there is stored accounting for the SSN, the accounting classification line(s) and correlating percent distribution is displayed. If there is no accounting, a blank screen is displayed.

2 **Select** (required, alpha field; 1 position). Key in **X** to select an existing accounting line to be modified or to add an accounting line.

3 **Accounting** (required, alphanumeric field; max. of 30 positions). Key in the modified accounting data or key in the new accounting data to add an accounting line. **Note:** A maximum of 10 accounting lines may be entered.

4 **Distribution Pct.** (required, numeric field; max. of 4 positions). Key in the percent distribution applicable to the modified or added accounting line(s) to be added.

Press [Enter]. **Note:** The system only recognizes whole numbers.

The total is system generated with the sum of the distribution percent for all accounting lines.

Note: If an existing accounting line is being changed, you **must** first complete this action by pressing [PF6]. After this action is taken, only then can the additional accounting line(s) be added by pressing [PF9]. Because different PF key functions are used for the *Change* and *Add* actions, they must be completed separately.

- To change an existing accounting line, place the cursor at the Select field next to the accounting line to be changed and key in **X**. In the Accounting field, key in the new accounting classification code. Press [Tab] to the Distribution Pct. field and key in the correlating percent. Press [PF6].

The message *Changed* is displayed to the right of the screen next to the Distribution Pct. field.

If the Distribution Pct. field does not equal 100%, the message *Distribution Percentage Not 100%* is displayed at the bottom of the screen.

- To add an additional accounting line, place the cursor at the Select field next to the accounting line to be added and key in **X**. In the Accounting field, key in the accounting classification code. Press [Tab] to the Distribution Pct. field and key in the correlating percent. Press [PF9].

The message *Added* is displayed to the right of the screen next to the Distribution Pct. field. If the Distribution Pct. field does not equal 100%, the message *Distribution Percentage Not 100%* is displayed at the bottom of the screen.

```
ALLOCATE SPLIT ACCOUNTING                                DATE XX/XX/XX
SSN: 1
SELECT 2 ACCOUNTING 3                                     DISTRIBUTION PCT. 4

PLEASE ENTER SSNO -- MUST INQUIRE PRIOR TO ANY MODIFICATIONS.
ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE
CLEAR=EXIT         PF2=PRIOR MENU     PF5=DELETE      PF9=ADD
```

Figure 89. Allocate Split Accounting screen

Note 1: The Distribution Pct. field cannot exceed 100% and the system will not allow you to update the database with changed or added accounting line(s). If this occurs the messages *Total Cannot Exceed 100%* and *A Change Or Deletion Must Proceed This Addition* are displayed at the bottom of the screen. You **must** first correct the appropriate accounting line(s) distribution percent to either equal or total less than 100% to update the database with the change or add.

Note 2: Whenever the message is displayed indicating that the percent distribution exceeds 100%, you must first press [PF3] and query the record again before correcting.

- To change/add another split accounting record, press [PF3] to display a blank screen.
- To delete the record, query the record. Press [PF5].

Salaries And Benefits

Note: Only agencies using Salaries and Benefits and Projection will have access to this option.

Salaries And Benefits is Option 9 on the Funds Control System – Document Menu screen (**Figure 5**).

This option provides the latest employee information contained in the Payroll/Personnel System database. It also provides a feature to establish projection accounting.

To select this option, key in **9** at the Enter Document Code prompt on the Funds Control System – Document

Menu screen. Press [Enter]. The Salaries And Benefits – Document Menu screen (**Figure 90**) is displayed.

Below is a brief description of each option. Detailed instructions are provided in the following pages under the heading for each option:

1. Employee. This option is used to view the latest information contained in the Payroll/Personnel System database.

2. Employee Accounting Information. This option is used to change or add employee accounting information to be used for the unpaid pay periods in the Projection Report. Also, new employees can be located by organization by entering all 9s (e.g., 9999).

```

                                     SALARIES AND BENEFITS - DOCUMENT MENU
                                                                                   XX/XX/XX

DOCUMENT CODE      DOCUMENT TITLE
1. EMP            EMPLOYEE                2. EAI            EMPLOYEE ACCOUNTING INFORMA-
TION

ENTER DOCUMENT CODE:

ENTER NEW REQUEST INFORMATION - HIT THE PF3 KEY BEFORE CHANGING REPORT CODES
CLEAR = EXIT  ENTER = SEND  PF1 = MAIN MENU  PF2 = PRIOR MENU  PF3 = REFRESH
```

Figure 90. Salaries And Benefits – Document Menu screen

Employee

Employee is Option 1 on the Salaries And Benefits Document Menu screen (Figure 90). This option is used to view the latest employee information contained in the Payroll/Personnel System database.

To select this option, key in **I** or **EMP** at the Enter Document code prompt and press [Enter]. Key in the applicable number at the Organization Code prompt on the Salaries And Benefits – Document Menu screen. Press [Enter]. The Employee screen (Figure 91) is displayed.

Complete the fields as follows:

1 Acctg Code (*no-entry*). This field is system generated from the stored accounting in the pay period database.

Employee information can be queried by name or social security number. An entry of only a part of a name will display a list of employees meeting that criteria. (See Figure 92.) Place an **X** next to the name and press [Enter].

2 Last (*required, alpha field; max. of 17 positions*). Key in all or part of the last name.

3 First (*no-entry*). The first name is displayed.

4 MI (*no-entry*). The middle initial is displayed.

5 Social Security Number (*conditional, numeric field; 9 positions*). If using this field as a search criteria, key in the employee's social security number without spaces or dashes.

6 Annual Leave Balance (*no-entry*). The annual leave balance is displayed.

7 Comp Leave Balance (*no-entry*). The comp leave balance is displayed.

8 Pay Plan (*no-entry*). The pay plan (i.e., **GS**, **GM**, etc.) is displayed.

9 Series (*no-entry*). The series (e.g., **0343**) is displayed.

10 Grade/Step (*no-entry*). The grade/step (e.g., **13 01**) is displayed.

11 Base Contract Salary (*no-entry*). The annual salary is displayed.

12 Employment Ceiling (*no-entry*). **Y** is displayed for ceiling employees or **N** for another plan.

13 Pay Differential (*no-entry*). **N** is displayed for no pay differential or **Y** for 8% differential.

14 Hours Per Pay Period (*no-entry*). The hours per pay period is displayed.

15 Type Of Employment (*no-entry*). **X** is displayed next to Full Time for 80 hours or an **X** next to Part Time or Intermittent for 32–79 hours.

16 Retirement Coverage Code (*no-entry*). **X** is displayed next to the applicable retirement program.

17 Compressed Work Schedule (*optional, alphanumeric field; max. of 29 positions*). Key in **Y** and enter hours for compressed work schedule, if applicable. The system defaults to **N** indicating there is no compressed work schedule. **Note:** This is the only field that can be changed and impacts the last pay period of the year.

```

                                EMPLOYEE                                STATUS:    XX/XX/XX
ACCTG CODE:  1
LAST  2          FIRST  3          MI  4          SOCIAL SECURITY NUMBER  5
ANNUAL LEAVE BALANCE:  6          COMP LEAVE BALANCE:  7
PAY PLAN:  8          SERIES:  9          GRADE/STEP:  10
BASE CONTRACT SALARY:  11          EMPLOYMENT CEILING: N (Y OR N)  12
PAY DIFFERENTIAL: N (Y OR N)  13          HOURS PER PAY PERIOD:  14
TYPE OF EMPLOYMENT:  15 (SELECT ONE: X) FULL TIME PART TIME INTERMITTENT
RETIREMENT COVERAGE CODE  16 (SELECT ONE: X) FERS CSR TEMP STUDENT AID

COMPRESSED WORK SCHEDULE: N (Y/N)  17

      S M T W TH F S S M T W TH F S
ENTER NAME OR SOCIAL SECURITY NUMBER, AND PRESS ENTER.
ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE
CLEAR=EXIT PF2=PRIOR MENU
    
```

Figure 91. Employee screen

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ORG:	EMPLOYEE NAME:						DATE	
I	LAST	FIRST	MIDDLE	I	LAST	FIRST	MIDDLE	
-								
-								
-								
-								
-								
-								
-								
-								
-								
-								

NO MORE NAMES MATCH REQUEST. ENTER X NEXT TO DESIRED NAME.
TYPE AN X OPPOSITE THE NAME YOU WANT, THEN PRESS ENTER KEY. PF2=PRIOR MENU

Figure 92. Employee screen (*list of employees*)

Employee Accounting Information

Employee Accounting Information is Option 2 on the Salaries and Benefits Document Menu screen (Figure 90). This option is used to change or add employee's accounting to reflect unpaid pay periods in the Projection Report. **Note:** After initial entry, the accounting is stored for future years.

Note: The accounting established in this module will not affect the Payroll/Personnel System but will impact the unpaid pay periods in the Projection Report.

To select this option, key in **2** or **EAI** at the Enter Document Code prompt on the Salaries and Benefits Document Menu screen. Press [Enter]. The Enter Organization and Enter Last Name prompts (Figure 93) are displayed.

- To establish accounting for new employees who do not have accounting established in Salaries and Benefits and Projection, complete the fields as follows:

1 Enter Organization (required, numeric field; max. of 6 positions). Key in 9s in all positions of your agency organization. All agency employees who are not assigned agency accounting will be displayed.

2 Enter Last Name (required, alpha field; max. of 16 positions). Key in the complete or any part of the last name. If a part of the name is entered, a selection screen with a list of employees (Figure 92) is displayed (e.g., if **W** is entered, then names beginning with W, X, Y, and Z are displayed). Press [Enter]. Place an **X** next to the name for which the accounting is being established. Press [Enter].

The Employee accounting information screen (Figure 94) is displayed. It will reflect the employee's name, SSN, and accounting information populated with all 9s. Key in **X** next to the accounting classification line. Key in the accounting to be stored. Press [PF6].

- To return to the Salaries and Benefits Document Menu screen, press [PF2]. Repeat the above process until all employees have accounting stored.

```
XX/XX/XX  
  
SALARIES AND BENEFITS - DOCUMENT MENU  
  
DOCUMENT      DOCUMENT  
CODE          TITLE  
1. EMP        EMPLOYEE  
2. EAI        EMPLOYEE ACCOUNTING INFORMATION  
  
ENTER DOCUMENT CODE: EAI      ENTER ORGANIZATION 1  
                               ENTER LAST NAME 2  
ENTER REQUIRED INFO (TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)  
CLEAR = EXIT  ENTER = SEND  PF1 = MAIN MENU  PF2 = PRIOR MENU  PF3 = REFRESH
```

Figure 93. Salaries And Benefits Document Menu screen

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```
CA243PDM                                EMPLOYEE                                XX/XX/XX
LOCATION CODE:

LAST                FIRST                MI                SSN

                ACCOUNTING CLASSIFICATION :
                999999999999                (ASSIGNED)

ENTER VALID ACCOUNTING - PLACE AN X TO ADD, DELETE, OR CHANGE ACCOUNTING CODES
ENTER=INQUIRY  PF1=MAIN MENU  PF2=PRIOR MENU  PF3=REFRESH  PF5=DELETE
CLEAR=EXIT    PF6=CHANGE    PF9=ADD
```

Figure 94. Employee (Accounting Information) screen

Note: If the message states that there are no records found on the database, this indicates that all employees have accounting stored in the Salaries and Benefits module.

- To change the accounting, key in the organization and last name.

If the complete name is entered, the Employee Accounting Information screen is displayed.

If part of a name is entered, the selection screen is displayed. Select a name by placing an *X* next to the name

and press [Enter]. Key in *X* and the new accounting data; press [PF6].

To review a list of employees by organization, key in the Organization code and *A* in the Last Name field. Press [Enter].

A list of employees who have accounting stored with the specified organization is displayed. The projection report will also reflect these employees.

Note: The accounting entered on this screen for unpaid pay periods will not impact the accounting for actuals (transmitted T & A).

Reports

Reports is Option 2 on the CADI Selection Menu screen (**Figure 4**). This option is used to produce reports available in the Funds Control, Salaries and Benefits, and Projection features. Reports 1 through 7 can be viewed online or may be routed to a local printer. Management Reports, 8 through 12 can only be routed to a local printer. Reporting options vary for Reports 13 through 16.

History reports are available immediately after a transaction is entered in the system. Reconciliation and exception reports are not updated until the weekly match is completed.

A left side and right side has been set up for reports that are too large for all fields to be viewed on a single screen. Use the following function keys displayed at the bottom of the screens to move from one area of the report to another.

- [PF11] Moves to right side of report.
- [PF10] Moves to left side of report.
- [PF8] Moves forward to next page(s) of report.
- [PF7] Moves backward to previous page(s) of report. **Note:** If the correction default is Y, [PF7] is unavailable.

Corrections can be made through three reports: Transaction With No DCN, DCN's Not In Range Tolerance, and Active (Unmatched) Reports. Records can be **purged** from the Transactions With No DCN and DCN's Not In Range Tolerance Reports. That is, the records are moved from these reports to the Reconciliation Report. Records can be **deleted** from the Active (Unmatched)

Report, indicating that the record is no longer a pending amount to be processed through CAS.

Note: See the Help Screen for information on record codes, transaction codes, and type of action codes.

To select this option, key in the agency code at the Agency field and 2 at the Select field on the CADI Selection Menu screen. Press [Enter]. The Funds Control System – Report Menu screen (**Figure 95**) is displayed.

The reports available on the Funds Control System – Report Menu screen are listed below with a brief description of each:

- 1. REC – Reconciliation.** CAS Records that meet the matching criteria.
- 2. DCN – Transactions With No DCN.** CAS Records that cannot be matched to an agency record due to incorrect accounting, object class, DCN, document type, reference, or no DCN was appended to the accounting.
- 3. RNG – DCN's Not In Range Tolerance.** CAS Records that meet the matching criteria except for differences in dollar amounts.
- 4. HST – DCN History.** Provides accurate accounting data for each DCN.
- 5. ACT – Active (Unmatched).** Agency records that are pending and have not had any activity through CAS.
- 6. TRN – Transaction History.** Provides a complete audit trail of every entry against a DCN.
- 7. SF – Status Of Funds.** Provides up-to-date information on status of the accounts (CAS as well as pending).
- 8. TVD – Travel Detail.** Provides pertinent travel data recorded in Funds Control as an agency amount.

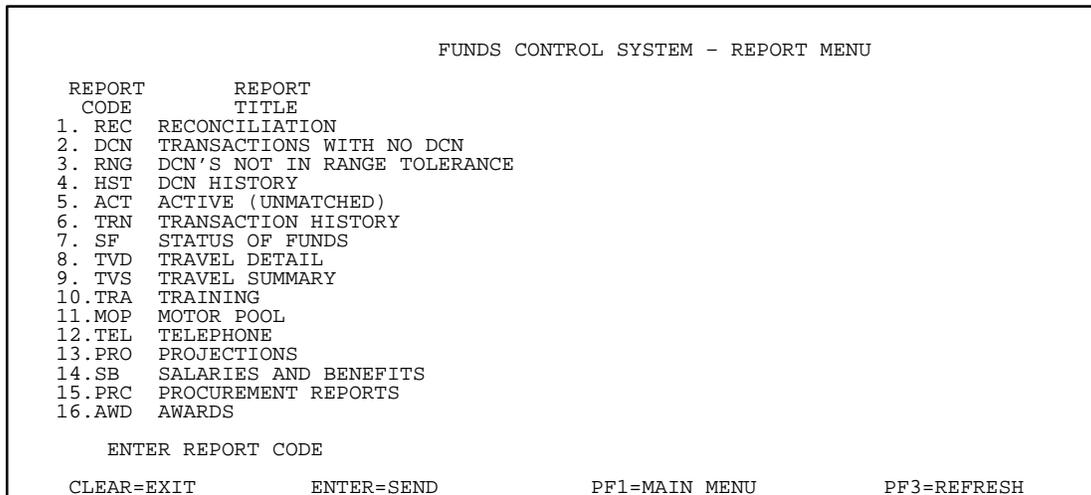


Figure 95. Funds Control System – Report Menu screen

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9. TVS – Travel Summary. Provides year-to-date travel data in a summarized format for each accounting code, combining costs processed through CAS and those recorded in Funds Control.

10. TRA – Training. Provides pertinent training data stored in Funds Control Active and Reconciliation Reports.

11. MOP – Motor Pool. Provides current year motor pool data stored in Funds Control (CAS as well as pending).

12. TEL – Telephone. Provides current year telephone data stored in Funds Control (CAS as well as pending).

13. PRO – Projections. Provides input document screens to enter known, unknown, and anticipated

payroll/personnel actions for unpaid pay periods which will result in a change to an organization's fund status.

14. SB – Salaries And Benefits. Provides employee information retrieved from the Payroll/Personnel System database.

15. PRC – Procurement Report. Provides pertinent data for goods or services procured through purchase orders, customer supply orders, standard requisitions, or service store shopping.

16. AWD – Awards. Provides a report list of employees that received awards. The report may be requested by accounting classification for a specific accounting period or for an organization.

Instructions follow for using each report option.

Reconciliation

Reconciliation is Option 1 on the Funds Control System – Report Menu screen (**Figure 95**) This option is used to print or view information on three types of transactions in Funds Control:

- Transactions that have had an agency record matched to a CAS Record based on the specific matching criteria established for each document type. These records carry a **record code P**, indicating that a match has been made and the record has been purged to the Reconciliation report from the Active report.
- Transactions that were purged through the use of Corrections, Option 3, on the CADI Selection Menu screen. These records carry a **record code P**. If the *Purge To Record* default is changed to yes, the record code will be **Z**.
- Transactions that were purged from the DCN's Not In Range Tolerance and Transactions With No DCN reports. These records carry a **record code Z**.

This report is updated weekly based on the detail transactions processed through CAS.

To select this option, key in **1** or **REC** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Funds Control System – Report Menu screen (**Figure 96**) is displayed with the fields to the right used to request the report.

Requesting The Report. To request the report for online viewing, complete the fields as follows and press [Enter].

1 **Org** (*required, numeric field; max. of 6 positions*). Key in the organization code (at minimum, the first position).

2 **Acct Class** (*optional, numeric field; max. of 21 positions*). Key in the desired accounting code. If this field is left blank, the report lists all accounting codes starting with the lowest. Key in the first position of the accounting code for specific fiscal year (current, prior, or future) transactions or any level of the accounting code can be entered.

3 **Obj Class** (*optional, numeric field; max. of 4 positions*). Key in the specific budget object class code. Any level of the budget sub-object class can be completed. If this field is left blank, the report lists all budget sub-object classes.

4 **Date Updated** (*optional, numeric field; 6 positions*). Key in the date (*mm/dd/yy*). If this field is completed, only records from that date to the present are listed. If this field is left blank, the report lists all records reconciled.

If the request exceeds online capability, a message is displayed indicating that the report is to be sent to a printer.

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

5 **Print N** (*required, alpha field; 1 position*). Key in **Y** (yes) to remote print. The system defaults to **N**(no).

REPORT CODE	REPORT TITLE	ORG:
1. REC	RECONCILIATION	1
2. DCN	TRANSACTIONS WITH NO DCN	ACCT CLASS: 2
3. RNG	DCN'S NOT IN RANGE TOLERANCE	OBJ CLASS: 3
4. HST	DCN HISTORY	
5. ACT	ACTIVE (UNMATCHED)	
6. TRN	TRANSACTION HISTORY	
7. SF	STATUS OF FUNDS	DATE UPDATED: 4
8. TVD	TRAVEL DETAIL	MO: DAY: YR:
9. TVS	TRAVEL SUMMARY	
10. TRA	TRAINING	
11. MOP	MOTOR POOL	
12. TEL	TELEPHONE	
13. PRO	PROJECTIONS	
14. SB	SALARIES AND BENEFITS	PRINT: N 5
15. PRC	PROCUREMENT REPORTS	REMOTE ID: 6
16. AWD	AWARDS	ROUTE TO: 7

ENTER REPORT CODE REC
ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF3=REFRESH

Figure 96. Funds Control System – Report Menu screen (request for Reconciliation)

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6 Remote ID (required, alphanumeric field; max. of 8 positions). Key in remote printer number.

7 Route To (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Viewing The Report. To view the report, complete fields 1 through 4 at the Funds Control System – Report Menu screen (**Figure 96**). Press [Enter].

The left side of the Reconciliation Report screen (**Figure 97**) is displayed showing the following fields:

1 Accounting Code. The report starts with the lowest accounting code specified.

2 Payee/Description. Data is generated from the description field of the record. The information displayed varies according to the data entered in the description field for the document type.

3 DCN. The document control number for each reconciled record is displayed.

4 Rec Cd. This is a record code assigned by the system to designate the status of the record. *P* indicates that

the Agency record has been matched to a CAS Record and purged to the reconciliation report. *Z* indicates that the record was purged from the Transactions With No DCN or DCN's Not in Range Tolerance Reports by the user.

5 Object Class . The budget sub-object class code for each record is displayed.

6 Agency Amount. The amount of the agency record is displayed. This obligation amount should agree with the CAS obligation amount. (If it is a Working Capital Fund (WCF) Agency, this will reflect accruals.)

7 CAS Amount. The obligation amount processed through CAS is displayed in this field. This amount should agree with the agency amount. (If it is a WCF Agency, this will reflect accruals.)

- To move to the right side of the Reconciliation Report screen (**Figure 98**), press [PF11]. The following fields are displayed:

8 Accounting Code. The accounting code from the left side of the report is displayed.

ORG ACCOUNTING CODE	PAYEE/DESCRIPTION	DCN	REC CD	OBJECT CLASS	AGENCY AMOUNT	CAS AMOUNT
1	2	3	4	5	6	7

DATE XXXXXX
PAGE 1

CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF7=PG BACK PF8=PG FWD PF11=RIGHT SIDE

Figure 97. Reconciliation Report screen (left side – blank)

ORG	RECONCILIATION REPORT					DATE XXXXXX
ACCOUNTING CODE	DCN	DOC	TYP	REFERENCE	SCHED	PAGE 1
8	9	10	11	12	13	14 15 16 17
TRN TYP	DATE	TRN	TYP	FED	FOR	FOR
ACT IND	UPDATED	TYP	ACT	IND	IND	IND
CLEAR = EXIT PF1 = MAIN MENU PF2 = PRIOR MENU PF10 = LEFT SIDE						

Figure 98. Reconciliation Report screen (right side – blank)

9 DCN. The document control number from the left side of the report is displayed.

10 Doc Type. The form number (e.g., AD838) is displayed for the document processed through CAS.

11 Reference. The unique reference information for the document is displayed (i.e., purchase order number and line item, social security number, etc.).

12 Sched. The NFC obligation schedule number (accrual if WCF) is displayed in this field. This is a unique number that allows identification of records when it is necessary to contact NFC about problems.

13 Date Updated. The date the record was reconciled is displayed.

14 Trn Typ. The system-assigned transaction type code for the agency record is displayed. Valid values are:

- O* = Obligation
- C* = Commitment
- B* = Obligation plus accrual
- A* = Accrued expense

Note: Trn Type B is not currently used in the system.

15 Typ Act. The type action codes for the record is displayed. Valid values are:

- O* = Once
- R* = Recurring
 - 1 = Monthly
 - 2 = Quarterly
 - 3 = Annual
- D* = Reduced

Note: Type action *R* is not available at this time.

16 Fed Ind. The standard type of designation code is displayed. Valid values are:

- O* = Other
- F* = Federal

17 For Ind. The standard type of indicators code is displayed. Valid values are:

- D* = Domestic
- F* = Foreign

Note: The Federal and Foreign indicator codes are important in the preparation of various accounting reports. These indicators are initially established based on standards for each document type.

- To return to the left side of the report, press [PF10].
- To view the next page, press [PF8]. To view previous page, press [PF7].
- To return to the Funds Control System – Report Menu screen, press [PF2], or to return to the CADI Selection Menu screen, press [PF1].
- To access another report press [PF2] to return to the Funds Control System – Report Menu screen. At this point, you have the following choices: (a) press [PF3] to refresh the screen and enter a new Report Code, or (b) type the alpha report code over the previous report code. Press [Enter].

The specific selection criteria for the new report is displayed. Change any selection information. Press [Enter].

Transactions With No DCN

Transactions With No DCN is Option 2 on the Funds Control System – Report Menu screen (Figure 95). This option is used to review CAS obligation or accrual transactions which did not match an agency record, based on the specific criteria established for matching (X record code), or if the transaction processed by CAS did not have a DCN (N Record code). This report is updated weekly, based on the detail transactions processed through CAS.

Records that appear on the Transactions With No DCN Report are assigned a system-generated DCN, which is the next available DCN for the Org. If there is an existing DCN on the Active Report, it will remain there until the user processes a correction through the Correction Screen (Option 3 on the CADI Selection Menu screen) or deletes the agency record from the Active Report. For this reason, it is possible to have a double obligation (or accrual) until the Transactions With NO DCN Report has been cleared.

To select this option, key in 2 or DCN at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Funds Control System – Report Menu screen (Figure 99) is displayed with the fields on the right used to request the report.

Requesting The Report. To request the report for online viewing, complete the fields as follows and press [Enter].

- 1 **Org** (required, numeric field; max. of 6 positions). Key in the organization code (at minimum, the first position).
- 2 **Acct Class** (optional, numeric field; max. of 21 positions). Key in the desired accounting code. For

specific fiscal year (current, prior, or future) transactions, key in the first position of the accounting code or key in any level of the accounting. If this field is left blank, the report lists all accounting codes starting with the lowest.

3 **Obj Class** (optional, numeric field; max. of 4 positions). Key in the specific budget object class code. Any level of the budget sub-object class can be completed. If this field is left blank, the report lists all budget sub-object classes.

4 **Correction: N** (optional, alpha field; 1 position). Key in the Y (yes) to purge records to the Reconciliation Report. The system defaults to N (no).

Note: If the default is changed to a Y the [PF7] key will be invalid when viewing the report.

5 **Date Updated** (optional, numeric field; 6 positions). Key in the date (mm/dd/yy). Only the records from that date to present will be displayed. If this field is left blank, all records not reconciled will be displayed.

If the request exceeds online capability, a message is displayed indicating that the report is to be sent to a printer.

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

6 **Print: N.** (required, alpha field; 1 position). Key in Y (yes) to remote print. The system defaults to N (no).

7 **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

8 **Route To** (required, alphanumeric field; max. of 15 positions). Key in data to identify who requested the report (e.g., name, bin number, etc.).

REPORT CODE	REPORT TITLE	ORG:	ACCT CLASS:	OBJ CLASS:
1. REC	RECONCILIATION	1	2	3
2. DCN	TRANSACTIONS WITH NO DCN			
3. RNG	DCN'S NOT IN RANGE TOLERANCE			
4. HST	DCN HISTORY			
5. ACT	ACTIVE (UNMATCHED)			
6. TRN	TRANSACTION HISTORY			
7. SF	STATUS OF FUNDS			
8. TVD	TRAVEL DETAIL			
9. TVS	TRAVEL SUMMARY			
10. TRA	TRAINING			
11. MOP	MOTOR POOL			
12. TEL	TELEPHONE			
13. PRO	PROJECTIONS			
14. SB	SALARIES AND BENEFITS			
15. PRC	PROCUREMENT REPORTS			
16. AWD	AWARDS			

CORRECTION:	N	4
DATE UPDATED:	5	
MO:	DAY:	YR:
PRINT:	N	6
REMOTE ID:	7	
ROUTE TO:	8	

ENTER REPORT CODE DCN
 ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
 CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF3=REFRESH

Figure 99. Funds Control System – Report Menu screen (request for Transactions With No DCN)

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Viewing The Report. To view the report, complete the fields **1** through **5** at the Funds Control System – Report Menu screen (**Figure 99**). Press [Enter].

The left side of the Transactions With No DCN report screen (**Figure 100**) is displayed showing the following fields:

1 Accounting Code. The report starts with the lowest accounting code specified.

2 Payee/Description. Data is generated from the Description field of the record processed in the feeder system.

Note: A 4-position number is displayed in this field when a CAS Record is processed with designated DCN positions completed in the accounting field. This number should be the agency record's DCN.

3 DCN. A document control number is generated for each CAS transaction that did not match an agency record. This will be the next available DCN assigned to an Org.

4 Rec Cd. This is a record code assigned by the system to designate the status of the record. **X** indicates the transaction processed through CAS had a DCN but could not be matched based on the accounting code, object class, DCN, or reference. **N** indicates the CAS transaction processed without a DCN appended to the accounting code.

5 Object Class. The budget sub-object class code for each record processed through CAS is displayed.

6 CAS Amount. The obligation amount processed through CAS is displayed unless it is a WCF, then the accrued amount is displayed.

- To move to the right side of the Transactions With No DCN report screen (**Figure 101**), press [PF11]. The following fields are displayed.

7 Accounting Code. The accounting code from the left side of the report is displayed.

8 DCN. The document control number from the left side of the report is displayed.

9 Doc Typ. The form number (e.g., AD-838) under which the record was processed is displayed. (Refer to the Help screen.)

ORG	ACCOUNTING CODE	PAYEE/DESCRIPTION	DCN	REC CD	OBJECT CLASS	DATE XXXXXX
	1	2	3	4	5	PAGE 1
						CAS AMOUNT
						6

CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF7=PG BACK PF8=PG FWD PF11=RIGHT SIDE

Figure 100. Transactions With No DCN report screen (left side – blank)

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TRANSACTIONS WITH NO DCN										DATE XXXXXX
										PAGE 1
ORG ACCOUNTING CODE	DCN	DOC	TYP	REFERENCE	SCHED	DATE UPDATED	TRN TYP	FED ACT	FOR IND	IND
7	8	9		10	11	12	13	14	15	16
CLEAR = EXIT				PF1 = MAIN MENU		PF2 = PRIOR MENU		PF10 = LEFT SIDE		

Figure 101. Transactions With No DCN report screen (right side – blank)

10 Reference. The unique reference information for the document processed through CAS is displayed (i.e., purchase order number and line item, social security number, etc.).

11 Sched. The NFC obligation schedule number (or accrual if WCF) is displayed in this field. This is a unique number which allows identification of records when it is necessary to contact NFC about problems.

12 Date Updated. The date the record was processed through the Funds Control matching process.

13 Trn Typ. The system-assigned transaction type code for the agency record is displayed. Valid values are:

- O* = Obligation
- C* = Commitment
- B* = Obligation plus accrual
- A* = Accrued expense

Note: Transaction Type B is not currently used in the system.

14 Typ Act. The type action code for the record is displayed. Valid values are:

- O* = Once
- R* = Recurring
 - 1* = Monthly
 - 2* = Quarterly
 - 3* = Annual
- D* = Reduced

Note: Type action **R** is not available at this time.

15 Fed Ind. The standard type of designation code is displayed. Valid values are:

- O* = Other
- F* = Federal

16 For Ind. The standard type of indicator code is displayed. Valid values are:

- D* = Domestic
- F* = Foreign

Note: The Federal and Foreign indicator codes are important in the preparation of various accounting reports. These indicators are initially established based on standards for each document type. If the code needs to be changed, use the General Screen.

- To return to the left side of the report, press [PF10].
- To view the next page, press [PF8].
- To view the previous page, press [PF7].
- To return to the Funds Control System - Report Menu screen, press [PF2], or to return to the CADI Selection Menu screen, press [PF1].
- To access another report, press [PF2] to return to the Funds Control System - Report Menu screen. At this point, you have the following choices: (a) press [PF3] to refresh the screen and enter a new Report Code, or (b) type the alpha report code over the previous report code. Press [Enter].

The specific selection criteria for the new report is displayed. Change any selection information. Press [Enter].

Correcting The Records On Transactions With No DCN Report. The transactions that appear on this report

are transactions that have processed through CAS but are considered **exceptions**. There are two record codes which indicate the exceptions:

Record code *X* indicates the CAS transaction had a DCN present when processed through CAS but when the record was compared to the agency record in Funds Control, the matching criteria was not met. This means the accounting code, object class, DCN or reference did not match. The agency record remains on the Active Report until corrective action is taken.

Record code *N* indicates the CAS transaction did not have a DCN appended to the accounting when processed through CAS.

When transactions appear on this report, the Org's next available DCNs will be assigned to the CAS transactions so corrective action can be taken.

Each transaction line will need to be reviewed to determine if the transaction was established in Funds Control or if it is an unknown transaction. To determine if a transaction was established in Funds Control, review the Active (Unmatched), the DCN History, or Transaction History Reports.

If a transaction has an *X* record code, the following situations may exist:

- **An agency record exists but did not match the CAS record exactly.** Determine why the record did not match. This can be done by going to Option 3, Corrections, on the CADI Selection Menu screen. Select DCN Corrections, key in the applicable number at the Organization Code prompt and press [Enter]. Enter the Agency DCN; press [Tab] to the CAS DCN field and enter the CAS DCN. Press [Enter]. This will display both records. Compare the information on both records. If the CAS information is correct, change the agency record to agree and press [PF6]. This will delete the system-generated DCN from the Transaction With No DCN Report and move (purge) the agency DCN to the Reconciliation Report from the Active Report.
- **An agency record exists but did not match the CAS record exactly.** Determine why the record did not match. This can be done by going to Option 3, Corrections, on the CADI Selection Menu screen. Select DCN Corrections, key in the applicable number at the Organization Code prompt and press [Enter]. Enter the Agency DCN and press [Tab] to the CAS DCN field and enter the CAS DCN. Press [Enter]. This will display both records. Compare the information on both records. If the CAS information is incorrect (accounting and object class), adjustment

documents should be processed to correct the action (i.e., AD-757). Submit the required correction documents, with DCN's reflected, to NFC. Return to the Transaction With No DCN Report and change the Correction field default to *Y*. Press [Enter]. The cursor is positioned on the left side of the screen on the first transaction line. Press [Tab] to the record to be purged, place an *X* next to it and press [PF5]. This will purge (move to the Reconciliation Report) the transaction with the incorrect CAS information and leave the agency DCN on the Active Report. Reopen the purged CAS DCN (system generated) through the General Screen and create a negative record to de-obligate the funds with the appropriate Doc Type (see Appendix B). The de-obligated record with the system-generated DCN will be on the Active Report. To query the Active DCN on the General Screen, change the Doc Type to 22.

- **An agency DCN has no connection to the CAS transaction.** After verifying there is no connection between the two DCNs and the CAS transaction relates to no other DCN in Funds Control, accept the charge by pressing [PF5] as previously described. This will move the system-generated CAS DCN to the Reconciliation Report.
- **The agency DCN has no connection to the CAS transaction but it does relate to another agency DCN in Funds Control.** Select Option 3, Corrections, on the CADI Selection Menu screen, then select the DCN Corrections option. Enter the correct agency DCN, press [Tab] to the CAS DCN field and enter the CAS DCN. Press [Enter]. Both records will be displayed. Compare the information on both records. If the CAS information is correct, change the agency record to agree and press [PF6]. This will delete the system-generated CAS DCN from the Transaction With No DCN Report. The Agency DCN will move from the Active Report to the Reconciliation Report.

If a transaction has an *N* record code, the following situations may exist:

- **An agency DCN does not exist in Funds Control and the CAS transaction is a valid charge.** The charge should be accepted using [PF5] as previously described.
- **An agency DCN exists in Funds Control but the transaction processed through CAS did not reflect the DCN.** Identify the correct DCN and select Option 3, Corrections, at the CADI Selection Menu screen, then select DCN Corrections. Enter the correct agency DCN; press [Tab] to CAS DCN field and enter the CAS DCN. Press [Enter]. This will display both records. Compare the information on both records. If

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the CAS information is correct, change the agency record to agree and press [PF6]. This will delete the system-generated CAS DCN from the Transaction With No DCN Report and move (purge) the agency DCN to the Reconciliation Report from the Active Report.

- **The CAS transaction belongs to another organization.** Adjustment documents should be processed to correct the action (i.e., AD-757). Submit the required correction documents, with DCN's reflected, to NFC. Accept the charge using [PF5] as previously described. This will purge (move to the Reconciliation Report) the transaction with the incorrect CAS information. Reopen the purged CAS DCN (system generated) through the General Screen and create a negative record to de-obligate the funds, changing the Doc Type for the adjustment document

(see Appendix B). The de-obligated record with the system-generated CAS DCN will be on the Active Report.

This report is cleared by using one of the following methods:

- **At the Report Menu (Figure 99) , enter the report code.** Press [Enter]. Key in the Org Code then press [Tab] to the Correction field and change the default to *Y*. Press [Enter]. The cursor is positioned on the left side of the screen on the first transaction line. Key in *X* next to each record to be purged. Press [PF5]. This will move the system-generated DCN to the Reconciliation Report.
- **At the CADI Selection Menu screen (Figure 4), select Option 3, Corrections.** Follow the instructions provided under Corrections in this procedure.

DCN's Not In Range Tolerance

DCN's Not In Range Tolerance is Option 3 on the Funds Control System – Report Menu screen (Figure 95). This option is used to view CAS obligations (or accruals if WCF) that did not match the dollar amount of the agency record based on the specific dollar tolerance levels established in Option 3, Corrections. If an agency record is on the Active Report and CAS processes the obligation (accrual), the Agency Record is removed from the Active Report to the Out Of Range Report. This report is updated weekly based on the detail transactions processed through CAS.

The range tolerance for each document can be established through Option 3, Corrections, on the CADI Selection Menu screen (Figure 4).

To select the DCN's Not In Range Tolerance option, key in 3 or **RNG** at the Enter Report Code prompt on the the Funds Control System – Report Menu screen. Press [Enter]. The Funds Control System – Report Menu screen (Figure 102) is displayed.

Requesting The Report. To request the report for online viewing, complete the fields as follows and press [Enter].

1 Org (required, numeric field; max. of 6 positions). Key in the organization code (at minimum, the first position).

2 Acct Class (optional, numeric field; max. of 21 positions). Key in the desired accounting code. If this field is left blank, the report lists all accounting codes

starting with the lowest. Key in the first position of the accounting code for a specific fiscal year (current, prior, or future) transactions or any level of the accounting.

3 Obj Class (optional, numeric field; 4 positions). Key in the specific object class. Any level of the budget sub-object class can be completed. If this field is left blank, the report lists all budget sub-object classes.

4 Correction: N (optional, alpha field; 1 position). Key in **Y** (yes) to purge records from the report. This will eliminate the display of the variance. The system defaults to **N** (no). If the default remains **N**, the report shows the variance for each transaction.

Note: If the default is changed to a **Y**, the [PF7] key will be invalid when viewing the report.

5 Date Updated (optional, numeric field; 6 positions). Key in the date (mm/dd/yy) for a specific period of time to present. Otherwise, leave this field blank and all records with a variance will be displayed.

If the request exceeds online capability, a message is displayed indicating that the report is to be sent to a printer.

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

6 Print: N. (optional, alpha field; 1 position) Key in **Y** (yes) to remote print. The system defaults to **N** (no).

7 Remote ID (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

REPORT CODE	REPORT TITLE	ORG:	1
1. REC	RECONCILIATION	ACCT CLASS:	2
2. DCN	TRANSACTIONS WITH NO DCN	OBJ CLASS:	3
3. RNG	DCN'S NOT IN RANGE TOLERANCE		
4. HST	DCN HISTORY		
5. ACT	ACTIVE (UNMATCHED)	CORRECTION: N	4
6. TRN	TRANSACTION HISTORY	DATE UPDATED:	5
7. SF	STATUS OF FUNDS	MO: DAY: YR:	
8. TVD	TRAVEL DETAIL		
9. TVS	TRAVEL SUMMARY		
10. TRA	TRAINING		
11. MOP	MOTOR POOL	PRINT: N	6
12. TEL	TELEPHONE	REMOTE ID:	7
13. PRO	PROJECTIONS	ROUTE TO:	8
14. SB	SALARIES AND BENEFITS		
15. PRC	PROCUREMENT REPORTS		
16. AWD	AWARDS		

ENTER REPORT CODE RNG
ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF3=REFRESH

Figure 102. Funds Control System – Report Menu screen (request for DCN's not in Range Tolerance)

8 Route To (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Viewing the Report. To view the report, complete fields **1** through **5** at the Funds Control System Report Menu Screen (**Figure 102**). Press [Enter].

The left side of the DCN's Range Report screen (**Figure 103**) is displayed showing the following fields:

1 Accounting Code. The report starts with the lowest accounting code specified.

2 Payee/Description. Data is generated from the Description field of the agency record if the agency record is active and the CAS record is inactive. The information displayed varies according to the data keyed in the description field for the document type.

3 DCN. The document control number for the agency record is displayed. The exception would be if during the correction process the agency records refer-

ence was not changed to match what was processed through CAS and when another transaction was processed it may reflect the CAS DCN instead of Agency DCN.

4 Rec Cd. This is the record code assigned by the system to designate the status of the record. A *U* indicates the CAS Record and the agency record did not match based on the established dollar tolerance.

5 Object Class. The budget sub-object class code for each record is displayed.

6 Agency Amount. The amount of the agency record is displayed. If there is an active amount, it will be displayed. If there is no amount active, then this field will be blank.

7 CAS Amount. The transaction amount processed through CAS is displayed. An option to provide the variance between the agency amount and the CAS amount is available on this Report when the correction default is *N*.

- To move to the right side of the DCN Range Report screen (**Figure 104**), press [PF11]. The following fields are displayed.

ORG	ACCOUNTING CODE	PAYEE/DESCRIPTION	REC DCN	OBJECT CD	CLASS	AGENCY AMOUNT	CAS AMOUNT
1		2	3	4	5	6	7

DATE XXXXXX
PAGE 1

CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF7=PG BACK PF8=PG FWD PF11=RIGHT SIDE

Figure 103. DCN Range Report screen (left side – blank)

ORG ACCOUNTING CODE	DCN RANGE REPORT				DATE	TRN	TYP	FED	FOR
[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]
CLEAR = EXIT PF1 = MAIN MENU PF2 = PRIOR MENU PF10 = LEFT SIDE									

Figure 104. DCN Range Report screen (right side – blank)

[8] Accounting Code. The accounting code from the left side of the report is displayed.

[9] DCN. The document control number from the left side of the report is displayed.

[10] Doc Typ. The form number (e.g., AD-838) for the document screen under which the Active record was added, converted, or changed is displayed.

[11] Reference. The unique reference information from the Active record for the document is displayed (i.e., purchase order number and line item, social security number, etc.).

[12] Sched. The NFC obligation schedule number (or accrual if WCF) is displayed. This is a unique number which allows identification of records when it is necessary to contact NFC about problems.

[13] Date Updated. The date the record was processed through Funds Control matching process.

[14] Trn Type. The system-assigned transaction type code for the agency record is displayed. Valid values are:

- O* = Obligation
- C* = Commitment
- B* = Obligation plus accrual
- A* = Accrued expense

Note: Transaction Type *B* is not currently used in the system.

[15] Typ Act. The type action codes for the record is displayed. Valid values are:

- O* = Once

R = Recurring

I = Monthly

2 = Quarterly

3 = Annual

D = Reduced

Note: Type Action *R* is not available at this time.

[16] Fed Ind. The standard type designation code for the Federal indicator is displayed. Valid values are:

O = Other

F = Federal

[17] For Ind. The standard type indicator code for the Foreign indicator is displayed. Valid values are:

D = Domestic

F = Foreign

Note: The Federal and Foreign indicator codes are important in the preparation of various accounting reports. These indicators are initially established based on standards for each document type. If the code needs to be changed, use the General Screen.

- To return to the left side of the report, press [PF10].
- To view the next page, press [PF8].
- To view the previous page, press [PF7].
- To return to the Funds Control System - Report Menu, press [PF2], or to return to the CADI Selection Menu screen, press [PF1].
- To access another report press [PF2] to return to the Funds Control System - Report Menu screen. At this point you have the following choices: (a) press [PF3] to refresh the screen and enter a new Report Code or (b)

type the alpha report code over the previous report code. Press [Enter]. The specific selection criteria for the new report is displayed. Change any selection information and press [Enter].

Correcting The Records. To accept the charges processed through CAS, press [Tab] to the Correction field on the DCN's Not In Range Tolerance screen. Key in a *Y* and press [Enter].

When the DCN Range report is displayed, the cursor is positioned on the first line item, on the left side of the screen.

- To select the records to be accepted, use the arrow directional keys or the [Tab] key to move to the record to be accepted. Key in *X* next to the record to be accepted. After all desired records on a screen have been marked, press [PF5] to complete the acceptance process.
- To accept other records, press [PF8] to continue to the next page. After all records have been accepted, press [PF2] to return to the Funds Control System – Reports Menu screen.

DCN History

DCN History is Option 4 on the Funds Control System – Report Menu screen (**Figure 95**). This report is used to view valid accounting history for an Org or DCN. This report reflects real time data.

To select this option, key in **4** or **HST** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Funds Control System – Report Menu screen (**Figure 105**) is displayed.

Requesting The Report. To request the report for online viewing, complete the fields as follows and press [Enter].

- 1** **Org** (required, numeric field; max. of 6 positions). Key in the complete organization code.
- 2** **Acct Class** (optional, numeric field; max. of 21 positions). Key in the desired accounting code. If this field is left blank, the report lists all current FY codes starting with the lowest. Key in the first position of the accounting code for specific fiscal year (current, prior, or future) transactions for online viewing. Batch processing will be required when this field has embedded spaces within the accounting class.
- 3** **Obj Class** (optional, numeric field; max. of 4 positions). Key in the specific budget object class. Any level of the budget sub-object class can be completed. If this field is left blank, the report lists all budget sub-object classes.
- 4** **DCN** (optional, numeric field; 4 positions). Key in specific current year DCN code or leave this field blank. If this field is left blank, all DCN's for the current FY are

displayed. Batch processing will be necessary for prior year DCN's. It is not necessary to enter leading zeroes.

- 5** **Reference (Y/N)** (optional, alpha field; 1 position). Key in **Y** to inquiry by unique reference information (i.e., purchase order number, line item, social security number, etc.). The system cannot distinguish between purchase order number or social security number; it only looks for records displaying requested reference. Batch processing will be necessary whenever the reference contains spaces. The system defaults to **N** (no).
 - 6** **FY (C, P, or F)** (optional, alpha field; 1 position). Key in **P** (prior fiscal year) or **F** (future fiscal year) for inquiry other than the current fiscal year. The fiscal year must be indicated if the default is changed. The system defaults to **C** (current fiscal year).
 - 7** **Date Updated** (optional, numeric field; 6 positions). Key in the date (mm/dd/yy) for the specific period of time. Records will be retrieved from this date forward. If this field is left blank, all records will be retrieved regardless of date updated.
- If request exceeds online capability, a message is displayed indicating that the report is to sent to a printer.
- 8** **Reopen Records: N** (optional, alpha field; 1 position). Key in **Y** (yes). Key in **X** next to the transaction(s) and press [PF6] to reopen the records. It is necessary to go to the Input Document screen to key in the the amounts and press [PF6]. Changing the default retrieves only purged deleted records. The system defaults to **N** (no).
 - 9** **Object Class Seq: N** (optional, alpha field; 1 position). Key in **Y** to retrieves records sorted by object class regardless of the accounting code. The system defaults to **N** (no).

REPORT CODE	REPORT TITLE	ORG:	1
1. REC	RECONCILIATION	ACCT CLASS:	2
2. DCN	TRANSACTIONS WITH NO DCN	OBJ CLASS:	3
3. RNG	DCN'S NOT IN RANGE TOLERANCE	DCN:	4
4. HST	DCN HISTORY	REFERENCE (Y/N):	5
5. ACT	ACTIVE (UNMATCHED)	FY: C, P, OR F: C	6
6. TRN	TRANSACTION HISTORY	DATE UPDATED:	7
7. SF	STATUS OF FUNDS	MO: DAY:	8
8. TVD	TRAVEL DETAIL	REOPEN RECORDS: N	9
9. TVS	TRAVEL SUMMARY	OBJECT CLASS SEQ: N	10
10. TRA	TRAINING	ACCT/OBJ CLASS: N	11
11. MOP	MOTOR POOL	PRINT: N	12
12. TEL	TELEPHONE	REMOTE ID:	13
13. PRO	PROJECTIONS	ROUTE TO:	13
14. SB	SALARIES AND BENEFITS		
15. PRC	PROCUREMENT REPORTS		
16. AWD	AWARDS		

ENTER REPORT CODE HST
 ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
 CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF3=REFRESH

Figure 105. Funds Control System – Report Menu screen (request for DCN History)

10 Acct/Obj Class: N (optional, alpha field; 1 position). Key in *Y* to retrieves records by accounting code and sorts in object class sequence. This option is only available in batch. The system defaults to *N* (no).

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter], instead, press [Tab] to the next field and respond as follows:

11 Print: N (optional, alpha field; 1 position). Key in *Y* (yes) to remote print. The system defaults to *N* (no).

12 Remote ID (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

13 Route To (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Viewing the Report. To view the report, complete the fields **1** through **5** at the Funds Control System – Report Menu screen (Figure 105). Press [Enter]. The left side of the History report (Figure 106) is displayed showing the following fields:

1 Accounting Code. The report starts with the lowest accounting code specified.

2 Payee/Description. Data is generated from the description field of the record. The information displayed varies according to the data entered in the description field for the document type.

3 Rec Cd. This is the record code assigned by the system to designate the status of the record. (Refer to the Help screen for an explanation.)

4 DCN. The document control number for the transaction is displayed.

5 Object Class. The budget sub-object class code for each record is displayed.

6 Agency Amount. The amount of the agency record is displayed.

7 CAS Amount. The transaction amount processed through CAS is displayed.

- To move to the right side of the History report screen (Figure 107), press [PF11]. The following fields are displayed.

8 Accounting Code. The accounting code from the left side of the report is displayed.

9 DCN. The document control number from the left side of the report is displayed.

10 Obj Class. The budget sub-object class from the left side of the report is displayed.

11 User ID. The user ID for the individual entering the transaction is displayed. If this field is blank, the system generates the action/transaction.

12 Doc Typ. The form number (e.g., AD-838) for the document under which the record was added, converted, changed, or processed is displayed.

ORG	ACCOUNTING CODE	PAYEE/DESCRIPTION	REC CD	DCN	OBJECT CLASS	AGENCY AMOUNT	CAS AMOUNT
	1	2	3	4	5	6	7

DATE XXXXXX
 PAGE 1

HISTORY

CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF7=PG BACK PF8=PG FWD PF11=RIGHT SIDE

Figure 106. History screen (left side – blank)

ORG ACCOUNTING CODE	DCN	OBJ CLASS	USER ID	DOC TYP	REFERENCE	SCHED	DATE UPDATE	TR TP	TP AC	FE IN	FO IN
8	9	10	11	12	13	14	15	16	17	18	19

CLEAR = EXIT PF1 = MAIN MENU PF2 = PRIOR MENU PF10 = LEFT SIDE

Figure 107. History screen (right side-blank)

13 Reference. The unique reference information for the document is displayed (i.e., purchase order number and line item, social security number, etc.).

14 Sched. The NFC obligation schedule number (or accrual if WCF) is displayed. This is a unique number which allows identification of records when it is necessary to contact NFC about problems.

15 Date Update. The last date that the record was added, changed, or processed is displayed.

16 Tr Tp. The system-assigned transaction type code for the agency record is displayed. Valid values are:

- O* = Obligation
- C* = Commitment
- B* = Obligation plus accrual
- A* = Accrued expense

Note: Transaction Type *B* is not currently used in the system.

17 Tp Ac. The action type codes for the record is displayed. Valid values are:

- O* = Once
- R* = Recurring
 - 1* = Monthly
 - 2* = Quarterly
 - 3* = Annual
- D* = Reduced

Note: Type Action *B* is not currently used in the system.

18 Fe In. The standard type of designation code is displayed. Valid values are:

- O* = Other
- F* = Federal

19 Fo In. The standard type of indicator code is displayed. Valid values are:

- D* = Domestic
- F* = Foreign

Note: The Federal and Foreign indicator codes are important in the preparation of various accounting reports. These indicators are initially established based on standards for each document type. If the code needs to be changed, use the General Screen.

- To return to the left side of the report, press [PF10].
- To view the next page, press [PF8].
- To view the previous page, press [PF7].
- To return to the Funds Control System - Report Menu screen, press [PF2], or to return to the CADI Selection Menu screen, press [PF1].
- To access another report press [PF2] to return to the Funds Control System - Report Menu screen. At this point you have the following choices: (a) press [PF3] to refresh the screen and enter the new Report Code or (b) type the alpha report code over the previous report code. Press [Enter]. The specific selection criteria for the new report is displayed. Change any selection information and press [Enter].

Batch Report. Submitting this report to printing will provide totals for each DCN and accounting code. Sub-totals are provided for organization and accounting code. A final total is provided for the organization with a distribution shown for the amounts reflected on the Reconciliation, Transaction With No DCN, DCNs Not in Range Tolerance, and Active Reports.

Active (Unmatched)

Active (Unmatched) is Option 5 on the Funds Control System – Report Menu screen (Figure 95). This report is used to view the agency records that are pending or have not matched to a CAS obligation (accrual if WCF). This report reflects real time data.

To select this option, key in **5** or **ACT** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Funds Control System – Report Menu screen (Figure 108) is displayed.

Requesting the Report. To request the report for online viewing, complete the fields as follows and press [Enter].

- 1** **Org** (required, numeric field; max. of 6 positions). Key in the organization code (at minimum the first position).
- 2** **Acct Class** (optional, numeric field; max. of 21 positions). Key in the desired accounting code. If this field is left blank, the report lists all accounting codes starting with the lowest. Key in the first position of the accounting code for specific fiscal year (current, prior, or future) transactions or any level of the accounting to retrieve records.
- 3** **Obj Class** (optional, numeric field; max. of 4 positions). Key in the specific budget object class. Any level of the budget sub-object class can be completed. If this field is left blank, the report lists all budget object classes.
- 4** **DCN: N** (optional, alpha field; 1 position). Key in **Y** (yes) to display the records in DCN sequence. The sys-

tem default to **N** (no). If the default is in place, records are displayed in accounting class sequence.

- 5** **Obligation: Y** (optional, alpha field; 1 position). Key in **N** to retrieve only commitment records. The system defaults to **Y** (yes).
 - 6** **Commitments: Y** (optional, alpha field; 1 position). Key in **N** to retrieve only obligations records. The system defaults to **Y** (yes).
 - 7** **Date Updated** (optional, numeric field; 6 positions). Key in the date (mm/dd/yy) for the specific period of time. Records are retrieved from this date forward. If this field is left blank, all agency records pending will be retrieved.
 - 8** **Correction: N.** (optional, alpha field; 1 position). Key in **Y** (yes) to delete records from the Active (Unmatched) Report. If the agency is Working Capital Fund, changing the correction default to **Y** will allow the records to be changed to accruals as well as providing deletion capability. When the correction default is **Y**, the [PF7] key will be invalid when viewing the report. The system default to **N** (no).
- Printing the Report.** To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:
- 9** **Print: N.** (optional, alpha field; 1 position) Key in **Y** (yes) to remote print. The system defaults to **N** (no).
 - 10** **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.
 - 11** **Route To** (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

FUNDS CONTROL SYSTEM - REPORT MENU	
REPORT CODE	REPORT TITLE
1. REC	RECONCILIATION
2. DCN	TRANSACTIONS WITH NO DCN
3. RNG	DCN'S NOT IN RANGE TOLERANCE
4. HST	DCN HISTORY
5. ACT	ACTIVE (UNMATCHED)
6. TRN	TRANSACTION HISTORY
7. SF	STATUS OF FUNDS
8. TVD	TRAVEL DETAIL
9. TVS	TRAVEL SUMMARY
10. TRA	TRAINING
11. MOP	MOTOR POOL
12. TEL	TELEPHONE
13. PRO	PROJECTIONS
14. SB	SALARIES AND BENEFITS
15. PRC	PROCUREMENT REPORTS
16. AWD	AWARDS

ORG:	1	
ACCT CLASS:	2	
OBJ CLASS:	3	
DCN:	4	
OBLIGATION:	5	
COMMITMENTS:	6	
DATE UPDATED:	7	
MO:	DAY:	YR:
CORRECTION:	8	
PRINT:	9	
REMOTE ID:	10	
ROUTE TO:	11	

ENTER REPORT CODE ACT
 ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
 CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF3=REFRESH

Figure 108. Funds Control System – Report Menu screen (request screen for Active–(unmatched))

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Viewing The Report. To view the report, complete the fields [1] through [8] at the Funds Control System – Report Menu screen (Figure 108). Press [Enter].

The left side of the Active (Unmatched) report screen (Figure 109) is displayed showing the following fields.

- [1] **Accounting Code.** The report starts with the lowest accounting code specified.
- [2] **Payee/Description.** Data is generated from the description field of the agency record. The information displayed varies according to the data entered in the description field for the document type.
- [3] **DCN.** The document control number for the agency record is displayed.
- [4] **Rec Cd.** This is a record code assigned by the system to designate the status of the record. Valid values are:

- A = Active
- C = Changed
- R = Reopened

[5] **Object Class.** The budget sub-object class code for each record is displayed.

[6] **Agency Amount.** The amount recorded in the Agency record is displayed.

- To move to the right side of the Active (Unmatched) report screen (Figure 110), press [PF11]. The following fields are displayed.

[7] **Accounting Code.** The accounting code from the left side of the report is displayed.

[8] **DCN.** The document control number from the left side of the report is displayed.

[9] **Doc Typ.** The form number (e.g., AD-838) for the document under which the record was entered.

[10] **Reference.** The unique reference information for the document (i.e., purchase order number and line item, social security number, etc.) is displayed.

[11] **Sched.** The NFC obligation schedule number (or accrual if WCF) is displayed. This is a unique number which allows identification of records when it is necessary to contact NFC about problems.

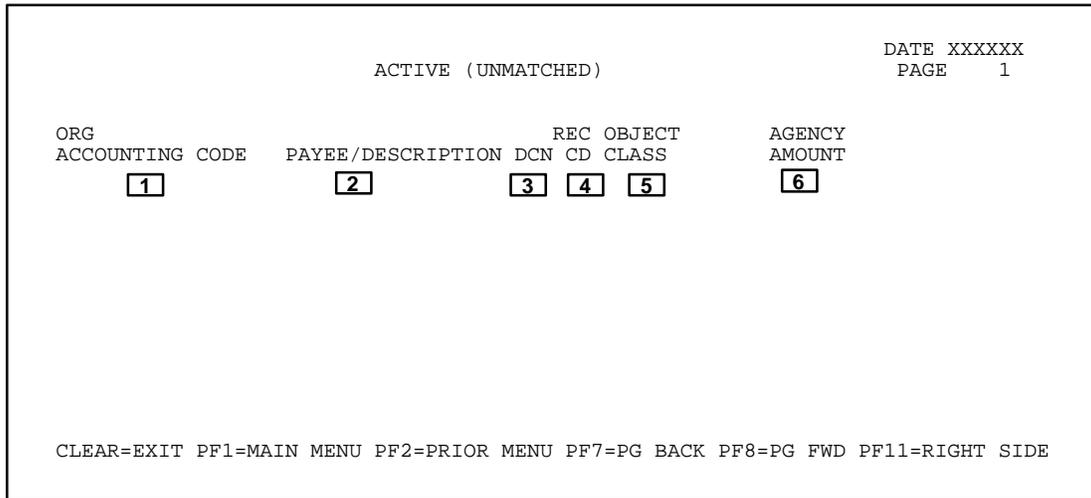


Figure 109. Active (Unmatched) screen (left side – blank)

ORG ACCOUNTING CODE	DCN	DOC	TYP	REFERENCE	SCHED	DATE UPDATED	TRN TYP	TYP ACT	FED IND	FOR IND
7	8	9		10	11	12	13	14	15	16

DATE XXXXXX
PAGE 1

ACTIVE (UNMATCHED)

CLEAR = EXIT PF1 = MAIN MENU PF2 = PRIOR MENU PF10 = LEFT SIDE

Figure 110. Active (Unmatched) screen (right side – blank)

12 Date Updated. The last date that the record was added or changed is displayed.

13 Trn Typ. The system-assigned transaction type code for the agency record is displayed. Valid values are:

- O* = Obligation
- C* = Commitment
- B* = Obligation plus accrual
- A* = Accrued expense

Note: Transaction Type *B* is not currently used in the system.

14 Typ Act. The type action codes for the record is displayed. Valid values are:

- O* = Once
- R* = Recurring
 - 1* = Monthly
 - 2* = Quarterly
 - 3* = Annual
- D* = Reduced

Note: Type action *R* is not currently used in the system.

15 Fed Ind. The standard type of designation code is displayed. Valid values are:

- O* = Other
- F* = Federal

16 For Ind. The standard type of indicator code is displayed. Valid values are:

- D* = Domestic
- F* = Foreign

Note: The Federal and Foreign indicator codes are important in the preparation of various accounting reports. These codes are initially established based on standards for each document type. If the code needs to be changed, use the General Screen.

- To return to the left side of the report, press [PF10].

- To view the next page, press [PF8].

- To view the previous page, press [PF7].

- To return to the Funds Control System - Report Menu screen, press [PF2], or to return to the CADI Selection Menu screen, press [PF1].

- To access another report, press [PF2] to return to the Funds Control System - Report Menu screen. At this point, you have the following choices: (a) press [PF3] to refresh the screen and enter the new Report Code or (b) type the alpha report code over the previous report code. Press [Enter].

Deleting Report Records. When you have completed your review of the Active report, press [PF2] to return to the Funds Control System – Report Menu screen. Press [Tab] to the Correction field on the Active screen and key *Y*. Press [Enter].

When the Active report is displayed, the cursor is positioned on the first line item on the left side of the screen.

- To select the records to be deleted, use the arrow directional keys or the [Tab] key to move to the records to be deleted. Key in *X* next to the record to be deleted. After all desired records on a screen have been marked, press [PF5] to complete the deletion process.

- To delete additional records, press [PF8] to continue to the next page. After all records have been deleted, press the required PF key for the next task.

Records deleted will no longer appear on the Active (Unmatched) Report. The records will however be carried in the Transaction History and DCN History reports as deleted records.

Changing The Report Records To Accruals. If a Working Capital Fund Agency wants to change a record to an accrual, at the Funds Control System – Report Menu screen (**Figure 108**), press [Tab] to the Correction field

and key in **Y**. Press [Enter]. When the Active report screen is displayed, the cursor is positioned on the first line item on the left side of the screen.

- To select the records to be changed to an accrual, press [Tab] to move to the records to be changed. Key in **X** next to the record to be changed. After all desired records on a screen have been marked, press [PF6] to complete the change process.

- To change additional records, press [PF8] to continue to the next page. After all records have been changed, press the required PF key for the next task.

Upon request, the following selection options are available.

Sort Obligation Only. Report displays only records with transaction type **O** (obligation).

Sort Commitments Only. Report displays only records with transaction type **C** (commitments).

Transaction History

Transaction History is Option 6 on the Funds Control System – Report Menu screen (Figure 95). The Transaction History report provides a complete audit trail of every entry against a DCN in Funds Control. This report reflects real time data.

To select this option, key in **6** or **TRN** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Funds Control System – Report Menu screen (Figure 111) is displayed.

Requesting The Report. To request the report for online viewing, complete the fields as follows and press [Enter].

1 Org (required, numeric field; max. of 6 positions). Key in the organization code.

2 Acct Class (optional, numeric field; max. of 21 positions). Key in the desired accounting code. If this field is left blank, the report lists all current FY accounting codes starting with the lowest. Key in the first position for specific fiscal year (current, prior, or future) transactions and change the fiscal indicator as explained below. The accounting code completed beyond the first position or containing embedded spaces will require the use of remote batch.

3 Obj Class (optional, numeric field; max. of 4 positions). Key in the specific budget object class. If a specific budget object class or any level of the budget sub-object class is completed, the request must be through remote batch. If this field is left blank, the report lists all budget object classes.

4 DCN (optional, numeric field; 4 positions). Key in the specific DCN. If this field is left blank, all current year DCN's will be displayed.

5 Reference (Y/N) N. (optional, alpha field; 1 position). Key in **Y** for inquiry by unique reference information (i.e., purchase order number and line item, social security number, etc.). The system cannot distinguish between purchase order number or social security number, it only looks for records displaying requested reference. Batch processing will be necessary whenever the reference contains spaces. The system defaults to **N** (no).

6 Fiscal Yr (C, P, or F) C. (optional, alpha field; 1 position). Key in **P** for prior fiscal year or **F** for future fiscal year for inquiry against other than the current fiscal year. If the default is changed, you must indicate the fiscal year. The system defaults to **C** for current fiscal year.

7 Reduced(Y/N) N. (optional, alpha field; 1 position). Key in **Y** (yes) for inquiry in batch for all DCN's established as a reducing transaction. The system defaults to **N** (no).

8 Recurring(Y/N) N. (optional, alpha field; 1 position). Key in **Y** (yes) for inquiry in batch of all DCN's established as a recurring transaction. The system defaults to **N** (no).

If the request exceeds online capacity, a message is displayed indicating that the report is to be sent to a printer. All prior year requests will be batch submissions.

FUNDS CONTROL SYSTEM - REPORT MENU	
REPORT CODE	REPORT TITLE
1. REC	RECONCILIATION
2. DCN	TRANSACTIONS WITH NO DCN
3. RNG	DCN'S NOT IN RANGE TOLERANCE
4. HST	DCN HISTORY
5. ACT	ACTIVE (UNMATCHED)
6. TRN	TRANSACTION HISTORY
7. SF	STATUS OF FUNDS
8. TVD	TRAVEL DETAIL
9. TVS	TRAVEL SUMMARY
10. TRA	TRAINING
11. MOP	MOTOR POOL
12. TEL	TELEPHONE
13. PRO	PROJECTIONS
14. SB	SALARIES AND BENEFITS
15. PRC	PROCUREMENT REPORTS
16. AWD	AWARDS

ORG:	1
ACCT CLASS:	2
OBJ CLASS:	3
DCN:	4
REFERENCE (Y/N):	N 5
FISCAL YR:	C 6
	(C, P, OR F)
REDUCED:	N 7
RECURRING:	N 8
PRINT:	N 9
REMOTE ID:	10
ROUTE TO:	11

ENTER REPORT CODE TRN
 ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
 CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF3=REFRESH

Figure 111. Funds Control System – Report Menu screen (request for transaction history)

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

9 Print: N. (optional, alpha field; 1 position). Key in *Y* to remote print. The system defaults to *N* (no).

10 Remote ID (alphanumeric field; max. of 8 positions). Key in the remote printer number.

11 Route To (alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed on the bottom of the screen.

Viewing The Report. To view the report, complete fields **1** through **8** at the Funds Control System – Report Menu screen (Figure 111). Press [Enter].

The left side of the Transaction History report screen (Figure 112) is displayed showing the following fields:

1 Accounting Code. The report starts with the lowest accounting code specified.

2 Payee/Description. Data is generated from the description field of the record. The information displayed may vary according to the data entered in the description field for the document type.

3 Rec Cd. This is a record code assigned by the system to designate the status of the record. (Refer to Help screen explanation.)

4 DCN. The document control number generated by the system is displayed for each record.

5 Object Class. The budget sub-object class code for each record is displayed.

6 Agency Amount. The amount of the agency record is displayed. The total for agency amount displayed online is a summary of occurrences only.

7 CAS Amount. The transaction processed through CAS is displayed. The total displayed is a summary of occurrences only.

ORG	ACCOUNTING CODE	PAYEE/DESCRIPTION	REC CD	DCN	OBJECT CLASS	AGENCY AMOUNT	CAS AMOUNT
1		2	3	4	5	6	7

DATE_ XXXXXX

PAGE 1

CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF7=PG BACK PF8=PG FWD PF11=RIGHT SIDE

Figure 112. Transaction History screen (left side – blank)

Central Accounting System Manual Central Accounting Database Inquiry System

- To move to the right side of the Transaction History report screen (**Figure 113**), press [PF11]. The following fields are displayed.

8 Accounting Code. The accounting code from the left side of the report is displayed.

9 DCN. The document control number from the left side of the report is displayed.

10 Obj Class. The budget sub-object class from the left side of the report is displayed.

11 User ID. The User ID for the individual entering the transactions is displayed. If this field is blank, the system generates the action/transaction.

12 Doc Typ. The form number (e.g., AD-838) under which the record was processed is displayed.

13 Reference. The unique reference information for the document is displayed (i.e., purchase order number and line item, social security number, etc.).

14 Sched. The NFC obligation schedule number (accrual if WCF) is displayed. This is a unique number which allows identification of records when it is necessary to contact NFC about problems.

15 Date Update. The last date that the record was updated is displayed.

16 Tr Tp. The transaction type code for the record is displayed. The transaction type code is assigned to each agency record by the system. Valid values are:

O = Obligation

C = Commitment

B = Obligation plus accrual

A = Accrued expense

Note: Transaction Type code **B** is not currently used in the system.

17 Tp Ac. The action type code for the record is displayed. Valid values are:

O = Once

R = Recurring

1 = Monthly

2 = Quarterly

3 = Annual

D = Reduced

Note: Type action **R** is not currently used in the system.

18 Fe In. The standard type of designation code is displayed. Valid values are:

O = Other

F = Federal

19 Fo In. The standard type of indicator code is displayed. Valid values are:

D = Domestic

F = Foreign

Note: The Federal and Foreign indicator codes are important in the preparation of various accounting reports. These indicators are initially established based on standards for each document type. If the code needs to be changed, use the General Screen.

ORG	OBJ	USER			DATE	XXXXXX					
ACCOUNTING CODE	DCN CLASS	ID	DOC TYP	REFERENCE	SCHED	DATE TR TP FE FO UPDATE TP AC IN IN					
8	9	10	11	12	13	14	15	16	17	18	19

CLEAR = EXIT PF1 = MAIN MENU PF2 = PRIOR MENU PF10 = LEFT SIDE

Figure 113. Transaction History screen (right side – blank)

- To return to the left side of the report, press [PF10].
- To view the next page, press [PF8].
- To view the previous page, press [PF7].
- To return to the Funds Control System - Report Menu screen, press [PF2], or to return to the CADI Selection Menu screen, press [PF1].
- To access another report press [PF2] to return to the Funds Control System - Report Menu screen. At this point, you have the following choices: (a) press [PF3] to refresh the screen and enter the new Report Code or (b) type the alpha report code over the previous report code and press [Enter]. The specific selection criteria for the new report is displayed. Change any selection information. Press [Enter].

Inquiring By Reference Number. To make an inquiry by unique reference number, press [PF2] to return to the Funds Control System – Report Menu screen. Press [Tab] to the Reference and key in *Y* (yes). Press [Enter].

When the screen changes, another Reference block is displayed. Key in the unique reference information. Press [Enter].

The system does not differentiate between purchase orders, social security numbers, etc. If the first six positions of a purchase order number, **433198** are entered and there is an employee with the same six positions as part of their social security number on a travel voucher, the system will search for and display all records with those numbers.

Generating A Report On Reducing And Recurring Records. Another option that is available in the Transaction History report, is generating a report on all records designated as reducing or recurring.

- To access Transaction History reports for reducing and recurring activities, press [PF2] to return to the Funds Control System – Report Menu screen. Press [Tab] to Reduced or Recurring fields and key in *Y*. Press [Tab] to the Printing Request fields and complete. These options are only available in batch.

Note: Recurring is not available at this time.

Status Of Funds

Status Of Funds is Option 7 on the Funds Control System – Report Menu screen (Figure 95) The Status of Funds report provides up-to-date information on the status of the accounts. As records are entered in Funds Control, the status of funds is automatically updated to reflect the additions, changes, deletions, etc. Data from the CAS is updated to Funds Control on a weekly basis.

Current year reflects year-to-date information and prior year reflects project-to-date information. Stored Accounting and Greenbook transactions will only be reflected in the totals for amounts active through the current month or quarter unless the Annual Flag is Yes.

Monthly Period-End Estimates are not reflected under the CAS Obligation/Accrual Column. Year end estimates are included under CAS Obligation/Accrual Column.

To select this option, key in 7 or SF at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Funds Control System – Report Menu screen (Figure 114) is displayed.

Requesting The Report. To request the report for online viewing, complete the fields as follows and press [Enter].

1 **Org** (required, numeric field; max. of 6 positions). Key in the complete organization code. Agencies have

to request a rollup procedure if various levels of the Org are to be used for rollup data.

2 **Acct Class** (optional, numeric field; max. of 21 positions). Key in the desired accounting code. If this field is left blank, the report summarizes all accounting codes with the specified Org for the current fiscal year. Key in the first position or appropriation for specific fiscal year (current, prior, or future) summary, or all positions of the accounting code can be completed to retrieve specific accounts. If a description of the accounting code is to be reflected on the report, the accounting code has to be completed as stored in the MASC System.

3 **Obj Class** (optional, numeric field; max. of 4 positions). Key in the specific budget object class. Any level of the budget sub-object class can be completed. If this field is left blank, the report lists either budget object classes or general categories based on object class detail report (Field 6) indicator.

4 **CAS Only (Y/N)** (optional, alpha field; 1 position). Key in Y (yes) to view only the CAS obligation (or accrual if WCF) amount. The system defaults to N (no) and both the pending and CAS obligations (accruals if WCF amounts) are retrieved.

5 **Annual Plan: N** (optional, alpha field; 1 position). Key in Y (yes), the CAS Plan and yearly transaction will reflect the annual amounts. The system defaults to N (no). This provides the YTD amount (current through current quarter or month). The PLAN data is from the data entered through the PLAN System.

REPORT CODE	REPORT TITLE	ORG:	1
1. REC	RECONCILIATION	ACCT CLASS:	2
2. DCN	TRANSACTIONS WITH NO DCN	OBJ CLASS:	3
3. RNG	DCN'S NOT IN RANGE TOLERANCE		
4. HST	DCN HISTORY		
5. ACT	ACTIVE (UNMATCHED)		
6. TRN	TRANSACTION HISTORY	CAS ONLY(Y/N):	N 4
7. SF	STATUS OF FUNDS		
8. TVD	TRAVEL DETAIL		
9. TVS	TRAVEL SUMMARY		
10. TRA	TRAINING	ANNUAL PLAN:	N 5
11. MOP	MOTOR POOL	OBJ CLS DTL RPT:	N 6
12. TEL	TELEPHONE		
13. PRO	PROJECTIONS	PRINT:	N 7
14. SB	SALARIES AND BENEFITS	REMOTE ID:	8
15. PRC	PROCUREMENT REPORTS	ROUTE TO:	9
16. AWD	AWARDS		
ENTER REPORT CODE SF ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT) CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF3=REFRESH			

Figure 114. Funds Control System – Report Menu screen (request for Status of Funds)

6 **Obj Cls Dtl Rpt:** *N* (optional, alpha field; 1 position). Key in *Y* (yes) if detailed sub-object class information is needed. The system defaults to *N* (no). This provides the capability of viewing summarized expense data for four major expense categories. Press [Enter].

If an agency works on an accrual basis, an additional option titled **Ytd Accr Exp** will be available. The system Defaults to *N* (no). This will display CAS obligations, pending obligations and commitments. If the field is changed to *Y*, accruals will be displayed in place of the obligations.

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

7 **Print:** *N* (required, alpha field; 1 position). Key in *Y* (yes) to remote print. The system defaults to *N* (no).

8 **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

9 **Route To** (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., the name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Viewing The Report. To view the report, complete fields **1** through **6** at the Funds Control System – Report Menu screen (Figure 114). Press [Enter].

The Status Of Funds screen (Figure 115) is displayed showing the following fields:

1 **CAS As Of Date.** The last date the data from CAS was updated to Funds Control is displayed.

2 **Org.** The organization number is displayed.

3 **Acct.** The accounting code requested is displayed. Defaults to current year information.

Note: A MASC Description will be displayed for the selected accounting code if the information is available in MASC.

4 **Obj Cls Category.** The four major expense categories are displayed. The information is summarized from the budget sub-object class data. Salaries and Benefits comes from object class details beginning with 11, 12, 13, 14; Travel comes from object class details beginning with 21; Training comes from object class 2523 only; and All Other comes from any object class not specified above.

5 **CAS Plan.** Information from the PLAN System is displayed. It reflects YTD PLAN through current month or quarter when selection 5, Annual Plan, was *N*. It shows Annual Plan (12 months) if selection 5, Annual Plan, was *Y*.

6 **Total Oblig.** The cumulative obligation amount for agency pending records and CAS obligations is displayed. If WCF, the feature Ytd Accr Exp would need to be changed to *Y* to reflect accruals instead of obligations.

7 **Balance.** The amount derived from subtracting the Total Obligation from the CAS Plan is displayed.

8 **CAS Hours.** The cumulative amount of hours from payroll data and from adjustments processed by the Form AD-757 is displayed.

CAS AS OF DATE: XX/XX/XX 1		FUNDS CONTROL SYSTEM		DATE: XX/XX/XX	
ORG: 2	STATUS OF FUNDS				
ACCT: 3					
OBJ CLS CATEGORY	CAS PLAN	TOTAL OBLIG	BALANCE	CAS HOURS	
4	5	6	7	8	
OBJ CLS CATEGORY	COMMITTS	PENDING OBLIG	CAS OBLIG	TOTAL OBLIG	
	9	10	11	12	
CLEAR=EXIT		PF1=MAIN MENU		PF2=PRIOR MENU	

Figure 115. Status Of Funds screen (blank)

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9 Commits. The dollar amounts from the Active and the DCN Not In Range Tolerance Reports for agency records coded as commitments is displayed.

10 Pending Oblig. The dollar amounts for agency records coded as obligations from the Active Report. When it is a 12-month document (i.e., motor pool, etc.) then the pending obligation is through current month updated only. The Agency amount from the DCN's Not in Range Tolerance Report is also included in this figure. (If the YTD Accr Exp was **Y**, then this would be pending accruals for WCF agencies.)

11 CAS Oblig. The dollar amounts of CAS Records on the Reconciliation Report, the Transactions With No DCN Report, and the DCN's Not In Range Tolerance Report are displayed. (If WCF, CAS accruals will be displayed.) Prior year CAS obligations is Project To Date not YTD. Period-End estimates are not included in these figures except at year-end.

12 Total Oblig. The dollar amounts of the commitments, pending obligations, and CAS obligations are displayed. (If WCF, commitments, pending accruals and CAS accruals are displayed.) Overall totals are provided by columns.

Note: Some agencies may have this report displayed as left side, right side. Use [PF11] to go to the right and [PF10] to go back to the left.

If more detailed information on the sub-object class is needed, press [PF2] to return to the Funds Control System – Report Menu screen. Press [Tab] to the Obj Cls Dtl Rpt field and key in **Y** (Yes). Press [Enter].

The left side of the Status Of Funds Sub-Object Class report screen (**Figure 116**) is displayed showing the following fields.

1 CAS As Of Date. The last date that data from CAS was updated to Funds Control is displayed.

2 Org. The organization number is displayed.

3 Acct. The accounting code requested is displayed. Defaults to current year information if left blank.

4 Description. The detailed budget sub-object class plus a brief description is displayed.

5 CAS Hours. The cumulative number of hours by budget sub-object class for salary-related expenses is displayed.

6 CAS Oblig. The cumulative amount of obligations recorded in CAS is displayed. This includes the dollar amounts of CAS Records on the Reconciliation Report, the Transactions With No DCN Report, and the DCN's Not In Range Tolerance Report. (If this was WCF, CAS accruals will be displayed.) Prior year is Project To Date not YTD. Period-end estimates are not included except at year end.

7 Pending. The dollar amounts of agency records coded as an obligation from the Active Report are displayed unless it is a 12-month document (i.e., motor pool, etc.). Then the obligations are through the current month update only. The Agency amounts from the DCN's Not in Range Tolerance Report are also displayed. (If the YTD Accr Exp was **Y**, then this would be pending accruals for WCF agencies.)

8 Commits. The cumulative amounts of Agency records coded as a commitment on the Active (unmatched) and DCN's Not In Range Tolerance reports are displayed.

	CAS AS OF DATE: 1					
ORG: 2						
ACCT: 3						
DESCRIPTION 4	CAS HOURS 5	CAS OBLIG 6	PENDING 7	COMMITTS 8	TOTAL OBLIG 9	
SALARIES						
1101 BASE PAY U.S.	.00	.00	.00	.00	.00	
1170 PREMIUM	.00	.00	.00	.00	.00	
SUB TOTAL 11	.00	.00	.00	.00	.00	
1200 PERSONNEL	.00	.00	.00	.00	.00	
SUB TOTAL 12	.00	.00	.00	.00	.00	
TOTAL 1	.00	.00	.00	.00	.00	
TOTAL	.00	.00	.00	.00	.00	
ENTER=SEND CLEAR=EXIT PF1=MAIN MENU PF2=PREV MENU PF7= BACK PF11=RIGHT SIDE						

Figure 116. Status Of Funds – Sub-Object Class (blank – left side)

9 Total Oblig. The total of CAS obligations, pending (obligations), and commitments columns is displayed. (It will be CAS Accruals, pending (accruals) and commitments if default for YTD Accr Exp was *Y* for WCF agencies.)

- To move to the right side of the Status of Funds – Sub-Object Class report (**Figure 117**), press [PF11].

The following fields are displayed:

10 Description. A repeat of the budget sub-object classes is displayed.

11 Total Oblig. The total of CAS obligations, pending, and commitments (from **Field 6**) is displayed.

12 CAS Plan. Information from the PLAN System is displayed. It reflects YTD Plan data through the current

month or quarter if **Field 5**, Annual Plan (**Figure 114**), was *N*. It will show Annual Plan (12 months) if default was *Y*.

13 Balance Available. The CAS Plan amount less the total obligations (or accruals if WCF) is displayed.

To return to the left side of the report, press [PF10].

- To return to the CADI Selection Menu screen, press [PF1] or to return to the Funds Control System – Report Menu screen, press [PF2].

- To view the next page, press [PF8].

- To view the previous page, press [PF7].

	DESCRIPTION	TOTAL OBLIG	CAS PLAN	BALANCE AVAILABLE
ORG:				
ACCT:				
	10	11	12	13
SALARIES				
1101	BASE PAY U.S.	.00	.00	.00
1170	PREMIUM	.00	.00	.00
	SUB TOTAL 11	.00	.00	.00
1200	PERSONNEL	.00 HOURS	.00	.00
	SUB TOTAL 12	.00	.00	.00
	TOTAL 1	.00	.00	.00
	TOTAL	.00	.00	.00
ENTER=SEND CLEAR=EXIT PF1=MAIN MENU PF2=PREV MENU PF7= BACK PF10=LEFT SIDE				

Figure 117. Status of Funds – Sub-object Class (*blank – right side*)

Travel Detail

Travel Detail is Option 8 on the Funds Control System – Report Menu screen (Figure 95). The Travel Detail report provides travel data recorded in Funds Control as an Agency amount. This information is sorted by individual trips and displayed in an annual or monthly format within each accounting code. The travel costs cited are gathered from costs associated with major object class 21. Costs under with object class 2575 are reflected as non-travel costs.

Note: This report is only available in print.

To select this option, key in **8** or **TVD** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Travel Detail Report screen (Figure 118) is displayed.

Printing the Report. To send the report to the local printer, complete the following fields as necessary. Press [Enter].

- 1** **Org** (required, numeric field; max. of 6 positions). Key in all positions of the organization code unless a range of accounting codes is being requested, then leave blank.
- 2** **Account Code** (optional, numeric field; max. of 22 positions). Key in the desired accounting code(s) to retrieve data for a specific fiscal year, appropriation or any other level of accounting. If this field is left blank, the report will reflect data for all accounting codes (prior, current and future fiscal years) associated with the designated Org. A range of accounting codes can be requested.
- 3** **Employee SSN** (optional, numeric field; 9 positions). Key in desired social security number for travel

data related to that individual. If this field is left blank, all employee's travel associated with the designated Org will be reflected on the report.

- 4** **Purpose Code** (optional, numeric field; 2 positions). Key in desired purpose code. If this field is left blank, the report will reflect data for all travel regardless of purpose code for designated Org.
- 5** **Beginning Date (MM/DD/YY)** (optional, numeric field; 6 positions). Key in desired beginning date (mm/dd/yy) of travel. If only the beginning date is completed, data will be retrieved beginning on that date and forward. If this field is left blank, the report will reflect all travel associated with the designated Org including prior, current and future years within a three-year timeframe. If the desired beginning and ending date is entered, only travel conducted within the specific timeframe will be retrieved.
- 6** **Ending Date (MM/DD/YY)** (optional, numeric field; 6 positions). Key in desired ending date (mm/dd/yy) of travel. If this field is left blank, the report will reflect all travel associated with the designated Org including prior, current and future years within a three-year timeframe. If data is to be retrieved for travel ending on a specific date, the beginning date field must also be completed.
- 7** **City** (optional, alpha field; max. of 20 positions). Key in desired city. If this field is left blank, the report will reflect all travel for designated Org regardless of city.
- 8** **State** (optional, alpha field; 2 positions). Key in desired state abbreviation. If this field is left blank, the report will reflect all travel for designated Org regardless of state.

TRAVEL DETAIL REPORT DATE: XXXXXX

ORG:

ACCOUNT CODE:

EMPLOYEE SSN:

PURPOSE CODE:

BEGINNING DATE: MMDDYY ENDING DATE: MMDDYY

CITY: STATE:

MONTHLY: N

PRINT: Y

REMOTE ID:

ROUTE TO:

CLEAR = EXIT PF2 = PRIOR MENU PF3 = REFRESH ENTER = SEND

Figure 118. Travel Detail Report screen

9 Monthly: N (*optional, alpha field; 1 position*). Key in *Y*, to sorted the information by month and to be displayed under each accounting code. The system default to an annual format, a list of individual trips will be displayed under each accounting code.

10 Print: Y (*no-entry*). This field defaults to *Y*. The report must be sent to a remote printer.

11 Remote ID (*required, numeric field; max. of 8 positions*). Key in remote printer number.

12 Route To (*required, alphanumeric field; 8 positions*). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Report Output

Both the annual and monthly reports show the period of travel requested, the accounting code, and the accounting code description. Information is sorted by accounting code and, if requested, by month. The output reports (**Figure 119** and **Figure 120**) are displayed showing the following fields.

- 1 Description.** The name of the traveler or the payee information recorded in Funds Control is displayed.
- 2 Doc Type.** The type of document the transaction is recorded as in Funds Control (i.e., AD-202T or AD616T) is displayed.
- 3 Dates (From/To).** The beginning date and the ending date of travel recorded in Funds Control are displayed.
- 4 Principal Location.** The location where the traveler conducted travel business as recorded in Funds Control is displayed.
- 5 Purpose Code.** The purpose code recorded in Funds Control is displayed.
- 6 Commitments.** Agency amounts recorded as a commitment in Funds Control are displayed. Only commitment records (object class 21xx) on the Active Report should be reflected in this column.
- 7 Travel.** Agency amounts recorded as an obligation or accrual (object class 21xx) on the Active, DCN's Not In Range Tolerance or Reconciliation Reports are displayed.
- 8 Non Travel.** Agency amounts as an obligation or accrual for budget object class 2575 on the Active,

DCN's Not In Range Tolerance, or Reconciliation Reports are displayed.

- 9 Total.** The cumulative total of the commitment, travel (obligation/accrual) and non-travel costs for each individual is displayed. The total calculated for accounting code, organization, and plan is based on the costs associated with object class 21xx.
- 10 DCN.** The document control number recorded in the Active, DCN's Not In Range Tolerance, or Reconciliation Reports is displayed.
- 11 Processed Date.** The date the transaction was added to the Active Report is displayed.

Subtotals are provided for each accounting code. The monthly report provides an additional subtotal for each month. The totals for all accounting codes within an organization for the same fiscal year is shown. A total for each fiscal year is provided with the Plan amount and balance available using the summarized costs for all specific fiscal year accounting. Final totals are provided for all fiscal years at the organization level and plan level.

- To return to the Funds Control System - Report Menu screen, press [PF2], or to return to the CADI Selection Menu screen, press [PF1].
- To access another report, press [PF2] to return to the Funds Control System - Report Menu screen. At this point, you have the following choices: (a) press [PF3] to refresh the screen and enter the new Report Code or (b) type the alpha report code over the previous report code and press [Enter]. The specific selection criteria for the new report is displayed. Change any selection information. Press [Enter].

RUN DATE:						CAS AS OF DATE:					
PERIOD:						PAGE NO:					
DETAILED EMPLOYEE TRAVEL REPORT											
ACCOUNTING CODE:						DESCRIPTION:					
DESCRIPTION:	DOC TYPE	DATES FROM TO		PRINCIPAL LOCATION	PURPOSE CODE COMMITMENTS		C.O.S.T.S TRAVEL NON-TRAVEL TOTAL			DCN	PROCESSED DATE
1	2	3	4	5	6	7	8	9	10	11	
MONTHLY TOTAL:											
MONTHLY TOTAL											
TOTAL COSTS:											

Figure 119. Detailed Employee Travel Report (blank monthly report)

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RUN DATE:										CAS AS OF DATE:	
PERIOD:										PAGE NO:	
DETAILED EMPLOYEE TRAVEL REPORT											
ACCOUNTING CODE:						DESCRIPTION:					
DESCRIPTION:	DOC	DATES		PRINCIPAL	PURPOSE		C O S T S			DCN	PROCESSED
	TYPE	FROM	TO	LOCATION	CODE	COMMITMENTS	TRAVEL	NON-TRAVEL	TOTAL		DATE
1	2	3		4	5	6	7	8	9	10	11
ANNUAL TOTAL											
ANNUAL TOTAL											
TOTAL COSTS:											

Figure 120. Detailed Employee Travel Report *(blank annual report)*

Training

Training is Option 10 on the Funds Control System – Report Menu screen (**Figure 95**). This management report provides year-to-date training data stored in Funds Controls Active and Reconciliation Reports. This information is sorted by employee within an accounting code. The costs cited are from object class 2523.

Note: This report is only available in print.

To select this option, key in **10** or **TRA** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Training Report screen (**Figure 123**) is displayed.

Printing The Report. To send the report to the local printer, complete the following fields on the request screen, as necessary.

1 **Org** (required, numeric field; max. of 6 positions). Key in all positions of the organization code, unless a range of accounting codes is being requested, then leave blank.

2 **Account Code** (optional, numeric field; max. of 22 positions). Key the desired accounting code(s) to retrieve a specific fiscal year, appropriation or any other

level of accounting. A range of accounting codes can be requested. If this field is left blank, the report will reflect data for all accounting codes (prior, current and future fiscal years) associated with designated Org.

3 **Employee SSN** (optional, numeric field; 9 positions). Key in desired social security number to retrieve training related to a specific individual. If this field is left blank, all employees' training associated with the designated Org will be reflected on the report.

Note: When SSN is used as the selection criteria, only training costs entered and processed as an SF182 will be retrieved.

4 **Print: Y** (no-entry). This field defaults to **Y**. The report must be sent to a remote printer.

5 **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in remote printer number.

6 **Route To** (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

DATE : XXXXXX

TRAINING REPORT

ORG: **1**

ACCOUNT CODE: **2**

ACCOUNT CODE: **2**

EMPLOYEE SSN: **3**

PRINT: Y **4**

REMOTE ID: **5**

ROUTE TO: **6**

CLEAR = EXIT PF2 = PRIOR MENU PF3 = REFRESH ENTER = SEND

Figure 123. Training Report screen

Report Output

This report provides training costs from object class 2523, listing employees within each accounting code. The costs are retrieved from Funds Control Active and Reconciliation Reports.

The output report (**Figure 124**) is displayed showing the following fields:

- 1 Employee.** The name of the trainee is displayed. This information is retrieved from the SF-182's name field stored in Funds Control or the description field of other document types (i.e., AD-757 and AD-742).
- 2 Course Name.** The name of the course is displayed. This information is retrieved from the SF-182 entered into Funds Control.
- 3 Vendor's Name.** The name of the organization conducting the training is displayed. This information is retrieved from the SF-182 entered into Funds Control, otherwise this field will reflect different descriptive information depending on the document type (i.e., AD-757 and AD-742 reflect Hours).
- 4 Document No.** The Agency Number from the active SF-182 record in Funds Control is displayed. This information reflects different descriptive information depending on the type of document and if it is active or has been processed through CAS.
- 5 Dates.** The beginning date of training is displayed. This information is retrieved from the SF-182 record in Funds Control, otherwise this field will be blank if

another type document was processed with object class 2523.

- 6 Fed/Other.** This is based on the type of vendor payment indicated on the SF-182 record in Funds Control.
- 7 Cost.** The costs retrieved from Funds Control's Active and Reconciliation Reports are displayed. Training costs reflected on the Transaction With No DCN or Out Of Range Reports will not be shown on this management report.
- 8 DCN No.** The document control number assigned by the system is displayed for the training transaction.

Totals are provided for each Accounting Code. Additional summary information will be provided by Appropriation and Organization. The Total Obligated is compared to Plan Amount. A remaining Balance and Percent Used is provided.

Note: Summary data will not be provided when the report is requested using the SSN only.

- To return to the Funds Control System - Report Menu screen, press [PF2], or to return to the CADI Selection Menu screen, press [PF1].
- To access another report, press [PF2] to return to the Funds Control System - Report Menu screen. At this point, you have the following choices: (a) press [PF3] to refresh the screen and enter the new report code or (b) type the alpha report code over the previous report code. Press [Enter]. The specific selection criteria for the new report is displayed. Change any selection information. Press [Enter].

RUN DATE:					CAS AS OF DATE:		
PERIOD:	TO	DESCRIPTION TRAINING REPORT BY EMPLOYEE				PAGE NO:	
ACCOUNTING CODE:							
EMPLOYEE	COURSE NAME:	VENDOR'S NAME	DOCUMENT NO.	DATES	FED/OTHER	COST	DCN NO.
1	2	3	4	5	6	7	8
ACCOUNTING CODE TOTAL							

Figure 124. Description Training Report By Employee (blank)

Motor Pool

Motor Pool is Option 11 on the Funds Control System – Report Menu screen (Figure 95). This management report provides current year motor pool data stored in Funds Control. The data is displayed by individual vehicle number in a monthly format. The option to retrieve year-to-date or annual costs is available.

Note: This report is only available in print and is provided at the request of the agency.

To select this option, key in **11** or **MOP** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Motor Pool Report request screen (Figure 125) is displayed.

Printing The Report. To send this report to a local printer, complete the following fields on the request screen, as necessary.

1 Org (required, numeric field; max. of 6 positions). Key in all positions of the organization code, unless a range of accounting codes is being requested, then leave blank.

2 Account Code (optional, numeric field; 22 positions). Key in the desired accounting code(s) to retrieve a specific appropriation or accounting code. A range of accounting codes can be requested by completing both accounting code fields. If this field is left blank, the report will reflect data for all current year accounting codes associated with the designated Org.

3 Vehicle # (optional, alphanumeric field; max. of 11 positions). Key in the desired vehicle number to retrieve a specific vehicle. If this field is left blank, all

vehicles associated with the designated Org will be reflected on this report.

4 Service Location (optional, alpha field; max. of 35 positions). Key in desired service location information to retrieve a specific service location. If this field is left blank, the report will reflect data for all vehicles associated with the designated Org, regardless of service location.

5 City (optional, alpha field; max. of 20 positions). Key in the desired city. If this field is left blank, the report will reflect all vehicles for designated Org, regardless of city.

6 State (optional, alpha field; 2 positions). Key in the desired state. If this field is left blank, the report will reflect all vehicles for designated Org, regardless of state.

7 Annual: N (optional, alpha field; 1 position). Key in **Y** to display CAS and pending amounts for a 12-month period. The system defaults to **N** and only CAS actual and pending amounts active through the current month will be displayed.

8 Print: Y (no-entry). This field defaults to **Y**. The report must be sent to a remote printer.

9 Remote ID (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

10 Route To (required, alphanumeric field; max. of 8 positions). Key in data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

```
DATE XX/XX/XX  
  
MOTOR POOL REPORT  
  
ORG: 1  
ACCOUNT CODE:  
ACCOUNT CODE: 2  
  
VEHICLE #: 3  
SERVICE LOCATION: 4  
CITY: 5  
ANNUAL: N 7  
  
STATE: 6  
  
PRINT: Y 8  
REMOTE ID: 9  
ROUTE TO: 10  
  
CLEAR = EXIT    PF2 = PRIOR MENU    PF3 = REFRESH    ENTER = SEND
```

Figure 125. Motor Pool Report request screen

Telephone

Telephone is Option 12 on the Funds Control System – Report Menu screen (**Figure 95**). This report provides current year telephone data stored in Funds Control. The data is displayed by individual account number in a monthly format. The option to retrieve year-to-date or annual costs is available.

Note: This report is only available in print and is provided at the request of the agency.

To select this option, key in **12** or **TEL** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Telephone Report screen (**Figure 127**) is displayed.

Printing The Report. To send this report to a local printer, complete the following fields, as needed. Press [Enter].

1 **Org** (required, numeric field; max. of 6 positions). Key in all positions of the organization code, unless a range of accounting codes is being requested, then leave blank.

2 **Account Code** (optional, numeric field; max. of 22 positions). Key in the desired accounting code(s) to retrieve a specific appropriation or accounting code. A range of accounting codes can be requested by completing both accounting code fields. If this field is left blank, the report will reflect data for all current year accounting codes associated with the designated Org.

3 **Account #** (optional, numeric field; max. of 11 positions). Key in the desired telephone account

number to retrieve a specific account number. If this field is left blank, all accounts associated with the designated Org will be reflected.

4 **Service Location** (optional, alpha field; max. of 35 positions). Key in desired service location information. If this field is left blank, the report will reflect data for all telephone accounts associated with designated Org, regardless of service location.

5 **City** (optional, alpha field; max. of 20 positions). Key in desired city. If this field is left blank, the report will reflect data for all vehicles for designated Org, regardless of city.

6 **State** (optional, alpha field; 2 positions). Key in desired state. If this field is left blank, the report will reflect all telephone accounts for designated Org, regardless of state.

7 **Annual: Y** (optional, alpha field; 1 position). Key in **N** for CAS actual and pending amounts active through the current month. The system defaults to **Y** to display CAS and pending amounts for a 12-month period.

8 **Print: Y** (no-entry). This field defaults to **Y**. The report must be sent to a remote printer.

9 **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

10 **Route To** (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.)

Press [Enter]. A message indicating the print job has been submitted is displayed at the bottom of the screen.

DATE: XXXXXX

TELEPHONE REPORT

ORG:

ACCOUNT CODE:

ACCOUNT CODE:

ACCOUNT #:

SERVICE LOCATION:

CITY:

STATE:

ANNUAL: Y

PRINT: Y

REMOTE ID:

ROUTE TO:

CLEAR = EXIT PF2 = PRIOR MENU PF3 = REFRESH ENTER = SEND

Figure 127. Telephone Report screen

Report Output

This report provides associated telephone costs for each telephone account (Commercial and FTSP) entered into Funds Control. The data is retrieved from the Reconciliation and Active Reports in Funds Control. The report reflects year-to-date (through the current month) amounts or annual amounts (12 months).

The output report (**Figure 128**) is displayed showing the following fields:

- 1 Accounting Code.** The accounting code used to input the telephone account in Funds Control is displayed.
- 2 Description.** The accounting code description established in MASC is displayed.
- 3 Service Location.** Information input in Funds Control is displayed.
- 4 Type Account.** The account type (commercial or FTSP) is displayed.
- 5 Account Number.** The account number from information input in Funds Control is displayed.
- 6 DCN.** The document control number assigned by the system is displayed.
- 7 Quarters.** Four (4) quarters are displayed with the related months.

8 Month. The months associated with each quarter are displayed. All 12 months are shown. An asterisk next to the month indicates the figures shown are actual amounts processed through CAS. If an asterisk is not shown, the amount is pending in Funds Control.

9 Cost. The amounts reflected by a month with an asterisk indicating actual CAS amount is displayed. The amounts reflected without an asterisk indicate these are pending estimated amounts in Funds Control.

Subtotals for estimates and actual costs are provided for each telephone account, accounting code and various other levels of the accounting based on agency requests. Additional totals are provided by account type (commercial and FTSP) for each sub-total category.

- To return to the Funds Control System - Report Menu screen, press [PF2], or to return to the CADI Selection Menu screen, press [PF1].
- To access another report, press [PF2] to return to the Funds Control System - Report Menu screen. At this point, you have the following choices: (a) press [PF3] to refresh the screen and enter the new Report Code or (b) type the alpha report code over the previous report code. Press [Enter]. The specific selection criteria for the new report is displayed. Change any selection information. Press [Enter].

TELEPHONE REPORT									
ACCOUNTING CODE: 1		DESCRIPTION: 2							
SERVICE LOCATION: 3			TYPE ACCOUNT: 4		ACCOUNT NUMBER: 5		DCN: 6		
<----- 1ST QTR. ----->		<----- 2ND QTR. ----->		<----- 3RD QTR. ----->		<----- 4TH QTR. ----->			
MONTH	COST	MONTH	COST	MONTH	COST	MONTH	COST	7	
8					9				
ACCOUNT TOTAL ESTIMATES					COMMERCIAL	FTSP	TOTAL		
ACTUAL(*)									
TOTAL									

Figure 128. Telephone Report (blank)

Projections

Note: Only agencies using Salaries and Benefits and Projections will have access to these reports.

Projections is Option 13 on the Funds Control System – Report Menu screen (**Figure 95**). This option provides a menu of report options which provides a 12-month projection of salaries and benefits, updated tables of projection documents and manager’s projection reports (status of funds).

To select this option, key in **13** or **PRO** at the Enter Funds Control System – Report Code prompt on the Report Menu screen. Press [Enter]. The Funds Control System – Projections screen (**Figure 129**) is displayed.

The report options available on the Funds Control System – Projections screen are listed below with a brief description:

1. SBP Salaries And Benefits. Used to forecast salaries and benefits for the current fiscal year.

2. AR Activity Reports. Provides various tables of projection documents that are still active.

3. SS Agency Managers Projection. Used to execute an agency-wide status of funds report which incorporates CAS, pending Funds Control, and projection data.

4. SA Appropriation Managers Projection. Used to execute a status of funds report by appropriation which incorporates CAS, pending Funds Control, and projection data.

5. SD Organization Managers Projection. Used to execute a status of funds report by organization which incorporates CAS, pending Funds Control, and projection data.

6. SAO Agency Managers Projection By Object Class. Used to execute a status of funds report which incorporates CAS, pending Funds Control, and projection data.

```

                                                                 XX/XX/XX
FUNDS CONTROL SYSTEM - PROJECTIONS
REPORT      REPORT
CODE       TITLE
1. SBP     SALARIES AND BENEFITS
2. AR      ACTIVITY REPORTS
3. SS      AGENCY MANAGERS PROJECTION
4. SA      APPROPRIATION MANAGERS PROJECTION
5. SD      ORGANIZATION MANAGERS PROJECTION
6. SAO     AGENCY MANAGERS PROJECTION BY OBJECT CLASS

ENTER REPORT CODE

CLEAR=EXIT      ENTER=SEND      PF1=MAIN MENU      PF2=PRIOR MENU      PF3=REFRESH
```

Figure 129. Funds Control System – Projections screen

Salaries And Benefits

Salaries And Benefits Projections is Option 1 on the Funds Control System – Projections screen (**Figure 129**). This option generates a projection report combining employee information retrieved from the Payroll/Personnel System database (actuals) and projection data (unpaid pay periods) entered through the Salaries and Benefits and Projection module.

Note: This report is only available in print.

To select this option, key in **I** or **SBP** at the Enter Report Code prompt on the Funds Control System – Projections

screen. Press [Enter]. The Salaries And Benefits Reports screen (**Figure 130**) is displayed.

The options on the Salaries And Benefits Reports menu are listed below:

1. PR Projections By Organization / Employee.

This option is used to incorporate projection data (unpaid pay periods) with employee payroll/personnel data (actuals) to provide a 12-month payroll forecast. Projections will be held in history for 6 months. Prior year projections can only be executed during October.

2. PP Projections History List. Note: This report is not available at this time.

```

                                     SALARIES AND BENEFITS REPORTS
                                     DATE XX/XX/XX

REPORT  REPORT
CODE   TITLE
1. PR  PROJECTIONS BY ORGANIZATION / EMPLOYEE
2. PP  PROJECTIONS HISTORY LIST

                                     REPORT CODE: ___
                                     ORG:        ___
                                     PROJ. NO:   ___

                                     DET EMP ACTION: N
                                     'Y' = SSNO SEQUENCE
                                     'A' = NAME SEQUENCE

                                     REMOTE ID:  ___
                                     ROUTE TO:   ___

ENTER REPORT CODE AND ORG - ENTER PROJ NO. FOR RE-RUN ONLY!
ENTER=SEND    PF1=MAIN MENU  PF2=PREV MENU  PF3=REFRESH  CLEAR=EXIT
```

Figure 130. Salaries And Benefits Reports screen

Projections By Organization / Employee

Projections By Organization / Employee is Option 1 on the Salaries And Benefits Reports screen (**Figure 130**). This option is used to incorporate projection data (unpaid pay periods) with employee payroll/personnel data (actuals) to provide an annual (12 month) payroll forecast.

Note: This report is only available in print.

This option provides a current year payroll forecast by employee and pay period. It incorporates user input projection data with data established on the Payroll/Personnel System database. The report data is then used in producing the four Managers Projection Reports (status of funds) which provide a final fund status.

Note: Prior year projections can only be executed during October.

To have the most accurate Managers Projection Reports, it is recommended a new projection report be executed after each pay period.

To select this option, complete the fields as follows: (**Figure 131**).

1 Report Code (required, numeric field; max. of 2 positions). Key in *I* or *PR*.

2 Org (required, numeric field; max. of 6 positions). Key in the organization code.

3 Proj. No (optional, numeric field; max. of 3 positions). Key in a prior projection number. If this field is left blank, a new projection number is generated. Press [Enter].

Note: Only 6 months of projections will be stored in history.

Note: If requesting a previously generated projection number, key in *Y* for Det Emp Action and complete the Remote ID and the Route To fields, prior to pressing [Enter].

4 Det Emp Action: (optional, alpha field; 1 position). Key in one of the following.

Y A report will be generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in SSN sequence.

A A report will be generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in Name sequence.

The system defaults to *N* indicating no details will be displayed.

REPORT		REPORT		SALARIES AND BENEFITS REPORTS		DATE XX/XX/XX
CODE		CODE	TITLE			
1.	PR		PROJECTIONS BY ORGANIZATION / EMPLOYEE			
2.	PP		PROJECTIONS HISTORY LIST			
		REPORT CODE:	_____ 1			
		ORG:	_____ 2			
		PROJ. NO:	_____ 3			
		DET EMP ACTION:	N 4			
			'Y' = SSNO SEQUENCE			
			'A' = NAME SEQUENCE			
		REMOTE ID:	_____			
		ROUTE TO:	_____			
ENTER REPORT CODE AND ORG - ENTER PROJ NO. FOR RE-RUN ONLY!						
ENTER=SEND	PF1=MAIN MENU	PF2=PREV MENU	PF3=REFRESH	CLEAR=EXIT		
EXIT	ENTER=SEND	PF1=MAIN MENU	PF2=PRIOR MENU	PF3=REFRESH		

Figure 131. Projection By Organization/Employee screen

REPORT CODE	REPORT TITLE	SALARIES AND BENEFITS REPORTS		DATE XX/XX/XX
1. PR	PROJECTIONS BY ORGANIZATION / EMPLOYEE	REPORT CODE:	001	
2. PP	PROJECTIONS HISTORY LIST	ORG:	47	
		PROJ. NO:	000	
		ACCT CODE:	<input type="text" value="1"/>	
		SSNO:	<input type="text" value="2"/>	
		RATE INCREASE (EX: 02755 = 2.755%)	<input type="text" value="3"/>	<input type="text" value="4"/>
		IN PERIOD:	<input type="text" value="5"/>	
		OF YEAR :	<input type="text" value="5"/>	
		DET EMP ACTION:	N	<input type="text" value="6"/>
			'Y' = SSNO SEQUENCE	
			'A' = NAME SEQUENCE	
		REMARKS:	<input type="text" value="7"/>	
		REMOTE ID:	U1	<input type="text" value="8"/>
		ROUTE TO:	<input type="text" value="9"/>	
ENTER ROUTING INFORMATION AND ANY OTHER REQUIRED INFORMATION				
ENTER=SEND PF1=MAIN MENU PF2=PREV MENU PF3=REFRESH CLEAR=EXIT				

Figure 132. Projection By Organization/ Employee screen (with addition selection criteria fields)

If the Projection Number field is left blank, additional selection criteria fields (see Figure 132) are displayed. Complete the fields as follows:

- 1 Acct Code** (optional, numeric field; max. of 21 positions). Key in the fiscal year or the accounting code for a specific accounting code projection. Only active employees (not separated) are reflected when an accounting code is requested.
- 2 SSNO** (no-entry). This field is not used.
- 3 Rate Increase** (optional, numeric field; max. of 4 positions). Key in the percentage increase. This increase is only applicable to salaries not benefits. Cost of living increase is automatically calculated in the projection for individuals once it is in the Payroll/Personnel System database. If a decimal is not entered, it will be system-generated.
- 4 In Period** (optional, numeric field; max. of 2 positions). Key in the pay period the rate increase is effective. The increase will be projected out for subsequent unpaid pay periods.
- 5 Of Year** (optional, numeric field; 1 positions). Key in the year.
- 6 Det Emp Action:** (optional default, alpha field; 1 position). Key in one of the following:

Y A report is generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in SSN sequence.

A A report is generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in Name sequence.

The system defaults to *N* indicating no details will be displayed.

7 Remarks (optional, alphanumeric field; max. of 35 positions). Key in the description of the projection. This will be displayed on the Projection Output Report.

8 Remote ID (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

9 Route To (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (i.e., name, bin number, etc.) Press [Enter].

Note: If this report is requested with detail employee action, the Salaries And Benefits Projection is labeled Detail Employee Data and Activity Details Report (Figure 134).

Report Output

Based on the selection criteria, the output report (Figure 133) is displayed showing the following fields:

- 1** **Projection Number.** The projection number of the generated report is displayed.
- 2** **Actual Pay Thru.** The pay period in which the actual (CAS) employee data is retrieved.
- 3** **Organization.** The organization code of the requested report is displayed.
- 4** **Employee.** The employee name is displayed.
- 5** **Grade/Step.** The employee's grade/step is displayed.

6 **Pay Periods.** Based on the actual pay thru PP number. All pay periods after that pay period would be projected figures.

7 **Total.** The actual pay (CAS) amounts and the projected pay amounts for the entire year total information is displayed. **Note:** This information will appear the same on pages 1a, 1b, etc., of the projection report.

8 **Staff Years.** The staff years for each employee based on yearly calculation is displayed. **Note:** This information will appear the same on pages 1a, 1b, etc., of the projection report.

An overall total for the organization is provided at the end of the report for each pay period, a yearly total and yearly staff years.

RUN DATE:																	
PROJECTION NUMBER		1	ACTUAL PAY THRU PP XX														2
TESTING FOR TRAINING ORGANIZATION			3		DETAIL PAYMENTS REPORT FISCAL YEAR XXXX												
EMPLOYEE	GRADE /STEP	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	STAFF TOTAL YEARS	
4	5															7	8

Figure 133. Salaries And Benefits Projection Report

Report Output

If the Detail Employee Action was selected, the following detail employee data and activity details will be provided as backup to the projection report.

- 1 Employee Name/Title.** The employee name and title is displayed.
- 2 SSNO.** The employee social security number is displayed.
- 3 Date Ordered.** The effective date for projection action entered into Salaries and Benefits is displayed.
- 4 Date End.** The date of the present grade in the Payroll/Personnel System is displayed.
- 5 Act (Activity Code).** Valid activity codes listed below are displayed.
 - 00 Emp Record from Projection
 - 01 New Hire (Known)
 - 02 New Hire (Anticipated)
 - 03 Settlement
 - 04 Overtime
 - 05 Adjustment
 - 06 Termination
 - 07 Promotion
 - 08 Position/Title
 - 09 LWOP
 - 10 WGI
 - 11 Not Used
 - 12 Awards
 - 13 Projected Adjustments for O/C
Other than Sal/Benf
 - 14 New Hire (Unknown)
 - 15 Bodies on Board
 - 16 Staff Years Allocation
- 6 RET.** Valid codes listed below are displayed.

- 1 CSRS
- 2 FERS
- 3 OFFSET
- 7 TYP (Type Of Employment).** Valid types of employment listed below are displayed.
 - 1 Full time
 - 2 Part time
 - 3 Intermittent
 - 4 Fee Basis/Piece Work
- 8 Accounting.** Accounting maintained in salaries and benefits and projections for unpaid pay periods is displayed. Split accounting will also be reflected if in use.
- 9 Plan/Step.** The employee pay plan/step is displayed.
- 10 Series.** The employee series is displayed.
- 11 Tod Hrs.** The total hours per pay period.
- 12 Ceiling Ind.** The ceiling indicator is displayed.
- 13 Actn (Employee Action Codes).** Valid employee action codes listed below are displayed.

1 Accession	A Active
2 Official	C Change
3 Separation	D Deleted
4 Unofficial	R Reopened
5 Updating	
- 14 Comp Status.** The comp status is displayed.
- 15 Base Salary.** The base salary is displayed.
- 16 Source (Source Of Record).** Valid source of records listed below are displayed.

ACT	Projection Input
EMP	Payroll/Personnel database

RUN DATE:		PROJECTION NUMBER		ACTUAL PAY THRU PP XX		DETAIL EMPLOYEE DATA AND ACTIVITY DETAILS																	
DATE										DATE		FISCAL YEAR XXXX				TOD		CEILING		COMP		BASE	
EMPLOYEE NAME/TITLE	SSNO	ORDERED	END	ACT	RET	TYP	ACCOUNTING	PLAN/STEP	SERIES	HRS	IND	ACTN	STATUS	SALARY									
SOURCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16							

Figure 134. Employee Data And Activity Details Report

Activity Reports

Activity Reports is Option 2 on the Funds Control System – Projections screen (**Figure 129**).

This option allows projection input to be reviewed prior to executing the Salaries and Benefits Projection Report. If an action on this report should not be included as part of the projection calculation, delete the activity record from the Projection Input Document screens. There are 15 reports available which provide the current status of entries made through the Projections Input Document screen. **Note:** Deleted records are removed from the Salaries and Benefits area on a weekly basis.

Note: Reports can only be viewed online.

To select this option, key in **2** or **AR** at the Enter Report Code prompt on the Funds Control System – Projections screen. Press [Enter].

The Org field (**Figure 135**) is displayed. Complete the field as follows:

1 **Org** (required, numeric field; max. of 6 positions). Key in the organization code.

Press [Enter]. The Funds Control System – Projections Activity Report screen (**Figure 136**) is displayed.

The following report options are available:

1. New Hires (Known). This option reflects the projected new hires that have been identified by name but not yet processed through the Payroll/Personnel System.

2. New Hires (Anticipated). This option reflects the projected job vacancies that have not been announced but are going to be announced.

3. New Hires (Unknown). This option reflects the projected job vacancies that have been announced but an individual has not been identified by name.

```

                                     FUNDS CONTROL SYSTEM - PROJECTIONS
                                                                                   XX/XX/XX

REPORT      REPORT
CODE        TITLE

1. SBP     SALARIES AND BENEFITS
2. AR      ACTIVITY REPORTS
3. SS      AGENCY MANAGERS PROJECTION
4. SA      APPROPRIATION MANAGERS PROJECTION
5. SD      ORGANIZATION MANAGERS PROJECTION
6. SAO     AGENCY MANAGERS PROJECTION BY OBJECT CLASS

                                     ORG: 1

ENTER REPORT CODE  AR

ENTER REQUIRED INFORMATION ( THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT )
CLEAR=EXIT          ENTER=SEND          PF1=MAIN MENU      PF2=PRIOR MENU     PF3=REFRESH
```

Figure 135. Activity Reports screen

REPORT CODE	DESCRIPTION	ENTER	REPORT CODE
DATE XX/XX/XX			
FUNDS CONTROL SYSTEM - PROJECTIONS ACTIVITY REPORT			
1. NK	NEW HIRES (KNOWN)		1
2. NA	NEW HIRES (ANTICIPATED)		
3. NU	NEW HIRES (UNKNOWN)		
4. SET	SETTLEMENTS		
5. OVR	OVERTIME		
6. ASP	ADJUSTMENTS FOR SPECIAL PROJECTS		
7. SEP	SEPARATIONS		
8. PRO	PROMOTIONS		
9. POS	POSITION TITLE		
10.WOP	LEAVE WITHOUT PAY		
11.WGI	WGI		
12.AWR	AWARDS		
13.AOC	ADJUSTMENTS FOR OBJECT CLASS		
14.BOB	BODIES ON BOARD		
15.SYA	STAFF YEARS ALLOCATION		
PRINT: N (Y/N)	2	REMOTE ID	3
		ROUTE TO	4
CLEAR=EXIT	PF1=MAIN MENU	PF2=PREV MENU	ENTER=SEND

Figure 136. Funds Control System – Projections Activity Report Screen

4. Settlements. This option reflects projected cash settlements for employees established on the Payroll/Personnel System database.

5. Overtime. This option reflects projected overtime for employees established on the Payroll/Personnel System database.

6. Adjustments For Special Projects. This option reflects special project information by object class to be included in the Managers Projection Report.

7. Separations. This option reflects projected separation information for employees established on the Payroll/Personnel System database.

8. Promotions. This option reflects projected promotion information for employees established on the Payroll/Personnel System database.

9. Position Title. This option reflects the employee's position title.

10. Leave Without Pay. This option reflects projected leave without pay status for employees established on the Payroll/Personnel System database.

11. WGI. This option reflects a delay in the projected WGI date for employees established on the Payroll/Personnel System database.

12. Awards. This option reflects projected awards that have not been processed by CAS.

13. Adjustments For Object Class. This option reflects the dollar amounts for travel, training, or all other object classes to be included in the Managers Projection Report.

14. Bodies On Board. This option reflects the number of employees and staff years.

15. Staff Years Allocation. This option reflects the actual time worked by an employee to make up a 2,087 hour staff year.

- To select one of the Activity Reports, complete the fields as follow (**Figure 136**).

1 **Enter Report Code** (required, alphanumeric field; max of 3 positions). Key in the report code.

2 **Print: N (Y/N)** (no-entry). Defaults to N (no).

3 **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

4 **Route To** (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. The report selected will be displayed.

Agency Managers Projection

Agency Managers Projection is Option 3 on the Funds Control System – Projections screen (Figure 129). This option provides an agency-wide (Headquarters level) status of funds report with sub-reports generated for Agency Totals, Salary and Benefits, Travel, Training, and All Other object classes. It combines CAS data, pending Funds Control obligation/commitments, and projection data and compares with FY Plan dollars to provide the balance available.

Note: Report 1 Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To select this option, key in 3 or SS at the Enter Report Code prompt on the Funds Control System – Projections screen. Press [Enter]. The Agency Managers Projection Summary screen (Figure 137) is displayed.

Complete the fields as follows:

- 1** **Org** (required, numeric field; max. of 6 positions). Key in the organization number.
- 2** **Projection No.** (optional, numeric field; max. of 3 positions). Key in the last valid projection number. **Note:** Repeat until organizations are displayed. If this field is left blank, only the amounts entered by DCN will appear in the Managers Projection column.
- 3** **Fiscal Year** (required, numeric field; 1 position). Key in the year of the projection.
- 4** **Annual Plan** (no-entry). This field defaults to Y.
- 5** **Print: Y** (no-entry). This field defaults to Y. The report must be sent to a remote printer.
- 6** **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.
- 7** **Route To** (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

AGENCY MANAGERS PROJECTION SUMMARY						DATE: XXXXXX
ORG	PROJECTION NO.	ORG	PROJECTION NO.	ORG	PROJECTION NO.	
1	2					
						FISCAL YEAR: 3
						ANNUAL PLAN: Y 4
						PRINT: Y 5
						REMOTE ID: 6
						ROUTE TO: 7
ENTER ORGANIZATION CODES AND PROJECTION NUMBERS FOR THE REPORT						
CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH ENTER=SEND						

Figure 137. Agency Managers Projection Summary screen

Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on a summary of all appropriations. The four sub-reports (Salary and Benefits, Travel, Training, and All Other) are used to determine the Agency-Wide Summary report. The output report (**Figure 138**) is displayed showing the following fields:

- 1 Organization.** Each accounting code and description of the department, office, region, special operations or program assigned is displayed.
- 2 Fiscal Year Plan.** The annual plan amount is displayed.
- 3 Cumulative Obligation.** The Actual CAS obligations are displayed.

4 % Current FY. The percent of PLAN dollars obligated is displayed.

5 Managers Projection. Data from the Projection Report, unpaid pay periods, pending Funds Control commitments and obligations, and object class/special projects adjustment information is displayed.

6 Total CAS/Managers Projection. The total of the Cumulative Obligation and Manager Projection is displayed.

7 Balance Managers Projection. The balance of funds remaining: PLAN minus Total CAS/Managers Projection is displayed. Also, the difference between PLAN and Total CAS/Managers Projection are provided in the Subtotal and Total fields for each organizational level to include all appropriations.

RUN DATE:		AGENCY MANAGERS PROJECTION				
FISCAL YEAR XXXX						
ORGANIZATION	FISCAL YEAR PLAN	CUMULATIVE OBLIGATIONS	% CURRENT FY	MANAGERS PROJECTION	TOTAL CAS/MANAGER'S PROJECTION	BALANCE MANAGERS PROJECTION
1	2	3	4	5	6	7

Figure 138. Agency Managers Projection Report

Appropriation Managers Projection

Appropriation Managers Projection report is Option 4 on the Funds Control System – Projections screen (**Figure 129**). This option provides a status of funds report by accounting code for Appropriation Totals, Salary and Benefits, Travel, Training and All Other object classes. It combines CAS data, pending Funds Control obligations/commitments, and projection data, and compare with FY Plan dollars to provide the balance available.

Note: Report 1 Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To select this option, key in **4** or **SA** at the Enter Report Code prompt on the Funds Control System – Projections screen. Press [Enter]. The Appropriation Managers Projection screen (**Figure 139**) is displayed.

Complete the fields as follows:

1 **Org** (required, numeric field; max. of 6 positions). Key in the organization number.

Note: Multiple Orgs can be requested.

2 **Projection No** (optional, numeric field; max. of 3 positions). Key in the last valid projection number. If left blank, only the amounts entered by DCN will appear in the Managers Projection column.

3 **Fiscal Year** (required, numeric field; 1 position). Key in the year of the projection.

4 **Annual Plan** (no-entry). This field defaults to **Y** (yes).

5 **Print: Y** (no-entry). This field defaults to **Y** (yes) to remote print.

6 **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

7 **Route To** (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. The message indicating that the print job has been submitted is displayed at the bottom of the screen.

APPROPRIATION MANAGERS PROJECTION				DATE: XXXXXX
ORG	PROJECTION NO.	ORG	PROJECTION NO.	PROJECTION NO.
1	2			
				FISCAL YEAR: 3
				ANNUAL PLAN: Y 4
				PRINT: Y 5
				REMOTE ID: 6
				ROUTE TO: 7
ENTER ORGANIZATION CODES AND PROJECTION NUMBERS FOR THE REPORT				
CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH ENTER=SEND				

Figure 139. Appropriation Managers Projection screen

Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on all appropriations. The four sub-reports (Salary and Benefits, Travel, Training and All Other) are used to arrive at the Agency-Wide Appropriation Total report. The output report (**Figure 140**) is displayed showing the following fields:

1 Organization. The accounting code and description of the department, office, region, special operations or program is displayed.

2 Fiscal Year Plan. The annual plan amount is displayed.

3 Cumulative Obligation. The Actual CAS obligations are displayed.

4 % Current FY. The percent of PLAN dollars obligated is displayed.

5 Managers Projection. Data from the Projection Report, Funds Control pending commitments and obligations, salary and benefits adjustment input, and unpaid pay periods is displayed.

6 Total CAS/Managers Projection. The total of Cumulative Obligations and Managers Projection is displayed.

7 Balance Available. The funds available is displayed: PLAN minus Total CAS/Managers Projection. Also, the difference between PLAN and Total CAS/Managers Projection are provided in the Subtotal and Total fields for each appropriation to include all Orgs.

RUN DATE:		APPROPRIATION MANAGERS PROJECTION				
FISCAL YEAR XXXX						
ORGANIZATION	FISCAL YEAR PLAN	CUMULATIVE OBLIGATIONS	% CURRENT FY	MANAGERS PROJECTION	TOTAL CAS/MANAGER'S PROJECTION	BALANCE AVAILABLE
1	2	3	4	5	6	7

Figure 140. Appropriation Managers Projection Report

Organization Managers Projection

Organization Managers Projection report is Option 5 on the Funds Control System – Projections screen (Figure 129). This option provides a status of funds report by accounting code for an individual organization. It also combines CAS data, pending Funds Control obligations/commitments, and projection data; compares to FY PLAN dollars and provides the balance available.

Note: Report 1, Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To select this option, key in 5 or *SD* at the Enter Report Code prompt on the Funds Control System – Projections screen. Press [Enter]. The Organization Managers Projection screen (Figure 141) is displayed.

Complete the fields as follows:

1 **Org** (required, numeric field; max. of 6 positions). Key in the organization code.

2 **Proj No** (optional, numeric field; max. of 3 positions). Key in the last valid projection number. If left blank, only the amounts entered by DCN will appear in the Managers Projection column.

3 **FY** (required, numeric field; 1 position). Key in the year of the projection.

4 **Annual Plan** (no-entry). This field defaults to *Y* (yes).

5 **Print: Y** (no-entry). This field default to *Y* (yes) to remote print.

6 **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

7 **Route To** (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

XX/XX/XX

FUNDS CONTROL SYSTEM - PROJECTIONS

REPORT CODE	REPORT TITLE	ORG:	1
1. SBP	SALARIES AND BENEFITS	PROJ. NO.:	2
2. AR	ACTIVITY REPORTS		
3. SS	AGENCY MANAGERS PROJECTION		
4. SA	APPROPRIATION MANAGERS PROJECTION		
5. SD	ORGANIZATION MANAGERS PROJECTION	FY:	3
6. SAO	AGENCY MANAGERS PROJECTION BY OBJECT CLASS		
		ANNUAL PLAN: Y	4
		PRINT: Y	5
		REMOTE ID:	6
		ROUTE TO:	7

ENTER REPORT CODE SD

ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
 CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH

Figure 141. Funds Control System – Projections (Organization Managers Projection) screen

Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on all appropriations. The four sub-reports (Salary and Benefits, Travel, Training, and All Other) are used to determine the Organization-Wide Summary report. The output report (**Figure 142**) is displayed showing the following fields:

- 1** **Organization.** The accounting code and description of the department, office, region, special operations, or program assigned is displayed.
- 2** **Fiscal Year Plan.** The annual plan is displayed.
- 3** **Cumulative Obligations.** The Actual CAS obligations are displayed.

4 **% Current FY.** The percent of PLAN dollars obligated is displayed.

5 **Managers Projection.** Data from the Projection report, Funds Control pending commitments and obligations, unpaid pay periods, and salaries and benefits adjustment input is displayed.

6 **Total CAS/Managers Projection.** The total of Cumulative Obligations and Manager Projection is displayed.

7 **Balance Managers Projection.** The funds available: PLAN minus Total CAS/Managers Projection is displayed. Also, the difference between the PLAN and Total CAS/Managers Projection subtotals and totals are provided for the organization to include all appropriations.

RUN DATE:		ORGANIZATION MANAGER'S PROJECTION					
		AGENCY TOTAL				FISCAL YEAR XXXX	
	FISCAL YEAR PLAN	CUMULATIVE OBLIGATIONS	% CURRENT FY	MANAGERS PROJECTION	TOTAL CAS/MANAGERS PROJECTION	BALANCE MANAGERS PROJECTION	
ORGANIZATION	1	2	3	4	5	6	7

Figure 142. Organization Manager's Projection Agency Total Report

Agency Managers Projection By Object Class

Agency Managers Projection By Object Class is Option 6 on the Funds Control System – Projection screen (Figure 129). This option is used to execute a status of funds report by budget object class for each accounting code. It also combines CAS data, pending Funds Control obligations/commitments, and projection data; compares to FY PLAN dollars and provides the balance available.

Note: Report 1, Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To select this option, key in **6** or **SAO** at the Enter Report Code prompt on the Funds Control System – Projections screen. Press [Enter]. The Agency Managers Projection By Object Class screen (Figure 143) is displayed.

Complete the fields as follows:

1 **Org Code** (required, numeric field; max. of 6 positions). Key in the organization code.

2 **Projection No** (optional, numeric field; max. of 3 positions). Key in the last valid projection number. If the projection number field is left blank, only the amounts entered by DCN appear in the Managers Projection column.

3 **Fiscal Year** (required, numeric field; 1 position). Key in the year of the projection.

4 **Annual Plan** (no-entry). This field defaults to **Y** (yes).

5 **Print: Y** (no-entry). This field defaults to **Y** (yes) to remote print.

6 **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

7 **Route To** (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

ORG CODE	PROJECTION NO.	ORG CODE	PROJECTION NO.	ORG CODE	PROJECTION NO.	DATE XX/XX/XX
1	2					
				FISCAL YEAR:	3	
				ANNUAL PLAN:	4	
				PRINT:Y	5	
				REMOTE ID:	6	
				ROUTE TO:	7	
ENTER ORGANIZATION CODES AND PROJECTION NUMBERS FOR THE REPORT						
CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH ENTER=SEND						

Figure 143. Agency Managers Projection By Object Class screen

Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on a summary of all appropriations. The four sub-reports (Salary and Benefits, Travel, Training, and All Other) are used to determine the Summary report by object class. The output report (**Figure 144**) is displayed showing the following fields:

- 1 Organization.** Each accounting code and description of the department, office, region, special operations or program assigned is displayed.
- 2 Fiscal Year Plan.** The annual plan is displayed.
- 3 Cumulative Obligations.** The Actual CAS obligations are displayed.

4 % Current FY. The percent of PLAN dollars obligated is displayed.

5 Managers Projection. Data from the projection report, unpaid pay periods, pending Funds Control commitments and obligations, and object class special projects adjustment information is displayed.

6 Total CAS/Managers Projection. The total of Cumulative Obligation and Manager Projection is displayed.

7 Balance Managers Projection. The funds available is displayed: PLAN minus Total CAS/Managers Projection. Also, the difference between PLAN and Total CAS/Managers Projection subtotals and totals are provided for each organizational level to include all appropriations.

RUN DATE:		AGENCY MANAGERS PROJECTION BY OBJECT CLASS				
FISCAL YEAR XXXX						
ORGANIZATION	FISCAL YEAR PLAN	CUMULATIVE OBLIGATIONS	% CURRENT FY	MANAGERS PROJECTION	TOTAL CAS/MANAGER'S PROJECTION	BALANCE MANAGERS PROJECTION
1	2	3	4	5	6	7

Figure 144. Agency Managers Projection By Object Class Report

Salaries And Benefits

Note: Only agencies using Salaries and Benefits and Projections will have access to these reports.

Salaries And Benefits is Option 14 on the Funds Control System – Report Menu screen (**Figure 95**). This option provides a menu of report options based on actual CAS Payroll/Personnel data. These reports are available to view employee status and earnings by pay period.

To select this option, key in **I4** or **SB** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Funds Control System – Salaries And Benefits screen (**Figure 145**) is displayed.

The report options available on the Funds Control System – Salaries And Benefits screen are listed below with a brief description of each:

- 1. Employee Status Report.** This option provides earnings and total Government contributions by pay period for an employee.
- 2. Earning By Pay Period.** This option provides earnings for each employee for each accounting code by pay period and object class.
- 3. Employee Exception.** This option is not available.
- 4. Active Employees.** This option provides a complete list of employees on the Payroll/Personnel System database.

Note: These report options can only be viewed online.

FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS		XX/XX/XX
REPORT CODE	REPORT TITLE	
1. ESR	EMPLOYEE STATUS REPORT	
2. EPP	EARNINGS BY PAY PERIOD	
3. EXR	EMPLOYEE EXCEPTIONS	
4. AR	ACTIVE EMPLOYEES	
ENTER REPORT CODE		
CLEAR=EXIT	ENTER=SEND	PF1=MAIN MENU
		PF2=PRIOR MENU
		PF3=REFRESH

Figure 145. Funds Control System – Salaries And Benefits screen

Employee Status Report

Employee Status Report is Option 1 on the Funds Control System – Salaries And Benefits screen (**Figure 145**). This option provides a complete employee payroll status report by pay period showing earnings and Government contribution totals processed through CAS. This report can be retrieved by org, name, or social security number of employee within the specified organization.

To select this option, key in **I** or **ESR** at the Enter Report Code prompt on the Funds Control System – Salaries And Benefits screen. Press [Enter]. The Employee Status Report screen (**Figure 146**) is displayed.

Complete the fields as follows:

- 1** **Org** (required, numeric field; max. of 6 positions). Key in the organization code.
- 2** **SSN** (required, numeric field; 9 positions). Key in the social security number. **Note:** Separated or transferred employees must be query by SSN.
- 3** **FY** (optional, numeric field, 1 position). Key in the applicable fiscal year. If this field is left blank, the system defaults to the current fiscal year.

Employee Name:

- 4** **Last** (required, alpha field; 17 positions). Key in all or part of the last name. If part of the last name is entered, an employee list (see **Figure 147**) is displayed. Key in **X** next to the name. Press [Enter].
- 5** **First** (optional, alpha field; max. of 12 positions). Key in the first name.
- 6** **MI** (optional, alpha field; 1 position). Key in the middle initial. Press [Enter].

Note: There is no print capability for this report.

Report Output

Based on the selection criteria, a two-page report is available displaying the totals by pay period of earnings and Government contributions processed through the Payroll/Personnel System.

The output report (**Figure 148** and **Figure 149**) is displayed showing the following fields:

- 1** **Pay Period.** All pay periods processed during the current fiscal year are displayed.

XX/XX/XX

FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS

REPORT CODE	REPORT TITLE	
1. ESR	EMPLOYEE STATUS REPORT	ORG: 1
2. EPP	EARNINGS BY PAY PERIOD	SSN: 2
3. EXR	EMPLOYEE EXCEPTIONS	FY: 3
4. AR	ACTIVE EMPLOYEES	EMPLOYEE NAME: 4
		LAST: 5
		FIRST: 5
		MI: 6

ENTER REPORT CODE ESR

PRINT: (Y/N) N
 REMOTE ID:
 ROUTE TO:

ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
 CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH

Figure 146. Funds Control system – Salaries And Benefits (Employee Status Report) screen

Central Accounting System Manual Central Accounting Database Inquiry System

ORG:							DATE
EMPLOYEE NAME:							
I	LAST	FIRST	MIDDLE	I	LAST	FIRST	MIDDLE
-				:	-		
-				:	-		
-				:	-		
-				:	-		
-				:	-		
-				:	-		
-				:	-		
NO MORE NAMES MATCH REQUEST, ENTER X NEXT TO DESIRED NAME. TYPE AN X OPPOSITE THE NAME YOU WANT, THEN PRESS THE ENTER KEY. PF2=PRIOR MENU							

Figure 147. Employee Status Report (employee list)

- 2 Hours.** The regular hours processed for each pay period is displayed.
- 3 Reg Pay.** The amount processed for object classes 1101 – 1149, 118X, and 13XX is displayed.
- 4 Awards.** The amount processed for object classes 115X is displayed.
- 5 Misc Pay.** The amount processed for overtime and object classes 116X, 117X, and 119X is displayed.
- 6 Total Benefits.** The total amount processed for benefits object class 12XX is displayed. (The right side of report provides the benefit breakdown.)
- 7 Total Pay.** The total amount processed for all previously mentioned categories is displayed.
- 8 Total.** A total for all pay periods for each employee is displayed.

- To move to the right side of the report (**Figure 149**), press [PF11].

The following fields are displayed:

RUN DATE:	EMPLOYEE STATUS REPORT	PAGE
FISCAL YEAR		
SSN	LAST NAME	FIRST
OFFICIAL CHANGE:		INT.
PROMOTION DATE		
WGI DATE		
PAY PERIOD	HOURS	REG PAY
1	2	3
AWARDS		MISC PAY
4		5
TOTAL BENEFITS		TOTAL PAY
6		7
		TOTAL 8
CLEAR=EXIT	PF1=MAIN MENU	PF2=PRIOR MENU
PF7=PG. BACK	PF8=PG FWD	PF11=RIGH SIDE

Figure 148. Employee Status Report (left side)

- 9 Pay Period.** All pay periods (beginning with PP20) which processed during the current fiscal year are displayed.
- 10 Retirement Pay.** The amount processed for retirement is displayed.
- 11 Life.** The amount processed for life insurance is displayed.
- 12 Health.** The amount processed for health insurance is displayed.
- 13 Hits.** The amount processed for Hospital Insurance Tax is displayed.
- 14 Thrift.** The amount processed for the Thrift Savings Plan (Government portion) is displayed.
- 15 Other.** The amounts processed for any category other than those listed above are displayed.
- 16 Total Benefits.** The total amount for all benefits categories is displayed.
- 17 Total.** The total for all pay periods for each employee is displayed.

Central Accounting System Manual Central Accounting Database Inquiry System

RUN DATE:		EMPLOYEE STATUS REPORT					
FISCAL YEAR							
SSN	LAST NAME	FIRST	INT.	PROMOTION DATE			
OFFICIAL CHANGE:							
WGI DATE							
PAY PERIOD	RETIREMENT					TOTAL BENEFITS	
9	PAY 10	LIFE 11	HEALTH 12	HITS 13	THRIFT 14	OTHER 15	
						TOTAL 17	
CLEAR=EXIT		PF1=MAIN MENU		PF2=PRIOR MENU		PF10=LEFT SIDE	

Figure 149. Employee Status Report *(right side)*

Earnings By Pay Period

Earnings By Pay Period is Option 2 on the Funds Control System – Salaries And Benefits screen (**Figure 145**). This option provides a complete employee earnings report by account code for each pay period and budget object class. This report can be retrieved by name or social security number of employees within the specified organization.

To select this option, key in **2** or **EPP** at the Enter Report Code prompt on the Funds Control System – Salaries And Benefits screen. Press [Enter]. The Earnings By Pay Period Report screen (**Figure 150**) is displayed.

Complete the fields as follows:

- 1** **Org** (required, numeric field; max. of 6 positions). Key in organization code.
- 2** **Acct Code** (optional, numeric field; max. of 20 positions). Key in the accounting code. Only a single accounting code can be query and it must be a full accounting code; no wildcard. If left blank, all accounting codes will be displayed.
- 3** **SSN** (required, numeric field; 9 positions). Key in the social security number to retrieve the record of a

single employee. **Note:** Separated or transferred employees must be inquired by SSN.

4 **PP** (optional, numeric field; 2 positions). Key in the single pay period for the Org. Single pay period data will not be retrieved when the report request is for a single social security number.

5 **Object Class** (optional, numeric field; max. of 4 positions). Key in the object class. If this field is left blank, all of the applicable payroll object classes will be retrieved.

Employee Name

6 **Last** (optional, alpha field; max. of 17 positions). Key in all or part of the last name. If part of the last name is entered, an employee list (see **Figure 147**) is displayed. Key in **X** next to the name. Press [Enter].

7 **First** (optional, alpha field; max. of 12 positions). Key in the first name.

8 **MI** (optional, alpha field; 1 position). Key in the middle initial.

9 **Totals Only? (Y/N) N.** (conditional, alpha field; 1 position). If a total is required for Org or Object Class, key in **Y**. The system defaults to **N**.

Note: There is not a print capability for this report.

XX/XX/XX

FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS

REPORT CODE	REPORT TITLE	ORG:	1
1. ESR	EMPLOYEE STATUS REPORT	ACCT CODE	2
2. EPP	EARNINGS BY PAY PERIOD	SSN:	3
3. EXR	EMPLOYEE EXCEPTIONS	PP:	4
4. AR	ACTIVE EMPLOYEES	OBJECT CLASS:	5
		EMPLOYEE NAME:	
		LAST:	6
		FIRST:	7
		MI:	8
		TOTALS ONLY? (Y/N) N	9
		PRINT: (Y/N) N	
		REMOTE ID:	
		ROUTE TO:	

ENTER REPORT CODE EPP

ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
 CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH

Figure 150. Funds Control System – Salaries And Benefits (Earnings By Pay Period) screen

Active Employees

Active Employees is Option 4 on the Funds Control System – Salaries And Benefits screen (Figure 145). This option provides a complete list of employees on the Payroll/Personnel System database.

To select this option, key in **4** or **AR** at the Enter Report Code prompt on the Funds Control System – Salaries And Benefits Menu screen. Press [Enter]. The Active Employee Report screen (Figure 152) is displayed.

Complete the fields as follows:

1 **Org** (required, numeric field; max. of 6 positions). Key in the organization.

2 **Acct Code** (required, numeric field; 21 positions). Key in the complete accounting code.

3 **SSN** (required, numeric field; 9 positions). Key in the individual’s social security number without spaces or dashes. Press [Enter].

Note: There is not a print capability for this report.

Report Output

The output report (Figure 153) is displayed showing the following fields:

1 **Accounting Code.** The accounting code stored in the Payroll/Personnel System database for the employee(s) is displayed.

2 **SSN.** The employee’s social security number is displayed.

3 **Last.** The employee’s last name is displayed.

4 **First.** The employee’s first name is displayed.

5 **MI.** The employee’s middle initial is displayed.

XX/XX/XX

FUNDS CONTROL SYSTEM – SALARIES AND BENEFITS

REPORT CODE	REPORT TITLE	ORG	
1. ESR	EMPLOYEE STATUS REPORT	1	
2. EPP	EARNINGS BY PAY PERIOD	ACCT CODE	2
3. EXR	EMPLOYEE EXCEPTIONS	SSN	3
4. AR	ACTIVE EMPLOYEES	REPORT SEQUENCE	Y
		(Y=NAME, S=SSNO)	

ENTER REPORT CODE AR

PRINT: (Y/N) N

REMOTE ID:
ROUTE TO:

ENTER REQUIRED DATA (ORG CODE, OR ORG CODE AND EMPLOYEE ACCTG OR SSN)

CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH

Figure 152. Funds Control System – Salaries And Benefits (Active Employees) screen

ACTIVE EMPLOYEE REPORT				
ORG				
ACCOUNTING CODE	SSN	LAST	FIRST	MI
1	2	3	4	5
CLEAR=EXIT PF1=MAIN MENU PF8=PG. FWD PF2=PRIOR MENU PF3=REFRESH				

Figure 153. Active Employee Report

Procurement Reports

Procurement Reports is Option 15 on the Funds Control System – Report Menu screen (**Figure 95**). This option provides pertinent data for goods or services procured through a purchase order, customer supply orders, standard requisition or service store shopping. This data is gathered from both CAS and entries into Funds Control. The information is sorted and subtotaled by purchase order, requisitioner number, or customer account number.

Note: These reports cannot be viewed online, they can only be routed to a printer for output.

To select this option, key in **15** or **PRC** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Procurement Report screen (**Figure 154**) is displayed.

Enter an **X** next to the type of procurement report you want to execute. Press [Enter]. Additional fields will be displayed based on the type of procurement report selected.

Printing the Report. To send the report to the local printer, complete the fields as follows: (See **Figure 155**).

1 Org (conditional, numeric field; max. of 6 positions). If requesting a range of accounting codes, leave this field blank. Otherwise, key in the complete organization code.

2 Account Code (optional, numeric field; max. of 22 positions). Key in the desired accounting code(s). If

this field is left blank, data for all accounting codes (prior, current, and future fiscal years) associated with the designated Org is displayed. A range of accounting codes can be requested.

3 Purchase Order No. (applicable to the purchase order selection only) (optional, numeric field; max. of 12 positions). Key in the desired purchase order number. If the field is left blank, all purchase orders associated with the designated ORG will be reflected on the report.

Requisitioner (applicable to the customer supply orders or standard requisition selection only) (optional, numeric field; max. of 12 positions). Key in the desired requisitioner number. If the field is left blank, all requisitioner numbers associated with the designated ORG will be reflected on the report.

Customer Account (applicable to the service store shopping selection only) (optional, numeric field; max. of 12 positions). Key in the desired customer account number. If the field is left blank, all customer accounts associated with the designated ORG will be reflected on the report.

4 Print: Y (no-entry). The print mode is automatically set to **Y** (yes).

5 Remote ID (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

6 Route To (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

PROCUREMENT REPORT

SELECT ONE: PURCHASE ORDERS
 CUSTOMER SUPPLY ORDERS
 STANDARD REQUISITION
 SERVICE STORE SHOPPING

ORG:

ACCOUNT CODE:

ACCOUNT CODE:

PRINT: Y
REMOTE ID:
ROUTE TO:

CLEAR = EXIT PF2 = PRIOR MENU PF3 = REFRESH ENTER = SEND
PLEASE ENTER REQUIRED FIELD

Figure 154. Procurement Report screen

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PROCUREMENT REPORT
PURCHASE ORDERS

ORG:

ACCOUNT CODE:

PURCHASE ORDER NO

PRINT: Y
REMOTE ID:
ROUTE TO:

CLEAR = EXIT PF2 = PRIOR MENU PF3 = REFRESH ENTER = SEND

Figure 155. Procurement Report Purchase Orders screen

Awards

Awards is Option 16 on the Funds Control System – Report Menu (**Figure 95**). This option is used to obtain a listing of employees that received awards. The report may be requested by accounting classification code for a specific accounting period **or** for an organization. **Note:** This report cannot be viewed online; it can only be routed to a printer for hardcopy output.

To select this option, key in **16** or **AWD** at the Enter Report Code prompt on the Funds Control System – Report Menu screen. Press [Enter]. The Awards Report screen (**Figure 157**) is displayed.

Printing the Report. To send the report to the local printer, complete the fields as follows:

1 **Org** (*conditional, numeric field; max. of 6 positions*). If requesting a range of accounting code, leave this field blank. Otherwise, key in the complete organization code.

2 **Account Code** (*optional, numeric field; max. of 22 positions*). Key in the desired accounting code(s).

Note: You may produce the report for a range of accounting codes by entering the starting accounting code in the first Account Code field and entering the ending accounting code in the second Account Code field. If this field is left blank, the report will reflect data for all accounting codes (prior, current, and future fiscal years) associated with the designated organization code.

3 **Employee SSN** (*optional, numeric field; 9 positions*). Key in the employee social security number if the report data is for an individual only.

4 **Print: Y** (*no-entry*). The print mode is automatically set to **Y** (yes).

5 **Remote ID** (*required, alphanumeric field; max. of 12 positions*). Key in the remote printer number.

6 **Route To** (*required, alphanumeric field; max. of 15 positions*). Key in the data to identify who requested the report (e.g., name, bin number, etc.) .

Press [Enter]. The message *Job Submitted – Key In Next Request* is displayed at the bottom of the screen.

AWARDS REPORT DATE: XX/XX/XX

ORG:

ACCOUNT CODE:
ACCOUNT CODE:

EMPLOYEE SSN:

PRINT: Y
REMOTE ID:
ROUTE TO:

CLEAR = EXIT PF2 = PRIOR MENU PF3 = REFRESH ENTER = SEND

Figure 157. Awards Report screen

Corrections

Corrections is Option 3 on the CADI Selection Menu screen (**Figure 4**). The Correction process permits changes to the data elements in the Agency Record. After a record is corrected to match the CAS Record, the dollar value of the CAS Record is moved to the To Agency DCN where it is automatically tested against the value of the Agency Record. If it is within tolerance, it will automatically purge the Agency Record from the Active Report with the CAS amount being reflected. If the value of the CAS Record is less than the value of the Agency Record, the option is available to accept the CAS value and purge the Agency Record by changing the default to **Y** in the Purge To Record field.

On a weekly basis, NFC executes a matching and reconciliation routine which compares CAS Records received through the payment feeder systems with Agency Records contained in Funds Control. The matching is based on the predetermined match criteria established for each document type and the range tolerances that are set by the agency. Those CAS Records which do not match an Agency Record are reported on exception reports. These exception reports are the Transactions with No DCN Report and the DCN's not in Range Tolerance Report. Correction routines are available in the system to *match* records that appear on these reports. The purpose of the Correction routine is to match and reconcile the CAS Record with the Agency Record.

The Transactions with No DCN Report identifies CAS Records which did not meet the matching criteria. Possible causes of mismatches are different sub-object classes, reference information, accounting codes, document types, or DCN's. For control purposes, the Funds Control System assigns a unique DCN to the unmatched CAS Record and enters the transaction on the report. Correction of the unmatched transactions requires a

combination of manual research and computer-assisted action.

The first step in the corrections routine is to compare the Transactions With No DCN Report with the Active (Unmatched) Report of Agency Records. This effort is required to isolate the error. As an aid, the Funds Control System will include any DCN indicated on the original CAS Record even though no match was accomplished. That DCN will be included in the Payee/Description field on the Transactions with No DCN Report. After identification has been made of the DCNs which apply to the CAS Record and the associated Agency Record, you can proceed with the correction routine. The Agency Record must be carefully compared with the CAS Record to determine the particular element(s) requiring correction.

The Out of Range Report lists CAS Records which matched an Agency Record, with the exception of the dollar value, even after consideration of the range tolerance previously set. This condition could result from a payment system making a single payment for multiple Agency Records, an error in the dollar value posted to the Agency Record, or an error in the bill submitted to the NFC for payment.

The correction process uses the terms **To Agency DCN** and **From CAS DCN**. The **To Agency DCN** is the record established in Funds Control by the Agency. The **From CAS DCN** is the record which processed through CAS but did not match an Agency Record in Funds Control.

The system will not permit purging a record when the CAS Record value exceeds the Agency Record value or when the Accounting Code, or the Budget Sub-object Class is different. This requires the Agency Record to be changed to agree with the CAS Record.

XXXXXX

FUNDS CONTROL SYSTEM - CORRECTIONS MENU

CORRECTION CODE	CORRECTION TITLE
1. DCN	DCN
2. CAS	CAS AMOUNT
3. RAN	RANGE
4. PLN	PLAN UPDATE

ENTER CORRECTION CODE:

ORGANIZATION:

ENTER NEW REQUEST INFORMATION - HIT THE PF3 KEY BEFORE CHANGING REPORT CODES
CLEAR = EXIT ENTER = SEND PF1 = MAIN MENU PF3 = REFRESH

Figure 159. Funds Control System – Corrections Menu screen

To select this option, key in the agency code at the Agency field and 3 at the Select field on the CADI Selection Menu screen. Press [Enter].

The Funds Control System – Corrections Menu screen (**Figure 159**) is displayed. The types of correction routines available in the Corrections section of Funds Control are listed as follows:

1. DCN. This option is used when one CAS Record is matched to one agency record.

Note: A DCN can have more than one record.

2. CAS Amount. This option is used when one CAS Record is matched to more than one agency record.

3. Range. This option is used to set percentage tolerances for each document type.

4. Plan Update. This option allows the Agency Budget Officer to temporarily change the plan amounts in Funds Control Status of Funds Report **only**.

- To access an option on the Funds Control System – Corrections Menu screen, key in the number or the 3 position code at the Enter Correction Code prompt and the applicable code at the Organization prompt. Press [Enter].

DCN

DCN is Option 1 on the Funds Control System – Corrections Menu screen (**Figure 159**). This option is used when one CAS Record is matched to one agency record.

To select this option, key in **I** or **DCN** at the Enter Correction Code prompt and the applicable code at the Organization prompt on the Funds Control System – Corrections Menu screen. Press [Enter]. The Status Of Funds DCN Corr screen (**Figure 160**) is displayed.

Records to be corrected through this option appear on the Transaction With No DCN report or the DCN's Not in Range Tolerance report.

Complete the fields as follows:

- 1** **To Agency DCN** (*required, numeric field; max. of 4 positions*). Key in the agency document control number.
- 2** **Apprn** (*required, numeric field; max. of 3 positions*). Key in the first position of the accounting code if the information is for other than the current fiscal year. If left blank, the system accesses current year data.
- 3** **Organization** (*no-entry*). This field is system generated from the previous screen. The cursor skips this field.
- 4** **Project** (*no-entry*). The cursor skips this field.
- 5** **From CAS DCN** (*required, numeric field; max. of 4 positions*). Key in the document control number for the CAS Record.

Press [Enter]. The information from the **To Agency DCN** and the **From CAS DCN** is displayed on the screen. Agency records that can be matched through the correction routine must contain a record code listed below:

- A** = Active
- C** = Changed
- R** = Reopened

CAS records that can be matched through the Correction routine must contain one of the record codes listed below:

- X** = Unmatched
- N** = No DCN
- U** = Out of Range

The first record within each DCN (Agency or CAS) is displayed on the screen. If the record to be corrected is not on the screen, a Scroll feature is available which will page forward (or backward) until the desired record is on the screen for the Agency or CAS Record. The Scroll feature will allow you to page through either the To or From Record or both records at the same time by using the [PF8] or [PF7] keys.

The following fields are displayed at the bottom of the DCN Correction screen, key in the required information for these fields.

- 6** **Purge To Record: N.** (*optional, alpha field; 1 position*). Key in **Y** (yes) if the dollar amount of agency record is more than the CAS Record. The agency amount is changed to reflect CAS amount when the correction routine is completed and the agency record is purged. The system defaults to **N** (no).

```

                                STATUS OF FUNDS - DCN CORR                                XX/XX/XX
TO AGENCY DCN:  1
APPRN:  2  ORGANIZATION:  3  PROJECT:  4
FROM CAS DCN:  5
PURGE TO RECORD:  N  6
SCROLL (T, F, B):  7  (T = TO RECEIVE, F = FROM REC, B = BOTH RECS)
ENTER DCNS - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
ENTER=INQUIRY CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH PF6=CHANGE

```

Figure 160. Status of Funds – DCN Correction screen

7 **Scroll (T,F,B)** (*optional, alpha field; 1 position*). Key in one of the following to scroll through additional records which may be under either of the DCN's viewed, then press [PF7] or [PF8] to view records.

T = scroll records for the To Agency DCN
F = scroll records for the FROM CAS DCN
B = scroll records for both DCNs

When the desired agency and CAS Records appear, compare the information for both records.

It is possible to change any of the fields of the To record by overlaying the information instead of returning to the specific or general screens. The only fields which cannot be changed are the DCN and the unique organizational code. These changes will be reflected on the Reconciliation Report.

After the desired changes have been made, press [PF6]. This will move the money amount from the CAS Record to the Agency Record. Any changes made to the Agency Record are completed when [PF6] is pressed. The CAS Record is deleted. If the *To Agency DCN* is within Range tolerance or the *Purge To Record* field was marked **Y**, the record is moved to the Reconciliation Report.

If the Agency DCN was not within range tolerance and the *Purge To Record* field was marked **N**, the transaction goes to the DCN's Not in Range Tolerance Report.

When moving multiple CAS records to an Agency DCN, Change Type Action to **D** on the Agency DCN, then press [PF6]. Credit transactions should be purged before debit transactions. When Type Action is **D**, the agency amount will be reduced/increased by the amount from the CAS record.

The agency amount can be increased or decreased on the Correction screen prior to pressing [PF6].

When matching the Travel Rollup object class (2100) to individual CAS records (i.e., 2131, 2121), change the Type Action to **D** in the Agency record and the object class to agree with CAS. Press [PF6]. Scroll to the next CAS record and change the agency object class to agree. Continue until all records are purged. After completing the correction process. The Active record must be accessed in the General Screen and the Budget Object Class changed back to 2100.

If additional records need to be corrected for the same DCNs, use the Scroll field and the [PF7] or [PF8] key to select the next records to be corrected.

- To correct additional DCN's, press [PF3] to refresh the screen.
- To return to the Funds Control System – Corrections Menu screen, press [PF2]. To return to the CADI Selection Menu screen, press [PF1].

CAS Amount

CAS Amount is Option 2 on the Funds Control System – Corrections Menu screen (**Figure 159**). This option is used when more than one agency record exists for a CAS Record. This occurs when more than one document for an obligation is combined. For example, when SF-182 (training forms) are prepared for individual employees and for group training, NFC consolidates all the SF-182's and makes one single obligation and payment.

To select this option, key in **2** or **CAS** at the Enter Correction Code prompt and the applicable code at the Organization Code prompt on the Funds Control System – Corrections Menu screen. Press [Enter]. The Status Of Funds – CAS Amt Corr screen (**Figure 161**) is displayed.

Complete the fields as follows:

- 1** **To Agency DCN** (*required, numeric field; max. of 4 positions*). Key in the agency document control number.
- 2** **Apprn** (*required, numeric field; max. of 3 position*). Key in the first digit of the accounting code if the information is for other than the current fiscal year. If left blank, the system accesses current year data.
- 3** **Organization** (*no-entry*). This field is system generated from the previous screen. The cursor skips this field.
- 4** **Project** (*no-entry*). The cursor skips this field.
- 5** **From CAS DCN** (*required, numeric field; max. of 4 positions*). Key in the document control number for the CAS Record.

Press [Enter]. The information from the **To Agency DCN** and the **From CAS DCN** is displayed on the screen.

Agency records that can be matched through the correction routine must contain a record code listed as follows:

- A** = Active
- C** = Changed
- R** = Reopened

CAS records that can be matched through the Correction Routine must contain one of the record codes listed below:

- X** = Unmatched
- N** = No DCN
- U** = Out of Range

The first record within each DCN is displayed on the screen. If the record to be corrected is not on the screen, a Scroll feature is available which will page forward (or backward) until the desired record is on the screen for the To or From record. The scroll feature allows you to page through either the Agency or CAS Record or both records at the same time by using the [PF8] or [PF7] keys.

The following fields are displayed at the bottom of the CAS Amount Correction screen. Key in the required information for these fields.

- 6** **Purge to Record: N** (*optional, alpha field; 1 position*). Key in **Y** (yes) if the dollar amount of the Agency Record is more than the CAS Record. The agency amount is changed to reflect the CAS amount when the correction routine is completed and the Agency Record is purged. The system defaults to **N** (no).

XX/XX/XX

STATUS OF FUNDS - CAS AMT CORR

TO AGENCY DCN: **1**

APPRN: **2** ORGANIZATION: **3** PROJECT: **4**

FROM CAS DCN: **5**

PURGE TO RECORD: N **6** PURGE FROM RECORD: N **7**

SCROLL (T, F, B) **8** (T = TO RECEIVE F = FROM REC, B = BOTH RECS)

ENTER DCNS - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH PF6=CHANGE

Figure 161. Status Of Funds – CAS Amt Corr Screen

7 **Purge From Record: N.** (*optional, alpha field; 1 position*). Key in **Y** (yes) to accept a remaining CAS amount on the From CAS DCN when a match is not located for an agency record. The system defaults to **N** (no).

8 **Scroll (T,F,B)**(*required, alpha field; 1 position*). Key in one of the following at the Scroll prompt then press [PF7] or [PF8] to locate the desired record(s) to be corrected when there is more than one record for a DCN.

- T** = scroll records for the To Agency DCN
- F** = scroll records for the From CAS DCN
- B** = scroll records for both DCNs

When the desired agency and CAS Record appear, compare the information for both records.

The fields of the TO record can be changed by overlaying the information. The DCN and Org fields cannot be changed.

At the CAS Amount field on the CAS DCN, key in the amount to be transferred to the Agency DCN. Use the space bar to erase the amount remaining in this field. After the amount has been changed, press [PF6].

The amount entered on the CAS DCN is transferred to the Agency DCN. The balance for the CAS DCN will remain in the CAS Amount field on the CAS DCN.

- To correct additional records on the Agency DCN, key in a scroll option in the Scroll (T/F/B) field and press [PF8] or [PF7] to move to the next record.
- If the balance on the CAS DCN belongs to another DCN, press [PF3] to refresh the screen, key in the next Agency DCN and repeat the previous steps.
- To return to the Funds Control System – Corrections Menu screen, press [PF2].
- To return to the CADI Selection Menu screen, press [PF1].

Range

Range is Option 3 on the Funds Control System – Corrections Menu screen (**Figure 159**). This option is used to set percentage tolerances for each of the document types available. A range can be set for all or specific documents in Funds Control. The default document tolerance setting is 00.

When a range tolerance has been set for a specific document type, the CAS Amount for a record is accepted and matched to the Agency Record, at plus or minus the set percentage. If there is not an active agency amount, then all transactions will go to the DCNs Not In Range Tolerance Report, regardless if tolerance is established.

To select this option, key in **3** or **RAN** at the Enter Correction Code prompt and the applicable code at the Organization prompt on the Funds Control System – Corrections Menu screen. Press [Enter]. The Status Of Funds – Tolerances screen (**Figure 162**) is displayed.

Complete the fields as follows:

1 **Agency** (*no-entry*). The agency code is displayed. The cursor skips this field.

2 **Organization** (*no-entry*). This field is system generated from the previous screen. The specified tolerances will affect only those records for this organization. The cursor skips this field.

3 **Fiscal Year** (*conditional, numeric field; 1 position*). If tolerance must be set for prior fiscal years, key in the last digit of the fiscal year. Otherwise, the current fiscal year is displayed.

4 **Document Tolerances** (*required, numeric field; 2 positions*). Key in the desired percentage of tolerance for any document.

Press [Enter]. The tolerance records will be added. The cursor will return to the first document tolerance field.

Note: Three columns are displayed under this field heading; listing the document code, form type, and percent of tolerance for each document code.

After the tolerances are set, press [PF2] to return to the Funds Control System – Corrections Menu screen or [PF1] to return to the CADI Selection Menu screen.

STATUS OF FUNDS – TOLERANCES						DATE: XX/XX/XX
AGENCY: ____ 1	ORGANIZATION: 2	FISCAL YEAR: 3				
DOCUMENT TOLERANCES 4						
01 AD700	00 02 AD838	00 03 AD744	00			
04 AD633	00 05 SF3146	00 06 GSA13481	00			
07 SF26	00 08 AD256	00 09 SF33	00			
10 SF30	00 11 SF1034	00 12 AD202T	00			
13 AD206	00 14 AD616T	00 15 AD616R	00			
16 SF182	00 17 SF85/86	00 18 PRINT	00			
19 GSA2957	00 20 AD659	00 21 AD742	00			
22 AD757	00 23 GREENBK	00 24 AD287	00			
25 AD672	00 26 AD202R	00 27 AD206R	00			
28 SF1169	00 29 SF1103	00 30 SF1113	00			
31 GVTS	00 32 SF1164	00 33 SF3542	00			
34 AD474	00 35 AD955	00 36 AD643	00			
37 AD581	00 38 CRED	00 39 FNS32	00			
40 AD652	00 41 AD271	00 42 AD845	00			
RANGE RECORD NOT FOUND – ENTER TOLERANCES AND PRESS ENTER						
CLEAR = EXIT		PF1 = MAIN MENU		PF2 = REPORT MENU		ENTER = SEND

Figure 162. Status of Funds – Tolerances screen (*Range*)

Plan Update

Plan Update is Option 4 on the Corrections Menu screen (**Figure 159**). This option is used to temporarily change Plan Amounts in the Funds Control Status of Funds Report only. This will allow Budget Officers to see immediately what the fund status will be for a certain organization if Plan amounts are changed.

Security is restricted to Budget Officers or individuals designated by the agency to have this responsibility. The changes made to the Plan amount will only be reflected until the Funds Control System is updated each week. After each update, the Plan amount will return to the valid amount entered through the PLAN System.

To select this option, key in **4** or **PLN** at the Enter Correction Code prompt and the applicable code at the Organization prompt on the Funds Control System – Corrections Menu screen. Press [Enter]. The Funds Control – Plan Update screen (**Figure 163**) is displayed.

Complete the fields as follows:

- 1** **Agency** (*no-entry*). The agency code is displayed.
- 2** **Organization** (*no-entry*). This field is system generated from the previous screen.
- 3** **Acct Class** (*required, numeric field; max. of 21 positions*). Key in the level of accounting for which the Plan amounts are to be changed.

- 4** **Object Class** (*required, numeric field; 4 positions*). Key in the object class for which the Plan amount is to be changed.

Press [Enter]. The Plan amounts are retrieved for the current YTD and the Annual Plan as displayed in the Funds Control Status of Funds report.

Change the following fields to reflect the new Plan amounts.

- 5** **YTD Plan Amount** (*required, numeric field; max. of 18 positions*). Key in the new amount to appear on the Funds Control Status of Funds Report. Use the space bar to erase the amount remaining in the field.

- 6** **Ann Plan Amount** (*required, numeric field; max. of 18 positions*). Key in the new amount to appear on the Funds Control Status of Funds Report. Use the space bar to erase the amount remaining in this field.

Once the amounts have been changed, press [PF6].

If additional Plan amounts need to be changed for other object classes, press [PF3] to refresh the screen, and repeat the previous steps.

- To return to the Funds Control System – Corrections Menu screen, press [PF2].
- To return to the CADI Selection Menu screen, press [PF1].

FUNDS CONTROL - PLAN UPDATE DATE: XX/XX/XX

AGENCY: **1** ORGANIZATION: **2**

ACCT CLASS: **3** OBJECT CLASS: **4**

YTD PLAN AMOUNT: **5**

ANN PLAN AMOUNT: **6**

ENTER ACCOUNT CLASS AND OBJECT CLASS - PRESS ENTER

ENTER=INQUIRY CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH PF6=CHANGE

Figure 163. Funds Control – Plan Update screen

General Screen

General Screen is Option 4 on the CADI Selection Menu screen (**Figure 4**). The General Screen is used to change records from one document type to another, to reopen purged or deleted records, to change accounting code information, or to establish new Agency Records. The procedure presented in these examples are the same for all documents available in the system.

Agency Records can be established through the General Screen, Option 4, or Input Documents, Option 1, on the CADI Selection Menu screen.

The General Screen format is substantially different from that used for the Input Document specific screens. The General Screen is not designed to be similar to the actual format of the original forms. Several fields appear on the General Screen that are not displayed when entering records through the specific screens. The additional data fields that appear are: Type Action, Transaction Type, Transaction Date, Foreign Indicator and Federal Indicator. These fields are completed by the system when records are established using the specific screens under the Input Document Option. When records are established using the General Screen, the user must enter the data for the required fields and for the additional fields that appear within the General Screen (excluding the foreign and Federal indicators).

To select this option, key in the agency code at the Agency field and **4** at the Select field, then press [Enter]. The Funds Control System – Document Menu (General Screen) (**Figure 164**) is displayed.

The General Screen menu is similar to the Input Document menu. The following seven general document categories are available:

1. PR Procurement
2. TR Travel & Transportation
3. IMP Imprest Fund
4. STR Stored Accounting
5. EMP Employee Costs
6. OTH Other
7. GRN Management Council and Cost Distribution Programs (Greenbook)

To select one of the General Screen options, e.g., Procurement, key in **I** or **PR** at the Enter Document Code prompt. Press [Enter].

The same specific documents are available under each category as in the Input Documents option.

Establishing Agency Records. All documents will have common fields as well as fields relevant to its purpose. **Note:** The AD-700 is used for demonstration purposes.

```

                                     FUNDS CONTROL SYSTEM - DOCUMENT MENU
                                     XX/XX/XX

DOCUMENT   DOCUMENT
CODE       TITLE

1. PR      PROCUREMENT
2. TR      TRAVEL & TRANSPORTATION
3. IMP     IMPREST FUND
4. STR     STORED ACCOUNTING
5. EMP     EMPLOYEE COSTS
6. OTH     OTHER
7. GRN     MANAGEMENT COUNCIL AND COST DISTRIBUTION PROGRAMS (GREENBOOK)

ENTER DOCUMENT CODE

CLEAR = EXIT           ENTER = SEND           PF1 = MAIN MENU
```

Figure 164. Funds Control System – Document Menu (*General screen*)

Access the General Screen as previously described. At the Funds Control System – Document Menu (General Screen) (Figure 164), key in *I* or *PR* at the Enter Document Code prompt. Press [Enter]. The Funds Control – General screen (Figure 165) is displayed. Complete the fields as follows:

1 **DCN** (*no-entry*). The document control number is system generated after all data for that document has been entered correctly.

2 **Apprn** (*required, numeric field; 3 positions*). Key in the appropriation code.

3 **Organization** (*no-entry*). This field is system generated from the previous screen.

4 **Project** (*required, numeric field; 2 positions*). Key in the project code.

5 **Object Class** (*required, numeric field; 4 positions*). Key in the object class code.

6 **Doc Type** (*no-entry*). The document type is generated based on document selected. The system code for each of the documents in Funds Control is listed on the Help screen, Option 5 on the CADI Selection Menu screen and in Appendix B.

7 **Type Action** (*required, alpha field; 1 position*). Key in the type action code specific to the selected document. Valid entries are:

- O* = Once
- R* = Recurring (not available at this time)
- D* = Reducing

8 **Trans Type** (*required, alpha field; 1 position*). Key in the transaction type code specific to the selected document. Valid entries are:

- O* = Obligation
- C* = Commitment
- B* = Obligation plus accrual (not available at this time)
- A* = Accrued expense

9 **Trans Date** (*optional, numeric field; 6 positions*). Key in the current date (*mm/dd/yy*) without dashes or spaces. If this field is left blank, the system generates the current date.

10 **Agency Amount** (*required, numeric field; max. of 15 positions*). Key in the total dollar amount. The system generates the trailing zeros.

Note: Enter information for all fields relevant to the document type selected.

11 **Foreign Indicator: D** (*no-entry*). The foreign indicator is system generated. The standard type of indicator codes are as follows:

- D* = Domestic
- F* = Foreign

12 **Federal Indicator: O** (*no-entry*). The Federal indicator is system generated. The standard type of indicator codes are as follows:

- O* = Other
- F* = Federal

After keying in all required data, press [PF9]. The record is added to the system. The system generates a DCN that is displayed in the upper left corner of the screen.

FUNDS CONTROL - GENERAL XX/XX/XX

DCN: **1**
APPRN: **2** ORGANIZATION: **3** PROJECT: **4**
OBJECT CLASS: **5** DOC TYPE: **6** TYPE ACTION: **7**
TRANS TYPE: **8** TRANS DATE: **9**
AGENCY AMOUNT: **10**
PROCUREMENT NO:
SELLER:
FOREIGN INDICATOR: D **11** FEDERAL INDICATOR: O **12**

DESCRIPTION:

LINE NO: -

ENTER DCN - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE/REOPEN PF8=PG FWD
CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF7=PG BACK PF9=ADD

Figure 165. Funds Control – General screen (AD-700)

The message *Record has been Added – Hit PF3 to Refresh Screen or PF9 to Add Additional Rec* is displayed at the bottom of the screen. Refresh the screen and query the DCN prior to adding additional records to the DCN.

For those document types that contain multiple records under a single DCN (i.e., Forms AD-700, AD-838, AD-202, AD-616), each record or line item must be entered individually. Follow the steps listed below:

- Press [PF9]. The information from the previous record remains on the screen. The message *Enter New Information then Hit PF9* is displayed at the bottom of the screen.
- Press [Tab] to the first field below the accounting code. Key in the information for the next record.
- Verify that the sub-object class, amount, and description are changed to reflect the information for the new record.
- Press [PF9] to add the record to the established DCN after all of the data for the new record has been entered. A new line number is system generated.
- Repeat the above steps until all records or line items for the DCN are entered.
- Press [PF3] to refresh the screen. Key in the DCN and press [Enter]. The information for the record is displayed. The record status, *A-Active Record*, is displayed in the upper right corner on the screen and the line item number appears at the lower right of the screen for those document types that contain line item numbers.
- Use the [PF8] or [PF7] keys to move between multiple records in the same DCN.

General Screen can be used to query, add, delete, make a document change, or reopen a document. It is necessary to refresh and query between each record change. Each option is briefly explained below.

Changing Document Type And Record Information.

The procedure for changing a document type is used most commonly when an accounting adjustment has been made and the Form AD-757 has been submitted to NFC. The document type for the adjusted Agency Record must be changed to reflect the document type of the Form AD-757 so that the records will match when the adjustment is processed through CAS.

Access the General Screen option and select the document category. Key in the DCN of the original Agency Record and press [Enter]. The information for the record is displayed.

Press [Tab] to the Doc Type field. Key in the new document type code, then press [PF6]. The information from the original record is transferred to the new document type and the fields for the new record are displayed.

During the transfer, information may be carried from the original document type to reference fields on the new document type. Information must be changed so that only the data relevant to the new document type is displayed, e.g., the ticket number of the Form AD-659 carried to the voucher number field of the Form AD-757. This must be changed to the actual voucher number on the Form AD-757.

Change the information for any additional fields that are displayed for the new document type. Press [PF6] to complete the document type change. Press [PF3] and query the DCN. If additional records must be changed, press [PF8] to access the next record and repeat the above instructions until all records have been changed.

If there are multiple records within a DCN, all records must be changed to reflect the voucher number, seller, etc.

Reopening a Purged Or Deleted Record. Records that have been purged or deleted from Funds Control can only be reopened using the General Screen option. Follow the procedures described below to reopen purged or deleted records.

After accessing the General Screen option and selecting the document category, key in the DCN of the purged or deleted record. Press [Enter]. The information for the record is displayed. The record status, *P – Purged* or *D – Deleted* is displayed at the top of the General Screen. Enter the pending amount. Press [PF6] to reopen the record. The message *Record Has Been Changed – Enter Next Request* is displayed at the bottom of the screen.

Note: Do not press [PF9] to purge the record; this will result in a new DCN being generated.

Reopening a purged record will not affect its status but will create a new active record.

Reopening a deleted record will change the deleted record to an active record. If a record has a status of *S Deactivated* record as a result of a full conversion, press [PF6].

Adding Data To An Existing DCN. It may be necessary to add information to an existing DCN for billing cycle and single record documents. Additions to these documents cannot be made through the specific screen. The procedure for adding data to these documents is described below:

Adding data To A Billing Cycle Document. To add data for a service month that was not originally entered for

the Forms AD-474, AD-955, AD-643, and Greenbook documents or the addition of a billing cycle record to an existing DCN, use the General Screen option. Follow the procedure as described below:

After accessing the General Screen option and selecting the document category, key in the DCN of the original Agency Record and press [Enter]. The information for the record is displayed. Records for billing cycle documents are displayed by the month. The month field in the lower right of the screen displays the 2-position month indicator.

At this point, determine what information needs to be added or changed before adding the record. For example, if the month of October must be added, press [Tab] to the month and key in **10**. In addition to the month, the information in any of the other fields can be changed before adding the record. This change will not affect the existing record but is recorded for the record added only.

To add the record to the established DCN (with record code A, C, or R) press [PF9]. The message *Record Has*

Been Added—Hit PF3 to Refresh Screen or PF9 to Add Additional Rec is displayed at the bottom of the screen.

Adding Records To A Single Record Document. Adding records to document types, Forms SF-1169, SF-1103, GVTS, SF-3542 (Commitment), SF-3146 (Commitment), SF-182, GSA-2957, SF-85/86, AD-271, AD-845, and AD-652 can only be done through the General Screen option. Follow the procedures described below:

After accessing the General Screen option and selecting the document category, key in the DCN of the original Agency Record and press [Enter]. The information for the record is displayed. Press [Tab] to each data field and enter the information for the new record.

To add the record to the established DCN (with record code A, C, or R) press [PF9]. The message *Record Has Been Added*—Hit PF3 to Refresh the Screen or PF9 to Add Additional Rec is displayed at the bottom of the screen.

Help Screen

Help Screen is Option 5 on the CADI Selection Menu screen (**Figure 4**). The Help Screen displays the Funds Control (CASF) Document Types, Type Action, Transaction, and Record Status Codes. A brief explanation of each is listed below:

To select this option, key in the agency code at the Agency field and **5** at the Select field, then press [Enter]. The Funds Control – Help Screen (**Figure 166**) is displayed.

CASF Document Types. The CASF document types are 2-position numeric codes for each of the documents in Funds Control. The 2-position code to the left of the document form number or acronym is used when changing from one document to another through the General Screen.

Type Action Code. These codes identify the type of action made against each record. The following are descriptions of the types of action codes assigned to each agency record by the system if input through Option 1, Input Documents. If input through Option 4, General Screen, these codes must be entered:

O (once). The recording of the transaction is to be a one-time action.

D (reduced). A specific amount of funds is committed for the project and as each transaction is recorded and funds are obligated, the committed balance is reduced.

R – 1,2,3 (recurring). The transaction is expected to recur on a monthly, quarterly, or annual basis and for a known amount. (Not available at this time.)

Transaction Codes. These codes identify the transaction type of each record. The following are descriptions of the transaction codes assigned to each agency record by the system, if input is through Option 1, Input Documents. If input is through Option 4, General Screen, these codes must be entered:

O (obligation). Those documents which obligate or set up accounts for obligation of funds.

C (commitment). Those documents which commit funds but require another document to be issued to obligate funds.

B (obligation plus accrual). Those documents that obligate and set up accounts for goods or services already received. (Not available at this time.)

A (accrued expense). Those documents where goods or services have been received.

Record Codes. These codes identify the status of each record.

A (active). The Agency Record is on the Active (Unmatched) Report as a pending obligation accrual or commitment. It has not been matched to a CAS Record.

P (purged). The Agency Record has been matched to a CAS Record and purged to the Reconciliation Report.

R (reopen). The record that was deleted or purged was reopened to an active status. The purged record will remain on the Reconciliation Report and the reopened record will go to the Active (Unmatched) Report.

C (change). The Agency Record has been changed and is on the Active (Unmatched) Report.

FUNDS CONTROL - HELP SCREEN			DATE: XX/XX/XX
CAS F DOCUMENT TYPES			TYPE ACTION CODE: ()
01 AD700	02 AD838	03 AD744	O= ONCE
04 AD633	05 SF3146	06 GSA13481	D= REDUCED
07 SF26	08 AD256	09 SF33	1, 2, 3= RECURRING
10 SF30	11 SF1034	12 AD202T	(MTHLY, QTRLY, ANNUAL)
13 AD206	14 AD616T	15 AD616R	TRANS CODES: ()
16 SF182	17 SF85/SF86	18 PRINT	O= OBLIG
19 GSA2957	20 AD659	21 AD742	C= COMMIT
22 AD757	23 GREENBK	24 AD287	B= OBLIG + ACCRUAL
25 AD672	26 AD202R	27 AD206R	A= ACCRUED EXP
28 SF1169	29 SF1103	30 SF1113	RECORD CODES: ()
31 GVTS	32 SF1164	33 SF3542	A= ACTIVE
34 AD474	35 AD955	36 AD643	P= PURGED
37 AD581	38 CRED	39 FNS32	R= REOPEN
40 AD652	41 AD271	42 AD845	C= CHANGE
43 ABCO	44 MISC	45 SPOT	D= DELETE
46 CAPS	47 PACS	48 PCMS	U= ACTIVE (OUT OF RANGE)
			X= NO MATCHING DCN
			N= NO DCN FOR CAS
			Z= USER PURGED RECORD

CLEAR = EXIT PF1 = MAIN MENU PF2 = PRIOR MENU

Figure 166. Funds Control – Help Screen

D (*delete*). The Agency Record has been removed from the Active Report by the user or the CAS Record has been matched to another Agency Record through the Correction routine.

U (*active – out of range*). The amount of the CAS Record was out of the tolerance range set for the Agency Record. Tolerances can be set under the Correction routine.

X (*no matching DCN*). The CAS Record had a DCN

that could not be matched based on the matching criteria established for the Agency Record.

N (*no DCN for CAS*). The CAS Record did not have a DCN appended to the accounting.

Z (*user purged record*). A CAS record that was purged (moved to the Reconciliation Report) from the exception reports by the user.

Within the General screen there is an additional record code **S** – Deactivated record. This is created when a commitment amount is fully converted.

Budget Cost Master Reporting

(Budget Cost Master Reporting is the second group of options on the CADI Selection Menu screen. Each option in this group provides a menu of options that are used to generate Ad Hoc Reports, Agency Specific Reports, and Status of Funds Reports.)

Agency Specific Reports

Agency Specific Reports is Option 6 on the CADI Selection Menu screen (**Figure 4**). This report area varies depending on agency requirements. The five report options that are common to all agencies are explained below. Explanation of specific agency report options is provided by NFC Information Center personnel.

To select this option, key in the Agency Code at the Agency field prompt and **6** at the Select field prompt. Press [Enter]. The Report Menu screen (**Figure 167**) is displayed.

Below is a brief description of each report option.

- 1. PDL Payroll Detail.** This option is used to display employee payroll records that were processed during a specific time period which meet the selected criteria.
- 2. TDL Transaction Detail.** This option is used to display all the detail records of a payment feeder system

that processed during a specific time period which meets the selected criteria.

- 3. SF Status Of Funds.** This option is used to display weekly, monthly, and year-to-date amounts for each object class and a total at the major object class. Based on the data in the PLAN System, funds available will be displayed.

- 4. SSD SSN Details.** This option is used to show records for a specified social security number within the Payroll Accounting (PACS), Travel Vouchers (TRVL), Casual Employee Time Reports (CETR), Imprest Fund (IMPF), and Uniform Allowance (UNAL) systems.

- 5 MST Budget Cost Master Inquiry.** This option is used to provide month-end and weekly data available for each master accounting record.

- To access an option on the Report Menu screen, key in the Report Code or number at the Enter Report Code prompt. Press [Enter].

REPORT CODE	REPORT TITLE	REPORT MENU	XX/XX/XX
1. PDL	PAYROLL DETAIL		
2. TDL	TRANSACTION DETAIL		
3. SF	STATUS OF FUNDS		
4. SSD	SSN DETAILS		
5. MST	BUDGET COST MASTER INQUIRY		
ENTER REPORT CODE: ____			
ENTER=SEND	CLEAR=EXIT	PF1=MAIN MENU	PF3=REFRESH

Figure 167. Report Menu screen (agency specific)

Payroll Detail

Payroll Detail is Option 1 on the Report Menu Screen (Figure 167). This option is used to display the Government portion of the employee payroll records that were processed for a specific time period which meets the selected criteria.

Note: The Payroll Detail Transaction Listing screen format and fields vary depending on agency requirements. See Appendix C for instructions for fields that are specific to your agency.

To select this option, key in **1** or **PDL** at the Enter Report Code prompt on the Report Menu screen. Press [Enter]. The Payroll Detail Listing screen (Figure 168) is displayed with the fields used to request the report.

Requesting The Report. To request the report, complete fields **1** through **7** at the Payroll Detail Listing screen and press [Enter].

1 Per Proc (required, numeric field; 2 positions). Key in the applicable period from the list of periods in the PP column located in the lower portion of the screen. This field must be completed, except when requesting monthly details in batch.

Note: When retrieving PACS records for regular pay processing, enter the specific pay period number for which the T&A's are processed.

2 Week (optional, numeric field; 1 position). Key in the applicable week from the weeks listed on the lower portion of the screen (e.g., 1, 2, 3, 4, or 5). If this field is left blank, data for all weeks associated with the selected period processed will be displayed.

The fields Week (1), (2), and (3) could contain data on transactions processed by the payroll system by the date indicated. Preliminary FY (4) and Final FY (5) will only be used during year-end to reflect the preliminary and final updates, respectively.

3 System Name: PACS. PACS is system generated.

4 Month (01-12) (optional, numeric field; max. of 2 positions). Key in the desired month when a batch report is needed for an accounting month displayed on the screen. The Per Proc and Week fields are left blank when this field is completed.

5 Location (required, numeric field; max. of 6 positions). Key in the location code. This allows you to view one to six different locations. The information for this field corresponds to the agency-designated fields of their accounting code. You can also view a range of location codes (i.e., 100-199). Begin a range request with a valid location.

6 Range Of Locations (Y/N): N. (optional, alpha field; 1 position). Key in **Y** (yes) if a range is used. The system defaults to **N** (no).

PAYROLL DETAIL LISTING XX/XX/XX

PER PROC **1** WEEK: **2** SYSTEM NAME: PACS **3** MONTH **4** (01-12)

LOCATION: **5** RANGE OF LOCATIONS(Y/N): N **6**

ACCOUNT CODE: **7**

PRINT:N **8** REMOTE ID: **9** ROUTE TO: **10**

PP	WEEK (1)	WEEK (2)	WEEK (3)	PRELIMINARY FY (4)	FINAL FY (5)	ACCTG MONTH	FY YR
----	----------	----------	----------	-----------------------	-----------------	----------------	-------

ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)

CLEAR = EXIT PF1 = SELECTION MENU ENTER = SEND PF2 = PRIOR MENU PF3 = REFRESH

Figure 168. Payroll Detail Listing screen (report menu request)

7 Account Code (optional, numeric field; max. of 20 positions). Key in a specified accounting code. This allows you to view one or two different accounting codes. If this field is left blank, all accounting associated with the location request will be retrieved. The accounting code is not necessary if a Location or Range of Locations is used. The first 3 positions include FY/Apprn.

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

8 Print: N. (optional, alpha field; 1 position). Key in *Y* (yes) to remote print. The system defaults to *N* (no).

9 Remote ID (required, alphanumeric field; max. of 11 positions). Key in the remote printer number.

10 Route To (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Viewing The Report. To view the report online, complete fields **1** through **7** at the Payroll Detail Listing screen (**Figure 168**). Press [Enter].

The Payroll Detail report screen (**Figure 169**) is displayed showing the following fields.

1 Employee Name. The SSN and employee's name is displayed.

2 PP. The pay period in which costs incurred is displayed.

3 Hours. The Time and Attendance hours on which salary costs were calculated is displayed.

4 Obj Cls. The budget subobject class code for each record is displayed.

5 Regular Pay. The salary costs for normal work week hours is displayed.

6 Benefits. The benefits calculated for the salary costs is displayed.

7 Miscellaneous Pay. The salary costs incurred for other than regular pay is displayed.

8 Employee Total. The cumulative total of each line is displayed.

9 PP Subtotal. The cumulative total for each pay period is displayed.

10 Employee Subtotal. The cumulative total of cost for each employee is displayed.

- To key in a new request, press [PF2] and you are returned to the previous screen (**Figure 168**).

- To return to the CADI Selection Menu screen, press [PF1].

PAYROLL DETAIL		DATE XXXXXX					
		PAGE 1					
00		WEEK ENDED JANUARY XX, XXXX					
EMPLOYEE NAME	PP	HOURS	OBJ CLS	REGULAR PAY	BENEFITS	MISCELLANEOUS	EMPLOYEE PAY TOTAL
1	2	3	4	5	6	7	8
P.P. SUBTOTAL		9	EMPLOYEE SUBTOTAL:		10		
PF1=MAIN MENU PF2=NEW REQUEST PF7=PAGE BACK PF8=PAGE FWD CLEAR =TERMINATE							

Figure 169. Payroll Detail screen (report no data)

Transaction Detail

Transaction Detail is Option 2 on the Report Menu screen (**Figure 167**). This option is used to display all detail records processed in the payment feeder systems for a specific time period.

Note: The Transaction Detail Listing screen format and fields vary depending on the agency requirements. See [Appendix C](#) for instructions for fields that are specific to your agency.

To select this option, key in **2** or **TDL** at the Enter Report Code prompt on the Report Menu screen. Press [Enter]. The Transaction Detail Listing screen (**Figure 170**) is displayed with the fields used to request the report.

Requesting The Report. To request the report, complete fields **1** through **9** at the Transaction Detail Listing screen. Press [Enter].

1 Per Proc (required, numeric field; 2 positions). Key in the applicable period from the list of periods in the PP column located in the lower portion of the screen. This field must be completed, except when requesting monthly details in batch.

Note: When retrieving PACS records for regular pay processing, enter the specific pay period number for which the T&A's are processed. For all other transactions, identify the specific week-ending date located in the lower portion of the screen, and use the corresponding PP number listed to retrieve data for that particular week.

2 Week (optional, numeric field; 1 position). Key in the applicable week from the weeks listed on the lower portion of the screen (e.g., **1, 2, 3, 4, or 5**). If this field is left blank, data for all weeks associated with the selected period processed will be displayed.

The fields Week (1), (2), and (3) contain data on transactions processed by all payments systems by the date indicated. Preliminary FY(4) and Final FY(5) will only be used during year-end to reflect the preliminary and final updates, respectively.

3 System Name (optional, alpha field; 4 positions). Key in the system name. If this field is left blank it will access all transactions for the selected criteria from all payment systems. This will exceed online viewing capabilities so it must be sent to a remote printer. If the System Name field is completed (see Option 12 on the CADI Selection Menu screen for valid system names) only those transactions generated by that specific system is viewed.

4 Month (optional, numeric field; 2 positions). Key in the desired month when a batch report is needed for an accounting month displayed on the screen. The Per Proc and Weeks fields are left blank when this field is completed.

5 Location (required, numeric field; max. of 6 positions). Key in the location code. This allows you to view one to six different location codes. The information for this field corresponds to the agency-designated fields of their accounting code. You can also view a range of location codes (i.e., 100-999). Begin a range request with a valid location.

XX/XX/XX

TRANSACTION DETAIL LISTING

PER PROC **1** WEEK: **2** SYSTEM NAME: **3** MONTH **4** (01-12)

LOCATION: **5** RANGE OF LOCATIONS(Y/N): N **6**

ACCOUNT CODE: **7**

OBJECT CLASS: **8** RANGE OF OBJ CLASS(Y/N) N **9**

PRINT:N **10** REMOTE ID: **11** ROUTE TO: **12**

PP	WEEK (1)	WEEK (2)	WEEK (3)	PRELIMINARY FY (4)	FINAL FY (5)	ACCTG MONTH	FY YR
----	----------	----------	----------	-----------------------	-----------------	----------------	-------

ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)

CLEAR = EXIT PF1 = SELECTION MENU ENTER = SEND PF2 = PRIOR MENU PF3 = REFRESH

Figure 170. Transaction Detail Listing screen (report menu request)

6 Range Of Locations. (optional, alpha field; 1 position). Key in *Y* (yes) if a range is used. The system defaults to *N* (no).

7 Account Code (optional, numeric field; max. of 20 positions). Key in a specified accounting code. This allows you to view one or two different accounting codes. If this field is left blank, all accounting associated with the location request will be retrieved.

8 Object Class (optional, numeric field; max. of 4 positions). Key in the object class code. This allows you to view one to six different object class codes. If this field is left blank, all object classes processed for a specified system is viewed.

9 Range Of Obj Class. (optional, alpha field; 1 position). Key in *Y* (yes) if a range is used. The system defaults to *N* (no).

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

10 Print. (required, alpha field; 1 position). Key in *Y* (yes) to remote print. The system defaults to *N* (no).

11 Remote ID (required, alphanumeric field; max. of 11 positions). Key in the remote printer number.

12 Route To (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Viewing The Report. To view the report online, complete fields **1** through **9** at the Transaction Detail Listing screen (**Figure 170**). Press [Enter]. The Transaction Detail (TDL) Query screen (**Figure 171**) is displayed showing the following fields:

1 Sys. The payment feeder system that the transaction was processed through is displayed.

2 Reference. The unique identifier for the transaction is displayed.

3 Name. The payee or name of individual is displayed.

4 Obj-Cls. The object class in which the transaction was processed is displayed.

5 Oblig Amt. The amount obligated through CAS is displayed.

6 Disbursed Amount. The amount paid through CAS is displayed.

- To key in a new request, press [PF2] and you are returned to the previous screen (**Figure 170**).

- To return to the CADI Selection Menu screen, press [PF1].

DATE: XX/XX/XX					
TRANSACTION DETAIL (TDL) QUERY					
			WEEK	ENDED	
SYS	-----REFERENCE-----	-----NAME-----	OBJ-CLS	OBLIG AMT	DISBURSED AMOUNT
1	2	3	4	5	6
ENTER=SEND		PF1=MAIN MENU		PF2=NEW REQUEST	
		PF7=PRIOR PAGE		CLEAR=TERMINATE	

Figure 171. Transaction Detail (TDL) Query screen (report – no data)

Status Of Funds

Status Of Funds is Option 3 on the Report Menu screen (**Figure 167**). This option is used to display weekly, monthly, and year-to-date amounts for each object class and a total at the major object class. These reports are updated on a weekly basis. The funds available is displayed based on PLAN amounts.

Status Of Funds can also be accessed through Option 8, Status Of Funds (Standard). The same information is displayed for both options.

Note: The Status Of Funds screen format and fields vary depending on the agency requirements. See [Appendix C](#) for instructions for fields that are specific to your agency.

To select this option, key in **3** or **SF** at the Enter Report Code prompt on the Report Menu screen. Press [Enter]. The Status Of Funds – Reports Menu screen (**Figure 172**) is displayed showing three report options.

Below is a brief description of each option. Detailed instructions are provided in the following pages under the heading for each option.

1. Weekly Obligations. This option is used to display obligations processed during the last CAS weekly update and obligations year-to-date through the last weekly update.

2. Monthly Obligations. This option is used to display obligations by object class which were processed through CAS between the last monthly update and the last weekly update.

3. YTD Obligations. This option is used to display obligations by object class which were processed by CAS from the beginning of the fiscal year through the last weekly update.

To select an option on the Status of Funds – Report Menu screen, key in the option number (**1–3**) or the applicable report code (e.g., 90–Agency code, 1–option number) at the Enter Report Code prompt. Press [Enter].

```
                                STATUS OF FUNDS - REPORT MENU                                XX/XX/XX
REPORT CODE      REPORT TITLE
1. XX-1         WEEKLY OBLIGATIONS
2. XX-2         MONTHLY OBLIGATIONS
3. XX-3         YTD OBLIGATIONS

ENTER REPORT CODE: _____

CLEAR = EXIT PF1 = SELECTION MENU ENTER = SEND PF2 = PRIOR MENU PF3 = REFRESH
```

Figure 172. Status Of Funds – Report Menu screen (request report)

Weekly Obligations

Weekly Obligations is Option 1 on the Status Of Funds – Reports Menu screen (Figure 172). This option is used to display obligations processed during the last CAS weekly update and obligations year to date through the last weekly update. The funds available is displayed based on PLAN amounts.

To select this option, key in *I* or the applicable report code at the Enter Report Code prompt on the Status Of Funds – Report Menu screen. Press [Enter]. The Status Of Funds – Report Menu screen (weekly obligations) (Figure 173) is displayed.

Requesting The Report. To request the weekly report, complete fields 1 through 3 at the Status Of Funds – Report Menu screen and press [Enter].

1 Appropriation (required, numeric field; 3 positions). Key in the fiscal year and the appropriation code.

2 Organization (required, numeric field; 2 positions). Key in the organization code.

3 Project (required, numeric field; 2 positions). Key in the project code.

Printing The Report. To send the report to the local printer, complete fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

4 Print: N. (required, alpha field; 1 position). Key in *Y* (yes) to remote print. The system defaults to *N* (no).

5 Remote ID (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

6 Route To (required, alphanumeric field; max. of 8 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

XX/XX/XX

STATUS OF FUNDS - REPORT MENU

REPORT CODE	REPORT TITLE	
STATUS OF FUNDS - WEEKLY		
1. XX-1	WEEKLY OBLIGATIONS	APPROPRIATION: — 1
2. XX-2	MONTHLY OBLIGATIONS	ORGANIZATION: — 2
3. XX-3	YTD OBLIGATIONS	PROJECT: — 3
		PRINT: N 4
		REMOTE ID: _____ 5
		ROUTE TO: _____ 6

ENTER REPORT CODE: XX-1

ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
 CLEAR = EXIT PF1 = SELECTION MENU ENTER = SEND PF2 = PRIOR MENU PF3 =REFRESH

Figure 173. Status Of Funds – Report Menu screen (for Weekly Obligations)

Monthly Obligations

Monthly Obligations is Option 2 on the Status Of Funds – Reports Menu screen (**Figure 172**). This option is used to display obligations by object class which were processed through CAS from the last monthly update through the last weekly update. Funds available is displayed based on Plan amounts.

To select this option, key in **2** or the applicable report code at the Enter Report Code prompt on the Status Of Funds – Report Menu screen. Press [Enter]. The Status Of Funds – Report Menu screen (monthly obligations) (**Figure 175**) is displayed.

Requesting The Report. To request the monthly report, complete fields **1** through **3** at the Status Of Funds – Report Menu screen and Press [Enter].

1 Appropriation (required, numeric field; 3 positions). Key in the appropriation code.

2 Organization (required, numeric field; 2 positions). Key in the organization code.

3 Project (required, numeric field; 2 positions). Key in the project code.

Printing the Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead press [Tab] to the next field and respond as follows:

4 Print: N. (required, alpha field; 1 position). Key in *Y* (yes) to remote print. The system defaults to *N* (no).

5 Remote ID (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

6 Route To (required, alphanumeric field; max. of 19 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

REPORT CODE	REPORT TITLE	STATUS OF FUNDS - MONTHLY	
1. XX-1	WEEKLY OBLIGATIONS	APPROPRIATION: _____	1
2. XX-2	MONTHLY OBLIGATIONS	ORGANIZATION: _____	2
3. XX-3	YTD OBLIGATIONS	PROJECT: _____	3
		PRINT: N	4
		REMOTE ID: _____	5
		ROUTE TO: _____	6
ENTER REPORT CODE: XX-2			
ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)			
CLEAR=EXIT PF1=SELECTION MENU ENTER=SEND PF2=PRIOR MENU PF3=REFRESH			

Figure 175. Status Of Funds – Report Menu screen (for monthly obligations)

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Viewing The Report. To view the monthly report online, complete fields **1** through **3** at the Status Of Funds – Report Menu screen (**Figure 175**) and press [Enter]. The Status Of Funds Report – Monthly report (**Figure 176**) is displayed showing the following fields:

1 Object Class. The object class codes used for processing CAS amounts are displayed.

Monthly

2 Plan. The current months Plan amount from the month-ended date through the week-ended date entered through the PLAN System is displayed.

3 Obligations. Obligations processed during the current month (from the month-ended date through the week-ended date) are displayed.

4 Balance. The monthly Plan amounts subtracted from monthly obligations are displayed.

Year To Date

5 Plan. The Plan amount from the beginning of the fiscal year through the week-ended date entered through the PLAN System is displayed.

6 Obligations. Obligations processed from the beginning of the fiscal year through the week-ended date are displayed.

7 Balance. The YTD Plan from the YTD Obligations is displayed.

- To key in a new request, press [PF2] and you are returned to the previous screen (**Figure 175**).

- To return to the CADI Selection Menu screen, press [PF1].

STATUS OF FUNDS REPORT – MONTHLY				MONTH ENDED: XX/XX/XX		
AGENCY:				WEEK ENDED:		
FY:	APPROPRIATION:	ORGANIZATION:	PAGE:			
PROJECT:						
ACCT CODE:						
OBJECT*****MONTHLY*****YEAR TO DATE*****						
CLASS	PLAN	OBLIGATIONS	BALANCE	PLAN	OBLIGATIONS	BALANCE
1	2	3	4	5	6	7
CLEAR=EXIT PF1=SELECTION MENU PF2=MAIN MENU PF7=PG BACK PF8=PG FWD						

Figure 176. Status Of Funds Report – Monthly Report (no data)

YTD Obligations

YTD Obligations is Option 3 on the Status Of Funds – Reports Menu screen (**Figure 172**). This option is used to display obligations by object class which were processed by CAS from the beginning of the fiscal year (10/01/XX) through the last weekly update. Funds available is displayed based on Plan amounts.

To select this option, key in **3** or the applicable report code at the Enter Report Code prompt on the Status Of Funds – Report Menu screen. Press [Enter]. The Status Of Funds – Report Menu screen (YTD obligations) (**Figure 177**) are displayed.

Requesting The Report. To request the YTD report, complete fields **1** through **3** at the Status Of Funds – Report Menu screen and press [Enter].

1 **Appropriation** (required, numeric field; 3 positions). Key in the appropriation code.

2 **Organization** (required, numeric field; 2 positions). Key in the organization code.

3 **Project** (required, numeric field; 2 positions). Key in the project code.

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

4 **Print.** (required, alpha field; 1 position). Key in *Y* (yes) to remote print. The system defaults to *N* (no).

5 **Remote ID** (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

6 **Route To** (required, alphanumeric field; max. of 19 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Viewing the Report. To view the report online, complete fields **1** through **3** at the Status Of Funds Report Menu screen (**Figure 177**). Press [Enter]. The Status Of Funds Report – YTD report (**Figure 178**) is displayed showing the following fields.

REPORT CODE	REPORT TITLE	STATUS OF FUNDS - YTD
1. XX-1	WEEKLY OBLIGATIONS	APPROPRIATION: — 1
2. XX-2	MONTHLY OBLIGATIONS	ORGANIZATION: — 2
3. XX-3	YTD OBLIGATIONS	PROJECT: — 3
		PRINT: N 4
		REMOTE ID: _____ 5
		ROUTE TO: _____ 6

XX/XX/XX

ENTER REPORT CODE: XX-3

ENTER REQUIRED INFORMATION (THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
 CLEAR=EXIT PF1=SELECTION MENU ENTER=SEND PF2=PRIOR MENU PF3=REFRESH

Figure 177. Status Of Funds – Report Menu screen (for YTD obligations)

Central Accounting System Manual Central Accounting Database Inquiry System

AGENCY:	STATUS OF FUNDS REPORT - YTD	MONTH ENDED: XX/XX/XX	
FY:	APPROPRIATION:	WEEK ENDED: XX/XX/XX	PAGE: 0001
PROJECT:	ORGANIZATION:		
ACCT CODE:			
OBJECT *****	YEAR TO DATE*****	*****	ANNUAL*****
CLASS	PLAN	OBLIGATIONS	BALANCE
			STAFF HOURS
			PLAN
			BALANCE
1	2	3	4
			5
			6
			7
CLEAR=EXIT PF1= SELECTION MENU PF2 = MAIN MENU PF7= PG BACK PG8= PG FWD			

Figure 178. Status Of Funds Report – YTD Report (no data)

1 Object Class. The object class codes used for processing CAS amounts are displayed.

Year To Date

2 Plan. The Plan amount from the beginning of the fiscal year through the week-ended date entered through the PLAN System is displayed.

3 Obligations. Obligations processed through CAS from the beginning of the fiscal year through the week-ended date are displayed.

4 Balance. The YTD Plan subtracted from the YTD Obligations is displayed.

5 Staff Hours. Time and attendance hours from the beginning of the fiscal year through the week-ended date are displayed.

Annual

6 Plan. Data for 12-month period entered through the Plan System is displayed.

7 Balance. The Annual Plan subtracted from the YTD obligations is displayed.

- To key in a new request, press [PF2] and you are returned to the previous screen (**Figure 177**).
- To return to the CADI Selection Menu screen, press [PF1].

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System Name IMPF

11 Thru Date (optional, numeric field; 5 positions). Key in the Julian date of when an individual was paid through the Imprest Fund.

12 Source Doc (optional, numeric field; max. of 2 positions). Key in the source document identifier (i.e., 03).

13 Sub Voucher (optional, numeric field; max. of 5 positions). Key in the sub-voucher number indicated on the document.

System Name UNAL

14 Cover Date (required, numeric field; max. of 5 positions). Key in the Julian date.

Viewing The Report. To view the report online, complete the fields as for requesting the report. Press [Enter]. The report requested is displayed.

Figure 180 is an example of the Employee Related Detail Transactions report. The Employee Related Detail Transactions report shows a detail record for the specified employee social security number within the requested system(s).

		AS OF: XX/XX/XX
		PAGE 1
SYSTEM PACS		APPROPRIATION
APPROPRIATION		ACCTG
ACCTG		PAYEE IDENT.
PAYEE IDENT.		PAY PER.
PAY PER.		PP PROC.
PP PROC.	TREASURY SYMBOL	TREASURY SYMBOL
OBJ CLASS		OBJ CLASS
SCHD NO.		SCHD NO.
DESC.		DESC.
PACS SCHD.		PACS SCHD.
TYPE EMPL.		TYPE EMPL.
SPEC EMPL.		SPEC EMPL.
PAY PLAN	OBLIGATION	PAY PLAN
GR STEP		GR STEP
DS STATE	DISBURSEMENT	DS STATE
DS CITY		DS CITY
TITLE	HOURS	TITLE
DS COUNTY		DS COUNTY
TYPE APPT.	TA TRANS CODE	TYPE APPT.
SFT SUFFIX	OCCP SERIES	SFT SUFFIX
PF1=MAIN MENU	PF2=PREVIOUS MENU	PF7=PAGE BACK
		PF8=PAGE FWD
		CLEAR=TERMINATE

Figure 180. Employee Related Detail Transactions (no data)

Budget Cost Master Inquiry

Budget Cost Master Inquiry is Option 5 on the Report Menu (Figure 167). This option provides month end and weekly data for each master accounting record. Using the [Enter] key produces data that occurred during the last month updated. Use of the [PF4] key produces data which occurred as of the last weekly update.

This option can be accessed through Option 6, Agency Specific Reports or Option 7, Ad Hoc Inquiry. The same information is displayed for both selections.

To select this option, key in 5 or *MST* at the Enter Report Code prompt on the Report Menu screen. Press [Enter]. The Budget Master Record Listing report (Figure 181) is displayed.

Requesting The Report. To request the report, complete any portion of the following fields. Press [Enter].

All master accounting records within the specified criteria is viewed.

Note: The Budget Cost Master Inquiry screen format and fields vary depending on the Agency requirements. See Appendix C for instructions on the fields that are specific to your agency.

1 Appropriation (required, numeric field; 3 positions). Key in the fiscal year and appropriation code. The first position can be blank to display all transactions charged in the current FY, including any prior year charges processed during the current year. To view the

transactions initiated in the current year, key in the specific FY in the first position. The last two positions are the appropriation.

2 Organization (required, numeric field; 2 positions). Key in the organization code.

3 Project (required, numeric field; 2 positions). Key in the project code.

4 Object Class (optional, numeric field; 4 positions). Key in the object class code.

5 Totals Only. (optional, alpha field; 1 position). Key in *Y* (yes) for an overall total which summarizes all master accounting records that meet the criteria given. The system defaults to *N* (no). This provides the amounts for each individual master accounting record.

Printing The Report. To send the report to the local printer, complete the following fields:

6 Print. (required, alpha field; 1 position). Key *Y* (yes) to remote print. The system defaults to *N* (no).

7 Remote ID (required, alphanumeric field; max. of 8 positions). Key in the remote printer number.

8 Route To (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.).

Press [Enter] for month-end data or press [PF4] for current week data.

XX/XX/XX

BUDGET MASTER RECORD LISTING

AGENCY

APPROPRIATION... --- **1**

ORGANIZATION... -- **2**

PROJECT..... -- **3**

OBJECT CLASS... ---- **4**

TOTALS ONLY? N **5**

PRINT: N **6**

REMOTE ID: ----- **7**

ROUTE TO: ----- **8**

PF1=SELECTION MENU ENTER=SEND CLEAR=EXIT PF2=PRIOR MENU PF4=CURRENT WEEK

Figure 181. Budget Master Record Listing (no data)

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Viewing The Report. To view the monthly report online, complete the fields as for requesting the report and press [Enter].

The Budget Master (current month) screen (**Figure 182**) is displayed with the following fields:

- 1** **Current Month.** Data processed during the month last update is displayed.
- 2** **Qtr to Date.** Data processed during the current quarter through the last month update is displayed.
- 3** **Year to Date.** Data processed from the beginning of the fiscal year through the last monthly update is displayed.
- 4** **Annual or Proj to Date.** Data processed from the date the master accounting record was established through the last monthly update is displayed.
- 5** **Oblig.** Any contractual or other agreement against specific allotments of funds available to an agency that will require disbursement is displayed.
- 6** **Acc Expnd.** Expenses for goods and services performed or received is displayed.
- 7** **Conf. Disb.** Checks issued for bonafide expenses is displayed.
- 8** **A/R Rev.** Work performed and charged to object classes 0100 – 0199 is displayed.

- 9** **A/R Reimb.** Work performed and charged to object classes 0200 – 0299 is displayed.
- 10** **Coll Rev.** Any money collected from work which was performed and charged to object classes 0100 – 0199 is displayed.
- 11** **Coll Reimb.** Any money collected from work which was performed and charged to object classes 0200 – 0299 is displayed.
- 12** **Allotment.** The amount from the PLAN System, (AD-704) Allotment Advice is displayed.
- 13** **Allocation.** The amount from the PLAN System, (AD-705) Advice of Allocation of Funds is displayed.
- 14** **Plan Rev.** The amount generated from the Administrative Billings and Collections (ABCO) System is displayed.
- 15** **Plan Oblig.** The amount from the PLAN System, (AD-703) Operating Plan is displayed.
- 16** **Plan Cost.** The amount from the PLAN System, (ARS-437) Annual Resource Management Plan is displayed.
- 17** **Plan Hrs.** The hours from the PLAN System are displayed.
- 18** **Actual Hrs.** Actual number of hours paid which is generated from the Payroll Accounting System is displayed.

AGENCY	ACCOUNTING CLASS	BUDGET MASTER	AS OF	XX/XX/XX	PAGE
			OBJECT	TREASURY SYMBOL	ANNUAL OR
	1 CURRENT MONTH	2 QTR TO DATE	3 YEAR TO DATE	4 PROJ TO DATE	
OBLIG	5 .00	.00	.00	.00	.00
ACC EXPND	6 .00	.00	.00	.00	.00
CONF DISB	7 .00	.00	.00	.00	.00
A/R REV	8 .00	.00	.00	.00	.00
A/R REIMB	9 .00	.00	.00	.00	.00
COLL REV	10 .00	.00	.00	.00	.00
COLL REIMB	11 .00	.00	.00	.00	.00
ALLOTMENT	12 .00	.00	.00	.00	.00
ALLOCATION	13 .00	.00	.00	.00	.00
PLAN REV	14 .00	.00	.00	.00	.00
PLAN OBLIG	15 .00	.00	.00	.00	.00
PLAN COST	16 .00	.00	.00	.00	.00
PLAN HRS	17 .00	.00	.00	.00	.00
ACTUAL HRS	18 .00	.00	.00	.00	.00
COMMIT OUT	19 .00	EOP DISB (UNCONF)	21 .00		
EOP OBLIG (EST)	20 .00	EOP ACCRUAL (EST)	22 .00		

ENTER TO CONT. PF1=SELECTION MENU PF2=ANOTHER REQUEST CLEAR=TERMINATE

Figure 182. Budget Master (current month) (no data)

19 Commit Out. The amount of available funds that provide for later issuance of an obligation is displayed.

20 EOP Oblig (Est). The amount generated from any period-end obligation estimate that is either system generated or sent in by the Agency is displayed.

21 EOP Disb (Unconf). The amount that has been disbursed from NFC but not confirmed with Treasury is displayed.

22 EOP Accrual (Est). The amount generated from any period-end accrual estimate that is either system generated or sent in by the Agency is displayed.

- To key in a new request, press [PF2] and you are returned to the previous screen.
- To return to the CADI Selection Menu screen, press [PF1].
- To view data as of the current week update, press [PF2] to return to the Budget Cost Master Record Listing (**Figure 181**). Complete the fields as described for requesting the report and press [PF4].

The Budget Master (current week) (**Figure 183**) is displayed with the following fields:

1 Current Week. Data processed within the last weekly update is displayed.

2 Month To Date. Data processed between the last monthly update and the last weekly update is displayed.

3 Year To Date. Data processed between the beginning of the fiscal year (10/01/xx) and the last weekly update is displayed.

4 Annual or Proj To Date. Data processed from the time the master accounting record was established through the last weekly update is displayed.

The other fields are the same as previously described for monthly.

- To key in a new request, press [PF2] and you are returned to the previous screen.
- To return to the CADI Selection Menu screen, press [PF1].

AGENCY	ACCOUNTING CLASS	BUDGET MASTER	AS OF XX/XX/XX	PAGE
			OBJECT TREASURY SYMBOL	
	CURRENT WEEK	MONTH TO DATE	YEAR TO DATE	ANNUAL OR PROJ TO DATE
OBLIG	1 .00	2 .00	3 .00	4 .00
ACC EXPND	.00	.00	.00	.00
CONF DISB	.00	.00	.00	.00
A/R REV	.00	.00	.00	.00
A/R REIMB	.00	.00	.00	.00
COLL REV	.00	.00	.00	.00
COLL REIMB	.00	.00	.00	.00
ALLOTMENT	.00	.00	.00	.00
ALLOCATION	.00	.00	.00	.00
PLAN REV	.00	.00	.00	.00
PLAN OBLIG	.00	.00	.00	.00
PLAN COST	.00	.00	.00	.00
PLAN HRS	.00	.00	.00	.00
ACTUAL HRS	.00	.00	.00	.00
COMMIT OUT		.00	EOP DISB (UNCONF)	.00
EOP OBLIG (EST)		.00	EOP ACCRUAL (EST)	.00
ENTER TO CONT. PF1=SELECTION MENU PF2=ANOTHER REQUEST CLEAR=TERMINATE				

Figure 183. Budget Master (current week)

Central Accounting System Manual

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Ad Hoc Inquiry

Ad Hoc Inquiry is Option 7 on the CADI Selection Menu screen (Figure 4). This option provides month- end and weekly data for each master accounting record. Use of the [Enter] key produces data that occurred during the last month update. Use of the [PF4] key produces data which occurred as of the last weekly update.

To select this option, key in the agency code in the Agency field and 7 in the Select field. Press [Enter]. The

Budget Master Record Listing screen (Figure 184) is displayed.

- To view data as of the last end of month update, press [Enter].
- To view data as of the current week update, press [PF4].

This option can also be accessed through the CADI Selection Menu screen, Option 6, Agency Specific Reports. See Budget Cost Master Inquiry for information on requesting, printing, and viewing the report.

```
U.S. DEPARTMENT OF AGRICULTURE                XX/XX/XX
  NATIONAL FINANCE CENTER
  BUDGET MASTER RECORD LISTING

          AGENCY

  APPROPRIATION.. ---
  ORGANIZATION... --
  PROJECT..... --
  OBJECT CLASS... ----

          TOTALS ONLY? N

                                PRINT:      N
                                REMOTE ID:  -----
                                ROUTE TO:   -----

PF1=SELECTION MENU  ENTER=SEND  CLEAR=EXIT  PF2=PRIOR MENU  PF4=CURRENT WEEK
```

Figure 184. Budget Master Record Listing screen

Status Of Funds (Standard)

Status Of Funds (Standard) is Option 8 on the CADI Selection Menu screen (Figure 4). The option is used to display weekly, monthly, and year-to-date amounts for each object class against Plan amounts and displays funds available.

To select this option, key in the Agency Code in the Agency field and 8 in the Select field. Press [Enter]. The Status Of Funds – Report Menu screen (Figure 185) is displayed.

This option can also be accessed through the CADI Selection Menu screen, Option 6, Agency Specific Reports. See Status Of Funds for information on requesting, printing, and viewing the report.

STATUS OF FUNDS - REPORT MENU		XX/XX/XX
REPORT CODE	REPORT TITLE	
1. XX-1	WEEKLY OBLIGATIONS	
2. XX-2	MONTHLY OBLIGATIONS	
3. XX-3	YTD OBLIGATIONS	
ENTER REPORT CODE: _____		
CLEAR = EXIT PF1 = SELECTION MENU ENTER = SEND PF2 = PRIOR MENU PF3 = REFRESH		

Figure 185. Status Of Funds – Report Menu screen (standard)

Budget Cost Detail Transaction Reporting

(Budget Cost Detail Transaction Reporting is the third group of options on the CADI Selection Menu screen. Each option in this group is used to generate reports from the detail transaction database which contains detail transaction reporting data from the feeder systems for the most current seven periods processed.)

Accounting Code/Object Class

The Accounting Code/Object Class is Option 9 on the CADI Selection Menu screen (**Figure 4**). This option is used to provide detail transactions processed through CAS during or at a specific time period. Requests are based on accounting code.

To select this option, key in the Agency Code in the Agency field and 9 in the Select field on the CADI Selection Menu screen. Press [Enter]. The Accounting Code/Object Class Detail Transactions screen (**Figure 186**) is displayed.

Requesting The Report. To request the report, complete fields **1** through **9** at the Accounting Code/Object Class Detail Transactions screen and press [Enter]. Completion of this screen provides detail transactions processed through CAS for a specific time period.

1 Per Proc (required, numeric field; max. of 2 positions). Key in the applicable period from the list of periods in the PP column located in the lower portion of the screen. This field must be completed except when requesting monthly details in batch.

Note: When retrieving PACS records for normal pay processing, enter the specific pay period number for which the T&A's are processed. For all other transactions, identify the specific week-ending date located in the lower portion of the screen, and use the corresponding PP number listed to retrieve data for that particular week.

2 Week (optional, numeric field; 1 position). Key in the applicable week from the weeks listed on the lower portion of the screen (e.g., 1, 2, 3, 4, or 5). If this field is

left blank, data for all weeks associated with the selected period processed will be displayed.

The fields Week (1), (2), and (3) contain data on transactions processed by all payments systems by the date indicated. Preliminary FY(4) and Final FY(5) will only be used during year-end to reflect the preliminary and final updates, respectively.

3 System Name (optional, alpha field; 4 positions). Key in the system name. If this field is left blank, it will access all transactions for the selected criteria from all payment systems. This will exceed online viewing capabilities, so it must be sent to a remote printer. If the System Name field is completed (see Option 12 on the CADI Selection Menu screen for valid system names), only transactions generated by that specific system is viewed.

4 Sys Cat (optional, alpha field; max. of 4 positions). Key in the system category. Complete this field only when the Systems; CAPS, MISC, PACS, or FEDS are used. If this field is left blank for the above-mentioned systems, a message is displayed with the valid options (BLC, EMP, MIS, STOR, STRI).

5 Month (optional, numeric field; max. of 2 positions). Key in the month desired when a batch report is needed for an accounting month displayed on the screen. The Per Proc and Week fields are left blank when this field is completed.

6 Appropriation (optional, numeric field; 3 positions). Key in the appropriation code. The first position is the fiscal year.

Note: Based on the user's security, all fields are optional and any portion of the field can be completed.

```

                WEEK      USDA NATIONAL FINANCE CENTER      DATE  XX/XX/XX
                ACCOUNTING CODE/OBJECT CLASS DETAIL TRANSACTIONS
PER PROC 1 WEEK 2 SYSTEM NAME 3 SYS CAT 4 MONTH 5 (01 - 12)
                R E F E R E N C E
APPROPRIATION 6 ORGANIZATION 7 PROJECT 8
OBJECT CLASS 9
REMOTE-ID 10 ROUTE TO 11 TOTALS ONLY? 12 (Y=YES)
                PP WEEK (1) WEEK (2) WEEK (3) PRELIMINARY FY (4) FINAL FY (5) ACCTG MONTH FY YR
                ENTER = SEND                PF1 = MAIN SELECTION                CLEAR = TERMINATE
    
```

Figure 186. Accounting Code/Object Class Detail Transactions screen (report menu request)

Central Accounting System Manual

Central Accounting Database Inquiry System

7 Organization (optional, numeric field; 2 positions). Key in the organization code.

8 Project (optional, numeric field; 2 positions). Key in the project code.

9 Object Class (optional, numeric field; 4 positions). Key in the object class code. If this field is left blank, all records can be viewed.

Printing The Report. To send the report to the local printer, complete the fields as for requesting the report but do not press [Enter]. Instead, press [Tab] to the next field and respond as follows:

10 Remote ID (required, alphanumeric field; max. of 11 positions). Key in the remote printer number.

11 Route To (required, alphanumeric field; max. of 15 positions). Key in the data to identify who requested the report (e.g., name, bin number, etc.)

Press [Enter]. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

12 Totals Only (optional, alpha field; 1 position). Key in *Y* (yes) for a summary total of all records meeting the specified criteria. Each individual transaction can be viewed.

Viewing The Report. To view the report online, complete the fields as for requesting the report. Press [Enter]. The report requested is displayed.

Figure 187 is an example of the Accounting Code/Object Class report when CAPS is entered as the system name and BLC is entered as the system category. This report displays by accounting code all detail records that meet the selected criteria. It displays the system, the transaction it relates to, and other pertinent system information.

```
USDA NATIONAL FINANCE CENTER                AS OF DATE XX/XX/XX
                                                PAGE          1
SYSTEM CAPS (BILLING AND COLLECTIONS)
ACCTG                                ACCTG
PAYEE IDENT.                        PAYEE IDENT.
ORIG SCHD NO.                       ORIG SCHD NO.
DOC CONTROL NO.                     DOC CONTROL NO.
OBLIG REF.                           OBLIG REF.
SCHD NO.                             SCHD NO.
OBJ CLASS                            OBJ CLASS
CAPS DATE YYDDD                      CAPS DATE YYDDD
TREASURY SYMBOL                      TREASURY SYMBOL
ACCOUNTS REC                         ACCOUNTS REC
COLLECTIONS                          COLLECTIONS
ACCOMPLISHMENTS                     ACCOMPLISHMENTS

PF1=MAIN MENU  PF2=PREVIOUS MENU  PF7=PAGE BACK  PF8=PAGE FWD  CLEAR=TERMINATE
```

Figure 187. Accounting Code/Object Class (CAPS) (Billing and Collections)

System Category: EMP, PUR, MST, MIS, TRN, BLC

System Category is Option 11 on the CADI Selection Menu screen (**Figure 4**). This option is used to access detail transactions processed during a specified time period. Other reference data may also be used to specify records to be retrieved.

Below is a list of the codes with a brief description of the transactions they specify:

EMP. Includes PACS, TRVL, CETR, IMPF, and UNAL. Specify EMP to view employee-related detail transactions from these system.

PUR. Includes PRCH and FEDS. Specify PUR to view purchasing-related detail transactions from these systems.

MST. Includes systems FTSP, MPOL, CRED, TELE, and UTVN. Specify MST to view master account-related detail transactions from these systems.

MIS. Includes MISC and CAPS. Specify MIS to view miscellaneous adjustment detail transactions from these systems.

TRN. Includes GVTS and TRAN. Specify TRN to view transportation-related detail transactions from these systems.

BLC. Includes ABCO, BLCO, CAPS, MISC, and PACS. Specify BLC to view billings/collections-related detail transactions from these systems.

To select the System Category option on the CADI Selection Menu screen, key in the agency code in the Agency field, **11** in the Select field, and a system category code (**EMP, PUR, MST, MIS, TRN, or BLC**) in the Report/System Code field.

Press [Enter]. The report request screen for the selected category is displayed. Following are specific instructions and screens for requesting reports in each category.

EMP

After you select the EMP category on the CADI Selection Menu screen (Figure 4), the Employee Related Detail Transactions report request screen (Figure 188) is displayed.

Complete the fields as follows and press [Enter].

1 Per Proc (required, numeric field; max. of 2 positions). Key in the applicable period from the list of periods in the PP column located in the lower portion of the screen. This field must be completed except when requesting monthly details in batch.

Note: When retrieving PACS records for normal pay processing, enter the specific pay period number for which the T&A's are processed. For all other transactions, identify the specific week-ending date located in the lower portion of the screen, and use the corresponding PP number listed to retrieve data for that particular week.

2 Week (optional, numeric field; 1 position). Key in the applicable week from the weeks listed on the lower portion of the screen (e.g., 1, 2, 3, 4, or 5). If this field is left blank, data for all weeks associated with the selected period processed is displayed.

The fields Week (1), (2), and (3) contain data on transactions processed by the payments systems displayed by the date indicated. Preliminary FY(4) and Final FY(5) will only be used during year-end to reflect the preliminary and final updates, respectively.

3 Social Security No (required, numeric field; 9 positions). Key in the employee's social security number to select data for a specific employee.

4 System Name (required, alpha field; 4 positions). Key in the system acronym (PACS, TRVL, CETR, IMPF, or UNAL) to select data for a specific system. Applicable system acronyms are listed at the left of the screen under System Name.

Under Reference Data, complete the fields for the specified system only, as follows:

For PACS (Payroll Accounting):

5 P/P Covered (optional, numeric field; max. of 2 positions). Key in the pay period for activity processed in the current pay period but occurred in a prior pay period. (For example, if an adjustment was made for PP7 and processed in PP10, key in 07.)

6 P/P Processed (optional, numeric field; 2 positions). Key in the pay period for any activity processed in the current pay period.

For TRVL (Travel Vouchers):

7 TVL From Date (optional, numeric field; 5 positions). Key in the Julian date when travel began.

8 TVL To Date (optional, numeric field; 5 positions). Key in the Julian date when travel ended.

EMPLOYEE RELATED DETAIL TRANSACTIONS DATE XX/XX/XX

PER PROC 1 -- WEEK-- 2 SOCIAL SECURITY NO.-- 3 SYSTEM NAME-- 4

SYSTEM R E F E R E N C E D A T A

(PACS) P/P COVERED 5 P/P PROCESSED 6

(TRVL) TVL FROM DATE 7 TVL TO DATE 8 --

(CETR) TIME RPT NO 9 ---- SVC END DATE 10 ---

(IMPF) THRU DATE 11 ---- SOURCE DOC 12 -- SUB VOUCHER 13 ---

(UNAL) COVER DATE 14 ----

PP	WEEK (1)	WEEK (2)	WEEK (3)	PRELIMINARY FY (4)	FINAL FY (5)	ACCTG MONTH	FY YR
----	----------	----------	----------	-----------------------	-----------------	----------------	-------

CLEAR=EXIT ENTER=SEND PF1= MAIN MENU PF3=REFRESH

Figure 188. Employee Related Detail Transactions (EMP) (report request screen)

For CETR (Casual Employee Time Reports):

9 **Time Rpt No** (optional, numeric field; max. of 7 positions). Key in the report number.

10 **Svc End Date** (optional, numeric field; 6 positions). Key in the service end date (yy/mm/dd).

For IMPF(Imprest Funds):

11 **Thru Date** (optional, numeric field; 5 positions). Key in the Julian date when the individual was paid by the imprest fund cashier.

12 **Source Doc** (optional, numeric field; max. of 2 positions). Key in the source document identifier.

13 **Sub Voucher** (optional, numeric field; max. of 5 positions). Key in the sub voucher number identified on the document.

For UNAL (Uniform Allowance):

14 **Cover Date** (optional, alphanumeric field; max. of 5 positions). Key in the code that corresponds to the first 5 positions of the individual's last name.

Viewing The Report. To view the report online, complete the applicable fields above and press [Enter]. The report for the selected system is displayed.

Figure 189 is an example of the PACS output screen. The fields will vary depending on the system.

After requesting needed reports, press the applicable PF key displayed at the bottom of the screen.

```

                                USDA NATIONAL FINANCE CENTER                                AS OF: XX/XX/XX
SYSTEM PACS                                                                PAGE      1
APPROPRIATION                                                                APPROPRIATION
ACCTG                                                                           ACCTG
PAYEE IDENT.                                                                    PAYEE IDENT.
PAY PER.                                                                           PAY PER.
PP PROC.                                                                           PP PROC.
                                TREASURY SYMBOL                                TREASURY SYMBOL
OBJ CLASS                                                                        OBJ CLASS
SCHD NO.                                                                           SCHD NO.
DESC.                                                                              DESC.
PACS SCHD.                                                                        PACS SCHD.
TYPE EMPL.                                                                        TYPE EMPL.
SPEC EMPL.                                                                        SPEC EMPL.
PAY PLAN                                                                           PAY PLAN
                                OBLIGATION                                OBLIGATION
GR STEP                                                                           GR STEP
DS STATE                                                                           DS STATE
                                DISBURSEMENT                                DISBURSEMENT
DS CITY                                                                           DS CITY
                                HOURS                                    HOURS
TITLE                                                                              TITLE
DS COUNTY                                                                        DS COUNTY
TYPE APPT.                                                                        TA TRANS CODE
SFT SUFFIX                                                                        OCCP SERIES
PF1=MAIN MENU  PF2=PREVIOUS MENU  PF7=PAGE BACK  PF8=PAGE FWD  CLEAR=TERMINATE
    
```

Figure 189. PACS output screen (example)

PUR

After you select the PUR category on the CADI Selection Menu screen (Figure 4), the Purchasing Related Detail Transactions report request screen (Figure 190) is displayed.

Complete the fields as follows and press [Enter].

1 Per Proc (required, numeric field; max. of 2 positions). Key in the applicable period from the list of periods in the PP column located in the lower portion of the screen.

Note: Identify the specific week-ending date, located in the lower portion of the screen, and use the corresponding PP number listed to retrieve data for that particular week.

2 Week (optional, numeric field; 1 position). Key in the applicable week from the weeks listed on the lower portion of the screen (e.g., 1, 2, 3, 4, or 5). If this field is left blank, data for all weeks associated with the selected period processed is displayed.

The fields Week (1), (2), and (3) contain data on transactions processed by the payments systems displayed by the date indicated. Preliminary FY(4) and Final FY(5) will only be used during yearend to reflect the preliminary and final updates, respectively.

3 System Name (required, alpha field; 4 positions). Key in the system acronym (PRCH or FEDS) to select data for a specific system. Applicable system acronyms are listed at the left of the screen.

Under Reference, complete the fields for the specified system only, as follows:

For PRCH (Purchase Order):

4 Purchase Order No (optional, numeric field; max. of 11 positions). Key in any portion of the purchase order number.

5 Line Item No (optional, numeric field; 2 positions). Key in the line item number.

6 Invoice No (optional, numeric field; max. of 6 positions). Key in any portion of the invoice number from the document.

For PVIN (Over The Counter Prch's): PVIN is no longer used.

For FEDS (Fedstrip, Fedstore):

7 Requisitioner (optional, alphanumeric field; max. of 6 positions). Key in the identifier found on the document.

8 Requisition Date (optional, numeric field; 4 positions). Key in the Julian date (i.e., 8115).

9 Requisition Serial No (optional, numeric field; max. of 4 positions). Key in the FEDSTRIP serial number.

10 Store Purchase Date (optional, numeric field; 4 positions). Key in the Julian date (i.e., 8115) for Fedstore documents.

11 Cash Receipt No (optional, numeric field; max. of 4 positions). Key in the receipt number for the Fedstore document.

```

PURCHASING RELATED DETAIL TRANSACTIONS.      DATE      XX/XX/XX
PER PROC -- 1 WEEK - 2 SYSTEM NAME ---- 3
SYSTEM      R E F E R E N C E
(PRCH) PURCHASE ORDER NO. 4 LINE ITEM NO. -- 5
      INVOICE NO. ---- 6
(PVIN) FUND CONTROL NO. -- VOUCHER NO. -----
(FEDS) REQUISITIONER 7 REQUISITION SERIAL NO. 9
      REQUISITION DATE. 8
      OR STORE PURCH DATE 10 CASH RECEIPT NO. ---- 11
      SCHED NO. ----- 12
      PRELIMINARY   FINAL   ACCTG   FISCAL
      PP   WEEK (1) WEEK (2) WEEK (3)  FY (4)  FY (5)  MONTH  YEAR

ENTER = SEND          PF1 = MAIN SELECTION MENU          CLEAR = TERMINATE
  
```

Figure 190. Purchasing Related Detail Transactions (PUR) (report request screen)

12 **Schd No** (*optional, numeric field; max. of 6 positions*). Key in the schedule number assigned when the document was processed through CAS.

Viewing The Report. To view the report online, com-

plete the applicable fields above and press [Enter]. The output screen for the selected system is displayed. The output fields vary depending on the system.

After requesting needed reports, press the applicable PF key displayed at the bottom of the screen.

MST

After you select the MST category on the CADI Selection Menu screen (Figure 4), the Master Account Related Detail Transactions report request screen (Figure 191) is displayed.

Complete the fields as follows and press [Enter].

1 Per Proc (required, numeric field; max. of 2 positions). Key in the applicable period from the list of periods in the PP column located in the lower portion of the screen.

Note: Identify the specific week-ending date, located in the lower portion of the screen, and use the corresponding PP number listed to retrieve data for that particular week.

2 Week (optional, numeric field; 1 position). Key in the applicable week from the weeks listed on the lower portion of the screen (e.g., 1, 2, 3, 4, or 5). If this field is left blank, data for all weeks associated with the selected period processed is displayed.

The fields Week (1), (2), and (3) contain data on transactions processed by the payments systems displayed by the date indicated. Preliminary FY(4) and Final FY(5) will only be used during yearend to reflect the preliminary and final updates, respectively.

3 System Name (required, alpha field; 4 positions). Key in the system acronym (FTSP, MPOL, CRED, TELE, or UTVN) to select data for a specific system. Applicable system acronyms are listed at the left of the screen.

Under Reference Data, complete the fields for the specified system only, as follows:

For FTSP (FTS Telephone):

4 Customer No (optional, numeric field; max. of 6 positions). Key in the customer number.

5 Date (optional, numeric field; 4 positions). Key in the date (mm/yy).

6 GSA State No (optional, numeric field; max. of 6 positions). Key in the GSA number.

For MPOL (Motor Pool)

7 BOAC No (optional, numeric field; max. of 6 positions). Key in the BOAC number.

8 Date (optional, numeric field; 4 positions). Key in the date (mm/yy).

9 GSA State No (optional, numeric field; max. of 6 positions). Key in the GSA number.

For CRED (Gas Credit Card)

10 Acct No (optional, alphanumeric field; max. of 10 positions). Key in the accounting number.

11 From Date (optional, numeric field; max. of 5 positions). Key in the from Julian date.

12 To Date (optional, numeric field; max. of 5 positions). Key in the to Julian date.

13 Invoice (optional, numeric field; max. of 10 positions). Key in the invoice number.

```

MASTER ACCOUNT RELATED DETAIL TRANSACTIONS          DATE XX/XX/XX
PER PROC 1 WEEK 2          SYSTEM NAME 3
R E F E R E N C E   D A T A
(FTSP) CUSTOMER NO. 4    DATE 5    GSA STATE NO. 6
(MPOL) BOAC NO 7    DATE 8    GSA STATE NO. 9
          BILLING PERIOD
(CRED) ACCT NO. 10    FROM DATE 11    TO DATE 12    INVOICE 13
(TELE) ACCOUNT NO 14    SERVICE DATE 15    INVOICE NO. 16
(UTVN) ACCOUNT NO. 17    SERVICE PERIOD 18
          PRELIMINARY   FINAL   ACCTG   FISCAL
PP    WEEK (1)  WEEK (2)  WEEK (3)  FY (4)  FY (5)  MONTH  YEAR
ENTER = SEND          PF1 = MAIN SELECTION MENU          CLEAR = TERMINATE
    
```

Figure 191. Master Account Related Detail Transactions (MST) (report request screen)

For TELE (Telephone)

14 **Account No** (*optional, numeric field; max. of 10 positions*). Key in the account number.

15 **Service Date** (*optional, numeric field; 6 positions*). Key in the service date (yy/mm/dd).

16 **Invoice No** (*optional, numeric field; max. of 15 positions*). Key in the invoice number.

For UTVN (Utilities)

17 **Account No** (*optional, alphanumeric field; max. of 27 positions*). Key in the transaction identification number.

18 **Service Period** (*optional, numeric field; 6 positions*). Key in the service period (yy/mm/dd).

Viewing The Report. To view the report online, complete the applicable fields above and press [Enter]. The output screen for the selected system is displayed. The output fields vary depending on the system.

After requesting needed reports, press the applicable PF key displayed at the bottom of the screen.

MIS

After you select the MIS category on the CADI Selection Menu screen (Figure 4), the Miscellaneous Adjustment Detail Transactions report request screen (Figure 192) is displayed.

Complete the fields as follows and press [Enter].

1 Per Proc (required, numeric field; max. of 2 positions). Key in the applicable period from the list of periods in the PP column located in the lower portion of the screen.

Note: Identify the specific week-ending date, located in the lower portion of the screen, and use the corresponding PP number listed to retrieve data for that particular week.

2 Week (optional, numeric field; 1 position). Key in the applicable week from the weeks listed on the lower portion of the screen (e.g., 1, 2, 3, 4, or 5). If this field is left blank, data for all weeks associated with the selected period processed is displayed.

The fields Week (1), (2), and (3) contain data on transactions processed by the payments systems displayed by the date indicated. Preliminary FY(4) and Final FY(5) will only be used during yearend to reflect the preliminary and final updates, respectively.

3 System Name (required, alpha field; 4 positions). Key in the system acronym (MISC or CAPS) to select data for a specific system. Applicable system acronyms are listed at the left of the screen.

Under Reference, complete the fields for the specified system only, as follows:

For MISC (Miscellaneous Adjustment):

4 Voucher No (optional, alphanumeric field; max. of 5 positions). Key in the voucher number.

For CAPS (Correction Adjustment Payment System):

5 Document Control No (optional, alpha field; max. of 6 positions). Key in the identifier (i.e., OPAC or OPACOO).

6 Obligation Reference (optional, alpha field; max. of 14 positions). Key in the appropriate reference information.

Viewing The Report. To view the report online, complete the applicable fields above and press [Enter]. The output screen for the selected system is displayed. The output fields vary depending on the system.

After requesting needed reports, press the applicable PF key displayed at the bottom of the screen.

MISCELLANEOUS ADJUSTMENT DETAIL TRANSACTIONS.							DATE XX/XX/XX
PER PROC	1	WEEK	2	SYSTEM NAME	---	3	
R E F E R E N C E							
(MISC)	VOUCHER NO.	4	-----	OBLIGATION REFERENCE	6	-----	
(CAPS)	DOCUMENT CONTROL NO.	5	-----				
PP	WEEK (1)	WEEK (2)	WEEK (3)	PRELIMINARY FY (4)	FINAL FY (5)	ACCTG MONTH	
						FISCAL YEAR	
ENTER = SEND		PF1 = MAIN SELECTION MENU		CLEAR = TERMINATE			

Figure 192. Miscellaneous Adjustment Detail Transactions (MIS) (report request screen)

TRN

After you select the TRN category on the CADI Selection Menu screen (**Figure 4**), the Transportation Related Detail Transactions report request screen (**Figure 193**) is displayed.

Complete the fields as follows and press [Enter].

1 Per Proc (required, numeric field; max. of 2 positions). Key in the applicable period from the list of periods in the PP column located in the lower portion of the screen.

Note: Identify the specific week-ending date, located in the lower portion of the screen, and use the corresponding PP number listed to retrieve data for that particular week.

2 Week (optional, numeric field; 1 position). Key in the applicable week from the weeks listed on the lower portion of the screen (e.g., 1, 2, 3, 4, or 5). If this field is left blank, data for all weeks associated with the selected period processed is displayed.

The fields Week (1), (2), and (3) contain data on transactions processed by the payments systems displayed by the date indicated. Preliminary FY(4) and Final FY(5) will only be used during yearend to reflect the preliminary and final updates, respectively.

3 System Name (required, alpha field; 4 positions). Key in the system acronym (*GVTS* or *TRAN*) to select

data for a specific system. Applicable system acronyms are listed at the left of the screen.

Under Reference, complete the fields for the specified system only, as follows:

For GVTS (Government Transportation System):

4 Ticket No (optional, numeric field; max. of 13 positions). Key in the ticket number.

5 Invoice No (optional, numeric field; max. of 10 positions). Key in the invoice number.

For TRAN (Transportation TR's and GBL's):

6 TR or GBL No. (optional, numeric field; max. of 9 positions). Key in the Government bill of lading number.

7 Invoice No. (optional, numeric field; max. of 12 positions). Key in the invoice number.

Viewing The Report. To view the report online, complete the applicable fields above and press [Enter]. The output screen for the selected system is displayed. The output fields vary depending on the system.

After requesting needed reports, press the applicable PF key displayed at the bottom of the screen.

TRANSPORTATION RELATED DETAIL TRANSACTIONS						DATE XX/XX/XX	
PER PROC	1	WEEK	2	SYSTEM NAME	3		
R E F E R E N C E							
(GVTS) TICKET NO.	4	INVOICE NO.	5				
(TRAN) TR OR GBL NO.	6	INVOICE NO.	7				
PP	WEEK (1)	WEEK (2)	WEEK (3)	PRELIMINARY FY (4)	FINAL FY (5)	ACCTG MONTH	FISCAL YEAR
ENTER = SEND		PF1 = MAIN SELECTION MENU			CLEAR = TERMINATE		

Figure 193. Transportation Related Detail Transactions (TRN) (report request screen)

BLC

After you select the BLC category on the CADI Selection Menu screen (**Figure 4**), the Billings/Collections Related Detail Transactions report request screen (**Figure 194**) is displayed.

Complete the fields as follows and press [Enter].

1 Per Proc (required, numeric field; max. of 2 positions). Key in the applicable period from the list of periods in the PP column located in the lower portion of the screen.

Note: Identify the specific week-ending date, located in the lower portion of the screen, and use the corresponding PP number listed to retrieve data for that particular week.

2 Week (optional, numeric field; 1 position). Key in the applicable week from the weeks listed on the lower portion of the screen (e.g., 1, 2, 3, 4, or 5). If this field is left blank, data for all weeks associated with the selected period processed is displayed.

The fields Week (1), (2), and (3) contain data on transactions processed by the payments systems displayed by the date indicated. Preliminary FY(4) and Final FY(5) will only be used during yearend to reflect the preliminary and final updates, respectively.

3 System Name (required, numeric field; 4 positions). Key in the system acronym (*ABCO*, *BLCO*,

PACS, *CAPS*, or *MISC*) to select data for a specific system. Applicable system acronyms are listed at the left of the reference fields.

Under Reference, complete the fields for the specified system only, as follows:

For ABCO (Administrative Billings and Collections):

4 Bill Number (optional, numeric field; max. of 10 positions). Key in the appropriate bill number.

For BLCO (Program Billings and Collections):

5 Applicant Number (optional, numeric field; max. of 9 positions). Key in the applicant number.

For PACS (Payroll Interface):

6 Payee Ident (required, numeric field; 9 positions). Key in the social security number.

7 Pay Period Covered (optional, numeric field; max. of 2 positions). Key in the pay period for any activity processed in the current pay period but occurred in a prior pay period. For example, if an adjustment was made for PP7 and processed in PP10.

8 Pay Period Processed (optional, numeric field; max. of 2 positions). Key in the pay period for any activity processed in the current pay period.

BILLINGS/COLLECTIONS RELATED DETAIL TRANSACTIONS						DATE XX/XX/XX	
PER PROC	1	WEEK	2	SYSTEM NAME	3		
R E F E R E N C E							
(ABCO) BILL NUMBER	4	(BLCO) APPLICANT NUMBER	5				
(PACS) PAYEE IDENT.	6	(CAPS) DOCUMENT CONTROL NO.	9				
PAY PERIOD COVERED 00	7	OBLIG REFERENCE	10				
PAY PERIOD PROCESSED 00	8	(MISC) VOUCHER NO.	11				
PP	WEEK (1)	WEEK (2)	WEEK (3)	PRELIMINARY FY (4)	FINAL FY (5)	ACCTG MONTH	FISCAL YEAR
ENTER = SEND		PF1 = MAIN SELECTION MENU			CLEAR = TERMINATE		

Figure 194. Billings/Collections Related Detail Transactions (BLC) (report request screen)

For CAPS (Payroll Adjustments):

9 Document Control No (*optional, alpha field; max. of 6 positions*). Key in the identifier number (i.e., **OPAC** or **OPACOO**).

10 Obligation Reference (*optional, numeric field; max. of 14 positions*). Key in the appropriate reference information.

For MISC (Correction Adjustments):

11 Voucher No (*optional, alphanumeric field; max. of 5 positions*). Key in the voucher number.

Viewing the Report. To view the report online, complete the applicable fields above. Press [Enter]. The output screen for the selected system is displayed. The output fields vary depending on the system.

After requesting needed reports, press the applicable PF key displayed at the bottom of the screen.

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Menu Of System Category

Menu Of System Category is Option 12 on the CADI Selection Menu screen (Figure 4).

This menu lists and defines the system category acronyms. The 4-character acronym is the actual feeder system or system name. It is used in the detail reports at the

System Name prompt. The 3-character acronym is used when Option 11 is selected on the CADI Selection Menu screen at the Report/System Code prompt.

To select this option, key in the Agency Code in the Agency field and **12** in the Select field, then press [Enter]. The System Category Code Definition Menu screen (Figure 195) is displayed.

```
USDA NATIONAL FINANCE CENTER      SYSTEM CATEGORY CODE DEFINITION MENU
ENTER THE THREE CHARACTER CATEGORY ACRONYM IN REPORT/SYSTEM CODE ON MAIN MENU

1. EMP = EMPLOYEE RELATED:          4. TRN = TRANSPORTATION RELATED:
   PACS - PAYROLL ACCOUNTING         TRAN - TRANSPORTATION TR'S AND GBL'S
   TRVL - TRAVEL VOUCHERS           GVTS - GOVàT TRANSPORTATION SYSTEM
   IMPF - IMPREST FUNDS             5. BLC = BILLINGS AND COLLECITON RELATED:
   UNAL - UNIFORM ALLOWANCE         ABCO = ADMIN BILLINGS AND COLLECTION
   CETR - CASUAL EMPLOYEE TIME RPTS. BLCO - PROGRAM BILLINGS AND COLLECTION
                                     CAPS - PAYROLL ADJUSTMENTS
2. PUR = PURCHASING RELATED:         MISC - CORRECTION ADJUSTMENTS
   PRCH - PURCHASE ORDERS           PACS - PAYROLL INTERFACE
   PVIN - OVER THE COUNTER PURCHàs.
   FEDS - FEDSTRIP, FEDSTORE        6. MIS = MISCELLANEOUS ADJUSTMENTS:
                                     CAPS - CORRECTION ADJUST PAYàMT SYSTEM
3. MST = MASTER ACCOUNTING:         MISC - MISCELLANEOUS ADJUSTMENTS
   CRED - GAS CREDIT CARD
   UTVN - UTILITIES
   TELE - TELEPHONE
   MPOL - MOTOR POOL
   FTSP - FTS TELEPHONE
   PF1 = MAIN MENU SELECTION

                                     CLEAR = TERMINATE
```

Figure 195. System Category Code Definition Menu screen

Appendixes

Agency Codes

Code	Agency Ab- brev.	Dept Abbrev.	Dept Code	Description
01	SEC	USDA	AG	Office of the Secretary
02	AMS	USDA	AG	Agricultural Marketing Service
03	ARS	USDA	AG	Agricultural Research Service
04	–	–	–	(Obligated for Fund Control)
05	–	–	–	(Obligated for Fund Control)
06	OSC	OSC	FW	U.S. Office of Special Counsel
07	RHS	USDA	AG	Rural Housing Service
08	RMA	USDA	AG	Risk Management
09	–	–	–	(Obligated for Fund Control)
10	FAS	USDA	AG	Foreign Agricultural Service
11	FS	USDA	AG	Forest Service
12		–	–	(Obligated for Fund Control)
13	OC	USDA	AG	Office of Communications)
14	OGC	USDA	AG	Office of the General Counsel
15	RUS	USDA	AG	Rural Utilities Service
16	NRCS	USDA	AG	Natural Resources Conservation Service
17	FEMA	FEMA	EM	Federal Emergency Management Agency
18	ERS	USDA	AG	Economic Research Service
19	–	–	–	(Obligated for Fund Control)
20	NASS	USDA	AG	National Agricultural Statistics Service
21	FCC	FCC	FC	Federal Communications Commission
22	CSREES	USDA	AG	Cooperative State Research, Education, and Extension Service
23	OIG	USDA	AG	Department of Agriculture, Office of the Inspector General
24	NGA	NGA	GA	National Gallery of Art
25	FCA	FCA	FL	Farm Credit Administration
26	–	–	–	(Obligated for Fund Control)
27	OGE	OGE	GG	Office of Government Ethics
28	–	–	–	(Obligated for Fund Control)
29	–	–	–	(Obligated for Fund Control)
30	FNS	USDA	AG	Food and Nutrition Service
31	SBA	SBA	SB	Small Business Administration
32	RBCS	USDA	AG	Rural Business–Cooperative Service

Agency Codes

Code	Agency Ab- brev.	Dept Abbrev.	Dept Code	Description
33	TA	DoC	CM	Technology Administration
34	APHIS	USDA	AG	Animal and Plant Health Inspection Service
35	–	–	–	(Obligated for Fund Control)
36	GIPSA	USDA	AG	Grain Inspection, Packers and Stockyards Administra- tion
37	FSIS	USDA	AG	Food Safety and Inspection Service
38	OCE	USDA	AG	Office of the Chief Economist
39	–	–	–	(Obligated for Fund Control)
40	ATF	TREA	TR	Bureau of Alcohol, Tobacco and Firearms
41	–	–	–	(Obligated for Fund Control)
42	OBPA	USDA	AG	Office of Budget and Program Analysis
43	–	–	–	(Obligated for Fund Control)
44	–	–	–	(Obligated for Fund Control)
45	–	–	–	(Obligated for Fund Control)
46	OSHRC	OSHRC	OS	Occupational Safety and Health Review Commission
47	ICH	ICH	HW	Interagency Council on the Homeless
48	–	–	–	(Obligated for Fund Control)
49	NPS	DoI	IN	National Park Service
50	MSPB	MSPB	BD	U. S. Merit Systems Protection Board
51	OS	DoC	CM	Department of Commerce, Office of the Secretary
52	EDA	DoC	CM	Economic Development Administration
53	BEA	DoC	CM	Bureau of Economic Analysis
54	NOAA	DoC	CM	National Oceanic and Atmospheric Administration
55	ITA	DoC	CM	International Trade Administration
56	PTO	DoC	CM	Patent and Trademark Office
57	NIST	DoC	CM	National Institute of Standards and Technology
58	–	–	–	(Obligated for Fund Control)
59	MBDA	DoC	CM	Minority Business Development Agency
60	DoE	DoE	ED	Department of Education
61	NTIA	DoC	CM	National Telecommunications and Information Adminis- tration
62	NTIS	DoC	CM	National Technical Information Service
63	BC	DoC	CM	Bureau of Census
64	OIG	DoC	CM	Department of Commerce, Office of the Inspector General

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Code	Agency Ab- brev.	Dept Abbrev.	Dept Code	Description
65	ESA	DoC	CM	Economics and Statistics Administration
66	ARC	ARC	AP	Appalachian Regional Commission

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Appendix A

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Agency Codes

Code	Agency Ab- brev.	Dept Abbrev.	Dept Code	Description
67	BXA	DoC	CM	Bureau of Export Administration
68	FDIC	FDIC	FD	Federal Deposit Insurance Corporation
69	NEA	NEA	AH	National Endowment for the Arts
70	SIF	SI	SM	Smithsonian Institution (Federal)
71	SIT	SI	SM	Smithsonian Institution (Trust)
72	WWICSF	SI	SM	Woodrow Wilson International Center for Scholars (Fed- eral)
73	WWICST	SI	SM	Woodrow Wilson International Center for Scholars (Trust)
74	CVA	CVA	JV	U.S. Court of Veterans Appeals
75	–	–	–	(Available for NFC Use)
76	–	–	–	(Obligated for Fund Control)
77	RIF	SI	SM	Reading Is Fundamental
78	–	–	–	(Obligated for Fund Control)
79	DoS	DoS	ST	Department of State
80	–	–	–	(NFC Suspense Agency)
81	FMSHRC	FMSHRC	RS	Federal Mine Safety & Health Review Commission
82	–	–	–	(Obligated for Fund Control)
83	HUD	HUD	HU	Department of Housing and Urban Development
84	USCCR	USCCR	CC	U. S. Commission on Civil Rights
85	CSCE	USC	LL	Commission on Security and Cooperation in Europe
86	–	–	–	(TSP General Ledger)
87	–	–	–	(Obligated for Fund Control)
88	–	–	–	(MISC Pay–Multi Agency)
89	GSA	GSA	GS	(Leased Lines for DEPNET)
90	OCFO	USDA	AG	Office of the Chief Financial Officer
91	DO	TREA	TR	Departmental Offices
92	OALJ	USDA	AG	Office of Administrative Law Judges
93	IRS	TREA	TR	Internal Revenue Service
94	–	–	–	(Obligated for Fund Control)
95	TOIG	TREA	TR	Department of the Treasury Office of the Inspector General
96	–	–	–	(Obligated for Fund Control)
97	GAO	GAO	LG	General Accounting Office
98	OO	USDA	AG	Office of Operations

Agency Codes

Code	Agency Ab- brev.	Dept Abbrev.	Dept Code	Description
99	–	–	–	(Miscellaneous – Internal Use)
AA	FMS	TREA	TR	Financial Management Service
AB	BPD	TREA	TR	Bureau of the Public Debt
AC	SS	TREA	TR	U.S. Secret Service
AD	USM	TREA	TR	U.S. Mint
AE	LoC	LoC	LC	Library of Congress
AF	CS	TREA	TR	U.S. Customs Service
AH	FLETC	TREA	TR	Federal Law Enforcement Training Center
AI	BEP	TREA	TR	Bureau of Engraving and Printing
AJ	OCC	TREA	TR	Office of the Comptroller of the Currency
AQ	CBO	CBO	LD	Congressional Budget Office
AR	–	–	–	(Obligated for Fund Control)
AT	–	–	–	(Obligated for Fund Control)
AU	JSC	JSC	LQ	John C. Stennis Center for Public Service Training and Development
AW	AARC	USDA	AG	Alternative Agriculture Research and Commercialization Center
BD	ATBCB	ATBCB	BT	U.S. Architectural and Transportation Barriers Com- pliance Board
BG	BG	BG	LB	U. S. Botanic Garden
CA	BCA	USDA	AG	Board of Contract Appeals
CF	CFTC	CFTC	CT	Commodity Futures Trading Commission
CP	USCP	USC	LL	U.S Capitol Police
CR	CRS	DoJ	DJ	Community Relations Service
DB	OSDBU	USDA	AG	Office of Small and Disadvantaged Business Utilization
DE	DEA	DoJ	DJ	Drug Enforcement Administration
DM	DAMS	USDA	AG	Departmental Administration Management Services Staff
EC	FEC	FEC	LF	Federal Election Commission
EH	NEH	NEH	AH	National Endowment for the Humanities
EI	EI	DoJ	DJ	Executive Office for Immigration Review
ES	OES	USDA	AG	Office of the Executive Secretariat
FA	FSA	USDA	AG	Farm Service Agency
FB	FHFB	FHFB	FY	Federal Housing Finance Board
FK	FCSIC	FCSIC	FK	Farm Credit System Insurance Corporation

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Code	Agency Ab- brev.	Dept Abbrev.	Dept Code	Description
FM	FMCS	FM	FM	Federal Mediation and Conciliation Service
FP	FPS	DoJ	DJ	Federal Prison System

Agency Codes

Code	Agency Ab- brev.	Dept Abbrev.	Dept Code	Description
GP	NGAPF	NGA	GA	National Gallery of Art (Publication Fund)
GT	NGATF	NGA	GA	National Gallery of Art (Trust Fund)
HC	HC	DoJ	DJ	Headquarters Components
HO	FHEO	FHEO	HU	Federal Housing Enterprise Oversight Office
IF	IAF	IAF	IF	Inter-American Foundation
IG	JOIG	DoJ	DJ	Department of Justice, Office of the Inspector General
IM	IMLS	NEH	AH	Institute of Museum and Library Services
IN	INS	DoJ	DJ	Immigration and Naturalization Service
IT	OCIO	USDA	AG	Office of the Chief Information Officer
JA	USA	DoJ	DJ	Offices of the U.S. Attorneys
JP	OJP	DoJ	DJ	Office of Justice Programs
KH	–	–	–	(Obligated for Fund Control)
LA	AoC	AoC	LA	Architect of the Capitol
MS	USMS	DoJ	DJ	U.S. Marshals Service
NA	NAD	USDA	AG	National Appeals Division
NL	NLRB	NLRB	NL	National Labor Relations Board
NS	CNCS	CNCS	KS	Corporation for National and Community Service
OC	CC	OCC	ZG	Office of Compliance
PA	PACC	USDA	AG	Policy Analysis and Coordination Center
PC	NCPC	NCPC	NP	National Capital Planning Commission
PG	PSOIG	USPS	PO	U.S. Postal Service, Office of the Inspector General
SC	NSIIC	USDA	AG	National Sheep Industry Improvement Center
SR	SR	AoC	LA	U.S. Senate Restaurants
TC	PSC	PSC	PS	Department of the Treasury's U.S./Saudi Arabian Joint Commission on Economic Cooperation
TE	TTA	PSC	PS	Treasury Technical Assistance
UT	UT	DoJ	DJ	U.S. Trustee Program
WC	IBWC	IBWC	GW	International Boundary Water Commission
ZZ	–	–	–	(Foundation Financial Information System (FFIS) Guest Treasury Symbol)

Funds Control Chart

The Funds Control Chart is designed to assist when working in the General Screen (Option 4 on the CADI Selection Menu screen), and it also provides the standards when transactions are entered through Option 1, Input Document, on the CADI Selection Menu screen.

Doc Code. This is a 2-digit numeric document code for each of the documents in Funds Control. This document code is listed on the Help screen (Option 5 on the CADI Selection Menu screen).

Budget Subobject Class. The budget subobject class code for each document type is system generated where possible.

Type Action (TA). This code indicates the type action that is taken on each document. The possible codes are:
O – Once (Single obligation processed in CAS for a DCN)
R – Recurring (Not Available)
D – Reducing (Multiple obligations processed in CAS for a DCN)

Transaction Type (TT). This code indicates the transaction type (financial type) of each document. The possible codes are:

- O* – Obligation
- C* – Commitment
- B* – Obligation plus accrual (Not Available)
- A* – Accrued expense

Reference. This is the field information displayed on the reports based on the input document.

Payee/Description. This is the field information displayed on the reports based on the input document.

Doc Type	Doc Code	Subobject Class	TA	TT	Reference	Payee/Description
AD-700	01	----	O	C	Procurement Request No., Line Item	Seller
AD-838	02	----	O	O	Purchase Order No., Line Item No.	Seller
AD-838						
(Type 45)	02	----	D	C	Purchase Order No.	Seller
(Type 43)	02	----	D	C	Purchase Order No., Line Item No.	Seller
AD-838D/B	02	----	O	O	Purchase Order No., Invoice No.	Seller
AD-633	04	----	O	O	Requisitioner No., Julian Date, Line Item	Description
AD-202T	12	----	O	C	Authorization No.	Name
AD-202TR		2100 2575 2111				Name
AD-202R	26	----	O	C	Authorization No.	Name
AD-616T	14	----	O	O	Social Security No., Beg. Date of Travel	Name
AD-616TR		2100, 2575, 2111				Name
AD-616R	15		O	O	Social Security No., Beg. Date of Travel	Name
SF-1169	28	2111	O	O	GTR No., Ticket or Invoice No.	Name

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Appendix B

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Funds Control Chart (cont'd)

Doc Type	Doc Code	Subsubject Class	TA	TT	Reference	Payee/Description
SF-1103	29	2222 2211	O	O	GBL No.	Description
GVTS	31	2111	O	O	Ticket No.	Name
SF-1164	32	----	O	O	Imprest Fund	Claimant's name
SF-3542	33	2680	D	C	Requisitioner No.	Description
SF-3542 (Invoice)	33	2680	O	O	Requisitioner No., Date Ordered, Ticket No.	Description
SF-3146	05	2680	D	C	Activity Address, Customer No.	Description
SF-3146 (Invoice)	05	2680	O	O	Activity Address, Date Ordered, Receipt No.	Description
AD-474 (Phone)	34	2321 2322 2325	O	O	Account No., Month	Service Location
AD-474 (Utility)	34	2311 2312 2313	O	O	Account No., Month	Service Location
AD-955	35	2332	O	O	Customer No., Month	Service Location
AD-643	36	2162 2232			BOAC No., Vehicle Class, Tag No., Month	Service Location
AD-568	38	2611 2614 2615 2616	O	O	Credit Card No.	Vendor
AD-287	24	1152 1153	O	O	Social Security No.	Employee Name
AD-287A (Spot Award)	45	1152 1406	O	O	Social Security No.	Employee Name
AD-581	37	----	O	O	Social Security No.	Employee Name
AD-659	20	----	O	O	Social Security No.	Employee Name
SF-182	16	2523	O	O	Social Security No.	Employee Name
GSA-2957	19	2533	O	O	RWA No.	Work Description
SF-85/86	17	2524	O	O	Employee Name	Employee Name
FNS-32	39	----	O	C	Identification No.	Description

Funds Control Chart *(cont'd)*

Doc Type	Doc Code	Subobject Class	TA	TT	Reference	Payee/Description
Print (SF-1)	18	2410	O	O	Requisition No.	Description
AD-271	41	2421	O	O	Photo Service No.	Description
AD-845	42	2518	O	O	Project No.	Description
AD-652	40	2426 2517	O	O	Production No.	Description
AD-757	22	—	O	O	Voucher No.	Description
AD-742	21	—	O	O	Voucher No.	Description
AD-672	25	2510	O	C	Contract Agreement No.	Contractor Code
Greenbook	23	—	O	O	Unique NFC No., Acronym, Billing Cycle	Billing Cycle
ABCO	43	—	-	-	Reference	Description
MISC	44	—	-	-	Reference	Description
CAPS	46	—	-	-	Reference	Description
PACS	47	—	-	-	Reference	Description
PROP	48	—	-	-	Reference	Description

Agency Specific Reports

(This Appendix identifies field variations on Agency Specific Report.)

Payroll Detail Listing Report

Agency 3, Agricultural Research Service

Current/Prior Yr (C/P). Key in *C* (current year) or *P* (prior year).

Agency 6, U. S. Office of Special Counsel

Org Code. Key in the organization code.

Agency 10, Foreign Agricultural Service

Org Code. Key in the organization code.

Range of Org. Code (Y/). Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency 13, Office of Communications

Division. Key in the division code.

Range of Div/Br/Sec (Y/N). Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency 27, Office of Government Ethics

Range of Org Codes (Y/N).N. Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency 36, Grain Inspection Packers and Stockyards Administration

Mgmt Code. Key in the management code.

Range of Mgmt Code (Y/N). N. Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency 37, Food Safety and Inspection Service

Mgmt Code. Key in the management Code.

Range of Mgmt Code (Y/N).N. Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency 46, Occupational Safety and Health Review Commission

Acct. Key in the account code.

FY/Acct. Key in the fiscal year/accounting code.

Range of Acct (Y/N). Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency 70, Smithsonian Institution (Federal)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency 71, Smithsonian Institution (Trust)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency Specific Reports (*cont'd*)

Payroll Detail Listing Report (*cont'd*)

Agency 72, Woodrow Wilson International Center for Scholars (Federal)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency 73, Woodrow Wilson International Center for Scholars (Trust)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency 77, Reading Is Fundamental

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency 90, Office of the Chief Financial Officer

Div/Br/Sec. Key in the division/branch/section code.

Range of Div/Br/Sec (Y/N). Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency 97, General Accounting Office

Cost Org/Job Code. Key in the cost organization code/job code.

FY Apprn. Key in the fiscal year/appropriation code.

Agency 98, Office of Operations

Div/Br/Sec. Key in the division/branch/section code.

Range of Div/Br/Sec (Y/N). *N*. Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency AW, Alternative Agriculture Research and Commercialization Center

Current/Prior Yr (C/P). Key in *C* (current year) or *P* (prior year).

Agency ES, Office of the Executive Secretariat

Org. Key in the organization code.

Range of Org. (Y/N). *N*. Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency Specific Reports (cont'd)

Transaction Detail Listing

Agency 3, Agricultural Research Service

Current/Prior Yr (C/P). Key in *C* (current year) or *P* (prior year).

Agency 6, U. S. Office of Special Counsel

Org Code. Key in the organization code.

Agency 10, Foreign Agricultural Service

Org Code. Key in the organization code.

Range of Org. Code (Y/N). Defaults to *N*(no), but if a range is used, it must be changed to *Y*(yes).

Agency 13, Office of Communications

Accrued Expenditures (Y/N). Defaults to *Y*(yes).

Division. Key in the division code.

Range of Div/Br/Sec (Y/N). Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency 36, Grain Inspection, Packers and Stockyards Administration

Mgmt Code. Key in the management code.

Range of Mgmt Code (Y/N). Defaults to *N*, but if a range is used, it must be changed to a *Y*(yes).

Agency 37, Food Safety and Inspection Service

Mgmt Code. Key in the management code.

Range of Mgmt Code (Y/N). Defaults to *N*, but if a range is used, it must be changed to a *Y*(yes).

Agency 46, Occupational Safety and Health Review Commission

Acct. Key in the accounting code.

FY/Acct. Key in the fiscal year/accounting code.

Range of Acct (Y/N). Defaults to *N*(no), but if a range is used, it must be changed to *Y*(yes).

Agency 70, Smithsonian Institution (Federal)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency 71, Smithsonian Institution (Trust)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency Specific Reports (cont'd)

Transaction Detail Listing (cont'd)

Agency 72, Woodrow Wilson International Center for Scholars (Federal)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency 73, Woodrow Wilson International Center for Scholars (Trust)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency 77, Reading Is Fundamental

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY Apprn. Key in the fiscal year/appropriation code.

Project. Key in the project code.

Agency 90, Office of the Chief Financial Officer

Accrued Expenditures (Y/N). Defaults to *Y*(yes).

Div/Br/Sec. Key in the division/branch/section code.

Range of Div./Br./Sec.(Y/N). Defaults to *N*(no), but if a range is used, it must be changed to *Y*(yes).

Agency 97, General Accounting Office

Cost Org/Job Code. Key in the cost organization code/job code.

FY Apprn. Key in the fiscal year/appropriation code.

Agency 98, Office of Operations

Accrued Expenditures (Y/N). *Y*. Defaults to *Y*(yes).

Range of Div (Y/N). *N*. Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency AW, Alternative Agriculture Research and Commercialization Center

Current/Prior Yr (C/P). Key in *C* (current year) or *P* (prior year).

Agency ES, Office of Executive Secretariat

Accrued Expenditures (Y/N) *Y*. Defaults to *Y*(yes).

Org. Key in the organization code.

Range of Org (Y/N). *N*. Defaults to *N*(no), but if a range is used, it must be changed to a *Y*(yes).

Agency Specific Reports *(cont'd)*

Status of Funds

Agency 2, Agricultural Marketing Service

Division. Key in the division.

Division CD. Key in the division code.

Fiscal Yr. Key in the fiscal year.

Program Blk. Key in the program block code.

Sub Division. Key in the sub division code.

Agency 3, Agricultural Research Service

Acct Class. Key in the accounting class code.

Dis Location. Key in the dis location code.

Agency 7, Rural Housing Service

Allottee. Key in the allottee code.

County Code. Key in the county code.

Maj Obj Cls. Key in the major object class code.

Spec Purpose. Key in the spec purpose code.

State Code. Key in the state code.

Sub Unit. Key in the sub unit code.

Agency 8, Risk Management Agency

Delivery System. Key in the delivery System

Function. Key in the function code.

Office. Key in the office code.

PPA. Key in the PPA code.

Region. Key in the region code.

Sub Office. Key in the sub office.

Agency 10, Foreign Agricultural Service

Activity. Key in the activity code.

Agency 16, Natural Resources Conservation Service

Special Purpose. Key in the special purpose code.

State. Key in the state code.

Agency 18, Economic Research Service

Branch. Key in the branch code.

Unit Division. Key in the unit division.

Agency 20, National Agricultural Statistics Service

Branch. Key in the branch code.

Program Area. Key in the program area code.

Unit Division. Key in the unit division.

Agency Specific Reports *(cont'd)*

Status of Funds *(cont'd)*

Agency 21, Federal Communications Commission

Activity. Key in the activity code.

Branch/Section. Key in the branch/section code.

Division. Key in the division code.

Office. Key in the office code.

Agency 27, Office of Government Ethics

Branch. Key in the branch code.

Division. Key in the division code.

Special Project. Key in the special project code.

Agency 30, Food and Nutrition Service

Allow Holder. Key in the allowance holder code.

FY/Apprn. Key in the fiscal year/appropriation code.

Oth Acct. Key in the other acct code.

Agency 32, Rural Business—Cooperative Service

Allottee. Key in the allottee code.

County Code. Key in the county code.

Maj Obj Cls. Key in the major object class code.

Spec Purpose. Key in the special purpose code.

State Code. Key in the state code.

Sub Unit. Key in the sub unit code.

Agency 34, Animal and Plant Health Inspection Service

Area. Key in the area code.

Program. Key in the program code.

Region. Key in the region code.

Agency 36, Grain Inspection, Packers and Stockyards Administration

Budget Activity. Key in the budget activity code.

Job. Key in the job code.

Management Code. Key in the management code.

State. Key in the state code.

Agency 37, Food Safety and Inspection Service

Budget Activity. Key in the budget activity code.

Job. Key in the job code.

Management Code. Key in the management code.

State. Key in the state code.

Agency Specific Reports *(cont'd)*

Status of Funds *(cont'd)*

Agency 38, Office of the Chief Economist

Fy/Apprn. Key in the fiscal year/appropriation code.

Branch. Key in the Branch code.

Unit Division. Key in the unit division.

Agency 46, Occupational Safety and Health Review Commission

Acct. Key in the accounting code.

FY/Apprn. Key in the fiscal year/appropriation code.

Agency 56, Patents and Trademarks Office

Cost Center. Key in the cost center code.

Unit Produced. Key in the unit produced code.

Agency 70, Smithsonian Institution (Federal)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY/Apprn. Key in the fiscal year/appropriation code.

Agency 71, Smithsonian Institution (Trust)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY/Apprn. Key in the fiscal year/appropriation code.

Agency 72, Woodrow Wilson International Center for Scholars (Federal)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY/Apprn. Key in the fiscal year/appropriation code.

Agency 73, Woodrow Wilson International Center for Scholars (Trust)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY/Apprn. Key in the fiscal year/appropriation code.

Agency 74, U. S. Court of Veterans Appeals

Division. Key in the division code.

Fy/Apprn. Key in the fiscal year/appropriation code.

Report Level. Key in the report level.

Agency Specific Reports *(cont'd)*

Status of Funds *(cont'd)*

Agency 77, Reading Is Fundamental

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

FY/Apprn. Key in the fiscal year/appropriation code.

Agency 83, Department of Housing and Urban Development

Acctg Class. Key in the accounting class

FY/Apprn. Key in the fiscal year/appropriation code.

Agency 84, U. S. Commission on Civil Rights

Cost Center. Key in the cost center code.

FY/Apprn. Key in the fiscal year/appropriation code.

Agency 90, Office of the Chief Financial Officer

Branch. Key in the branch code.

Reimb project. Key in the reimbursable project code.

Agency 97, General Accounting Office

Acct Class. Key in the account class.

Annual Oblig:N. Defaults to N(no).

Cas Only (Y/N):N. Defaults to N(no).

Obj Cls Dtl Rpt:N. Defaults to N(no).

Object Class. Key in the object class.

Agency 98, Office of Operations

Division. Key in the division code.

Agency Specific Reports *(cont'd)*

Budget Cost Master Inquiry

Agency 2, Agricultural Marketing Service

CRC. Key in the CRC code.

Division Use. Key in the division use code.

Fiscal Year. Key in the fiscal year.

Program Block. Key in the program Block.

Agency 3, Agricultural Research Service

Account. Key in the accounting code. By completing this 3-character field all charges to that account will be displayed.

Allow Holder. Key in the allowance holder.

Location. Key in the location code.

Agency 6, U. S. Office of Special Counsel

Category. Key in the category.

Process Code. Key in the process code.

Type of Case. Key in the type of case.

Agency 7, Rural Housing Service

Allottee. Key in the allottee code.

Major Class. Key in the major class code.

Special Purpose. Key in the special purpose code.

State. Key in the state code.

Sub Unit. Key in the sub unit code.

Agency 8, Risk Management Agency

Delivery System. Key in the delivery system

Function Code. Key in the function code.

Office Code. Key in the office code.

PPA. Key in the PPA code.

Region. Key in the region code.

Sub Office Code. Key in the sub office code.

Agency 10, Foreign Agricultural Service

Activity. Key in the activity code.

Agency 16, Natural Resources Conservation Service

Special Purpose. Key in the special purpose code.

State. Key in the state code.

Agency 18, Economic Research Service

Branch. Key in the branch code.

Unit Division. Key in the unit division.

Agency Specific Reports *(cont'd)*

Budget Cost Master Inquiry *(cont'd)*

Agency 20, National Agricultural Statistics Service

Branch. Key in the branch code.

Unit Division. Key in the unit division

Agency 21, Federal Communications Commission

Activity. Key in the activity code.

Branch/Section. Key in the branch/section code.

Division. Key in the division code.

Office. Key in the office code.

Agency 27, Office of Government Ethics

Branch. Key in the branch code.

Division. Key in the division code.

Spec. Project. Key in the spec project.

Agency 30, Food and Nutrition Service

Allowance Holder. Key in the allowance holder.

Other Account. Key in the other account code.

Agency 32, Rural Business—Cooperative Service

Allottee. Key in the allottee.

Major Class. Key in the major class.

Special Purpose. Key in the special purpose.

State. Key in the state code.

Sub Unit. Key in the sub unit.

Agency 34, Animal and Plant Health Inspection Service

Area. Key in the area code.

Program. Key in the program code.

Region. Key in the region code.

Agency 36, Grain Inspection, Packers and Stockyards Administration

Budget Activity. Key in the budget activity code.

Job. Key in the job code.

Management Code. Key in the management code.

State. Key in the state code.

Agency 37, Food Safety and Inspection Service

Budget Activity. Key in the budget activity code.

Job. Key in the job code.

Management Code. Key in the management code.

State. Key in the state code.

Agency Specific Reports *(cont'd)*

Budget Cost Master Inquiry *(cont'd)*

Agency 38, Office of the Chief Economist

Branch. Key in the branch code.

Unit Division. Key in the unit division.

Agency 46, Occupational Safety and Health Review Commission

Acct. Key in the accounting code.

Agency 56, Patent and Trademark Office

Cost Center. Key in the cost center code.

Unit Produced. Key in the unit produced code.

Agency 70, Smithsonian Institution (Federal)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

Agency 71, Smithsonian Institution (Trust)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

Agency 72, Woodrow Wilson International Center for Scholars - Federal

Cost Center. Key in the cost center.

Fund Number. Key in the fund number.

Agency 73, Woodrow Wilson International Center for Scholars (Trust)

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

Agency 74, U. S. Court of Veterans Appeals

Division. Key in the division code.

Rpt Level. Key in the report level code.

Agency 77, Reading Is Fundamental

Cost Center. Key in the cost center code.

Fund Number. Key in the fund number.

Agency 83, Department of Housing and Urban Development

Acctg Class. Key in the accounting class code.

Agency 84, U. S. Commission on Civil Rights

Cost Center. Key in the cost center code.

Agency 90, Office of the Chief Financial Officer

Branch. Key in the branch code.

Reimb Project. Key in the reimbursable project code.

Agency Specific Reports *(cont'd)*

Budget Cost Master Inquiry *(cont'd)*

Agency 97, General Accounting Office

Cost Org/Job Code. Key in the cost org/job code.

Agency 98, Office of Operations

Division. Key in the division code.

Agency AW, Alternative Agriculture Research and Commercialization Center

Location. Key in the location code.

Mgmt Unit. Key in the management unit code.

Agency ES, Office of the Executive Secretariat

Program. Key in the program code.

Funds Control Security

Funds Control's security is defined to specific positions of the agency's accounting code, identified as an organization code (ORG). The following accounting positions have been designated as ORG for the following Agencies:

Code	Agency	Accounting Positions
01	OSEC	4, 5, and 6
07	RHS	11, 12; or 11, 12, 13, 14, and 15 if position 11 is 7, 8, or 9
08	RMA	4, 5, 6, and 7
10	FAS	4, 5, 6, and 7
13	OC	4 and 5
14	OGC	4, 5, and 6
15	RUS	11, 12; or 11, 12, 13, 14, and 15 if position 11 is 7, 8, or 9
18	ERS	2, 3, 4, and 5
20	NASS	4, 5, 6, 7, and 8
23	OIG	4 and 5
30	FNS	4 and 5
32	RBS	11, 12; or 11, 12, 13, 14, and 15 if position 11 is 7, 8, or 9
34	APHIS	4, 5, 6, and 7
38	OCE	2, 3, 4, and 5
42	OBPA	4 and 5
74	CVA	4, 5, 6, and 7
90	OCFO/NFC	4, 5, and 6
92	OALJ	4, 5, and 6
98	OO	4, 5, and 6
CA	BCA	4, 5, and 6
DM	DAMS	4, 5, and 6
ES	OES	4, 5, and 6
FB	FHFB	4 and 5
IT	OCIO	4, 5, and 6
NA	NAD	4, 5, and 6
PA	PACC	4, 5, and 6

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