

ORDER

WE 2700.8B

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ACCOUNTING DIVISION INTERNAL OPERATING PROCEDURES



September 4, 1981

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN REGION**

Distribution: A-X(MS)-2 (4 CYS)
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Initiated By: AWE-20

SEP 27 1984

CHANGE

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

WP 2700.8B CHG 5

WESTERN-PACIFIC REGION

9/18/84

Master

*file SH
10/19/84*

SUBJ: ACCOUNTING DIVISION INTERNAL OPERATING PROCEDURES

PURPOSE. This change cancels Appendix 5, Automated Allotment Accounting Systems Edits and establishes Appendix 8, Estimated Obligation Cost Center Codes.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
<u>Appendix 5</u> ↓ thru 7	9/17/82	None	
None		<u>Appendix 8</u> ↓	9/18/84

for *Charles Eblan*
F. P. Cantrell
Manager, Accounting Division

Distribution:
A-X(MS)-2 (4 cys)
ZAC-1

Initiated By: AWP-20
*Rec 3 ccs: 1 - F. Cantrell
1 - AWP-60/K*

JUN 24 1983 *Master*

CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 2700.8B CHG 4

3/17/83

MASTER FILE

Cancellation
Date: Retain

SUBJ: ACCOUNTING DIVISION INTERNAL OPERATING PROCEDURES

This change establishes Accounting Division procedures and reporting requirements for the administration of the Privacy Act of 1974, as related to the FAA Employee Payable System, DOT/FAA 806.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
v thru viii	9/4/81	v thru viii	3/17/83
91 (thru 100)	9/4/81	91 and 92 (thru 100)	3/17/83

F. P. Cantrell
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DM
7/13/83

cc: *60/pew*

Distribution: A-X(MS)-2 (4 cys)
ZAC 1

Initiated By: AWP-20

CHANGE

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

WESTERN-PACIFIC REGION

WP 2700.8B CHG 3

9/17/82

**Cancellation
Date:** Retain

file

OCT 04 1982

MASTER FILE

SUBJ: ACCOUNTING DIVISION INTERNAL OPERATING PROCEDURES

This change updates Appendix 5, Automated Allotment Accounting Systems Edits.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
<u>APPENDIX 5</u> ✓ 1 thru 7	3/14/82	<u>APPENDIX 5</u> ✓ 1 thru 7	9/17/82

10/18/82 mrd

F. P. Cantrell
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Distribution: A-X(MS)-2 (4 cys)
ZAC-1

Initiated By: AWP-20

*CC-60
67A (2 cys)*

JUL 16 1982

CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

CP/Master

WP 2700.8B CHG 2

7/8/82

Cancellation
Date: Retain

MASTER FILE

SUBJ: ACCOUNTING DIVISION INTERNAL OPERATING PROCEDURES

- PURPOSE: This change updates Appendix 2, Document Type, Description, Forms and Accounting Transaction Codes.
- Effective Date. The effective date of this change is October 1, 1982.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
<u>APPENDIX 2</u> ✓ 1 thru 4	9/4/81	<u>APPENDIX 2</u> ✓ 1 thru 12	7/8/82

*7/21/82
mjt*

for *Charles Elton*
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*CC - G. J. ...
L/A*

Distribution: A-X(MS)-2 (4cys)
ZAC-1

Initiated By: AWP-20

APR 30 1982

CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 2700.8B CHG 1

4/13/82

MASTER FILE *file*

Cancellation
Date: Retain

SUBJ: ACCOUNTING DIVISION INTERNAL OPERATING PROCEDURES

This change updates Appendix 5, Automated Allotment Accounting Systems Edits.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
<u>Appendix 5</u> 1 thru 7	9/4/81	<u>Appendix 5</u> 1 thru 7	4/13/82

F. P. Cantrell
F. P. Cantrell
Chief, Accounting Division

*CC - 60
- 67A - (4 copies)*

Distribution: A-X(MS)-2 (4 cys)
ZAC-1

Initiated By: AWP-20

FOREWORD

1. PURPOSE. This order constitutes the internal policies and procedures handbook for the Western Region Accounting Division. These procedures will be followed in classifying, coding, editing, and processing financial transactions into the accounting system for the Western, Rocky Mountain and Northwest Regions.
2. DISTRIBUTION. This directive is distributed to the Management Systems Division (four copies to AWE-67) and special distribution to the Accounting Division and other selected offices (ZAC-1).
3. MAINTENANCE. Written requests for changes in coding, edits, and procedures will be directed to the Systems Accountant, AWE-21, for implementation.
4. CANCELLATION. This directive cancels and supersedes WE 2700.8A, dated August 8, 1977.



F. P. CANTRELL
Chief, Accounting Division

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CHAPTER 1. FINANCIAL DATA ENTRY INTO THE MECHANIZED ALLOTMENT ACCOUNTING SYSTEM

1. DEFINITIONS. The mechanized Allotment Accounting System in the Classification and Review Section, AWE-26B, is an on-line system with a full range of front-end edits to ensure that only valid data is accepted. It includes the residual obligation file which includes all the unliquidated obligations, other than payroll and the RCS, the allotment control journal which has our fund balances, and the current month accumulation file of all the current month transactions. When a transaction is entered into the system, it will automatically update all three files simultaneously.

2. ENTRY DOCUMENTS.

a. Actual documents are used to enter the majority of all transactions into the Allotment Accounting System. Direct document entry is used to key transactions into the 4-phase terminals, except for certain specific transactions such as ADAP's, draft bills, corrections, and the imprest fund. On these exceptions, WE Forms 2700-7, -37, -53, -60, and -85 are used, where appropriate, to enter transactions into the Allotment Accounting System (Figures 1-1, -2, -3, -4, and -5). Coding instructions for these data entry documents are contained in Appendix 1.

b. Batching Data Entry Sheets. Data entry sheets, WE Form 2700-60, will be batched and summarized on a Batch Control Ticket, WE Form 2700-59 (Figure 1-6), then the entry sheets will be input into the Allotment Accounting System. Each batch, whether it is direct document entry or WE Forms, will be numbered and logged in by AWE-26B using the preassigned numbers of Figure 1-7.

3. DAILY BATCH LISTINGS (AB70CR1). After the transactions have been entered and completed into the 4-phase terminals, they are listed on daily batch listings by ADP. These listings are then checked by AWE-26B to determine if they are in balance and to make any necessary error corrections. They are the Section's record of all the items entered into the current month accumulation file.

4. ALLOTMENT CONTROL JOURNAL (AB761R1). The Allotment Control Journal (ACJ) is the report that shows the actual fund status of all the various allotments we have. It is both an on-line system and a printed report, which is checked weekly for available funds, and for balancing with the current month accumulation file. None of the appropriations can have negative balances at the end of any accounting periods. If they should have, it would be a violation of the Anti-Deficiency Act (Section 3679) Revised Statutes.

5. MONTH END CLOSING. Each month is the end of an accounting period. At that time, the information on the accounting data files is used to produce the monthly reports that are sent to the facility level, as well as Regional and National Headquarters. These reports include:

- AB723R1 Unliquidated Obligations - list of all unliquidated obligations by Region, appropriation, limitation, and transaction code.
- CT81__R1 B-1 Series (Distribution Report) - consists of high level, low level, Flight Standards, and object class reports on regional cumulative obligations.
- CT801R1 TAB 22 - report by Region, cost center and sub-object class for the cumulative obligations, expenditures, unliquidated obligations, and current month transactions.
- AB703R1 Cash Disbursement Journal - report by Region and appropriation of general ledger accounts for cash, accounts receivables, payables, and expenditure transactions from the current month allotment system transactions.
- CT99JR1 Monthly FCR/Vendor - list of all the RCS, utilities, telephones, leases, janitorials, purchase orders by cost center, contract number, vendor ID, and amount obligated per month.
- AB761R1 Allotment Control Journal - report shows fund status of all the various allotments.
- AB708R1 F&E YTD Accumulation by Object Class - report by sub-object class, appropriation, and limitation for current year expenditures and obligations.
- CT99LR1 Recurring Charge Payment Register - RCS report by cost center, vendor ID, contract number, and appropriation showing payments made for each month during the fiscal year.
- MS2700-15 ADAP Status of Grants in Aid for Airports - list of all ADAP appropriations by State or sponsor code, which show current year expenditures and obligations plus cumulative obligations.
- MS2700-10 SF 225 Report - manual report on obligations by object class showing transactions by appropriation.
- AA2700-12 Report of obligations by limitation, major cost center, fiscal program, subclassification, object class, and appropriation for current year transactions.
- CT957R1 (WE Form 2510-4) Monthly Change of Station (PCS) - report by cost center, fiscal program, and employee name showing expenditures and obligations by object class pertaining to PCS move.

9/4/81

WE 2700.8B

EG708R1 Energy Conservation Monthly Usage - report which shows electric and gas usage (consumption and cost) by contract and cost center for each month of the fiscal year.

6.-19. RESERVED.

FIGURE 1-2
DRAFT BILL FOR REFUNDS

DRAFT BILL for REFUNDS FROM OTHER FAA OFFICES																									PREPARED BY _____		DATE _____																			
SEND SF-1081 TO: _____																									FAA OFFICE & ADDRESS _____																					
SOURCE DATA																									CONTR./P.O NUMBER _____					INVOICE NO. _____					OTHER DOCUMENT NUMBER _____					DOCUMENT DATE _____						
REMARKS:																																														
BILLING CODE _____																																														
BATCH DATE	BATCH NO.				TYP	DOCUMENT ID																		APPRD	L	COST CTR		PROG	JON VENDOR/TVLR										SUB-OBJ CLASS							
						FY	DOCUMENT NO.										SUFFIX									M	RE		ORGANIZ	35	36	37	38	39	40	41	42	43			44	45	46			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	
TR CD	AMOUNT DR (CR)										SCHED NO.	GEN LED		SSN/REIMB NO/ TVLR/VENDOR	F Y	D																														
	47	48	49	50	51	52	53	54	55	56		57	58				59	60	61	62	DR	CR	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80						
4	4																																													
4	4																																													

WE Form 2700 37 (8/81) (Obsoletes previous edition)

FIGURE 1-4
GENERAL ACCOUNTING DATA ENTRY SHEET

GENERAL ACCOUNTING DATA ENTRY SHEET																			
BATCH DATE	BATCH NO.	TYP	DOCUMENT ID		APPRO	L	COST CTR		PROG	JOB VENDOR/TVLR	SOB-OBJ CLASS	TR CD	AMOUNT DR (CR)	SCHED NO.	GEN LED		SSN/REIMB NO/ TVLR/VENDOR	F	D
			SY	DOCUMENT NO			SUFFIX	RE							ORGANIZ	DR			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																			

WE Form 2700-80 (10/80) Obsolete previous editions

FIGURE 1-7
PREASSIGNED BATCH NUMBERS

<u>Batch Number</u>	<u>DESCRIPTION</u>
001	R-2508 (NAT664) Mechanical Interface
002	Payroll - 1st pay period
003	Payroll accrual reversal
004	Payroll and accrual - 2nd pay period
005	Payroll and accrual - 3rd pay period
006	Payroll Specials
007	Payroll Specials
008	Payroll Specials
009	Payroll Specials
010	Payroll Specials
011	Payroll Specials
012	Payroll Specials
013	Payroll Specials
014	Recurring Charge System, AWE-26B
015	GSA Motor Pool Payment
016	GSA Motor Pool accrual reversal
017	GTA-1 accrual
018	Lump Sum accrual
019	Lump Sum reversal
020	Imprest Fund accrual
021	Imprest Fund accrual reversal
022	F&E, LDR's
023	AWE-22 Reserved cash deposits automatic
024	AWE-22 Reserved accounts receivable automatic
025-027	AWE-22C Reserved
028-037	AWE-22A Reserved
038	SF 789/1081
039-057	SIBAC/1081
058-099	AWE-22B Reserved
100-699	Regular batches
700-799	Travel advances
800-899	Aeronautical Center training travel batches
900-995	Current month corrections
996	RCS obligation cancellation
997	RCS obligation adjustments
998	Reserved
999	Prior month correction
M01-M99	RCS payment batches
* U01-W99	Reserved
X24-26	RCS obligation batches and automatic payments
Y01-Y99	Reserved
Z01-Z99	RCS Master File maintenance

CHAPTER 2. OBLIGATION AND PAYMENT OF PERMANENT CHANGE OF STATION (PCS)
AND OTHER TRAVEL

20. POLICY. All PCS and trip travel costs will be obligated as early and accurately as possible. Once established, such obligations should be adjusted whenever necessary to keep them as realistic as possible (see paragraph 21e, 2).

21. INITIAL OBLIGATION. The Classification and Review Section, AWE-26B, will initially obligate PCS and trip travel from the original or amended Travel Order (TO), and where applicable a Government Bill of Lading (GBL).

a. Receipt of Documents. The Document Control Section, AWE-26C, will review all incoming Travel Orders and Amendments to ensure that they have received obligation action by AWE-26B. Documents containing one of the following stamps have received obligation review and will be forwarded to the appropriate Voucher Examiner:

ENCUMBERED (Date)
NONENCUMBERED (Date)
COMPLETED (Date)
NO ACTION (Date)

If none of these stamps appear on the document, it will be placed in the AWE-26B basket (on the AWE-26C mail table).

b. Obligation of Documents. AWE-26B will periodically pick up the documents from AWE-26A and review them to determine which should be obligated.

(1) Obligations will be entered into the mechanized allotment system directly from the documents.

(2) One of the above stamps will be placed on the front of each original document to indicate action taken.

(3) An obligation stamp will be placed on the back of each original document which has been obligated and the appropriate data indicated thereon (Figures 2-1a and -1b).

c. Return of Obligated Travel Orders. Upon completion of their obligation review function, AWE-26B will return obligated original Travel Orders to the appropriate Voucher Examination Unit Chief.

d. Restrictions.

(1) If any GBL is received for obligation without accounting or estimated money amounts indicated, AWE-26B will contact the regional Transportation Officer to obtain the missing data.

(2) On PCS Travel Orders which are checked for a GBL in block 19, disregard (do not obligate or indicate on the obligation stamp) any amounts shown in block 25, boxes D and E. These will be obligated separately from a GBL.

e. Voucher Examiner Verification. Voucher Examiners will review all incoming (new) Travel Orders to:

(1) Verify that the above obligation review was done. If no obligation stamp appears, it will be hand carried to AWE-26B immediately.

(2) Determine that the obligated amount appears to be reasonable. If any significant error in the obligation amount is noted, the Voucher Examiner will annotate it and hand carry to AWE-26B.

f. Periodic Unannounced Review of Obligation Documents. The voucher examination will be made by AWE-26B. Any unobligated Travel Orders found will be removed for obligation and a report of findings forwarded to the Chief, Accounting Division, AWE-20.

22. PAYMENT AND LIQUIDATION OF OBLIGATION BY THE VOUCHER EXAMINATION SECTION, AWE-26A.

a. Liquidation. When certifying PCS or other travel vouchers, the Voucher Examiner will determine whether or not the claim against each obligation should be liquidated as a partial or a final. A partial liquidation need not leave a mathematical difference between the old obligation and the expenditure. The remaining obligation should reflect as realistic an amount as is possible, EXCEPT that obligations against Prior Year Appropriations may not be increased.

b. Cancellation of an Obligation. Whenever a further claim is not reasonably expected against an obligation, it should be cancelled.

c. Payment of a Claim That Was Not Obligated (NE). Any claim against funds (Object Class Codes) which were not previously obligated will be paid NE.

d. Guidelines for Determining the Amount to Liquidate or Time to Cancel an Obligation. Real Estate obligations (OCC 12XX) will be liquidated ENTIRELY upon processing the voucher for the sale transaction whether or not there has been a purchase transaction claim. In making the decision whether to cancel or liquidate part or all of the other PCS obligations, the examiner should follow the general guideline that obligations should ONLY be retained as long as there is a REASONABLE POTENTIAL of a future demand for payment and in an amount that past experience and current conditions would warrant. A traveler's legal right to claim an additional amount is not, in itself, sufficient reason to maintain an obligation. In addition to the legal right, the examiner should have some expectation that the traveler plans to file an additional claim. Unless some such expectation is present, the remaining

obligation should be liquidated on payment. This is not a problem where the traveler indicates his claim is final. However, absence of this statement (Final) by the traveler would not constitute reason for maintaining the obligation, unless additional claims are reasonably expected to be filed. Reasonable expectation is further defined as an opinion based upon the facts at hand which might include the information in the Travel Orders, PCS Questionnaire, correspondence and, if necessary, telephonic communication with the traveler and/or his supervisor.

e. Documentation for a Final PCS Travel Claim. Documentation (Travel Orders, etc.) for a final PCS Travel Claim will be stapled together (with the Travel Order on the bottom) to control and facilitate filing in the Document Control Section, AWE-26C. These assembled packages will not be separated when processed.

23. MAINTENANCE OF DATA ON OBLIGATION STAMP.

a. Entries Required (Figures 2-1a and -1b). All payments from travel vouchers must be annotated on the obligation stamp on the back of the original copy of the Travel Order by the Voucher Examiner. Payments on GTR's or GBL's relating to PCS Travel Orders will be annotated on the back of the original copy of the subject TO, adjacent to the obligation stamp. If the original is not in the file when a claim voucher is received, a thorough search of the related AWE-26A files must be made. When such a search does not disclose the Travel Order, the matter must be brought to the attention of the Unit Chief who may authorize a one week hold on the payment of that claim. At the end of one week, another search should be made and, if the Travel Order is still missing, the Unit Chief may authorize payment on a "dummy" based upon a copy of the Travel Order. However, this occurrence should be extremely rare and requires the Unit Chief's signed approval on the face of the dummy. If the original is located after a dummy has been used, the payment data should be transferred to the original and the dummy retained in the travel folder. If no copy of the Travel Order has been received from the field or the employee, payment will not be made until receipt of such Travel Order.

b. How To Record Data.

(1) When processing payments on a Travel Order, the Voucher Examiner will indicate each amount to be paid in the Payment Amount block of the stamp on the original Travel Order. If there was no previous obligation, the examiner will cite NE in the Obligation Amount block in addition to the payment data. When payment is being made against a previous obligation, the examiner will also indicate the amount of reobligation which should be kept. This block, Reobligation Amount Requested, requires an entry even if zero, but need only be that amount (in rounded dollars) reasonably expected to be claimed later (see paragraph 22d on Page (5)). The Reobligation amount need not be the mathematical difference between original obligation and payments. If an obligation is to be cancelled without current payment action, the Voucher Examiner may write CANCEL in the Reobligation block opposite that object class.

FIGURE 2-1a
OBLIGATION STAMP FOR PCS TRAVEL ORDERS

OBJECT CLASS	OBLIGATION		PCS PAYMENT			REOBLIGATION Amount Requested
	AMOUNT	MO/YR	AMOUNT	MO/YR	SCHEDULE NO.	
A 2115						
B 2113						
C 1212						
D 2221						
E 2510						
F 1210						
G 1211						

FIGURE 2-1b
OBLIGATION STAMP FOR "OTHER" TRAVEL ORDERS

OBJECT CLASS	OBLIGATION		TDY PAYMENT			REOBLIGATION Amount Requested
	AMOUNT	MO/YR	AMOUNT	MO/YR	SCHEDULE NO	
2111						
2112						
2120						
2124						
2125						

(2) Older Travel Orders containing the previously used stamps will be processed under these regulations. The new stamp may be applied to these documents and current obligation balances shown. However, if the previous stamp is used, the block for Balance will be used for Reobligation Amount Requested.

c. How to Analyze Data on an Obligation Stamp. Any time a Travel Order is reviewed, all amounts in the Obligation boxes, which do not have corresponding payment amounts shown, will equal the total obligation outstanding for that Travel Order.

24. SCHEDULING FOR PAYMENT. The Financial Reports and Analysis Section, AWE-22C, will schedule the travel claim payment indicated in the Payment Amount block of the Travel Orders, and enter the month, year, and schedule number on the obligation stamp.

25. PROCESSING PAYMENT, LIQUIDATION, AND CANCELLATION TRANSACTIONS INTO THE MECHANIZED ALLOTMENT ACCOUNTING SYSTEM BY AWE-26B.

a. If Paid NE. If NE is cited in the Obligation Amount block of the obligation stamp, the Payment Amount will be processed via data entry into the mechanized Allotment Accounting System.

b. Partial or Full Liquidation of Obligation. When the Reobligation Amount indicates zero, the entire obligation is liquidated by using "F," which indicates a full payment, and any subsequent payments under the same object class would be processed NE. However, if there is an amount other than zero shown in the Reobligation Amount block, that new amount will be obligated by using "P" in the automated system, meaning a partial payment. The difference between the obligation and the payment will be automatically reobligated. In addition, the Classification and Review person reobligating an amount will bring the new obligation down to an unused line of the obligation stamp on the TO, and show the same object class number and the reobligation amount under Obligations. If additional lines are needed, another obligation stamp may be placed under the first one.

c. Cancellation of an Obligation. If an obligation is to be cancelled without current payment action, the document type and number will be entered into the automated system as a "C," which will then cancel the outstanding obligation.

26.-29. RESERVED.

CHAPTER 3. REPORT OF FEDERAL OUTLAYS BY GEOGRAPHICAL LOCATION
(GEOGRAPHIC REPORT - RIS: AA-2700-26)

30. NATURE OF REPORT. This is an annual analysis on a fiscal year-to-date basis of current year obligations by appropriation and geographic location. Definitions and further details will be found in Order WE 2700.3, Accounting Principles and Procedures Handbook, paragraph 1982.

a. Format. There will be three listings indicating Federal Outlays by Appropriation by:

(1) States, counties, cities reported as counties, and incorporated cities over 25,000 population included in the reported counties.

(2) Incorporated cities over 25,000 population.

(3) Foreign recipients.

b. Recipients of the Report. The basic report and reconciliations will be sent to the Reports and Analysis Branch, AAA-440.

c. Due Date. These reports are due in Washington on or before the 30th work day following the fiscal year being reported.

31. PREPARATION. The Classification and Review Section, AWE-26B, will prepare this report with the assistance of the Data Processing Branch, AWE-67. Specific instructions will be found in Appendix 6.

32.-39. RESERVED.

CHAPTER 4. ACCOUNTING DIVISION INTERNAL OPERATING PROCEDURES -
RECURRING CHARGE SYSTEM

40. INTRODUCTION. The Recurring Charge System (RCS), as explained in Order WE 2700.17B, consists basically of a Master File of all RCS contracts, an Obligation File, and a Payment History File.

41. RCS MASTER FILE. This is a data base file containing all financial management data relating to subject contracts and purchase orders. The file is printed weekly and monthly with various sorts to serve specific users as defined in WE 2700.17B. It is updated weekly via WE Form 4445-3 (detailed instructions in WE 2700.17B, Chapter 2). Updates are normally initiated by Logistics for lease, utility or telephone contracts, and by AWE-26A for purchase orders and janitorial contracts.

a. Completed RCS Master File input forms are forwarded to the AWE-26B RCS Control Specialist for weekly batching and entry into the 4-phase terminal. Master File input forms for leases will be diverted to the appropriate AWE-26A Voucher Examiner for review, revision if necessary, and placing their initials in the lower right corner prior to acceptance for update by AWE-26B.

b. The AWE-26B RCS Control Specialist will make a preliminary review for complete data, and batch the documents for entry into the 4-phase terminal. All inputs will either be accepted or rejected by the RCS edit. Accepted items will be merged with and become part of the RCS Master File. AWE-26B reviews CT97OR1 (Vendor/Contract Master Trans) for accuracy and makes corrections if necessary.

c. The output reports from the RCS Master File updates are as follows:

CT992R1	Monthly Fixed Charge Vendor listing by Contract
CT99JR1	Monthly Fixed Charge Vendor listing by Cost Center
CT976R1)	Weekly Fixed Charge by Type Service and Vendor
CT99NR2)	Weekly Fixed Charge by Type Service and Vendor

42. RCS RESIDUAL FILE. This contains all unliquidated obligations produced by the RCS. The CT99 program is run weekly to input all obligation cancellations and adjustments submitted during that week. At the end of the month, the CT99 program is run and prints the CT99TR1 (RCS Monthly Aged Obligation listing) which lists all obligations that are more than three months old. During the month, obligations which match payments (in appropriation limit, month, vendor ID, and contract number) will be automatically liquidated.

a. The RCS Control Specialist and/or an AWE-26B Accounting Technician will prepare WE Form 2700-80, RCS Residual File Cancellation, to cancel old obligations in the Residual File. (See Figure 4-2 for a sample of coded form and paragraph 44d for further detail on procedures.)

b. The RCS Control Specialist will review these cancellation documents for complete data and enter them into the 4-phase terminal at least once each week. Any edit failures indicated on the CT97CR1 (Weekly Residual File Recap) will be researched and, if necessary, corrected and reentered by the RCS Control Specialist.

43. RCS PAYMENT HISTORY FILE. The file contains the current obligation amount and all actual payment amounts, with payment schedule numbers. The various formats, frequency, and distribution are further defined in Order WE 2700.17B, paragraph 32. Payments are generated both automatically (Types M and Q) and manually (Types F, I, J, and P).

a. Automatic Payments. These are generated without billings on the first day of each month for all Types M and Q contracts with applicable pay cycle AND whose expiration month is the immediately preceding month (e.g., a yearly lease [Type M, pay cycle Y] with expiration month of 05 will be paid automatically on 6/1 each year through the expiration year). After the expiration date, it will be retained on the RCS Master File without obligations for two months and then automatically deleted on the first day of the third month.

b. Direct Entry (Manual) Payments. These are for RCS contracts with service Types I and J (utility and telephone) and are made when the RCS Control Specialist or an AWE-26B Accounting Technician enters information directly from the document into the 4-phase terminal.

c. Coded (Manual) Payments. These are for RCS contracts with service Type F or P (janitorial or purchase orders) which are initiated only when billed by completing WE Form 2700-77-1, RCS Payment Code Sheet (see paragraph 44c and Figure 4-1).

44. CODING AND PROCESSING OF RCS DOCUMENTS.

a. Master File Update. WE Forms 4445-3, 2700-80, and 2700-80-3 are explained in Order WE 2700.17B, paragraph 22. These input forms are entered into the 4-phase terminals in AWE-26B before 2:30 p.m. on each Monday and Thursday (month end cutoff week, subject to variation) using WE Form 2700-59, Batch Control Ticket.

b. RCS Direct Entry Processing of Documents.

(1) The utility and telephone bills received in AWE-26B are reviewed for payment by an AWE-26B Accounting Technician who checks the bills for vendor ID, contract number, appropriation, payment month and year, and current amount of payment.

(2) Once bills are reviewed, they are grouped into batches, totaled, and a Batch Control Ticket, WE Form 2700-59, is prepared with the total amount of the bills.

(3) All bills are entered directly into the 4-phase terminal under program CT981E. (See Figure 4-3 for screen format of CT981E and field descriptions.)

(4) After all the bills have been entered into the terminal and completed, ADP will pull the RCS payments and produce listings which the AWE-26B Accounting Technician will review, make corrections, and have scheduled for payment by AWE-22C.

(5) The following listings are received from ADP after the RCS payments are pulled:

- (a) CT98BR1 - Daily Disbursement Batch/Transaction Control.
- (b) CT982R1 - Daily Disbursement Balance list.
- (c) CT984R1 - Payments Eliminated from Current Processing.
- (d) CT987R1 - RCS Payment Summary (Schedule).
- (e) CT989R1 - RCS Nonencumbered Payments.
- (f) EG705R1 - Energy Usage This Pay Cycle.

(6) When the listings are received, the AWE-26B Accounting Technician will check CT989R1 for correct opening and closing balances for RCS payments.

(7) The CT982R1 and CT984R1 listings will identify payments eliminated from the corresponding batch. Those bills which were eliminated must be subtracted from the batch, and the batch total and the count must be adjusted to reflect the correct amounts. The adjusted batch totals must equal the totals on the CT98BR1 listing. The batch total count, schedule number, and date (see CT987R1 for schedule number and date) must be entered on a monthly batch control sheet.

(8) Bills which were eliminated must be researched and, if necessary, reentered in the next payment cycle, which is on Tuesdays and Fridays. Those bills paid will be stamped with the schedule number and date. Stamped utility bills, phone bills, purchase orders, and janitorial payments must be kept separate for filing in the Document Control Section, AWE-26C. The Batch Control Tickets, WE Form 2700-59, and RCS Payment Code Sheets, WE Form 2700-77-1, should also be stamped.

(9) RCS Payment Summary, CT987R1, will be given to the Financial Reports and Analysis Section, AWE-22C, for scheduling. The EG705R1 is filed and the EG710R1 (Energy Conservation Performance Summary), which is quarterly, will be reviewed then filed.

c. RCS Payment Code Sheet, WE Form 2700-77-1 (Figure 4-1).

(1) Place a vendor address label or write name and vendor ID in the upper right corner of each sheet. Payments to only one vendor ID may be shown on one sheet. Also, indicate the service type being paid on top of the RCS Payment Code Sheet.

(2) Enter invoice number in Column 1-8, contract number in Column 9-20, and payment data in Column 21-43. The month and year (Column 33-36) will be the dominant month identified as the billing period on the bills. Multiple month billing periods must be split to show the separate months covered. The Approp/Limit in Column 21-24 is the FY operations appropriation for the month and year being paid.

(3) Column 44 is an override code to suppress the duplicate payment edit. A "1" in this field will allow a second payment for that contract in the coded month. It may ONLY be cited after research and verification prove that the current payment will not duplicate the previous payment coded for the same period.

(4) Compute the WE Form 2700-77-1 total for each payment and staple the adding machine tape to the top left of the form with Total showing. Enter the Total amount in the bottom right of the first sheet for each vendor's payment. Up to five sheets (140 lines) may be used for a large payment to a single vendor.

(5) Total the bills being paid. Annotate the batch number on the adding machine tape and attach it to the bills with a rubber band or a paper clip.

(6) Verify that the two adding machine tapes have the same totals. If not, re-add and/or make corrections until the two tapes are identical.

(7) Initial and date the sheets at the bottom.

(8) Prepare a Batch Control Ticket, WE Form 2700-59. Get a batch number from the RCS Batch Control Log and enter it on WE Form 2700-77-1, WE Form 2700-59, and on the tape attached to documents.

(9) The Accounting Technician enters data from WE Form 2700-77-1 into the 4-phase terminal under program CT981E (see Figure 4-3 and 4-3b).

(10) ADP processes payments on an approximate two day cycle with no less than two payment outputs per week.

(11) When the payment is processed, ADP forwards the following output reports to the RCS control desk [see paragraph 44b, (5)].

(12) Payment edit failures (kickouts) identified on CT984R1 will be lined off of the RCS Payment Code Sheets which are then returned with documents to the applicable Voucher Examiner for correction and reentry on a future payment. Upon reentry, the previous code sheet will be taken to AWE-26C for filing.

(13) Good payments are verified and, if no exceptions are found, the computer tape and copy of the RCS Payment Summary (CT987R1) are forwarded to AWE-22C for scheduling and mailing to the Treasury Disbursing Office.

(14) Paid documents will be stamped with the schedule number and the Treasury Disbursing Office (check) paid date. After numbering, the paid documents will be returned to AWE-26C for filing (see paragraph 48).

(15) The duplicate RCS Payment Summary (CT987R1), RCS Nonencumbered Payments (CT989R1), and Payments Eliminated from Current Processing (kickouts) (CT984R1) reports are bound and retained for future reference in AWE-26B.

d. RCS Residual (Obligation) File Cancellation, WE Form 2700-80 (Figure 4-2).

(1) Preparer must cite month to be cancelled, contract number, appropriation, limit, and Region.

(2) Periodically as forms are prepared they will be placed in the RCS Control Specialist's, AWE-26B, IN basket.

(3) The RCS Control Specialist will review all such documents for completeness and enter into the terminal once weekly.

(4) ADP will run the cancellation program weekly and at the end of each month as part of that month's business. The results are incorporated into the next CT99TR1 (RCS Monthly Aged Obligation listing) due in AWE-26B before the end of each month.

(5) Any input edit failures which do not result in the desired cancellations will be researched, corrected, and reentered by the RCS Control Specialist during the next month.

e. Batch Control Ticket and Batch Control Log.

(1) The RCS Control Specialist will prepare a Batch Control Ticket, WE Form 2700-59, for all Master File updates and residual cancellations. Payment batches are prepared by the Certifying Examiner. The ticket will cite the date, batch number, and document count. Payment batches will also have a dollar control total.

(2) As each batch number is used, it will be entered in the Batch Control Log indicating the date, batch number, and amount (payments only).

FIGURE 4-3b

DATA ENTRY INSTRUCTIONS

DATA ENTRY INSTRUCTIONS											
JOBNAME <u>CT981E</u>		CUSTOMER <u>AWE22-B</u>		DATE <u>01-10-80</u>							
JOB ID <u>RCS DAILY DISBURSEMENT</u>		PROGRAMMER <u>ITO</u>		PAGE <u>2</u> of <u>2</u>							
REMARKS:											
FIELD-DESCRIPTION	FIELD SIZE	VERIFY	MUST HAVE	SKIP IF W	JUSTIFY	MUST REL	LEFT ZERO	ALPHA/NUM	PROGRAM LEVEL	MANUAL ASD	SKIP/DUP
VENDOR ID	5		X					N			
CONT. NO/SFX	7		X					G			
APPROP/LMT	1		X					G			
BATCH DATE (MMDDYY)	4		X					N			
BATCH NO.	5		X					N			A
PAYMENT NO/YR (MMYY)	3		X					G			A
AMOUNT	4		X					N			
DUP OVERRIDE (space or 1)	8		X			X		N			
1			X					G			
*** IF ENERGY CONSUMPTION DATA.											
ELEC OR GAS?	1		X					A			A
* IF GAS ENTER CODE:											
A - CU FT											
B - THERMS											
C - C CU FT											
D - MCF											
KILOWATT HRS/CUBIC FEET	1		X					A			
THERMS OR C CU FT											
MCF											
ELSE --	7		X			X		N			
(blanks)											
RECORD CODE	8		X					G			A
1			X					N			A
INSTRUCTIONS/EXPLANATION: <i>nt space bar if no code</i>											
Energy consumption format appears if item is document type-27 with object class 2371 (Electric) or 2372 (Gas).											
After all data entered hit TOTAL key once to see if batch is in balance. On the bottom of the screen will appear A03 0000000000 (zero balance amount). If this amount does equal zeros, then Mode XC; else review keyed in records and make corrections.											
After corrections are made -- (1) CTRL REC to end of batch, (2) hit TOTAL key once (or until A03 appears on bottom of screen) and recheck zero balance amount. Repeat correction routine until balanced; then Mode XC.											
WE Form 1370-69 (5/78)											

(3) The Batch Control Log will be reviewed daily for any outstanding batches.

45. UTILITY BILLS. These are picked up twice daily from the Mail Tray in AWE-26C and sorted by vendor, discarding any obvious duplicate copies. The sorted bills are paid by AWE-26B on an as received basis giving priority only to reworking of the previous kickouts. Properly identified, payable bills will be processed for payment within one work-day of receipt (see paragraph 44b).

a. Properly identified bills contain the Vendor Address and Contract No. in the "Bill To" address, and may be annotated (circle amount paid and payment month), with the following exceptions:

(1) Credits which materially exceed a month's bill may not be absorbed. Pay the gross current consumption and bill for a refund [paragraph 122d, (2)].

(2) Estimated bills WITHOUT METER READINGS may not be paid and will be returned to the vendor with letter for corrective action.

(3) Prior balances and arrears may not be paid unless billed separately identifying the period covered, meter readings, and separate amounts. Disregard any prior balance without further action if it appears to be in an amount approximating one month's bill. Use form letter WE Form 2700-97 to advise vendors of billing requirements when prior balance materially exceeds an average month's bill.

(4) Disallow and do not pay any service charges, miscellaneous fees, State taxes, etc., which do not appear to be part of metered consumption. However, city or county taxes, and Arizona State Tax may be paid. When portions are disallowed, annotate the bill, process the payable portion, and send a copy to the vendor with a letter for corrective action.

b. Improperly identified bills (without Vendor ID and Contract No. in the "Bill To" address) must be researched as follows:

(1) If the Vendor ID and Contract No. can be found with a reasonable effort, annotate the bill, send a copy to the vendor with form letter WE Form 2700-93, and proceed with processing of payment.

(2) If the control field cannot be identified within a reasonable time, return the bill to the vendor with form letter WE Form 2700-93.

46. TELEPHONE BILLS. These are paid by AWE-26B on a first-in-first-out basis giving priority only to any kickouts from previous payments. Once telephone bills are on a current basis, they will be processed daily within one workday of receipt.

a. Bills with toll charges must be signed to indicate certification by the appropriate FAA office before being paid. If any such bills are received without such certification, they should be forwarded to the appropriate Division or Sector office for certification.

b. Only current charges are payable, never pay prior balance [see paragraph 45a, (3)].

c. Bills for telephone service will be entered into the terminal as billed using Vendor ID number from the "Bill To" address and the commercial telephone number or GSA Customer Number preceded by a "G" [WE Order 2700.17B, paragraph 23.c.(2)].

d. A few telephone related services without standard telephone numbers will use the abbreviated contract number format [WE Order 2700.17B, paragraph 23.c.(1)]. Such bills will be addressed in Utility Bill format which contains the vendor ID and contract number. Use form letter WE Form 2700-93 as necessary (see paragraph 45b).

e. When entering payments, use the telephone number as a contract number for processing all basic and service charges. Use the telephone number with suffix "1" to identify Toll charges [WE Order 2700.17B, paragraph 23.c.(2)]. Bills received without coding data in "Bill To" address (see paragraph 45b).

47. PURCHASE ORDERS AND JANITORIAL PAYMENTS. These payments are made by AWE-26C only upon billing and field verification of receipt. RCS Payment Code Sheets will be annotated with the service type at top and delivered to the AWE-26B RCS Control Specialist for batching and processing.

a. Bills must be addressed in Utility format. Form letter WE Form 2700-93 may be used as necessary (see paragraph 45b).

b. Payments will be processed on a daily basis as soon as invoices and receiving reports are matched (see paragraph 44c).

48. PAID DOCUMENT FILES. These are for RCS related documents and are maintained by AWE-26C, as indicated below, using labels provided annually (on request) from the RCS Master and Address files. WE Forms 4445-3 and paid documents will be filed by type service and by contract number.

a. Utility and Telephone files are maintained in separate files following vendor ID and contract number sequence. At the beginning of each vendor's section is a "General" folder for payment code sheets and other general vendor correspondence and data. This is followed by individual contract folders to accumulate paid bills and WE Forms 4445-3 for each contract.

b. Purchase Order and Janitorial files are maintained alphabetically. There will be a general file for each vendor followed by separate contract folders.

c. Leases are filed by separate lease folders filed in contract number sequence regardless of vendor ID.

49. RESERVED.

CHAPTER 5. AERONAUTICAL CENTER TRAINING TRAVEL SYSTEM DATA ENTRY

50. GENERAL. This chapter provides procedures for entering financial data into the mechanized Aeronautical Center Training Travel System. This system became necessary when the Aeronautical Center became fiscally responsible for the Management Training School Management Core Course (MTS) at Lawton, Oklahoma; the Basic Instructor Training (BIT) at the FAA Academy; and the Enroute and Terminal Air Traffic Controller Training Program (ATC) at the FAA Academy. The Accounting Principles, Concepts and Procedures Order 2700.3 (Chapter 5, paragraph 503) on Training Travel Disbursements for the Aeronautical Center, which is effective with courses beginning January 1976, and thereafter, prescribes in detail the procedures for accumulating and transferring these costs/obligations to the Aeronautical Center monthly.

51. TRAVEL ORDERS. Travel Orders for MTS, BIT, and ATC courses will be numbered as follows:

MTS: M/Region/WE/Fiscal Year/Sequential Number
 BIT: I/Region/WE/Fiscal Year/Sequential Number
 ATC: A/Region/WE)/Fiscal Year/Sequential Number

Per diem and miscellaneous travel expenses will be shown separately from estimated costs for TR's. For example:

- a. Per Diem and Miscellaneous Costs.
 AAC - X01.0/8100/888/2120 --- \$250.00
- b. Estimated TR Costs.
 AAC - X01.0/8100/888/2120 --- \$95.00

Upon receipt of the original Travel Order, a reproduced copy will be immediately forwarded by AWE-26 to the Aeronautical Center Accounting Division, AAC-20, with the original Travel Order being retained in the Voucher Examination Section, AWE-26A, until a voucher for payment is received.

52. ADVANCE ACCOUNT. In order to accumulate the cash disbursed for transfer to the Aeronautical Center, a General Ledger proprietary account has been established:

1250, Cash Advances for Centrally Funded Training Travel Programs at the Aeronautical Center. This is a debit balance account maintained by appropriation symbol 69 1301 to show payments made to trainees and carriers relative to MTS, BIT, and ATC training travel. Reasons for debits to account are as follows:

Payments to carrier - Contra 1010
 Settlement of trainee travel vouchers - Contra 1010, 1230

Reasons for credits to account are as follows:

Transfers on SF 1081 to the Aeronautical Center

53. TRAVEL ADVANCE SYSTEM PROCEDURES. In the Travel Advance System, Aeronautical Center travel will be entered as "AAC" in the type travel field. With this entry, these advances will not be aged, nor will delinquent letters be produced. The Region coded will be the home Region of the traveling employee.

54. RECORDING OF TRAVEL VOUCHER EXPENSES. When an AAC travel voucher is processed, it will be scheduled along with regular travel vouchers. Financial Reports and Analysis Section, AWE-22C, will schedule the voucher, either as a check to the traveler or as a "no check" schedule, whichever is applicable. If necessary, an "unofficial" SF 1096 will be typed to reflect the amount of the travel advance repayment. The unofficial SF 1096 will be handled as usual in the Classification and Review Section, AWE-26B. AWE-26B will enter the travel schedule into the Allotment Accounting System, Program AB705E. By entering code "E" when the terminal shows the table of contents, the program will bring up the screen format for AAC which processes AAC travel for the Cash Disbursements Journal. The screen format will include:

- a. Document Type - "60" trip Travel Order or "09" GTR.
- b. Document Number - Travel Order number or GTR number.
- c. Appropriation/Limitation - must be Operations appropriation taken off the travel voucher or GTR.
- d. Region - home Region of traveling employee.
- e. Cost Center - classification number assigned to each facility or office.
- f. Traveler Name - last, first, and middle initial.
- g. Transaction Code - "44" expenditure.
- h. Amount - amount of travel voucher or GTR, bracketed, unless it is a collection recorded by AWE-22C which is processed without a bracket.

55. RECORDING OF GOVERNMENT TRANSPORTATION REQUEST (GTR) EXPENSES. As it is impossible to separate AAC transportation requests on carrier billings, the AAC transportation request payments will be scheduled with regular GTR billings. When AWE-26B receives a transportation schedule with an AAC GTR on it, they will enter them into the Allotment Accounting System in the same way as described for AAC travel vouchers in paragraph 54, with the exception of the document type which will be "09" and the number which will be the GTR number.

56. END OF THE MONTH PROCEDURES. A listing "Training Travel Disbursements for the Aeronautical Center," RIN: AB70HR1, is run for all AAC payments entered into the Allotment Accounting System for the month. The listing is run in the following format:

Column 1 - Employee's full name (last, first, middle initial)
Column 2 - Travel Order number
Column 3 - Travel Order amount
Column 4 - GTR number
Column 5 - GTR amount
Column 6 - Schedule number payment was made on
Column 7 - Appropriation/Limit
Column 8 - Cost Center/Fiscal program code

Two copies of this listing will be received by the Financial Reports and Analysis Section, AWE-22C; one will be used as backup for amounts posted to the 1250 account, Cash Advances for Centrally Funded Training Travel Programs at the Aeronautical Center, and the other will be used as backup for an SF 1081 to transfer the related expenditures to Oklahoma City. All transfers will be done on a monthly basis by AWE-22C.

Data to be posted to the General Ledger will be shown on the Cash Disbursement Journal, RIN: AB703R1.

57.-59. RESERVED.

CHAPTER 6. MECHANIZED TRAVEL ADVANCE SYSTEM DATA ENTRY

60. PURPOSE. To explain the procedures prescribed in the Accounting Division for entering travel advance data into the mechanized Travel Advance System.

61. RESPONSIBILITIES.

a. The Voucher Examination Section, AWE-26A, will verify and enter, if necessary, all travel advance issues and repayments for the mechanized system which will be stored on an ADP Master File.

b. Scheduling. The Financial Reports and Analysis Section, AWE-22C, will schedule all issues and voucher repayments. The Section will also post to the Travel Advance Cards (DOT Form F 1500.2 or SF 1038, Figures 6-1a and -1b) any other issues or repayments handled through that Section.

(1) Scheduled Issues and Repayments. Before a Travel Advance Card is forwarded to AWE-22C by AWE-26A for scheduling, the Voucher Examiner will review and certify the Travel Advance Card for payment. The Voucher Examiner will also annotate, in the top left hand corner of the card, the cost center, type of travel, and Voucher Examiner number on issues. AWE-22C will schedule these issues or repayments and assign them a schedule number and date. No check schedules will be processed at least once a week. The number and date will be legibly stamped on the Travel Advance Cards, and the cards will be returned as soon as possible to AWE-26A. If a card is not returned, investigative steps should be taken by AWE-26A.

(2) Other Issues and Repayments. AWE-22C receives payments through the Collection Desk and transfers from other Regions. When posting the repayment on the Travel Advance Card, the document type, [Cash Deposit (CD), SF 1081, SF 1098, SF 1166 (Payroll Deduction), the Journal Voucher (JV)], and number will be legibly posted to the card. AWE-22C also schedules imprest funds, which include the Travel Advance Cards for issues and repays. The Accounting Technician in AWE-22C will assign a schedule number, and stamp the number and date on the Travel Advance Card. The cards will be returned to AWE-26A for review and entry into the mechanized Travel Advance System (CT961E). If a card is not returned, investigative steps should be taken by AWE-26A.

62. PROCEDURES FOR VERIFYING AND ENTERING TRAVEL ADVANCE CARDS INTO THE MECHANIZED TRAVEL ADVANCE SYSTEM.

a. AWE-22C will schedule Travel Advance Cards into the Miscellaneous Payment System (GA706E) which will generate a daily listing, GA961R1 (MISC PMT - TVL ADV Interface Report) to be reviewed by the Voucher Examiner in AWE-26A. The scheduled cards will be returned on a daily basis from AWE-22C and will be matched against the daily GA961R1. From the GA961R1, the Voucher Examiner will take the issue and repay totals, and log them daily on the Voucher Examiner Travel Advance Control Log (Figure 6-2). The cards matched against the GA961R1 will be annotated by the Voucher Examiner, indicating the transaction has been entered into the Travel Advance System. Those Travel

FIGURE 6-1a

APPLICATION AND ACCOUNT FOR ADVANCE OF FUNDS - FORM DOT F 1500.2

**APPLICATION AND ACCOUNT
FOR ADVANCE OF FUNDS**

Department of Transportation ACCOUNT NO.

..... Appropriation
(Administration)

..... Name
(Office, Division or Branch and telephone extension)

An advance of funds is hereby requested for travel and other expenses to be incurred
incurred under authorization No. dated

Mail check to

Cash Advance Requested

..... (Date) (Signature of applicant)

Approved

..... (Date) (Signature of approving officer)
..... (Title)

FOR USE OF APPLICANT

Balance due U.S. from
previous advance . . . \$

Amount herein applied
for . . . \$

TOTAL, \$

REMARKS.

Form DOT F 1500.2 (12-71) ACCOUNTING OFFICE

ACCOUNT NO.

NAME

DATE	REFERENCE	MEMO OF APPROVED EXPENSE VOUCHERS (OPTIONAL)		ADVANCE ACCOUNT		
		VOUCHER TOTAL	AMOUNT PAID TO EMPLOYEE	ADVANCED	REPAID	BALANCE

FIGURE 6-1b

ADVANCE OF FUNDS APPLICATIONS AND ACCOUNT - SF 1038

ADVANCE OF FUNDS APPLICATION AND ACCOUNT	1 TYPE OF ADVANCE <input type="checkbox"/> CASH <input type="checkbox"/> CHECK	2 TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT	3 NAME (Last, first, middle initial) 5 TELEPHONE NUMBER(S)	4 ACCOUNT NO. 6 SOCIAL SECURITY ACCOUNT NO.
	7 DEPARTMENT OR ESTABLISHMENT 8 BUREAU, DIVISION OR OFFICE			
In compliance with Privacy Act of 1974 the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9397 of November 22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting, and advancement of funds for travel and certain relocation allowance expenses to be incurred under appropriate administrative authorization. The requested information will be used by officers and employees of this agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary, however, failure to provide the information required may result in delay or suspension of your advance of funds request.				
9 APPLICATION — (For completion by applicant)				
An advance of funds is hereby requested for travel and other expenses to be incurred by me			* BALANCE DUE US FROM PREVIOUS ADVANCE \$	
a. UNDER AUTHORIZATION NUMBER		b. DATE OF AUTHORIZATION		† AMOUNT HEREIN APPLIED FOR \$
c. TRAVEL PERIOD From _____ To _____			‡ TOTAL \$	
d. MAIL CHECK TO <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE (Give address — number, street, city, State, ZIP code)			Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.	
APPLICANT SIGN HERE				DATE
SIGNATURE AND TITLE OF APPROVING OFFICIAL			DATE APPROVED	11 APPROPRIATION TO BE CHARGED
10. APPROVAL			13 CASH PAYMENT RECEIVED DATE	
12 REMARKS				

1038-107

STANDARD FORM 1038 (REV 10-77)
 Prescribed by GSA, FPMR (41 CFR) 101-7

13. RECORD OF ACCOUNT			NAME	ACCOUNT NO.				
TRANS-ACTION DATE	TRAVEL PERIOD		REFERENCE (S. include or voucher number)	MEMO OF APPROVED EXPENSE VOUCHER (Optional)		ADVANCE ACCOUNT		
	FROM	TO		VOUCHER TOTAL	AMOUNT PAID EMPLOYEE	ADVANCED	REPAID	BALANCE DUE

REMARKS

1038 107

© GPO : 1977 O - 261-647 (2249)

STANDARD FORM 1038 BACK (REV 10-77)

Advance Cards with a zero balance will be alphabetized and retained on the Voucher Examiner's desk for month-end reconciliation. Travel advances with a balance outstanding are refiled into the open - travel advance files on the Voucher Examiner's desk.

b. Travel Advance Cards returned from AWE-22C for issues and repayments on document types (CD, SF 1081, SF 1098, SF 1166 [Payroll Deduction], and Journal Vouchers), and scheduled imprest funds with Travel Advance Cards will be separated into issues and repayments by the Voucher Examiner.

c. Alphabetize the issues and repays into two separate groups, and run a total on the issues and a total on the repays. Add the issues to the repays and get a gross figure for a batch total. The Voucher Examiner will assign a batch number which consists of the julian date plus the Voucher Examiner's number. The following Voucher Examiner numbers will be used.

A1	A-D
A6	E-H
A7	I-L
B2	M-P
B4	Q-T
B5	U-Z

d. Entry into Mechanized Travel Advance System. Place the batch total at the beginning of each batch. This amount is stored into Accumulator A8. The Voucher Examiner will then enter the Travel Advance Cards into the 4-phase terminal for program CT961E. (See Figures 6-3 thru 6-7 for formats and Appendix 7 for explanations and field descriptions.)

e. Accumulators. After entering issues and repays into the terminal, the Voucher Examiner will hit the total key to check Accumulators. There are 6 Accumulators used, they are:

A01	Totals all issue transactions	-	I
A02	Totals all repay transactions	-	R
A03	Totals all repay adjustments	-	C
A05	Totals all issue adjustments	-	B
A07	Totals all issues that don't match the Payroll Master File	-	X
A08	Keeps a zero balance total by subtracting each transaction entered		

After verifying the Accumulators are correct, the Voucher Examiner will enter the balances from each Accumulator into the Voucher Examiner Accumulator Log (Figure 6-8). The issue balance and repay balance will be logged in on the Travel Advance Control Log (Figure 6-2) kept by the Voucher Examiner, and the batch will be closed by hitting mode "XC."

f. After completing the batch, the Voucher Examiner will annotate Travel Advance Cards indicating the transaction has been entered into the

terminal. Travel Advance Cards with a zero balance will be alphabetized and retained on the Voucher Examiner's desk for month-end reconciliation, and those with a balance outstanding are refiled into open - travel advance files on the Voucher Examiner's desk.

63. MONTHLY REPORTS AND RECONCILIATIONS.

a. At month-end, the supervisor in AWE-26A or the alternate will go into the 4-phase terminal under mode "SJ" to check if all batches are completed.

b. The supervisor or alternate will call ADP for an edit run of CT961R1 (Travel Advance Monthly Update) at the end of the month. This edit run may be requested at mid-month or as necessary by the supervisor. The Voucher Examiner will review the month-end CT961R1 by adding all the batch totals on the report and comparing this total to the issue and repay totals on the same report, which should equal each other. The issue and repay totals on the CT961R1 must equal the issue and repay totals on the Travel Advance Control Log (Figure 6-2). If there are no corrections to be made, see paragraph 63(c). If the totals do not equal, the Voucher Examiner must research and make corrections. After corrections have been made, a final edit must be run on CT961R1 to merge my adjustments into the Reconciliation of Travel Advances by schedule number (CT969R4).

c. Once the CT961R1 has been verified correct by the Voucher Examiner, the supervisor will call ADP for the following monthly reports:

- CT969R1 - Outstanding Travel Advances by Voucher Examiner in Region Sequence (consisting of the GA961R1 Interface Merged with the CT969R1 daily input by AWE-26A).
- CT969R2 - Outstanding Travel Advances by Cost Center in Region Sequence.
- CT969R3 - Outstanding Travel Advances by Age 60, 90, 120, and Over.
- CT969R4 - Reconciliation of Travel Advances by Schedule Number.

d. Reconciliations. The CT969R1 is distributed to the appropriate Voucher Examiners for reconciliation. The Voucher Examiner will manually check all open - Travel Advance Cards and zero balanced cards against the CT969R1 to verify that the outstanding balance amounts on the Travel Advance Cards match the totals on the CT969R1. Any differences found will be recorded and adjusted on the Reconciliation Adjustment Data Sheet (Figure 6-9). The ending balance on the Reconciliation Adjustment Data Sheet should equal the outstanding balance amount on the CT969R1. Once the CT969R1 is reconciled to the Travel Advance Cards retained by the Voucher Examiner, the CT969R1 and the Reconciliation Adjustment Data Sheet will be distributed as follows:

- CT969R1 - original - Supervisor AWE-26A
- copy - Voucher Examiner

Reconciliation - original - Supervisor AWE-26A
 Adjustment
 Data Sheet - 1 copy each - Voucher Examiner and AWE-22C

Any adjustments on the Reconciliation Adjustment Data Sheet will be corrected the following month by entering into the Travel Advance System. All corrections and adjustments will be the first batch of each month.

e. Outstanding Travel Advances by Cost Center in Region Sequence (CT969R2). This lists by cost center all outstanding travel advances in that cost center by employee name. At the end of the month, the listings will be sent to each Cost Center Chief. Over 90 and 120 day letters (Delinquent Notices) will be attached to the back of listings for distribution.

f. Outstanding Travel Advances by Age 60, 90, 120, and Over (CT969R3). This lists by Voucher Examiner all travel advances 60 days and older. Each Voucher Examiner will receive the section of the listing pertaining to them.

g. By the 5th workday of every month, each Voucher Examiner will review their advance cards on all types of travel, except continuous which will be reviewed every quarter on the 1st workday of the second month after the end of each quarter. Utilizing the CT969R3 and reviewing the Travel Advance Cards, form letters are to be prepared and sent to recoup overdue outstanding travel advances using the criteria below:

- (1) Routine travel - 30 days after completion of travel.
- (2) Training, including AAC - 30 days after completion of training course.
- (3) Continuous - outstanding amount in excess of travel requirements not to exceed requirements of 60 days, using six consecutive months actual travel experience.
- (4) Permanent Change of Station - 90 days after employee reporting date.

h. The Voucher Examiners will review their pending 30 day letter file by the 3rd workday of every month to determine whether any repayment action has been taken. Any letters still outstanding will be referred to the Unit Chiefs for review and recommendations. They in turn will forward them to the Section Chief for review. They will then be forwarded to the Branch Chief who will decide final action and the payroll deduction amount. The Section Chief will prepare a letter to the employee, through his Chief, advising the employee of the action to be taken and the amount of payroll deduction. The Voucher Examiners will continue to review their vouchers and repays, in case late repayment documents are received, to avoid errors in sending out payroll deduction letters.

i. Reconciliation of Travel Advances by Schedule Number (CT969R4).
This lists each issue and repayment schedule number or document type number processed that month, and the amount issued or repaid. This listing will facilitate the reconciliation of AWE-26A with AWE-22C. A control person from the AWE-22C will compare the balances in the General Ledger Travel Advance Account with the balance on the Master File. If a difference exists, the control person will check to see if all issues and repayments have been processed and posted to the General Ledger using this report, the Allotment Control Travel Advance Batch, the Receipts Journal, the Journal Vouchers, and make the proper adjustments.

64.-69. RESERVED.

FIGURE 6-8
ACCUMULATOR LOG

ACCUMULATOR LOG

BATCH NO.	A 8 Ø Balance	A 7 Suspensed	A 5 "B" Changes	A 3 "C" Changes	A 2 Repays	A 1 Issues

FIGURE 6-9b
RECONCILIATIONS

PAGE 2 of 2

RECONCILIATIONS

REGION _____ DATE _____

PREVIOUS BALANCE _____

CURRENT MONTH ISSUES _____

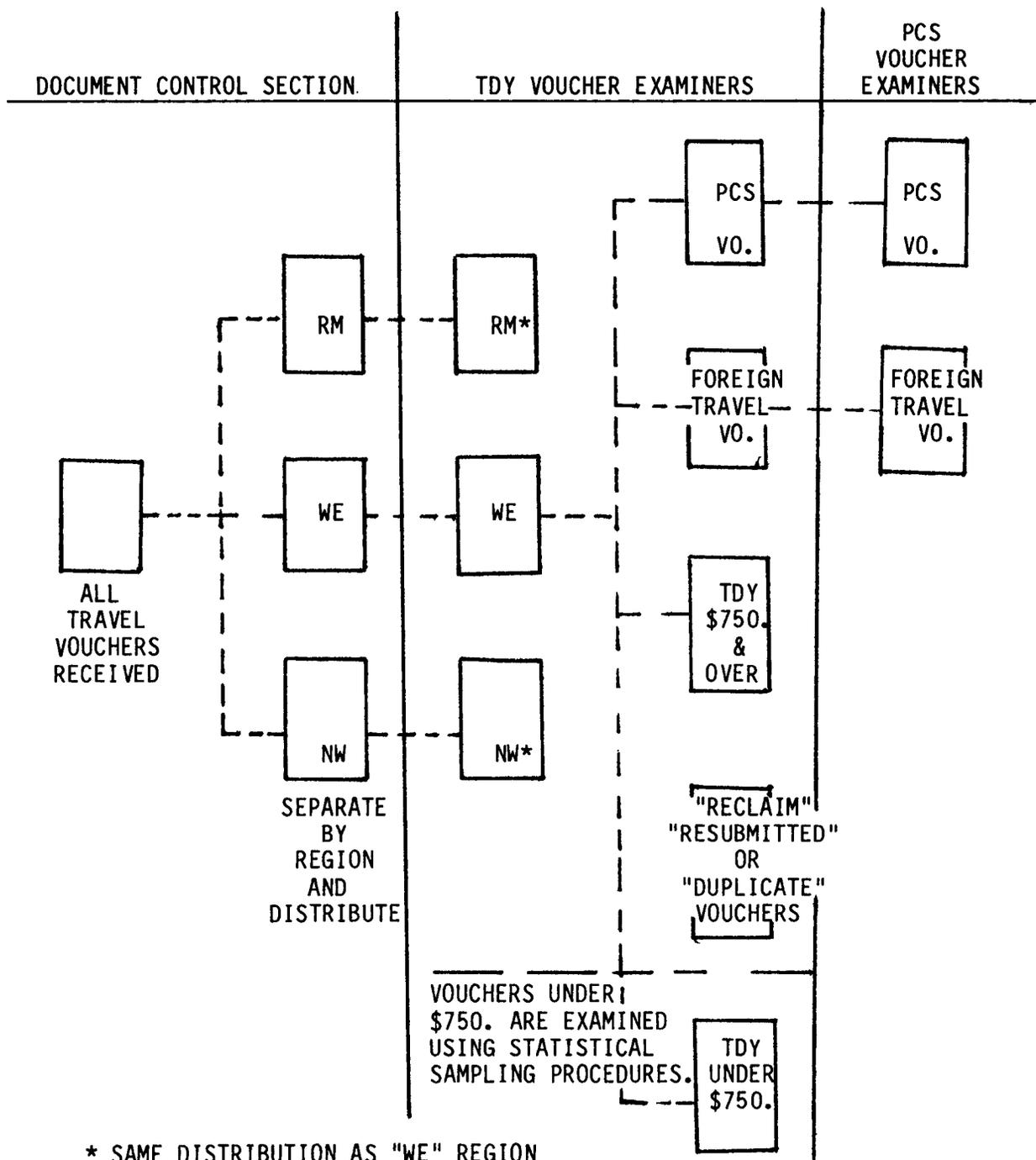
CURRENT MONTH REPAYS _____

ADJUSTMENTS (SEE ADJUSTMENT
DATA SHEET, pg. #1) _____

ENDING BALANCE AS OF _____ \$ _____

CHAPTER 7. STATISTICAL SAMPLING PROCEDURES FOR TDY TRAVEL VOUCHERS

DOCUMENT FLOW - EXAMINATION AND CLASSIFICATION BRANCH (AWE-26)



70. EXAMINATION OF TDY VOUCHERS \$750.00 AND OVER, PLUS "RECLAIM," "DUPLICATE" OR "RESUBMITTED" VOUCHERS. Each of these vouchers will be reviewed and certified prior to payment.

71. TDY VOUCHERS UNDER \$750.00.

a. Verify. For administrative approval (all vouchers).

b. Review Accounting Data. During this review, identify the following:

(1) PCS Vouchers. (See NOTE 1) These are travel vouchers coded to the following object subclassification codes:

(a) 1210 Change of official station.

(b) 1211 Miscellaneous moving expense.

(c) 1212 Temporary subsistence.

(d) 2113 Transfer of official station.

(e) 2115 Advance round trip for transfer of official station.

(f) 2221 Transportation of employee's household and personal effects.

(g) 2510 Storage of household goods.

(2) Foreign Travel TDY Vouchers. (See NOTE 1)

(3) Aeronautical Center Travel Vouchers. (See NOTE 2) These are usually identified by "AAC," plus Cost Center Codes 8025, 8042, 8043, 8044, 8046, 8047, 8056, and 8100.

(4) Washington Travel Vouchers. (See NOTE 2) These are usually coded to Cost Center Code X-1845 and Program Code 882.

c. Determine Sample Size. If one in ten, draw a number from a group of ten numbers. Examine vouchers starting with the number drawn and appropriate subsequent vouchers, PLUS AT LEAST ONE AERONAUTICAL CENTER OR WASHINGTON FUNDED VOUCHER.

NOTE 1: PCS Vouchers and Foreign TDY Travel Vouchers are to be distributed to appropriate PCS Voucher Examiner for review and certification.

NOTE 2: Aeronautical Center and Washington Travel Vouchers are to be placed on the bottom of the batch and included in statistical sampling procedures. One AAC Travel Voucher (if any in a batch) will be reviewed and placed on the bottom of the batch.

d. Preparation of WE Form 2700-102, Travel Vouchers Sampled. After vouchers have been reviewed and certified, enter appropriate data on WE Form 2700-102.

e. POV Mileage. For travel vouchers REVIEWED AND CERTIFIED, determine POV mileage, if any, and enter on worksheet prepared for this data.

f. Car Rental. If traveler has used a rental car, examiner will get a copy of the invoice for use in preparing monthly non-government vehicle mileage.

g. Batch Number. Assign a sequential batch number:

4 - XXX Western Region

(1) Maximum number per batch: 100 vouchers.

(2) The minimum size batch is 25 vouchers.

h. Travel Advances. Travel vouchers that liquidate travel advances, select employee Travel Advance Card and make appropriate entries on the card and on the travel voucher. On the travel voucher, indicate "net amount" to the traveler after deduction for travel advance being liquidated.

i. Specific Travel Orders. Travel vouchers submitted for Travel Orders previously obligated require that the amount certified for payment be recorded in the "PAYMENT" block of the obligation stamp, which is located on the reverse side of the specific Travel Order.

j. Second Career Travel Vouchers. These travel vouchers are coded to Cost Center Code X-1849. The employee's social security number must also be recorded on the travel voucher. If missing, check the Payroll Location Master Listing for correct number and write it on the voucher (this should be done for all vouchers).

k. Unused Airline Tickets. Unused airline tickets should be removed from the travel voucher for processing a claim to the airline.

72. FILING COMPLETED WE FORM 2700-102. Completed WE Form 2700-102, Travel Vouchers Sampled, will be filed in a separate folder in the Employee Travel Vouchers filing section.

73. QUARTERLY REPORT. A quarterly summary concerning vouchers examined, error rate, and net dollar amount of errors will be prepared and submitted to the Chief, Accounting Division, for review.

74. SCHEDULING. Statistical sampling batches will be scheduled separately. It is permissible to schedule AAC vouchers and Washington reimbursement vouchers separately from regional vouchers.

- a. On the first page of each schedule, annotate (stamp):

STATISTICAL SAMPLING
BATCH NO. X-XXX

- b. Stamp Schedule Number on WE Form 2700-102 and on each TDY voucher.

c. If an error is found in the deduction of the Travel Advance Amount to arrive at NET PAYMENT, the error can be corrected in the Financial Reports and Analysis Section, AWE-22C, unless the error is on a voucher that was examined and certified by a Voucher Examiner. These are to be returned to the Voucher Examiner for correction.

- d. Return WE Form 2700-102 to AWE-26.

75.-79. RESERVED.

FIGURE 7-1
TRAVEL VOUCHERS SAMPLED

TRAVEL VOUCHERS SAMPLED			1. DATE SAMPLED	2. RANDOM START NO. FOR DAY					
3. SAMPLING STANDARD USED 1. OUT OF 20 <input type="checkbox"/> 1. OUT OF 10 <input type="checkbox"/> EACH VOUCHER <input type="checkbox"/>		4. TOTAL NO. VOUCHERS FOR DAY (Under 1000) <input type="checkbox"/>		5. VOUCHERS EXAMINED BY					
ERROR CODES: 1 - ARITHMETICAL 2 - MILEAGE COMPUTATION 3 - DATE COMPUTATION 4 - REQUIRED CERTIFICATION NOT SHOWN 5 - ADMINISTRATIVE APPROVAL REQUIRED 6 - ALL OTHER		EXPLAIN WHEN ERROR CODE 6 (All Other) IS USED							
6. VOUCHERS SELECTED FOR EXAMINATION									
No. (Begin with No. 1 ea. day)	Cost Center Code	NAME OF PAYEE	DATE OF VOUCHER	TOTAL AMOUNT CLAIMED ON VOUCHER	AMOUNT APPROVED FOR PAYMENT	AMOUNT OF ERROR RECLAIMABLE	AMOUNT THAT COULD BE PAID (Col. F + Col. H)	NET AMOUNT OF ERROR (Col. E minus Col. I)	ERROR CODE (Above)
				TOTALS					

WE FORM 2700-102/3/78

CHAPTER 8. PRIVACY ACT PROCEDURES AND REPORTING REQUIREMENTS

80. PURPOSE. To establish the Accounting Division procedures and reporting requirements for the administration of the Privacy Act of 1974 as related to the Federal Aviation Administration Employee Payable System, DOT/FAA 806.
81. REFERENCE. FAA Order 1350.22A, Protecting Privacy of Information About Individuals.
82. RECORDS INVOLVED. Pay records, travel advances, travel vouchers, and all related records.
83. INDIVIDUALS COVERED. All FAA employees.
84. SYSTEMS MANAGER. The Manager, Accounting Division, AWP-20.
85. ACCESS TO RECORDS.
- a. Request from the public shall be recorded on WP Form 1350-8 by the receiving employee. Completed forms should be submitted to the systems manager, AWP-20.
 - b. Individuals appearing in person requesting information pertaining to themselves or other individuals, contained in a system of records, shall fill out WP Form 1350-8, Privacy Act Information Request. When a letter is received requesting information, the letter shall be stapled to WP Form 1350-8 and reference made to the letter in Section I of the form. Section II is to be completed as required. Distribution of WP Form 1350-8 will be as follows:
 1. When request is for access to individual's own records, use only 1 copy. Use for suspense until action is completed.
 - (a) If access is granted, destroy the form.
 - (b) If access is denied, forward the form in a sealed envelope to Privacy Act coordinator, AWP-63.
 2. When request is for disclosure to a third party, use 2 copies.
 - (a) Original: Record action taken, and file form with the disclosed record.
 - (b) First copy: Record action taken; send to Privacy Act Coordinator, AWP-63, in a sealed envelope for statistical reporting purposes. This copy shall be destroyed after the statistical report is filed.

c. Letters of Denial of Access. A copy of any letter to deny access to a requested record should be sent to the regional privacy act coordinator, AWP-63, after concurrence with the regional counsel.

d. In the case of access to records by individuals about whom the record relates, no accounting of the names or other identifying data of the persons requesting access will be maintained.

86.-89. Reserved.

CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WESTERN-PACIFIC REGION

WP/master
WP 2700.8B CHG 4

3/17/83

MASTER FILE

Cancellation
Date: Retain *file*

SUBJ: ACCOUNTING DIVISION INTERNAL OPERATING PROCEDURES

This change establishes Accounting Division procedures and reporting requirements for the administration of the Privacy Act of 1974, as related to the FAA Employee Payable System, DOT/FAA 806.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
v thru viii	9/4/81	v thru viii	3/17/83
91 (thru 100)	9/4/81	91 and 92 (thru 100)	3/17/83

F. P. Cantrell
F. P. Cantrell
Manager, Accounting Division

(JMU)
7/13/83

*cc: 60/master
67A*

Distribution: A-X(MS)-2 (4 cys)
ZAC 1

Initiated By: AWP-20

9/4/81

WE 2700.8B

CHAPTER 8. RESERVED

CHAPTER 9. VIOLATION OF TRAVEL AND TRANSPORTATION AGREEMENT

90. REFERENCE. DOT Order 2750.1, Voucher Examination Manual, Service Agreement Violator.

91. REIMBURSEMENT OF TRAVEL AND TRANSPORTATION EXPENSES. If an employee fails to complete the period of service specified in his Travel and Transportation Agreement (Figure 9-1), he is required to reimburse the Government the total amount of repayment of travel and transportation expenses.

92. POLICIES. If an employee does not satisfy the debt upon termination of service, the following action(s) will be taken as necessary:

- a. Withhold final salary check.
- b. Apply unpaid travel vouchers not yet processed.
- c. Offset from the employee's retirement fund an amount sufficient to satisfy any remaining balance owed.

93. PROCEDURES FOR COLLECTION.

a. AWE-26A Duties. Immediately upon learning of employee's intent to leave Government service, AWE-26A will:

(1) Calculate the amount due and the date the 12-month period expires.

(2) Prepare standard memo (Figure 9-2) and send one copy each to the employee, AWE-22C, AWE-24, and AWE-10.

(3) Provide AWE-22C with a copy of the signed Travel and Transportation Agreement, and any other supporting documentation.

b. AWE-24 Duties.

(1) If debt is not satisfied at time of separation, AWE-24 will collect from last pay check, which will be shown on SF Form 1166A, Voucher and Schedule of Payments, and notify AWE-22C of the offset.

(2) AWE-24 will indicate on retirement card to the Civil Service Commission the amount to be offset against the employee's retirement fund.

c. AWE-22C Duties.

(1) Immediately upon notification of the amount of violation, AWE-22C will set up an account receivable.

(2) Reduce account receivable by amount of collection from final pay check.

(3) Reduce account receivable by the amount of retirement offset received and notify AWE-24.

(4) Actively pursue the collection of the remaining portion of the receivable, in accordance with Order WE 2700.3, Accounting Principles and Procedures Handbook, Chapter 9.

94. FLOW CHART OF DOCUMENTS. See Figure 9-3, Flow Chart - Violation of Travel and Transportation Agreement, for documents to be submitted to the Western Region Accounting Division.

95.-99. RESERVED.

FIGURE 9-1

TRAVEL AND TRANSPORTATION AGREEMENT - FAA FORM 1520-1

TRAVEL AND TRANSPORTATION AGREEMENT <small>(Public Law 89-516)</small>					
<p>INSTRUCTIONS: Prepare in triplicate. Original and duplicate will be attached to the obligation copy of the travel order and forwarded to the Accounting Division. The triplicate copy will be provided to the employee.</p>					
Name of employee			Travel Order Number		
OFFICIAL CHANGE OF STATION (Relocation)	From:		To:		
	<p style="text-align: center;">STATEMENT BY EMPLOYEE</p> <p>In consideration of the payment of travel, transportation and applicable allowances as provided by regulations and incurred on my behalf by the Federal Aviation Agency in connection with the change of my official station, as shown above, I agree to remain in Government service for a period of twelve (12) months following the date of my relocation <u>/</u> unless separated for reasons beyond my control and which are acceptable to the Agency concerned. I understand and agree that if I violate this agreement, any payments made shall be recoverable from me as a debt due the United States Government.</p> <p><u>/</u> The date of relocation is the date the employee reports at his new duty station. This date will be entered by the accounting division from the Travel Reimbursement Voucher. After completion, a copy of this agreement will be furnished to the Personnel and Training Division.</p>				
<p>NOTE: Regulations prohibit reimbursement of any expenses incurred until signed agreement is received by the accounting division.</p>					
Date		Signature of employee			
FOR ACCOUNTING DIVISION USE ONLY				DATE OF RELOCATION <u>/</u>	
VOUCHER NUMBER	DATE	AMOUNT	VOUCHER NUMBER	DATE	AMOUNT
		\$			\$
			TOTAL		\$

FIGURE 9-2

VIOLATION OF TRAVEL AND TRANSPORTATION AGREEMENT

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WESTERN REGION
P. O. BOX 92007, WORLDWAY POSTAL CENTER
LOS ANGELES, CALIFORNIA 90009



DATE:
IN REPLY
REFER TO: AWE-26A

SUBJECT: ACTION: Violation of Travel and Transportation Agreement

FROM: Chief, Voucher Examination Section, AWE-26A

TO:

We have been informed that you plan to leave the Government service before the 12-month period following the date of reporting to your present duty station. This is in violation of your Travel and Transportation Agreement, Travel Order No. _____. The 12-month period expires on _____.

In accordance with applicable regulations, the total amount of repayment of travel, transportation and other allowances previously reimbursed you are computed as follows:

Real Estate Expenses (1210)	\$ _____
Miscellaneous Expenses (1211)	_____
Temporary Quarters (1212)	_____
Enroute Travel of Employee and Dependents (2113)	_____
Househunting Trip (2115)	_____
Transportation of Household Goods (2221)	_____
Storage of Household Goods (2510)	_____
TOTAL AMOUNT DUE	\$ _____

If you leave the Government service before the expiration of the date noted above, the total amount of \$ _____ is immediately due and payable. This can be paid by the submission of a check or money order, payable to the Federal Aviation Administration, and mailed to the above address, marked to the attention of AWE-26A.

If you do not resolve the indebtedness at time of separation, the following action(s) will be taken as necessary:

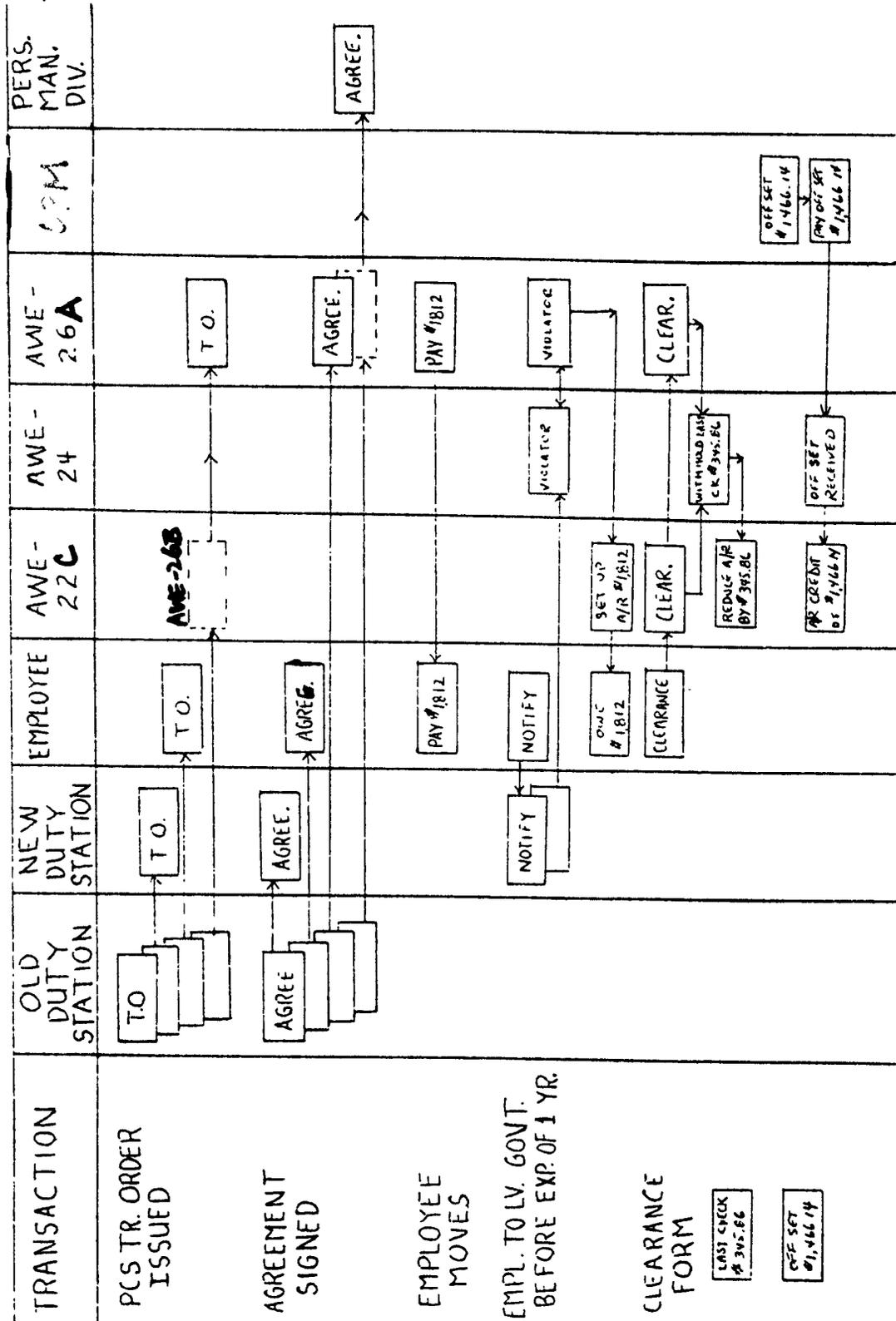
1. Withhold final salary check.
2. Apply unpaid travel vouchers not yet processed.
3. Offset from your retirement fund an amount sufficient to satisfy any remaining balance owed.

You are requested to promptly notify the Chief, Voucher Examination Section, AWE-26A, of your plans to settle the above indebtedness.

R. S. Panopio

FIGURE 9-3
FLOWCHART

VIOLATION OF TRAVEL AND TRANSPORTATION AGREEMENT



CHAPTER 10. PCS TRAVEL/SECOND CAREER GROSS INCOME AND TAXES WITHHELD

100. INTRODUCTION. As part of the ongoing consolidation of payroll functions into the Uniform Payroll System (UPS), the taxable income for Second Career employees and for Permanent Change of Station (PCS) moves is now collected and entered by the Accounting Division for transmission to the Aeronautical Center (AAC) each pay period. All of the necessary procedures to update the Employees Master Record (EMR) and produce correct W-2 tax forms at the end of the tax year are on file at AAC. In addition, AAC also forwards to the Treasury any taxes withheld (from PCS) along with the required pay period and quarterly forms.

101. GENERAL. PCS data is input by the Voucher Examination Section, AWE-26A, from worksheets prepared by the individual Voucher Examiners as they certify PCS vouchers for payment. The data is entered by 10:00 a.m. of the Wednesday after each pay period. The Second Career data is input by the Classification and Review Section, AWE-26B, on a monthly basis after each month's accounting reports are received. The reason for the different entry dates is the tax withheld on many PCS vouchers, which must be forwarded to the Treasury within a short period of time after the vouchers are processed for payment.

102. DIVISION OPERATING PROCEDURES.a. Voucher Examination Section, AWE-26A, will:

(1) Complete the PCS Worksheet, WE Form 2700-47 (Figure 10-1). When the voucher is being certified, check for accuracy of all the information and attach to the voucher. The voucher is then given to the Financial Reports and Analysis Section, AWE-22C, to schedule for payment.

(2) When the documents have been scheduled, they will then be returned to AWE-26A, grouped by schedule number. The responsible Voucher Examiner will then enter the pertinent information in the Batch Control Log (schedule, gross amount, tax amount, etc.) with each schedule being considered a batch (Figures 10-2, -3, and -4). The Voucher Examiner will then:

(a) Enter the transactions by batch into a terminal (system "A") and balance out by 10:00 a.m. on each Wednesday of a pay week.

(b) Check the tax and gross totals on the bi-weekly payroll report, PCS Record Proof List (AA66A), to the totals on the Batch Control Log, which must balance.

(c) Quarterly and annually there will be other listings which should balance to the listings by pay period. The annual report is the information that will go into the Employee Moving Expense Information, IRS Form 4782 (Figure 10-5), that we must provide any of our employees that have received payment for a PCS voucher during the tax year.

b. Financial Reports and Analysis Section, AWE-22C, will:

(1) Process the PCS vouchers into the Miscellaneous Payments System and prepare an SF 1096, Schedule of Voucher Deductions, for those vouchers which have Federal Income Tax withheld.

(2) Stamp the PCS worksheets and the SF 1096 with the schedule number and return to AWE-26A.

c. Classification and Review Section, AWE-26B, will:

(1) Enter all of the Second Career expenditure transactions into the mechanized allotment system.

103.-109. RESERVED.

FIGURE 10-2

BATCH CONTROL TICKET - WE FORM 2700-59

TRANSACTION TYPE		CODE	TRANSACTION			TOTALS	PROOF	NUMBER OF DOCUMENTS
			CANCELLATION	PAYMENT	ESTABLISHMENT	OTHER		
ALLOTMENT LEDGER	ALLOTMENT	01		///				
	RESERVATIONS COMMITMENTS and UNDELIVERED ORDERS	22		///				
	EXPENDITURES	44	///		///			
	ACCOUNTS PAYABLE	53		///				
	ACCURED LIABILITIES	63		///				
CORRECTIONS								
GENERAL LEDGER	ALLOTMENT ADVICE	01	///	///	///			
	CASH RECEIPTS	02	///	///	///			
	ACCOUNTS RECEIVABLE	03	///	///	///			
	DISBURSEMENTS	04	///	///	///			
	FOREIGN PAYMENTS	05	///	///	///			
	HUD PAYMENTS	06	///	///	///			
	JOURNAL VOUCHERS	07	///	///	///			
	TUS FORM 5504	08	///	///	///			
RCS:			CT97 Master File	CT98 Payment	CT99 Residual			
REMARKS:								
Schedule Number -								
Gross Amount -								
Tax withheld Amount -								
BATCHED BY/DATE			POSTED BY/DATE			PROOFED BY/DATE		

WE Form 2700-59 (6-77)

FIGURE 10-3

DATA ENTRY INSTRUCTIONS - WE FORM 1370-69

DATA ENTRY INSTRUCTIONS											
JOBNAME <u>PR66AE</u>		CUSTOMER <u>AWE-22</u>		DATE <u>02-11-81</u>							
JOB ID <u>PCS</u>			PROGRAMMER <u>Mat Pespiss</u>				PAGE <u>1</u> of <u>1</u>				
REMARKS:											
FIELD DESCRIPTION	FIELD SIZE	VERIFY	MUST HAVE	SKIP IF W	JUSTIFY	MUST REL	LEFT ZERO	ALPHA/NUM	PROGRAM LEVEL	MANUAL ASD	SKIP/DUP
Agency "1" (Program Generated)	1							N	1	ASD	
Region	2	X						A	1		
Batch # (Program Generated)	6							G	1	ASD	
REC # (Program Generated)	6							N	1	ASD	
SSN	9	X						N	1		
ID	2	X						A	1		
Exp-Type "0" (Program Generated)	1							N	1	ASD	
* Voucher Amount (Program Generated)	7							N	1	ASD	
* Fed Tax Amount (Program Generated)	7							N	1	ASD	
Voucher No.	8							G	1		
PCS Code "P" (Program Generated)	1							A	1	ASD	
Travel Order No.	7	X						N	1		
New Region	1	X						G	1		
New Cost Center	4	X						G	1		
Code "0" (Program Generated)	1							N	1	ASD	
State Code	1	X						G	1		
6 Adv Trip SE 1012	6		X			X	N	1			
2. Adv Trip Pd by GTR	6		X			X	N	1			
3. Temp. Qtrly	6		X			X	N	1			
4. Real Estate Sale/Pur	6		X			X	N	1			
9. Misc. Exp.	5		X			X	N	1			
13. HHG Move/Store Com Rate	6		X			X	N	1			
14. HHG Move/Store GEL	6		X			X	N	1			
15. TVL of Emp/Dep SF 1012	6		X			X	N	1			
16. TVL of Emp/Dep PD by TR	6		X			X	N	1			
18. Tax W/H (20% of Line 12)	6		X			X	N	1			
INSTRUCTIONS/EXPLANATION:											
*Voucher amount and Fed. Tax amount are automatically generated after Line 18 has been entered.											
WE Form 1370-69 (5/78)											

FIGURE 10-5

EMPLOYEE MOVING EXPENSE INFORMATION - IRS FORM 4782

Form **4782**
(Rev. August 1973)
Department of the Treasury
Internal Revenue Service

Employee Moving Expense Information

(Keep for
your
Records)

Payments made during the calendar year 19...

Name of Employee _____ Social Security Number _____
 Address (Number and street) _____
 City, State, and ZIP code _____

Moving Expense Payments

Type of expense	Amount paid to employee	Amount paid to a third party for benefit of employee	Value of services furnished in-kind	Total
Transportation of household and personal property				
Travel, meals, and lodging in moving from the old residence to new area of employment				
Pre-move travel, meals, and lodging to search for new residence				
Temporary living expenses in new location prior to moving to permanent quarters				
"Qualified residence sale, purchase, or lease expense"				
All other payments (specify) _____				

Instructions for Employer.—Internal Revenue Service regulations require that you furnish to your employees a statement showing a detailed breakdown of reimbursements or payments of moving expenses. Form 4782 has been designed as a convenient means of furnishing this information. You must furnish a separate Form 4782 (or your own form, so long as it provides the same information as this form) for each employee's move for which reimbursement or payment is made.

In addition to the moving expense payment itemization reflected in this statement which is required to be furnished to the employee, these amounts must also be included in the total on the employee's Form W-2, Wage and Tax Statement. Payments for nondeductible moving expenses are subject to withholding while payments for deductible expenses are not. Both these amounts are to be included in the "Wages, tips and other compensation" block on the Form W-2.

You should give Form 4782 (or your own Form) to employees on or before January 31, following the calendar year in which a reimbursement or payment is received by the employee if he is in your employ at the close of such year, or within 30 days after the last payment of wages, if his employment is terminated before the close of such year.

General Information

Purpose of this Form.—This form is furnished by your employer to provide you with the necessary information to assist you in the computation of the moving expense deduction. This form shows the amount of any reimbursement made to you, payments made to a third party for your benefit, and the value of services furnished in-kind for moving expenses. A separate form is required to be furnished to you for each move made by you during the calendar year for which you receive any reimbursement or during which payment is made for your benefit.

To claim the moving expense deduction, and for detailed moving expense information with respect to the deduction, see Form 3903 and Publication 521. Also see IRS Code sections 82 and 217 and the regulations thereunder.

Allowance of Deduction.—As an employee you are allowed a deduction from gross income for reasonable moving expenses paid or incurred during the taxable year in connection with your move to a new principal place of work. Expenses are considered as being paid or incurred whether a reimbursement or payment is received directly (paid to you by an employer, a client, a customer, or similar person) or indirectly (paid to a third party on your behalf by an employer, a client, a customer, or similar person).

Moving Expenses.—Generally, the term "moving expenses" means only the reasonable expenses of:

- A. Moving household goods and personal effects from the former residence to the new residence,

CHAPTER 11. SIMPLIFIED INTRAGOVERNMENTAL BILL AND COLLECTION (SIBAC) SYSTEM PROCEDURES

110. INTRODUCTION. SIBAC is a system which provides for the simultaneous billing and collection of intragovernmental transactions between two Government agencies, and is prescribed by the Treasury Fiscal Requirements Manual (TFRM), Part VI, Chapter 5000. Two essential elements of the system are:

- a. Immediate payment to the billing agency.
- b. It incorporates a method for customer agencies to charge-back erroneous charges.

Agencies that have met the necessary requirements and are currently billing the FAA Western Region Accounting Office are:

- a. General Services Administration (GSA) for telephone services, motor pool, and FEDSTRIP purchases.
- b. Government Printing Office (GPO) for reproduction services.
- c. Office of Personnel Management (OPM) for training courses.

111. GENERAL. All SIBAC billings will be given to the Financial Reports and Analysis Section, AWE-22C, first. After AWE-22C has completed their processing, they will distribute the documents to either the Document Control Section, AWE-26C, or to the Classification and Review Section, AWE-26B, by type of document. All of the telephone and motor pool billings are forwarded to AWE-26B, and all of the other billings (OPM, FEDSTRIP's, etc.) are sent to AWE-26C. Documents sent directly to AWE-26B are processed into the mechanized Allotment Accounting System and filed there. Documents sent to AWE-26C are matched with any obligation documents, certified, and forwarded to AWE-26B for entry into the allotment system. After such entry is completed, the documents are returned to AWE-26C for filing in the paid document files. (See Figure 11-1 flow chart of SIBAC Procedures.)

112. PROCEDURES FOR PROCESSING SIBAC's.

- a. Financial Reports and Analysis Section, AWE-22C, will:
 - (1) Receive all SIBAC billings for initial processing.
 - (2) Post the totals from the Treasury TFS 7306 form (Figure 11-2) to a control worksheet by Region, except the GSA Motor Pool which will have a Journal Voucher (JV) prepared by Region and posted to the General Ledger Accounts 1980 (Deferred Charges) and 1010 (Disbursing Authority).
 - (3) Distribute the billings to either AWE-26B or AWE-26C for further processing.

(4) Forward to the billing agency any SIBAC Adjustment Voucher for Charge-backs, SF 238 (Figure 11-3), prepared by AWE-26B or AWE-26C and post data to the General Ledger.

(5) At the end of each month, receive and post to the General Ledger the month-end JV's from AWE-26B to clear the 1980 account, and help ensure that the account balances in the General Ledger balance with the outstanding Treasury TFS 7306 forms in AWE-26B.

b. Document Control Section, AWE-26C, will:

(1) Maintain a current file on all outstanding obligation documents received from AWE-26B on items billed through SIBAC.

(2) Receive on an ongoing basis any pertinent Treasury TFS 7306 forms from AWE-22C.

(3) Match any outstanding obligation documents to the Treasury TFS 7306 billings, certify for payment, and forward to AWE-26B for entry into the allotment system.

(4) Prepare SIBAC Adjustment Voucher for Charge-backs, SF 238, for any items not properly chargeable to our Region and forward to AWE-22C for completion.

c. Classification and Review Section, AWE-26B, will:

(1) Promptly obligate any SIBAC documents (FEDSTRIP's, etc.) and forward to AWE-26C.

(2) Maintain suspense file on all active Treasury TFS 7306 forms.

(3) Enter into the Recurring Charge System (RCS) all GSA telephone billings within two working days after they are received, using the special "T" batches for entry.

(4) Process the GSA Motor Pool transactions through the Motor Vehicle System, which then mechanically produces the allotment system input items. As soon as the data is entered into the allotment system, prepare the necessary JV for AWE-22C to clear the 1980 and 1010 accounts.

(5) Enter all SIBAC documents forwarded from AWE-26C into the mechanized allotment system during the month they are received for entry into monthly accounting reports. Return documents to AWE-26C for filing after transaction cycle is completed.

(6) Prepare SF 238 (charge-backs) for any items not properly chargeable to our Region and send to AWE-22C for completion.

9/4/81

WE 2700.8B

(7) Prepare the required month-end JV's to clear the 1980 and 1010 accounts by the close of business on the first workday.

(8) Reconcile the 1980 account on a monthly basis with AWE-22C.

113.-119. RESERVED.

FIGURE 11-1

SIBAC PROCEDURES - FLOW CHART

SIBAC PROCEDURES
FLOW CHART

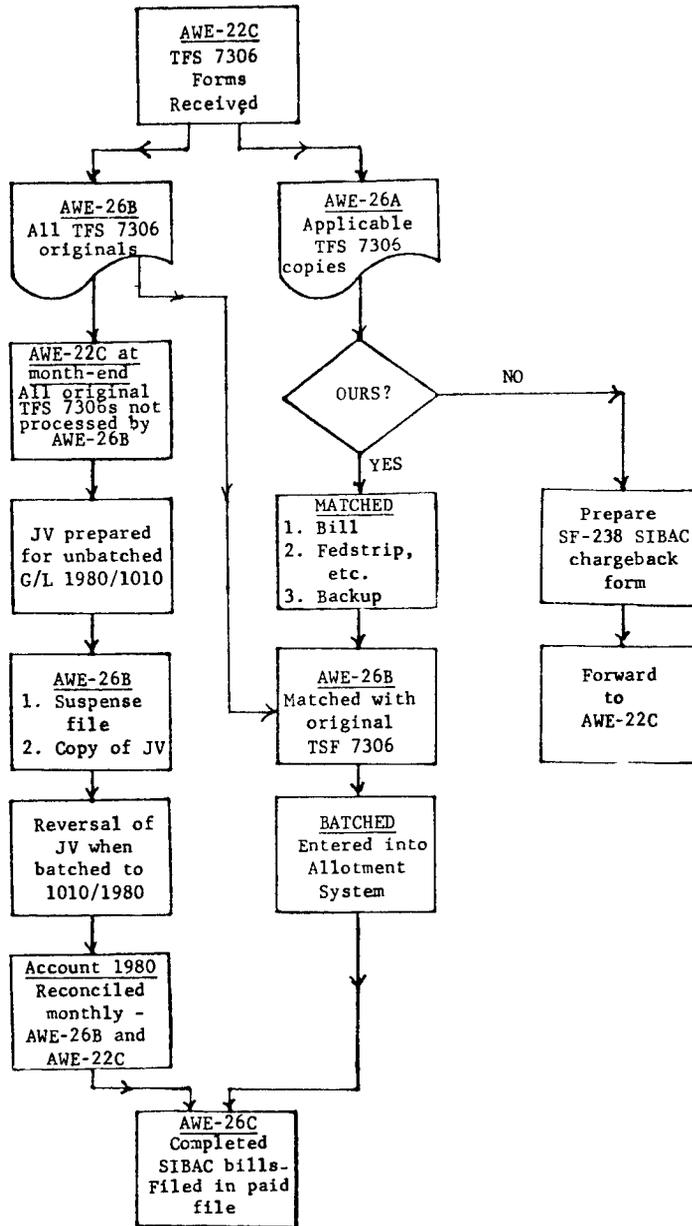


FIGURE 11-2

PAID BILLING STATEMENT FOR SIBAC TRANSACTIONS

TREASURY TFS FORM 7306
 OCTOBER 1975
 6 TREASURY FRM 5000

PAID BILLING STATEMENT FOR SIBAC TRANSACTIONS

CUSTOMER AGENCY (OFFICE BILLED)	8-DIGIT ALC	BILL NO.
FEDERAL AVIATION ADMINISTRATION	69-00-1201	902287
CHIEF ACCOUNTING DIVISION-ATTN AWE 22		
PO BOX 92007 WORLDWAY POSTAL CNTR		PAYMENT DATE
LOS ANGELES CA 90009		MAR 18, 1980

THE TOTAL AMOUNT SHOWN BELOW HAS BEEN CHARGED TO YOUR AGENCY LOCATION
 CODE ON THE DATE OF PAYMENT INDICATED ABOVE.

REF. NO.	SERVICES	AMOUNT
SEE ATTACHMENT	TELEPHONE SERVICES	\$40,293.11

TOTAL \$40,293.11

*** BILLING OFFICE INFORMATION ONLY ***

SIBAC AGENCY (BILLING OFFICE)	8-DIGIT ALC
GENERAL SERVICES ADMINISTRATION	47-00-1201
OAD, FINANCE DIVISION	
525 MARKET STREET	CLEARING ACCOUNT
SAN FRANCISCO, CA 94105	47X4533(159)

FOR STATEMENT INQUIRIES CALL SIBAC REPRESENTATIVE:
 TEL. (415) 556-4257

FIGURE 11-3

SIBAC ADJUSTMENT VOUCHERS FOR CHARGE-BACKS

STANDARD FORM 228
APRIL 1975
G TREASURY FORM 5000
238-101

SIBAC ADJUSTMENT VOUCHER FOR CHARGE-BACKS

FROM: (Department, Bureau-Location) Customer Agency		Voucher No	
		Date	
TO: (Department, Bureau-Location) SIBAC Agency		SIBAC Agency's (8-Digit) Station Symbol	
Charge Shown on Paid Billing Statement for SIBAC Transactions, Treasury TFS FORM 7306		Adjustment was made on Statement of Transactions, SF 224, by Customer Agency	
Bill No.	Total Amount	Agency Station (8 Digit) Symbol	SIBAC Agency's Clearing Account Symbol
Payment Date	\$	Accounting Period Ended	Amount of Erroneous Charge
			\$
Telephone contact was made with your SIBAC representative			Tel No

EXPLANATION:

Signature	Title	Telephone No
-----------	-------	--------------

For SIBAC Agency Use Only:

Forward original and one copy of this form to the SIBAC Agency

CHAPTER 12. REFUNDS AND ACCOUNTS RECEIVABLE

120. GENERAL. Payments certified by the Voucher Examination Section, AWE-26A, will be processed through the Classification and Review Section, AWE-26B, for the full amounts certified. For payment purposes, these documents are processed without regard to any potential future refunds. EXCEPT FOR OFFSETS, RECOGNITION OF FUTURE REFUNDS RECEIVABLE AND LATER RECEIPT OF REFUNDS WILL BE HANDLED AS ENTIRELY SEPARATE TRANSACTIONS. Refunds obtained by offset on a current payment are completed by the current payment action.

121. REFUND PROCEDURES. All refunds will be obtained by one of the following procedures:

a. Offset the Refund Due Against Current Invoices From the Same Vendor. EXCEPT WITHIN THE RECURRING CHARGE SYSTEM (Chapter 4), THIS ACTION IS INFREQUENT AND REQUIRES PRIOR APPROVAL OF THE ACCOUNTING OPERATIONS AND ANALYSIS BRANCH, AWE-22.

When using an offset, invoices must be annotated to show accounting data and amounts for BOTH the current invoice amount AND the refund offset, and the offset must be labeled "Refund." If the offset has previously been picked up in Accounts Receivable (A/R), the Financial Reports and Analysis Section, AWE-22C, will batch it to an expenditure when scheduling the payment (reverse the previous A/R entry using the same accounting date, except debit the amount when scheduling the payment). AWE-22C will prepare the SF 1166 and SF 1096 in a normal manner, and include the SF 1096 with documents to be batched by AWE-26B. AWE-26B will batch the gross expenditure and SF 1096 on separate lines in the same batch (net of the two will equal the actual payment to the vendor). The SF 1096 will then be complete and should accompany the paid invoices to the paid voucher files.

b. Direct Billing. An SF 1170 (Redemption of Unused Tickets) or WE Form 2700-95 (Bill for Collection) will be sent to the vendor VIA AWE-22C for Accounts Receivable bill number, control, and follow-up. Demand letters may originate from the Payroll Branch, AWE-24, or Examination and Classification Branch, AWE-26, or another Division, but must be accompanied by a Bill for Collection [see paragraph 122d, (2)].

c. Draft Bill for Later Collection. Prepare a Draft Bill (WE Form 2700-53, see Figure 1-3, Chapter 1) for later billing action. This action will be reserved for Federal and State Gas Tax Refunds only (see paragraphs 121c(1)). These Draft Bills will be held in "Unbilled" folders until the appropriate billing and/or processing into a Refund A/R account. After this A/R action is completed, the Draft Bills will be filed in Federal and State Gas Tax Refund folders in the paid invoices section (with the same retention requirements as paid invoices). When preparing Draft Bills, AWE-26A will cite the exact same account coding used for payment (see paragraphs 121c(2)).

(1) Payments subject to refund from Lawton, FIFO and FINFO, will be processed normally by the Examination and Classification Branch, AWE-26, and the Accounting Operations and Analysis Branch, AWE-22, without regard to the potential refunds (no Draft Bills will be prepared). Since unique cost center codes are involved, AWE-22C will bill those centers monthly from the Training Travel Disbursements for the Aeronautical Center report.

(2) New obligation documents will be annotated by AWE-26B with all corrections in the accounting data, resulting from the edit program, before being returned to AWE-26A. This will ensure that later use of this data for obligation changes, payments, and possible refunds will be correct and pass the edit without duplicating previous corrections. Field activities will be notified on WE Form 2700-62 of any changes in accounting which occur as a result of this edit. In the event of any conflict between accounting data cited on the obligation document (as corrected via the edit program) and that cited on the invoice, THE EDITED DATA ON THE OBLIGATION DOCUMENT WILL BE USED.

122. CATEGORIES OF REFUNDS. All refunds will fall into one of the four following categories:

a. Federal Gas Tax Refunds (a/c 1132, Billed A/R - Government).

When gas/oil invoices are certified for payment, Draft Bills for Federal Gas Tax Refunds, WE Form 2700-53, will be prepared (carefully citing exact same accounting) and filed in the "Unbilled Federal Gas Tax Refunds" folder. (See Appendix 1 for proper coding.) By the tenth workday of each month, AWE-26A will assemble and staple all Draft Bills from the Unbilled Federal Gas Tax Refund folder and forward to AWE-26B for data entry batching. AWE-26B will summarize the Draft Bills, then prepare and attach a Batch Control Ticket, WE Form 2700-59. This batch is then entered into the mechanized system for processing. AWE-26B will retain the original Batch Control Ticket with the batch listings, attach a copy of the Batch Control Ticket to the Draft Bills and forward them to AWE-26A. AWE-26A will then file the package of Draft Bills in a Federal Gas Tax Refund folder in the paid document section (same retention requirements as paid invoices).

b. Other Government Refunds (a/c 1131, Billed A/R - Government).

[See paragraph 121c, (1)]

(1) Government Offices Other Than FAA. When invoices are certified for payment or when a refund is known to be due, an SF 1081 (Voucher and Schedule of Withdrawals and Credits - original and six copies) will be prepared by AWE-26A and with supporting documentation forwarded to AWE-22C for billing.

(2) Other FAA Offices. During certification for payment, if AWE-26A determines that a refund is due, a Draft Bill, WE Form 2700-37, will be prepared and forwarded to AWE-22C, through 26B for review, with a copy of the document concerned. AWE-22C will then prepare an SF 1081 (Voucher and Schedule of Withdrawals and Credits) from the Draft Bill.

(3) Processing.

(a) AWE-22C, whether prepared by themselves or others, will issue SF 1081's:

1 Assigning bill and/or schedule numbers (to be used as document number);

2 Batch it using General Ledger Code 6015 (on WE Form 2700-37 or 2700-60 with a Batch Control Ticket); and

3 Mail original and three copies of SF 1081 to paying activity, and retain two copies of SF 1081 for use in the General Ledger Bill and Schedule files.

(b) AWE-26A will keep their copy in an "Other Government Refunds" file in the paid document section, with the same retention requirements as paid invoices.

(c) AWE-26B will retain the completed batch and the Batch Control Tickets.

c. State Gas Tax Refunds (a/c 1140, Billed A/R - Non-Government).

When gas/oil invoices are certified for payment, Draft Bills for State Gas Tax Refunds will be prepared by AWE-26A (citing the same accounting) and held in the (State name) Gas Tax Refunds Unbilled file. Original invoices or other State required documents will be kept with (attached to) the Draft Bills. Periodically, the State claim forms will be prepared from the Draft Bills in this file (in the quantity required by each State, plus a record copy for AWE-26A). These will be forwarded to AWE-22C for billing. AWE-22C will assign and show a bill number on both copies of the claim, attach the copy to the Draft Bills, and mail the original to the State. The Draft Bills are then summarized and annotated with bill number (in Document Number space), and General Ledger Code 6014. Documents are entered into the mechanized system. After processing, the Draft Bills are returned to AWE-26A to be kept in a (State name) Gas Tax Refund file in the paid documents section (same retention requirements as paid vouchers).

d. Other Non-Government Refunds (a/c 1140, Billed A/R - Non-Government).

(1) Transportation request refunds processed on SF 1170 will be prepared and issued by AWE-26A, with two copies sent to AWE-22C. Any SF 1170's paid DURING THE MONTH OF ISSUE will be processed as a cash receipt and batched by AWE-22C using General Ledger Code 6000, and crediting the exact amount received. Those not paid by the end of the month will be assigned a billing number and batched by AWE-22C using the estimated amount (credit) and General Ledger Code 6014 (see paragraph 123). When the billed SF 1170 is later paid, AWE-22C will record the receipt for the amount paid and batch a reversal (DR or CR the amount) for any difference using same accounting and General Ledger code. Whether paid in the month of issue or later, AWE-22C

will annotate both the hard and tissue copies with the actual amount refunded. The tissue copy is then forwarded to AWE-26C to be filed with paid TR's in the carrier's folder, the hard copy is filed in AWE-22C in the Bill file, and the original is held for monthly transmittal to the General Accounting Office.

(2) All other forms of non-government refunds will be directly billed (no Draft Bills used) at the time when eligibility for refund is determined. When the Voucher Examination Section, AWE-26A, receives a credit bill or otherwise becomes aware of a refund due, except small offsets in the RCS, they will prepare a Bill of Collection, WE Form 2700-95, with copies of supporting documentation and letter, if needed, and forward to the Financial Reports and Analysis Section, AWE-22C, for numbering, recording, and mailing. If circumstances do not necessitate a separate demand letter, the Bill will be typed by the initiator including sufficient documentation and accounting data. A copy of the Bill and supporting documentation is retained by AWE-22C for the Accounts Receivable (A/R) file. When an employee debt is to be collected via payroll deduction, the Payroll Branch, AWE-24, will prepare the Bill. The billing number will be obtained from and a copy of the Bill and supporting documentation forwarded to AWE-22C. Refund demand letters initiated by a Division, other than Accounting, must also have a Bill enclosed. AWE-22C will prepare and deliver such Bills on request and will keep a copy of the demand letter and supporting documentation with the A/R file copy of the Bill.

123. MECHANIZED ACCOUNTS RECEIVABLE SYSTEM DATA ENTRY.

a. All entries into Refund Accounts Receivable (billings) and all cancellations or adjustments of items already in A/R will require a Data Processing batch to effect the budgetary accounts. Job GL720E, Automatic Batch No. 24, will be used to enter this data. These entries in Job GL720E will establish a Master A/R file.

b. Receipt of funds in payment of a bill or unbilled item will be recorded into the mechanized Cash Receipt Journal. Job GL721E will be used to enter this data. The batch name will be the Cash Deposit (CD) number or the form used to transfer the funds (e.g., SF 1081, SF 1096, SF 1098, or UPS). These transactions for billed items will also update the Master A/R file. The Cash Receipt Journal will be summarized and manually posted to the General Ledger monthly.

c. Unbilled payments, which effect the budgetary accounts, will also be batched through the mechanized A/R System, and Automatic Batch No. 23 under Job GL721E using the batch name as described above.

d. The following guide will be used in entering the data into the mechanized system under Jobs GL720E and GL721E:

(1) An Input to A/R. (This procedure will reverse a portion of the original expenditure and charge an Account Receivable.)

- (a) Input document or bill number assigned.
- (b) Enter appropriation(s) to be credited.
- (c) Enter account number(s) to be debited.
- (d) Enter budgetary account(s) to be credited.
- (e) Amount to be debited and credited.

(2) Payments of Billed Items. (This procedure will update the Master A/R file and also record an entry to the Cash Receipt Journal.)

Job GL720E. (a) Enter bill or document number as originally entered under

originally debited. (This will call up the bill.)

(c) Input the account number to be debited.

(d) Enter amount of bill to be paid.

(3) Payments of Unbilled Items - which do not effect the budgetary accounts. (The output will be recorded to the Cash Receipt Journal.)

(a) Enter a description of the payment.

(b) Enter name of remitter.

(c) Input the account number to be debited and credited.

(4) Payments of Unbilled Items - which do effect the budgetary accounts. (The output will be recorded through the Cash Receipts and Disbursements, Accounts Receivable, and Payable Journal [AB703R1].)

(a) Change program level on terminal to Program 2.

(b) Enter the appropriation data to be credited.

(c) Enter the amount as a credit.

(d) Enter the budgetary account.

124.-129. RESERVED.

CHAPTER 13. COURT LEAVE CERTIFICATE AND COLLECTION OF JURY FEES

130. REIMBURSEMENT FOR COURT FEES RECEIVED. Employees are required to submit WE Form 2730-104, Certification of Court Attendance, and surrender jury fees received within five working days of completing court leave (Order WE 2700.10D, RM/NW 2700.8D). This chapter identifies specific follow-up and collection actions which will be taken.

131. POLICIES.

a. If Court Leave Certificate is Not Received Within Five Days of Return to Regular Duties. A follow-up letter is sent to the employee. If certificate is not received in another ten days, convert court leave to LWOP and offset hours on the current pay period.

b. If The Reimbursement of Court Fees is Not Received On or Before Receipt of Certificate. Compute the amount due and bill employee (see paragraph 133). If bill is not paid within 30 days, collect via offset against next pay check without further follow-up.

c. After Conversion to LWOP. (See 131a) If an employee submits a court leave certificate, his LWOP will be converted back to court leave and any balance of fees due will be collected via payroll offset.

132. PROCEDURES FOR OBTAINING COURT LEAVE CERTIFICATE.a. AWE-24 Duties.

(1) Check court leave certificate to see if it agrees with T&A.

(2) Any court leave certificates or refund of jury fees received in AWE-24 will be hand carried to AWE-22C immediately.

(3) If T&A shows court leave, T&A clerk should request certificate to cover that day or period.

(4) Court leave certificate should be annotated with cost center, Region of employee, and signed by T&A clerk.

(5) If the day shown on the court leave certificate is a regular day off (RDO) or on the employee's own time, annotate certificate with RDO or own time.

b. AWE-22C Duties.

(1) Forward all court leave certificates to AWE-24 for checking against T&A.

(2) Send out a bill for jury fees when a court leave certificate is received without fees.

(3) Give AWE-24 a list of employees that have sent in jury fees, but have not sent in court leave certificates to back up the check.

133. PROCEDURES FOR COLLECTION OF COURT FEES DUE. If the employee sends a check in advance of the official computation of fees due, the check will be held by AWE-22C. Any overpayment will be refunded or underpayment billed when the exact amount due has been computed from data on the court leave certificate.

a. Collection When Court Leave Certificate is Received on a Timely Basis. (Prior to conversion to LWOP):

(1) AWE-22C prepares Bill of Collection, WE Form 2700-95, showing the computation of amount due and the following statement in description:

"Payment should be made within 30 days from receipt of bill. If not paid within time limit, a payroll deduction will be made to satisfy this bill."

Attach both blue copies of the Bill to the T&A in the pending file.

(2) When paid, AWE-22C files the T&A and any attachments with the paid Bill.

(3) If unpaid 30 days after issue date, send the file to AWE-24 with a speed memo requesting immediate payroll offset.

(4) Payment received after such offset will be returned to the employee with a brief explanation.

(5) When the Payroll Branch, AWE-24, collects by offset, the blue copies of the Bill will be annotated with:

"COLLECTED BY PAYROLL OFFSET FOR PAY PERIOD (No.)
PAID ON (check date)."

One blue copy of the Bill will be sent in a window envelope to the employee and the other returned with attachments to AWE-22C.

b. Collection After Conversion to LWOP. (For delinquent receipt of court leave certificate in AWE-22C.)

(1) If the employee also sent payment of fees, AWE-22C will compute the amount due, record the collection and, if applicable, refund any excess to the employee.

(2) If an insufficient amount or no payment was sent in advance, AWE-22C will:

(a) Compute amount due.

(b) Prepare Bill of Collection, WE Form 2700-95, strike out the line "AMOUNT DUE WITHIN 30 DAYS FROM ABOVE DATE" and indicate:

"THIS AMOUNT HAS BEEN COLLECTED BY PAYROLL OFFSET
PAY PERIOD (No.) PAID ON (check date) ."

(c) Forward ALL COPIES of the Bill, pending file copy of the T&A, and attachments to AWE-24 for conversion of LWOP back to court leave and collection by payroll offset.

(3) AWE-24 will:

(a) Convert LWOP back to court leave and in the same pay period collect the amount due by payroll offset.

(b) Annotate the pay period number and pay date involved on the Bill for Collection [see paragraph 133b, (2)(b)].

(c) Send the white copy of the Bill to the employee in a window envelope.

(d) Forward Bill, T&A, and related documents to AWE-22C for filing.

134. PREPARATION OF FORM LETTER, WE FORM 2700-101.

- a. Date the letter.
- b. Address it to the employee's home address.
- c. Enter a date ten days from issue date for receipt of the certificate.
- d. Annotate the T&A with: "WE Form 2700-101 sent on _____."

135. PREPARATION OF BILL OF COLLECTION, WE FORM 2700-95, FOR EMPLOYEE NOT CONVERTED TO LWOP.

- a. Address it to the employee's home address.
- b. Show computation of amount due in description block.

- c. Type the following message on bottom of description block:

"Payment should be made within 30 days from receipt of bill.
If not paid within time limit, a payroll deduction will
be made to satisfy this bill."

- d. Mail original and white copy of Bill to employee in window envelope without further correspondence.

- e. Retain the blue copies of the Bill with the pending file copy of the T&A for next action.

136. PREPARATION OF BILL OF COLLECTION FOR EMPLOYEE WHO WAS PREVIOUSLY CONVERTED TO LWOP.

- a. Address it to the employee's home address.

- b. Show computation of amount due in description block.

- c. Type the following message on the bottom of description block:

"THIS AMOUNT DUE HAS BEEN COLLECTED BY PAYROLL OFFSET."

- d. Delete line stating: "AMOUNT DUE WITHIN 30 DAYS FROM ABOVE DATE."

- e. Mail white copy of the Bill to employee and retain other copies with T&A in paid file.

137.-139. RESERVED.

CHAPTER 14. PROCESSING F&E LABOR DISTRIBUTION REPORTS (LDR)

140. INSTRUCTIONS. The instructions for LDR's are contained in Order WE 2700.6C, Chapter 3, and Appendix 4.

141. PRE-BATCH REVIEW. As LDR's are received, AWE-22A will review for completion of data and accuracy of Daily Hours Extension to Total Hours. No verification of job order numbers is necessary at this point. CORRECTION LDR's from prior month and ADJUSTED LDR's will receive the same review.

142. BATCHING. Current LDR's are received no later than the 20th of each month. LDR's, after being reviewed, are batched and given a control number. The batches are then entered into the 4-phase terminals by the 23rd of the month.

143. LATE ARRIVAL OF LDR'S. All LDR's received after the last batch input on the 23rd day of the month will be annotated with the date received and held for the next month's input. These late arrivals will be deleted from the new error list before distributing it to the Airway Facilities Division.

144. PROCESSING THE BATCH. When the last LDR has been entered into the terminal, the ADP tape for Job FE706E will be matched against the most recent payroll master (to pick up cost center and actual pay rate) and the mechanized allotment control edits. Names on the "Q-Block," which did not appear in the tape, will be annotated on an error list with the cost center and "No LDR Received." LDR's with critical and/or noncritical errors (Allotment Accounting Edit) will be deleted from the tape and printed on the error listing with the error or incompatible data underscored with asterisks (*).

The error list will be printed in Region, Cost Center, and Employee Social Security Number sequence. The remaining "good" LDR's will be used for input to the F&E Reports and Special Batch for the Classification and Review Section, AWE-26B. The AWE-26B batch will be dated the last of the month and numbered "022." The original of the AWE-26B batch will be sent to AWE-26B and a copy to AWE-22A. The actual employee hourly rates picked up from the match against the payroll master and a predetermined acceleration rate will be used to compute the labor costs to be charged to job orders cited on the LDR's. After final processing, ADP will return the error lists (original and one carbon copy, with carbon paper intact) and F&E reports to AWE-22A.

145. DISTRIBUTION OF THE ERROR LIST. AWE-22A will annotate "Late" to the left of each employee name noted for "no LDR," for which the LDR came in too late for processing, and the line ruled off. The run will then be returned to ADP for bursting. The copy will be distributed to the Airway Facilities Divisions Chiefs (cost centers) and the original will be retained in AWE-22A for a follow-up control of all CORRECTED LDR's.

146. FOLLOW-UP ON THE ERROR LIST. On the 15th of each month, AWE-22A will review the previous month's error list to determine if any CORRECTED LDR's have not yet been received. Telephone the Airway Facilities Divisions (cost center) which have not submitted corrections and ask for immediate action. (Corrections are to be received by the 15th of the month.) In the event that CORRECTED LDR's are not received before the 20th of the month, report to Branch Chief, AWE-22, for further action.

147.-149. RESERVED.

CHAPTER 15. ACCOUNTING DIVISION'S PLAN OF ACTION DURING PERIODS OF
AIR POLLUTION EPISODE ALERTS

150. REFERENCE. WE Region Order WE 3900.23, Western Region's Plan of Action During Periods of Air Pollution Episode Alerts.

151. ALERT STAGES.

a. Stage I Alert. ENCOURAGE employees to use car pools.

b. Stage II Alert. During this stage, all employees are to remain on the job as usual, unless otherwise advised. In addition:

(1) Government vehicles are not to be used.

(2) Use of personal vehicles should be curtailed.

(3) Strongly encourage use of car pools and public transportation to home, leaving personal vehicles for pickup after the alert period has passed.

(4) Make special allowance for employees who advise or are known to have health problems (grant annual, sick, or leave without pay, as appropriate).

c. Stage III Alert. Only the Regional Director or his designee can authorize a Stage III Air Pollution Alert. Upon receipt of a Stage III Alert, the Accounting Division Chief will determine which units of the Accounting Division will continue to operate. In general, the following circumstances will be considered by the Division Chief.

152. PLAN OF ACTION UNDER A STAGE III ALERT.

a. Payroll Branch, AWE-24.

(1) During a PAYROLL WEEK, all personnel of the Payroll Branch will work until the payroll is completed. If a Stage III Alert is declared during off-duty hours, personnel will report for work during normal working hours.

(2) During a NON-PAYROLL WEEK, the Branch Chief and supervisors, plus personnel designated to work because of essential tasks that MUST be accomplished, will continue to work. All others will be placed on excused absence.

b. Accounting Operations and Analysis Branch, AWE-22. Essential personnel who will be expected to work will be dependent upon several factors, including processing deadlines, the backlog situation, month-end processing, and need for report preparation. Personnel not designated to work will be placed on excused absence. If a Stage III Alert is declared, in addition to

the Branch Chief and Section Chiefs, the following personnel, as a minimum, will work:

(1) Cost and Property Systems Section, AWE-22A.

1st week: Alice Kimura and Janie Harris
 2nd week: Alice Kimura
 3rd week: Ruth Meister and Janie Harris
 4th week: Jo Coleman, Ruth Meister, and Janie Harris
 (to month-end)

(2) Financial Reports and Analysis Section, AWE-22C.

1st week: All Section employees, except Clayton Chong and Sharon McIntosh
 2nd week: All Section employees, except Betty Sears and Sharon Noble
 3rd week: Betty Sears, Sharon Noble, Sharon McIntosh, and Clayton Chong
 4th week: All Section employees (to month-end)

c. Examination and Classification Branch, AWE-26. Essential personnel who will be expected to work will be dependent upon several factors, including deadlines, backlog, and month-end processing. Personnel not designated to work will be placed on excused leave. If a Stage III Alert is declared, the Branch Chief and the following personnel are designated as essential, and will continue to work:

(1) Voucher Examination Section, AWE-26A. The Section Chief, unit leaders, and all other persons specifically required and designated to work.

(2) Classification and Review Section, AWE-26B. In addition to the Section Chief, the following personnel will work:

1st week: Richard Feldman, Reggie Terrazas, and Belva Lindblad
 2nd week: Richard Feldman, Reggie Terrazas, and Shelly McIntosh
 3rd week: Richard Feldman and Judith Shigemura
 4th week: Richard Feldman and any others needed to complete month-end processing

(3) Document Control Section, AWE-26C. The Section Chief and any other personnel deemed necessary.

d. Division Staff. All persons of the Division Staff are considered essential during the period of a Stage III Alert. To the extent practical, all individuals will continue to work during this period.

153.-159. RESERVED.

CHAPTER 16. REQUEST FOR DATA PROCESSING SERVICES

160. REFERENCE. Order WE 1370.1A, Chapter 7, Request for Data Processing Services.

161. ADP SERVICES REQUEST. FAA Form 1370-20, ADP Services Request, will be completed for all requests or proposals for data processing systems, applications or services.

162. RESPONSIBILITIES.

a. Chief, Accounting Operations and Analysis Branch, AWE-22; Chief, Payroll Branch, AWE-24; Chief, Examination and Classification Branch, AWE-26.

(1) Initiates requests for all ADP services and/or reviews/approves requests originating in their respective Branch.

(2) Forwards ADP Services Requests, FAA Form 1370-20, through the Chief, Accounting Division, AWE-20, for approval and submission to AWE-60 for appropriate action.

b. Systems Staff, AWE-21.

(1) Initiates requests for ADP services in the development of new systems and/or revision of existing systems.

(2) As necessary, reviews, analyzes, and assists the Branch Chiefs and others who might be involved in developing new systems and/or revising existing systems.

(3) Forwards ADP Services Requests, FAA Form 1370-20, through the Chief, Accounting Division, AWE-20, for approval and submission to AWE-60 for appropriate action.

163. INSTRUCTIONS. Instructions for completing FAA Form 1370-20, ADP Services Request (Figure 16-1):

[Block (1) and Blocks (10) through (18) will be completed by AWE-60.]

Block (2) Requester. Enter name and routing symbol of individual making request.

Block (3) Contact. Enter name, routing symbol, and phone number of individual to contact for information concerning the request.

Block (4) Date of Request. Enter month, day, and year form was completed.

Block (5) Required Completion Date. Enter month, day, and year by which request must be implemented.

Block (6) System/Procedure Title. In an existing system, enter name and number of system as specified by established procedure. If a new system, enter the proposed title; make as descriptive as possible.

Block (7) Type of Request. Check appropriate box.

Block (8) Description of Service Requested. Describe in detail the problem or need the requested ADP service will satisfy. Cite reference material or documentation that may assist in describing the problem. Describe the objectives the ADP service must fulfill. State why the service is needed and provide any supporting material for justification. Provide estimates of cash savings that may accrue from implementing the request. List organizations which will benefit from the requested service. If the request involves replacing or supporting an existing system or process, describe how it relates to the current method. Include the boundaries or constraints that relate the solution to the problem. Include a description of data sources, if known. Describe requested output. Provide as much detail as possible, such as report layouts, spacing, and control totals. (Refer to FAA Form 1300-5, Form and Report Approval Request, if appropriate.) State the urgency or priority request in relation to other service requests now outstanding. Supply names of persons who can be contacted for further information.

Block (9) Approval/Disapproval/Routing Symbol/Date/Initial. Space provided for approval or disapproval of information supplied by the requesting organization. If disapproval, state reasons on reverse side of form.

164.-169. RESERVED.

FIGURE 16-1

ADP SERVICES REQUEST					ADP CONTROL NO 1				
(Section I - to be completed by requesting organization)									
REQUESTER 2			CONTACT 3			DATE OF REQUEST 4		REG'D COMPL DATE 5	
SYSTEM/PROCEDURE TITLE 6									
TYPE OF REQUEST 7 <input type="checkbox"/> NEW SYSTEM <input type="checkbox"/> SYSTEM CHANGE <input type="checkbox"/> ONE-TIME REQUEST <input type="checkbox"/> OTHER									
DESCRIPTION OF SERVICE REQUESTED 8									
9									
(Section II - to be completed by ADP organization)									
APPROVAL	DIS-APPROVAL	ROUTING SYMBOL	DATE	INITIAL	APPROVAL	DIS-APPROVAL	ROUTING SYMBOL	DATE	INITIAL
ASSIGNED TO 10					PRIORITY 11		ESTIMATED HOURS 12		
DATE ASSIGNED 13			SUSPENSE DATE 14		START DATE 15		ACTUAL COMPLETION DATE 16		
ESTIMATED COST									
RECURRING			ONE-TIME		APPROVAL	DIS-APPROVAL	ROUTING SYMBOL	DATE	INITIAL
LABOR _____			PROGRAMMING _____						
MATERIAL _____			OTHER _____						
EQUIPMENT _____									
OTHER _____							18		
TOTAL RECURRING _____			TOTAL ONE-TIME _____						

FAA FORM 1370-20

CHAPTER 17. SICK LEAVE RECOGNITION

170. PURPOSE. To give recognition to those individuals for their judicious use of sick leave.

171. CRITERIA FOR RECOGNITION.

a. Individuals who have accumulated sick leave balances in increments of 250 hours, starting with 500 hours.

(1) Those employees achieving sick leave balances in excess of 500 hours (500, 750, 1000, etc.) will be awarded a Certificate of Recognition.

(2) Employees who receive a certificate for 1000 hours or more of sick leave saved will also be acknowledged by having their picture displayed on a sick leave saved poster.

(3) Those employees who have sick leave saved between 500 and 1000 hours will also have their names listed on a sick leave saved poster.

b. Individuals who have used less than 10 hours sick leave in the previous leave year.

(1) These employees will have their pictures displayed on a sick leave saved poster.

172. PROCEDURES FOR RECOGNITION.

a. The Accounting Division and Branch Chiefs will:

(1) Review the sick leave report quarterly for those employees who have saved more than 500 hours sick leave.

(2) Review the sick leave report annually for those employees who have used less than 10 hours sick leave.

(3) Submit employee names for sick leave recognition to the Accounting Division Chief, AWE-20.

(4) Maintain a log of individuals receiving Certificates of Recognition, and designate a person to maintain and update the sick leave saved posters.

(5) Present Certificates of Recognition on a quarterly basis for 500 and 750 sick leave hours saved.

(6) Submit an article to the Intercom for the quarterly presentations of the Certificates of Recognition, acknowledging those individuals who meet the criteria for recognition.

b. The Accounting Division Chief will:

(1) See that Certificates of Recognition are prepared and sign them.

(2) Present 1000 hours or more Certificates of Recognition on a quarterly basis.

173.-179. RESERVED.

APPENDIX 1. CODES FOR DATA ENTRY SHEETS,
WE FORMS 2700-7, -37, -53, -60, AND -85

(See Figures 1-1 through 1-5)

<u>Columns</u>	<u>Data Element</u>	<u>Coding Instructions</u>
1-2	Batch Month	01 through 12 (January - December)
3-4	Batch Day	01 - 31
5	Batch Year	Calendar Year. Assign the date (Columns 1-5) actually batched to ADP. EXCEPTION: End-of-month batches will be assigned the last day of the month.
6-8	Batch Number	Use numbers from Figure 1-8.
9-10	Document Type	Document type codes are mainly used to permit cycle inventories of documents supporting the residual (tub) file and for filing obligation documents. Monthly unliquidated obligations report, AB727R1, is prepared in document type code sequence listing all tub file cards, and is used as an inventory work sheet. See Appendix 2 for specific codes.
11	Fiscal Year	Fiscal year when obligated.
12-19	Document Number	Control number assigned to documents.
20-22	Suffix	Manually assigned sequential number to identify each separate combination of appropriation, limitation, program activity, object class, cost center, and project/job order.
23-25	Appropriation	See Order WE 2700.6C, Chapter 5, Section 1.
26	Limitation	See Order WE 2700.6C, Chapter 5, Section 2.
27-31	Region/Cost Center	Region (Column 27) and Cost Center (Columns 28-31). Leave blank (Columns 28-31) for ADAP, PGP, and FAAP. For Cost Center numbers, see Order WE 2700.7J.

<u>Columns</u>	<u>Data Element</u>	<u>Coding Instructions</u>
32-34	<u>Program Code</u> Operations Appropriations ONLY F&E, E&D, and R&D Appropriations ONLY ADAP, PGP, and FAAP	The program code consists of the: Activity Code (Column 32) Subactivity Code (Column 33) Element Code (Column 34) See Order WE, 2700.6C, Appendix 1; and WE 2700.7J. Leave blank (Columns 32-34). See Order 1375.3, paragraph 207, for State Codes for (Columns 32-33).
35-42	<u>JON Vendor/Traveler</u> F&E Job Orders Operations ADAP, PGP, and FAAP	See Order WE, 2700.6C, Chapter 3, and Appendix 4. Use traveler or company name. See Order WE, 2700.6C, Chapter 4.
43-46	Object Class	See Order WE, 2700.6C. AWE-26: Code "X" in top box of (Column 43) to identify other Government agency. AWE-67: "X" overpunch (Column 43) when indicated.
47-48	Transaction Code	See Appendix 2 and/or 3.
49-58	Amount	Self-explanatory. AWE-26: Bracket credits. AWE-67: "X" overpunch (Column 58) for bracketed amounts.
59-62	Schedule Number	Disbursement Schedule Number without Fiscal Year.
63-64	General Ledger Debit Code	See Appendix 4.
65-66	General Ledger Credit Code	See Appendix 4.

<u>Columns</u>	<u>Data Element</u>	<u>Coding Instructions</u>
67-75	Operations Appropriations Reimbursable Agreement	Operations - Reimbursable: Enter the Agreement Number "1" for National Agreement. "2" for Regional Agreement. (Right Justified) ADAP: Sponsor Code (Columns 67-70). See Order 1375.3, paragraph 207.
	Social Security Number	PCS Travel Order, GBL, TR, and Second Career payments.
	Or for F&E, E&D, and R&D Appropriations	Vendor or traveler name.
76	ADAP	Enter fiscal year of obligation.
77-79		Reserved.
80	Card Code	"D" for expenditures. "O" for obligations.

Coding for WE Form 2700-85 - see Order WE 2770.1B, paragraph 5, Procedures.

APPENDIX 2. DOCUMENT TYPE, DESCRIPTION, FORMS
AND ACCOUNTING TRANSACTION CODES

<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
	<u>Fund Authorization</u>		
01	Contract Authorization & Appropriations		Signed Authorization Act; Appropriation Act; TD 523, Appropriation Warrant; TD 484, Adjustment Warrant
02	Apportionment		SF 132, Apportionment and Reapportionment Schedule
03	Nonexpenditure Transfers		SF 1151, Nonexpenditure Transfer Authorization
04	Budgetary Authorization		FAA 2510-17, Budgetary Authorization
05	Contract Liquidating Authority		FAA 2510-17, Budgetary Authorization
06	Headquarter Program Plans		FAA Form 1412, Part 3 Distribution of Quarterly Program by Object Class
07	Region/Center Program Plans		FAA Form 1412, Part 3, Distribution of Quarterly Program by Object Class
08	Project Authorization		FAA Form 3803-1, Basic Fiscal Program; FAA 2400.11, Project Authorization (F&E)
09	Activity Plan		Activity Plan
	<u>Travel and Transportation</u>		
11	Trip Travel Orders - Temporary Duty	63	SF 1012, Travel Voucher; DOT 1500.2, Application and Account for Advance of Funds; DOT 1500.3, Travel Order for Temporary Duty

<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
	<u>Travel and Transportation</u>		
12	Trip Travel Order - Permanent Change of Station	63	SF 1012, Travel Voucher; DOT 1500.2, Application and Account for Advance of Funds; DOT 1500.4, Travel Order for PCS; DOT F 1500.6, Claim and Voucher for Reimbursement of Expense Incurred in the Sale and/or Purchase of Residence - PCS; DOT 2750.1, Notice 3 of Suspended or Disallowed Items and/or Federal Income Tax Withheld from Travel and Transportation Expenses; FAA 1520-2, Claim and Voucher for Reimbursement of Expenses Incurred in the Sale and/or Purchase of a Residence -PCS
13	General Travel Authorization	63	SF 1012, Travel Voucher; DOT 1500.2, Application and Account for Advance of Funds; GTA-1, Travel Estimate
14	Transportation Request	63	SF 1169, U. S. Government Transportation Request; SF 1171, Public Voucher for Transportation of Passengers; SF 1173, Report of Change in Passenger Transportation Services; OST F 1500.1, Reservation Record for Travel; OST F 2700.11, Teletype Ticket Listing

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<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
15	Government Bills of Lading	63	SF 1103, U. S. Government Bill of Lading; SF 1113, Public Voucher for Transportation Charges
16	GTA Travel Advances	63	DOT 1500.2, Application and Account for Advance of Funds
	<u>Procurement</u>		
21	Purchase Request/ Requisition	63	SF 20, Invitation for Bids; DOT 4200.1, Procurement Request
22	Purchase Order - SF 44	63	SF 44, Purchase Order - Invoice - Voucher
23	Purchase Order	33	SF 1034, Public Voucher for Purchases and Services Other than Personal; FAA 57, Purchase Correction Memo; FAA 4415, Order for Supplies or Services/Award
24	Contracts	33	SF 19, Invitation, Bid and Award; SF 23, Construction Contract; SF 26, Award/ Contract; SF 30, Amendment of Solicitation/Modification of Contract; SF 33, Solicitation, Offer and Award; FAA 45-4, Receiving Report; FAA 57, Purchase Correction Memo; FAA 256, Inspection Report of Materiel and/or Services; SF 1034, Public Voucher for Purchases and Services

<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
25	Contracts - Progress Payment Type	33	SF 19, Invitation, Bid and Award; SF 23, Construction Contract; SF 26, Award/Contract; SF 30, Amendment of Solicitation/Modification of Contract; SF 33, Solicitation, Offer and Award; DOT 4220.2, Contractor's Request for Progress Payment; DD 1195, Contractor's Request for Progress Payment; FAA 45-4, Receiving Report; FAA 57, Purchase Correction Memo; FAA 256, Inspection Report of Materiel and/or Services; SF 1034, Public Voucher for Purchase and Services
26	Grants	33	SF 1193, Letter of Credit; TUS-5401, Payment Voucher on Letter-of-Credit; FAA 1413-1, Request for Change in Reservation or Obligation; FAA 1625-1, Application for Grant Payment; FAA 5100-13, Grant Agreement; FAA 5100-60, Outlay Report and Request for Reimbursement for Construction Programs; FAA 5100-61, Request for Advance or Reimbursement; FAA 5100-62, Report of Federal Cash Transactions; FAA 5900-1, Planning Grant Agreement

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<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
28	Interagency Agreements	63	SF 1080, Voucher for Transfers Between Appropriations and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits; BA-7306, Paid Billing Statement for SIBAC Transactions BA-7307, SIBAC Adjustment Voucher for Charge-Backs; DD 1080, Voucher for Transfer Between Appropriations; DD 1144, Support Agreement
	<u>Accrued Liabilities - Nonrecurring Type</u>		
31	Work Order/Contract for Communications & Utilities - GSA	63	Work Order (Nonrecurring Type)
32	Credit Card Purchase - Gas & Oil and Vehicle Rentals	63	Credit Card Purchase Invoice; FAA 2700-47, Miscellaneous Obligating Document (MOD)
33	Miscellaneous - Non-Federal, Witness Fees, Flight Inspection Commercial Vehicle Rentals, Out-of-Agency Training, Personnel Investigations, Medical, Other	63	SF 1143, Advertising Order; SF 1156, Public Voucher for Fees and Mileage of Witnesses; SF 1157, Claim for Fees and Mileage of Witnesses; SF 3000-3, Request for Out-of-Agency Training; FAA 3930-3, Medical Examination Authorization Memo, Legal Division; FAA 7166-47 Miscellaneous Obligating Document (MOD); GSA 135, Requisition for Photographic Services; GSA 789, Statement, Voucher & Schedules of Withdrawals and Credits; FAA 1600.16-1, Personnel Investigation Request

<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
34	GSA Job Orders	63	GSA 1354, Job Order; GSA 2957, Reimbursable Work Authorization
35	Fedstrip/Milstrip	63	SF 344, Multiuse Requisition; DD 1348, DOD Single Line Item Requisition Systems Document; DD 1348-1 DOD Single Line Item Release/Receipt Document; GSA 952, Fedstrip/Milstrip Billings; GSA 1348, Single Line Item Requisition; GSA 1348-1, Single Line Item Release/Receipt Document
36	GSA Stores	63	GSA Store Issue Billing
37	Printing & Binding	63	SF 1, Printing and Binding Requisition; GSA 50, Requisition for Printing Services; GSA 50A, Supplemental Requisition for Printing Services; GPO 400, U. S. Government Printing Office Invoice; GPO 2511, Memorandum Order and Supplementary Specifications; DOT 1700-3, Printing, Binding, Distribution and Editorial Service Request
38	Blanket Purchase Order	33	Interagency Agreement; DOT 4200.1, Procurement Request SF 44, Purchase Order - Invoice - Voucher; FAA 4415 Order for Supplies or Services/Award

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<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
39	SIBAC - Nonrecurring	63	TFS 7306 and Supporting Documents; SF 238 SIBAC Adjustment Voucher for Charge Books
	<u>Accrued Liabilities - Recurring Charge Type</u>		
40	Fixed Leases	63	Lease Forms; FAA 2700-47, Miscellaneous Obligating Document
41	Fixed Rental Contracts	63	Rent Contracts; FAA 2700-47 Miscellaneous Obligating Document
42	Fixed Janitorial Contracts	63	FAA 2700-47, Miscellaneous Obligating Document; FAA 4415, Order for Supplies or Services/Award
43	Other Automatic Payments	63	FAA 2700-47, Miscellaneous Obligating Document Contract Forms
44	Utility, Electric	63	FAA 4445-2, Utility Service Application Utility Service Charges/ Invoices; FAA 2700-47, Miscellaneous Obligating Document
45	Utility, Telephone	63	Contract/Agreement; Telephone, tolls, Western Union Charges
46	Utility, Water	63	FAA 2700-47, Miscellaneous Obligating Document; FAA 4445-2, Utility Service Application
47	Gas & Oil Contracts	63	Contract or Purchase Order Forms; FAA 2700-47, Miscellaneous Obligating Document

<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
48	SIBAC - Recurring	63	TFS Form 7306 and Supporting Documents; SF 238, SIBAC Adjustment Voucher for Charge Books
49	RESERVED <u>Revenue/Income</u>		
51	Reimbursable Agreements Accepted		Agreements; SF 1114, Bill for Collection; SF 1080, Voucher for Transfers Between Appropriation and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits
52	Overhead (Operations appropriation)		SF 1114, Bill for Collection Agreements; SF 1080, Voucher for Transfers Between Appropriation and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits
53	Overhead, Interest and Penalty (General Fund Receipts)		SF 1114, Bill for Collection Agreements; SF 1080, Voucher for Transfers Between Appropriation and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits
54	Others		SF 1114, Bill; for Collection; Credit Memo and Other Documents; SF 1047, Public Voucher for Refunds;

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<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
			SF 1080, Voucher for Transfers Between Appropriation and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits; SF 2805, Request for Recovery of Debts Due the United States; Internal Revenue Service 843, Claims
55	MWA Revenue Contracts		SF 1114, Bill for Collec- tion and Amendments Memo- randum; SF 1080, Voucher for Transfers Between Appro- priation and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits; SF 2805, Request for Recovery of Debts Due the United States; Internal Revenue Service 843, Claims
	<u>Cash Transactions</u> <u>(Collection & Disbursement)</u>		
61	Disbursement - Reimbursment Voucher		SF 1129, Reimbursement Voucher; SF 1165, Receipt for Cash Subvoucher; SF 1164, Claim for Reimbursement of Expenditures on Official Business
62	Collections - Check Cancellations		SF 1098, Schedule of Cancelled Checks

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<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
63	Disbursement - Other - Non-Federal		SF 1221, Statement of Transactions; SF 211, Request for and Designation of Cashier; SF 1191, Request for Change in Imprest Fund
64	Collections		SF 1098, Schedule of Cancelled Checks
65	Disbursement/Collection Confirmation		SF 1166, Voucher and Schedule of Payment; SF 215 Deposit Ticket; SF 1098, Schedule of Cancelled Checks
66	Collections		SF 215, Deposit Ticket; FAA 2722-1, Record of Cash Receipts
68	Collections - Debit Vouchers		SF 5515, Debit Voucher
69	Disbursement/Collection Adjustments		SF 1017-G, Journal Voucher
	<u>Payroll, Transfer and Adjustments</u>		
70	Payroll Collection		Payroll Interface Media
71	Payroll Gross Costs		Payroll Interface Media
72	Payroll Schedule of Disbursements		SF 1166, Voucher and Schedule of Payments
73	Supplemental Payments		SF 1166, Voucher and Schedule of Payments
74	Transfer of Cost		FAA 2700-45, Interoffice Transfer Voucher; FAA 4250-4, Shipping Order; FAA 4500-1, Project Material Shipping Notice
75	Transfer of Obligation and Cost		FAA 2700-45, Interoffice Transfer Voucher

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<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
76	Transfer of Accounts Receivable		FAA 2700-45, Interoffice Transfer Voucher
77	Transfer of Other Assets		FAA 2700-45, Interoffice Transfer Voucher
78	Adjustment Entries		SF 1017-G, Journal Voucher
79	Closing Entries		SF 1017-G, Journal Voucher
81	Labor Distribution Report		Biweekly Labor Distribution Card (F&E); Weekly Labor Distribution Card (MWA)
82	Depreciation and Interest MWA		Depreciation and interest tabulation sheet
83	Cost Estimates		Estimate sheet
90	Property		SF 344, Multiuse Requisition; DD 1348, DOD single Line Item Requisition Systems Document; DD 1348-1 DOD Single Line Item Release/Receipt Document; GSA 952, Fedstrip/Milstrip Billings; GSA 1348, Single Line Item Requisition; GSA 1348-1, Single Line Item Release/Receipt Document; SF 23, Construction Contract; SF 26, Award/Contract; SF 30, Amendment of Solicitation/Modification of Contract; FAA 45-4, Receiving Report; FAA 256, Inspection Report of Materiel and/or Services; SF 1034, Public Voucher for

<u>DOCUMENT TYPE</u>	<u>DESCRIPTION</u>	<u>INITIAL TRANSACTION CODE</u>	<u>SOURCE DOCUMENT</u>
			Purchase and Services; DOT 4200.1, Procurement Request; SF 44, Purchase Order - Invoice - Voucher; FAA 4415, Order for Supplies or Services/Award; FAA 2700-45, Interoffice Transfer Voucher; SF 1017-G Journal Voucher

APPENDIX 3. ACCOUNTING TRANSACTION CODES

<u>Transaction Code</u>	<u>Description</u>
01	Allotments
22	Reservations
33	Undelivered Orders
44	Expenditures
53	Accounts Payable
63	Accrued Liabilities

The following transaction codes are used in the General Ledger Allotment Accounting System to effect the appropriate budgetary accounts:

<u>Transaction Code</u>	<u>General Ledger Accounts</u>	<u>Description and Comments</u>
01	3340 3351	Allotment received from FAA Headquarters Unobligated Allotment - Current Quarter
22	3351 3360	Unobligated Allotment - Current Quarter Unliquidated Reservations
33	3351 3370	Unobligated Allotment - Current Quarter Unliquidated Obligations
44	3351 3390	Unobligated Allotment - Current Quarter Expenditures
53	3351 3370	Unobligated Allotment - Current Quarter Unliquidated Obligations
63	3351 3370	Unobligated Allotment - Current Quarter Unliquidated Obligations

APPENDIX 4. GENERAL LEDGER CODES AND RELATED ACCOUNTS

<u>DATA ENTRY SHEETS</u>		<u>GENERAL LEDGER ACCOUNTS</u>		<u>DESCRIPTION AND COMMENTS</u>
<u>Debit Code</u> <u>Col. 63-64</u>	<u>Credit Code</u> <u>Col. 65-66</u>	<u>Appropriation</u> <u>Debit Credit</u>	<u>Other</u> <u>Debit Credit</u>	
01		1010-1		CASH ACCOUNT for refunds, travel advances, and AAC travel. Use only with credit codes 13, 14, 15, 23, and 25.
1/31		1310	1410-9 1320	PROJECT MATERIEL acquired for inventory. AWE-67: Limited to Appropriation Codes 69 / 8107, 69M8107, and 69X8107. AWE-26B: Prepare FAA Form 2700-14 as prescribed in Order 2700.3, Chapter 11. AWE-22A: Batch Forms 2700-14 to clear Account 1410-9.
60		6000		OPERATING EXPENSE.
64-69				RESERVED.
80		1801	1810-0 1802	WORK-IN-PROGRESS, CFY: Appropriation Codes 69 / 8107, 69M8107, and 69X8107, except limitations .3 and .5
		1801	1820-0 1802	Appropriation Code 69X8108, appropriation codes 69 / 8107, 69M8107, and 69X8107 if limitation .3 or .5
		1801	1830-0 1802	Appropriation Code .01.
81		6962	1810-0 6962-1	WORK-IN-PROGRESS, PFY: Appropriation Codes 69 / 8107, 69M8107, and 69X8107, except limitations .4 and .6
		6962	1820-0 6962-2	Appropriation Code 69X8108, appropriation codes 69 / 8107, 69M8107, and 69X8107 if limitation .4 or .6
		6962	1830-0 6962-3	Appropriation Code .01.

1/ This code is not to be used initially. It has been established for possible future use.

DATA ENTRY SHEETS	GENERAL LEDGER ACCOUNTS		DESCRIPTION AND COMMENTS
	Debit Code Col. 63-64	Credit Code Col. 65-66	
82			RESERVED.
83			RESERVED.
84	1801	1840-1 1802	PROGRESS PAYMENTS, CFY: Appropriation Codes 69 / 8107, 69M8107, and 69X8107, except limitations .3 and .5
	1801	1840-2 1802	Appropriation Code 69X8108, appropriation codes 69 / 8107, 69M8107, and 69X8107 if limitation .3 or .5
	1801	1840-3 1802	Appropriation Code .01.
85	6962	1840-1 6962-1	PROGRESS PAYMENTS, PFY: Appropriation Codes 69 / 8107, 69M8107, and 69X8107, except limitations .4 and .6
	6962	1840-2 6962-2	Appropriation Code 69X8108, appropriation codes 69 / 8107, 69M8107, and 69X8107 if limitation .4 or .6
	6962	1840-3 6962-3	Appropriation Code .01.
86			RESERVED.
87			RESERVED.
88	1801	1810-9 1802	WIP PROJECT MATERIEL PURCHASES, CFY: Appropriation Codes 69 / 8107, 69M8107, and 69X8107, except limitations .3 and .5
	1801	1820-9 1802	Appropriation Code 69X8108, appropriation codes 69 / 8107, 69M8107, and 69X8107 if limitation .3 or .5
			NOTE: AWE-22A - Prepare FAA Form 2700-14 if needed. Batch Forms 2700-14 to clear Account 1810-9.

DATA ENTRY SHEETS		GENERAL LEDGER ACCOUNTS		DESCRIPTION AND COMMENTS
Debit Code Col. 63-64	Credit Code Col. 65-66	Appropriation Debit	Other Credit	
89		6962	1810-9 6962-8	WIP PROJECT MATERIEL PURCHASES, PFY: Appropriation Codes 69 / 8107, 69M8107, and 69X8107, except limitations .4 and .6
		6962	1820-0 6962-9	Appropriation Code 69X8108, appropriation codes 69 / 8107, 69M8107, and 69X8107 if limitation .4 or .6
96		6962		NOTE: AWE-20: Same as Code 88. PRIOR YEAR OPERATING EXPENSE.
	00	1010		Cash transaction, except refund affecting allotment journals.
	01	1014		Disbursing authority, Uniform Payroll System.
	02	2020		Accounts payable to other federal agencies.
	03	2030		Accounts payable, non-federal.
	11	2110		Accrued salaries and wages.
	12	2120		Accrued employer's contributions.
	13	1132		Unbilled accounts receivable refunds from other federal agencies.
	14	1140		Accounts receivable refunds from non-federal sources.
	15	1130		Billed accounts receivable refunds from other federal agencies.

DATA ENTRY SHEETS		GENERAL LEDGER ACCOUNTS		DESCRIPTION AND COMMENTS
Debit Code Col. 63-64	Credit Code Col. 65-66	Appropriation Debit Credit	Other Debit Credit	
17		2170		Accrued liabilities for military pay and allowances - U.S. Government.
18		2180		Other accrued liabilities - U.S. Government.
19		2190		Accrued liabilities, non-federal.
23		1230		Travel advances.
25		1250		Aeronautical Center training travel advances.

APPENDIX 6. GEOGRAPHIC REPORT INSTRUCTIONS

SECTION 1. F&E APPROPRIATION - 69X8107

1. Data Processing will prepare the Year End Federal Outlay Report -- RIN: FE 756R1. This is a summary of Current FY Obligations by Location (job order number is also shown) and by Region. This should only include the JON of the appropriations shown on the SF 225 for that year. See Figure 1 at the end of this section.

2. Review this report and REMOVE the following obligations:

- JON 01990 - Undistributed
- JON 02210 - Annual Leave
- JON 02220 - Sick Leave
- JON 02230 - Holiday
- JON 02240 - Compensatory Time
- JON X700X to X729X - R, E&D Projects (Appropriation 69X8108)

3. Determine grand total of obligations by Region after eliminating obligations applicable to above job order numbers.

Example: Grant Total - \$2,421,318.

4. Determine net obligations per SF 225, Section 1.

Example: Total Transactions - Section 1	\$2,304,000.
(Less) Within Federal Government	(62,000)
New obligations per SF 225	<u>\$2,242,000.</u>

5. Compare Grand Total with net obligations per SF 225.

Example: Grant Total	\$2,421,318.
Net per SF 225	<u>2,242,000.</u>
Difference	\$ 179,318.

6. Based upon above, we must reduce Grand Total by location by \$179,318. This is done by following paragraphs 7, 8, and 9.

7. Determine the percent that each location's obligation bears to the Grand Total.

Example: Seattle -	
Total NW Region	$\frac{\$ 890,161}{2,421,318} = .367610$

8. Allocate net obligations per SF 225 (\$2,242,000) to each location based upon the relationship established in paragraph 7.

Example: Seattle ($\$2,242,000 \times .367610$) = \$824,182.

9. Add the totals for each location, after above allocation is made for a new Region total.

10. Add together all the negative balances over \$500.00, in each location, excluding the JON's listed in item 2.

11. The new Region total in item 9, plus Federal Government total on SF 225, minus the negative balance total in item 10 should balance to the SF 225.

12. Determine which cities with population of 25,000 or more are Level 2 by using FIPS 6-2, dated 15 September 1973. All numeric city and county codes are also used from this book.

Example: Ashton, Idaho is NOT in above directive;
therefore, Ashton, Idaho is Level 1.
Whereas, Pocatello, Idaho is in the Handbook.
Therefore, Pocatello, Idaho is Level 2.

SPELLING in the directive should be used if we have a difference (abbreviations, etc.).

Level 1 Codes. After all Level 2 cities have been determined, the remaining locations (Level 1) codes are obtained from Worldwide Geographical Location Codes GSA -- November 1976.

13. List the county names by each amount and then enter on terminal program GE960E.

14. After proof listings are reviewed for accuracy, report GE995R1 is produced. Check this report before giving ADP the OK to transmit report to Washington.

15. Prepare reconciliation between Geographic Report by appropriation to SF 225. (See Order 2700.3, paragraph 1982c, page 1957.)

Example: 69X8107 -- Facilities and Equipment

Total reported by county	\$14,376,446
Adjustments:	
Transactions within Federal Government	151,000
Negative Outlays	(23,000)
Adjusted Total	<u>\$14,504,446</u>
Total obligations per SF 225	<u>\$14,504,000</u>

Figure 1
Current Year Obligations by Location

RIN: FE756R1		YEAR END FEDERAL OUTLAY REPORT			DATE RAN: APR 30, 1974	
REGION	LOCATION	JOB	STATUS		CURR F/Y OBLIG	
S	FAIRCHILD	91374	1	WA	14,783	
	15,833	TOTAL THIS LOCATION:			17,189	70.62
S	GOODING	34202	1	Idaho	16,188	
	14,908	TOTAL THIS LOCATION:			16,188	66.49
S	HILLSBORO	30173	1	Ore	886	
S	HILLSBORO	30643	1		94	
	832	TOTAL THIS LOCATION:			980	3.71
S	HOQUIAM	20021	1	WA	108,195	
	100,094	TOTAL THIS LOCATION:			108,195	446.45
S	ID FALLS21	91743	1	Idaho	2,625	
S	IDAFALLS	30547	1		20,296	
S	IDAHO FALLS	92103	1		25,749	
	45,000	TOTAL THIS LOCATION:			48,670	200.71
S	KFALLS LRR	30582	1	Ore	269	
S	KFALLS	30733	1		2,085	
S	KFALLS LRR	11622	1		40	
S	KLAM FALLS	24404	1		592	
S	KLAM FALLS	01342	3		179-	
S	FLAMFALLS	91612	2		241	
	2,776	TOTAL THIS LOCATION:			3,048	12.38
S	LEWISTON26	12163	1	Idaho	6,126	
S	LEWISTON 8	30723	1		15,405	
S	LEWISTON26	12043	1		256	
S	LEWISTON	30194	1		6,066	
	25,740	TOTAL THIS LOCATION:			27,853	114.81
S	MCCHORD	40214	1	WA	2,916	
S	MCCHORD	02824	1		15,278	
	16,760	TOTAL THIS LOCATION:			18,194	74.75

SECTION 2. ADAP APPROPRIATION - 69X8106

16. For ADAP (053, 054, 073, 074, 075, and 076) and PGP (055) use the consolidated ADAP Project Report (RIS: MS 2810-22). For FAAP (056) use the consolidated FAAP Project Report (RIS: MS 2810-22).
17. Geographic Report is prepared by using each month's consolidated report (Manual Summary), use column designated "Grant Agreements Executed -- Current Month."
18. Determine total obligations for the year for each location (city and state), and a grand total for each Region.
19. Total negative location totals for "negative outlays" in item 21.
20. Reconcile to SF 225 and prepare summary as follows:

Total obligations per summary	\$X,XXX,XXX
Negative outlays	(XX,XXX)
Total obligations per SF 225	<u>\$X,XXX,XXX</u>

21. NOTE: For further details concerning Level 2 cities and production of detail listings by Data Processing Branch, see paragraphs 12 to 15 of the F&E Appropriation Procedures.

SECTION 3. RESEARCH, ENGINEERING, AND DEVELOPMENT APPROPRIATION - 69X8108

22. From the R, E&D job order numbers on the listing furnished for the F&E Appropriations, determine obligations applicable for this appropriation. Reconcile to SF 225 and follow same steps as in the F&E Appropriations.

SECTION 4. ALL OTHER APPROPRIATIONS

23. Using year to date obligations shown on SF 225, prepare information as in F&E procedures. If location is not known, use the following cities:

WE: Washington

24. Submission:

See: Order 2700.3, paragraph 1982d.
Mail to: AAA-440
When: On or before the 30th work day following the end of the fiscal year.

APPENDIX 7. DESCRIPTIONS AND EXPLANATIONS OF TRAVEL ADVANCE
DATA ENTRY INSTRUCTIONS

(See Figures 6-3 through 6-7)

SECTION 1. ISSUES AND ISSUE ADJUSTMENTS (I, X, B)

Action Codes "I" and "X" enter money amounts as debits, and Action Code "B" can be entered as debits or credits depending on the type of adjustment.

- A. Action Code - There are seven types of actions that can be used in the data entry. They are:
1. I - issues (new transactions)
 2. R - repays (new repayments)
 3. X - issues that do not match to the payroll master file
 4. B - issue adjustments
 5. C - repay adjustments
 6. D - deletions, deletes a record from the master file
 7. S - sights each master record
- B. SSN - Social security number of traveler.
(name and cost center automatically generated by computer using SSN)
- C. Issue Number - Schedule number the travel advance originally was issued under.
- D. Name - Traveler's name.
- E. Region - 4 - Western
- F. Cost Center - Classification number assigned to each facility and office.
- G. Issue Amount - Amount of money advanced to traveler.
- H. Type Travel - AAC - Aeronautical Center Funded
CON - Continuous
PCS - Permanent Change of Station
ROU - Specific Trip
TRG - Training
- I. Issue Date - Date of schedule when advance was issued for Action Code "I" or "X."

- J. Voucher Examiner - Voucher Examiner ID for Action Code "B"
(see section 72b).
- K. Date of Entry - Date Travel Advance Cards are entered into terminal.
- L. Amount Outstanding - Amount the traveler owes.

SECTION 2. REPAYS AND REPAY ADJUSTMENTS (R, C)

- A. Action Code - See section 1 for the types of actions.
- B. SSN - Social security number of traveler.
- C. Issue Number - Schedule number or numbers the travel advances were issued under.
- D. Name - Traveler's name.
- E. Region - 4 - Western
- F. Cost Center - (Current repay ID - Action Code C)
- G. Repay ID - Schedule number under which amount outstanding is reduced. Use schedule number assigned by AWE-22C scheduling, or other document numbers assigned by AWE-22C.
 - "CD" - Cash Deposit
 - "JV" - Journal Voucher
 - "66" - Payroll Deduction
 - "98" - 1198 Canceled Check
- H. Repay Amount - (Current repay amount - Action Code C)
Amount which is being repaid for voucher submitted.
- I. Voucher Examiner - Voucher Examiner ID (see section 72b).
- J. Date of Entry - Date Travel Advance Card is entered into terminal
(Action Code R)
- K. New Repay ID - To enter the correct repay ID.
- L. New Repay Amount - To adjust and correct the repay amount.
- M. Amount Outstanding - Amount traveler owes.

SECTION 3. DELETIONS (D)

- A. Action Code - D (see section 1).
- B. SSN - Social security number of traveler.
- C. Issue Number - Schedule number the travel advance was issued under.

SECTION 4. SPECIAL INSTRUCTIONS FOR CODES "C" AND "R"

Action Code "C": Can be entered as DEBITS or CREDITS. There are three options. They are:

1. CREDIT ADJUSTMENTS: If a repayment was entered as an overpayment, use a credit amount.

EXAMPLE: If a repay was entered as \$30.00 and should have been \$20.00, enter the repay ID and \$10.00- (CREDIT). This will subtract \$10.00 from the existing repayment and add \$10.00 back into the Amount Outstanding.

2. DEBIT ADJUSTMENTS: If a repayment was entered as an under-payment, use a DEBIT amount (LEFT ZERO KEY).

EXAMPLE: If a repay was entered as \$30.00 and should have been \$40.00, then enter \$10.00+ (DEBIT- LEFT ZERO KEY). This will add \$10.00 to the existing repay amount and subtract \$10.00 from the Amount Outstanding.

3. DELETING AN EXISTING REPAYMENT: If a repayment was applied to the wrong Issue, enter '??????' to remove the existing repayment. This will clear the repayment from that Issue and add the repay amount back into the Amount Outstanding.

Action Code "R": Repay amounts can be entered as either DEBITS or CREDITS, depending on the type of entry. If a repay amount is entered incorrectly and is not spotted before the record is released; in order to correct the repay amount, two (2) additional transactions must be entered.

EXAMPLE: If a repayment was entered as \$25.00- (CREDIT) and should have been \$25.00+ (DEBIT), you must enter Action Code "C" and \$25.00+ (DEBIT), then enter another Action Code "C" and \$25.00+ (DEBIT). This also applies to a Credit Amount. If the repayment was entered as \$25.00+ (DEBIT) and should have been \$25.00- (CREDIT), enter two (2) Action Code "C" and \$25.00- (CREDITS).

SECTION 5. SPECIAL INSTRUCTIONS FOR ACTION CODES "I" AND "X"

1. If an Issue is entered and for some reason should not have been entered, OR if an Issue is entered under the wrong Voucher Examiner, follow these instructions:
 - a. Subtract the amount that was entered from the batch total.
 - b. Enter Action Code "B" and enter the amount as a credit.
 - c. Enter Action Code "D" to delete that record from the Master File.
2. If a transaction is entered as an Issue and should be a repay:
 - a. Enter Action Code "B" and enter the amount as a credit.
 - b. Enter Action Code "D" to delete that record from the Master File.
 - c. Enter Action Code "R" and repay information.

APPENDIX 8. ESTIMATED OBLIGATION COST CENTER CODES

1. The following cost center codes are to be used for estimated obligations only. No expenditures are to be charged to these cost center codes.

<u>Northwest Mountain Region</u>	<u>Program Element</u>	<u>Cost Center</u>
Estimated Obligation, Air Traffic	110	S-2109
Estimated Obligation, Air Traffic	130	S-2299
Estimated Obligation, Air Traffic	120	S-2601
Estimated Obligation, Air Traffic	120	S-2999
Estimated Obligation, Flight Standards	420	S-4599
Estimated Obligation, Airway Facilities	211	S-8900
Estimated Obligation, Aircraft Certification	410	S-4899

Western-Pacific Region

Estimated Obligation, Air Traffic	110	4-2109
Estimated Obligation, Air Traffic	120	4-2110
Estimated Obligation, Air Traffic	120	4-2999
Estimated Obligation, Flight Standards	420	4-4599
Estimated Obligation, Airway Facilities	211	4-8900

2. The cost center codes listed below are established for "position control" only for use by the Western-Pacific Region Budget Office. There will be no cost incurred against these cost center codes.

	<u>Program Element</u>	<u>Cost Center</u>
ARTCC Option	110	4-2149
ATCT Option	120	4-2899
FSS Option	130	4-2299