



FFIS Bulletin: 04-1

Date: January 30, 2004

To: FFIS Agencies

Subject: Procedures for Posting Budgetary Accounts When Processing Travel Advances

PURPOSE

The purpose of this bulletin is to provide guidance to United States Department of Agriculture (USDA) agencies for recording budgetary accounts when processing travel advances, to prevent negative implications on the Federal Agencies Centralized Trial Balance (FACTS) II Outlay Reconciliation Edit (Edit 12).

BACKGROUND

FACTS II, Edit 12 is performed quarterly by the U.S. Treasury (Treasury) to verify that the budgetary net outlay amounts reported via FACTS II submissions are equal to the proprietary net outlay amounts recorded through monthly reporting on the FMS 224, Statement of Transactions.

Currently, budgetary disbursement accounts are not posted when travel advances are issued, generating an Edit 12 discrepancy, which will prevent a successful FACT II transmission to Treasury; however, the budgetary accounts are posted when the travel voucher is processed. This is considered to be a timing difference.

PROCEDURES

To eliminate the potential of FACTS II, Edit 12 discrepancies, the Associate Chief Financial Officer for Financial Systems is mandating that all USDA agencies process a Standard Voucher (SV) transaction code/type SV/PA prior to the end of each quarter. The SV/PA will Debit 4610 and Credit 4802, which are budgetary accounts and will eliminate the discrepancy between budgetary and proprietary outlays.

The SV header screen must be populated with a reversal period for the following month, e.g., quarter ending 12/03, reversal period 01/04. The reversal period is required to prevent duplicate budgetary reporting once the travel voucher is processed.

The trial balance, by fund, must be used to determine the dollar amount for the SV/PA.

FFIS
BULLETIN

INQUIRIES

Questions concerning this bulletin should be directed to Geneva Jones at (202) 619-7647.

EFFECTIVE DATE

This bulletin is effective immediately.

A handwritten signature in black ink, appearing to read "Wendy E. Snow". The signature is fluid and cursive, with the first name "Wendy" being the most prominent.

WENDY E. SNOW

Associate Chief Financial Officer for Financial Systems