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	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: FIN-2 (Rescinded) Transmittal Number: 486 Date: 11/17/88

Subject: ABACIS Operations Manual

Approval: [signature] **Title:** Acting Deputy Director

1. Purpose. This directive establishes the Advanced Budget/Accounting Control and Information System (ABACIS) Operations Manual, incorporates its contents into the Office of Surface Mining Reclamation and Enforcement (OSMRE) Directives System (Appendix 1), and informs all OSMRE employees of its availability.

2. Summary. None.

3. Definitions. Advanced Budget/Accounting Control and Information System (ABACIS) - An automated fund accounting system written by the Office of the Secretary, Department of the Interior and utilized by OSMRE. ABACIS provides for the recording, processing, and reporting of financial transactions. Some features of the ABACIS system are:

- Certification of fund availability before obligation.
- One-time entry of budget and accounting source data from as close to the point of origination as practical.
- Automatic maintenance of subsidiary ledgers, control ledgers, detail financial plans, and summary financial plans.
- Automatic entry of payroll data including the posting of payroll accruals at the end of a month.
- Automatic development of payment schedules with the creation of tapes to be sent to the U.S. Treasury for disbursement.

Financial information is provided to ABACIS users by means of:

- Monthly reports provided in hard copy standardized formatted displays.
- On-line reports in various format options which can be called up on remote terminals.
- The QUERY option which will provide accounting data in any format.

4. Policy/Procedures. The ABACIS Operations Manual was developed to provide OSMRE's administrative offices with guidance on the preparation of documents providing commitment, obligation and payment data for input to ABACIS. It also provides administrative and management personnel

with descriptions of ABACIS operating report formats and contents and furnishes instruction for accessing ABACIS to secure on-line reports.

5. Reporting Requirements. None.

6. Effect on Other Documents. All ABACIS Operational Manuals previously issued are hereby rescinded and should be discarded.

7. References. None.

8. Effective Date. Upon issuance.

9. Contact. Division of Financial Management, (303) 236-0331, FTS 776-0331.

10. Keywords. ABACIS

11. List of Appendices. Appendix 1, ABACIS Operation Manual Table of Contents.

ABACIS

Operations Manual

Directive FIN - 2

Apprendix 1
Prepared by the
Division of Financial Management

Office of Surface Mining

April, 1991

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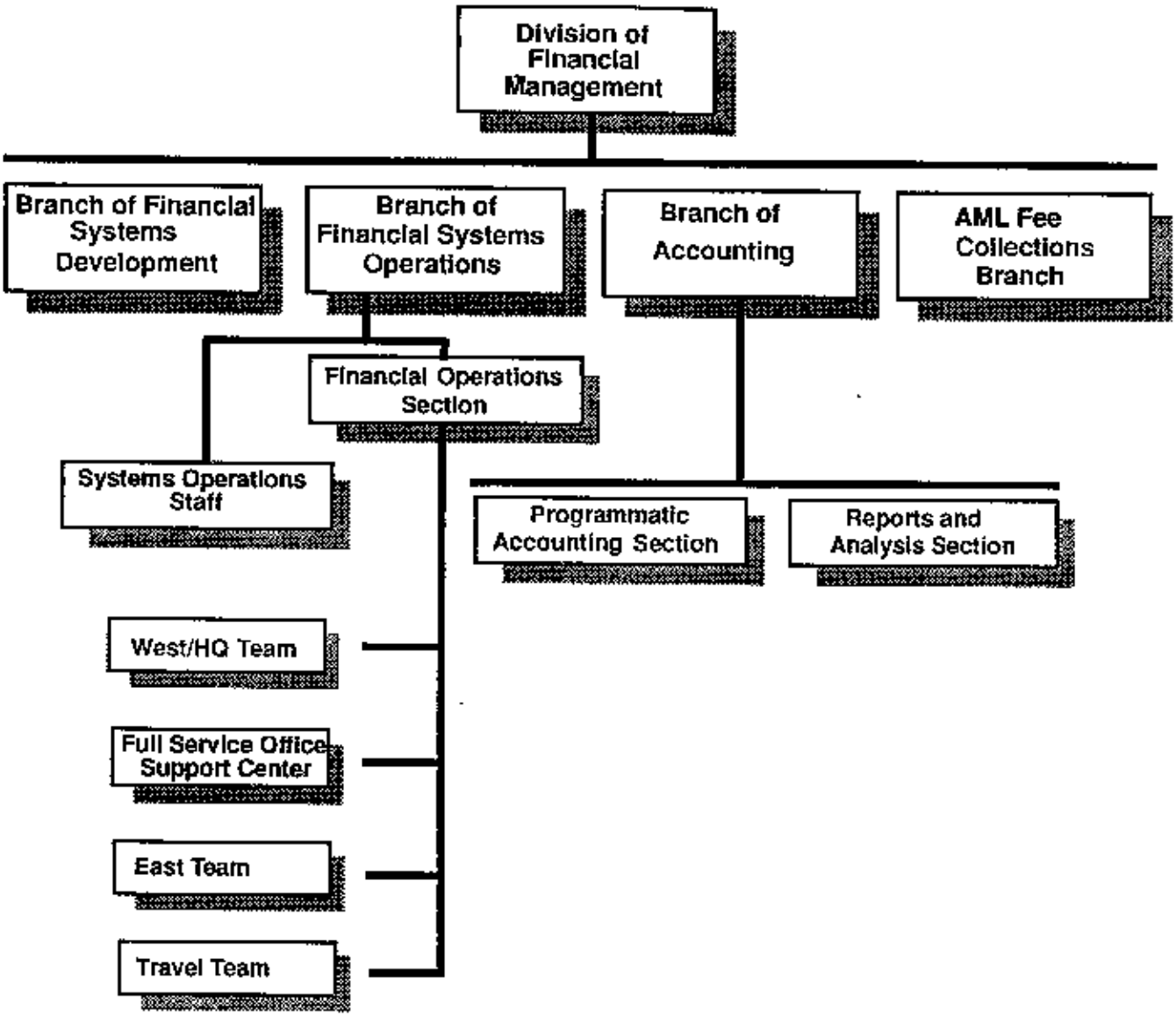


Division of Financial Management

Organizational Chart

Division of Financial Management Organization and Phone Numbers

P.O. Box 25065, Bldg. 20, Room B2015, Denver, Colorado 80225

Office of the Division Chief

Roy Morris	Chief	(303) 236-0331
Jacqueline TeKrony	Division Secretary	
William H. Andersen	Systems Accountant	
Headquarters Liaison		
Roy Morrison		(202) 208-4031

Branch of Financial Systems Operations

Charles Albrecht	Branch Chief	(303) 236-0327
Systems Operations Staff		
Charles Hanson	Systems Accountant	(303) 236-4622
Julie Morton	Systems Accountant	
Joe Reichel	Programmer	
Tina Nguyen	Programmer	
Don Buie	Operator	(303) 236-0324
Financial Operations Section		
Tod R. Billings	Section Chief	(303) 236-0327
Carol Hurliman	Certifying Officer	
Al Vialpando	Stay-in-School	
Full Service Office Support Center		(303) 236-0327
Elaine Buehler	Lead Accounting Technician	
Donna Arnold	Mail	
Audrey Martinez	Microfilming	
Jerlyn K. Peterson	Support Services Specialist	
East Team		(303) 236-0327
Julie Keeton	Acct Tech (recurring payment purchase orders)	
Vacant	Acct Tech (GBLs, GTS, imprest funds, training, fuel)	
Linda McKinney	Acct Tech (contracts, single payment, oral POs)	
Helen Hamby	Acct Tech (intergovernmental pymts & agreements)	
West/Headquarters Team		(303) 236-0327
Brent Trout	Acct Tech (contracts, single pymt POs & oral POs)	
Shelley Hyatt	Acct Tech (recurring payment purhcase orders)	
Pat Foster	Acct Tech (GBLs, GTS, imprest funds, training, fuel)	
Helen Hamby	Acct Tech (intergovernmental pymts & agreements)	
Travel Team		(303) 236-0327
Shirley Sellke	Acct Tech (permanent change of station travel)	
John Brooks	Acct Tech (temporary duty travel)	
Susan Dickey	Acct Tech (temporary duty travel)	
Bernadette Herrera	Acct Tech (temporary duty travel)	

Branch of Financial Systems Development

Douglas D. Simmons	Branch Chief	(303) 236-0324
James S. Florance	Computer Programmer Analyst	
Steve Snyder	Computer Programmer Analyst	
Chuck Adams	Programmer	
Scott Sissons	Programmer	
Tom Kissell	SystemsAccountant	(303) 235-4622
Scott Berens	Systems Accountant	
Linda Rasmussen	Systems Accountant	
Antonella Alquist	Systems Accountant	
Steve Lehr	Programmer	
Don Walker	Programmer	
Nancy Myers	Documentation Specialist	
Kerry Farris	Network Administrator (UNIX)	
Keven Knipe	Network Administrator (Novell)	(303) 236-0343

Branch of Accounting

Johnny W. Greenslade	Branch Chief	(303) 236-0334
Kelley Thomas	Branch Secretary	

Programmatic Accounting Section

Leslie Peabody	Section Chief	(303) 236-0343
Rob Winter	Accountant (Grants/Allocations)	
Kay Barner	Accounting Technician (Accounts receivable)	
Jutta E. Partyka	Accountant (Payroll costs)	
Evan Gonzales	Accounting Technician (Assistance grants/DDX)	
Rebecca Roll	Accountant (A/R, Payroll, Special Projects)	
Nancy Sindt	Accounting Technician (Special Projects, CMIS)	

Reports and Analysis Section

Dee Huitt	Section Chief	(303) 236-0334
Dennis Dechmerowski	Accountant, CFO (Financial Stmts, Qrtly Reports, etc.)	
Dale Colfack	Accountant (Investments)	
Herman Lovell	Accountant (Mgmt & Budget Reports, West/HQ)	
Sean G. M. Hernon	Accountant (Alternate Coll Ofcr, Budget, Finance, Accounts, Management Reports, East)	
Rose McKinney	Accounting Technician (Coll Offcr, Cash Recon., Analyst Distribution Coordinator for MOR's & LDR's)	
Lori Wurgler	Accountant (Reconciliations, Reports)	

Branch of AML Fee Collections

JoAnn F. Hagan	Branch Chief	(303) 236-0368
Pamela Cleary	Management Analyst	
Jay Bautista	Accountant	
John Shouse	Co-op Student (Accountant)	

AML Operations Section

Susan Bell	Accounting Technician
Debbie Humphrey	Accounting Technician
LeAnne Paiva	Accounting Technician
Cindy Murphy	Accounting Technician
Cindy Torrez	Accounting Technician
Ludeen Leiter	Accounting Technician
Sheri Pezzsopane	Accounting Clerk

AML Reports and Analysis Section

Judy Walls	Supervisor
Valerie DeBell	Accountant
Frances Megarry	Accounting Clerk

The Division of Financial Management is responsible for a full range of fiscal services including accounting and financial management systems and general ledger accounting. The Division of Financial Management develops and controls accounting and financial reporting systems for all Office of Surface Mining programs.

Branch of Financial Systems and Operation

Financial Operations Section

The Financial Operations Section is responsible for processing obligation and payment documents and entering them into the ABACIS system. The Section is divided into the following units or teams to provide timely and efficient service.

Tom Billings
Charles Albright

Document Control Unit

- receives and time/date stamps incoming mail.
- assigns document numbers to obligation and payment documents.
- microfilms obligation and payment documents.
- maintains the microfilm files.
- enters initial document data into the ABACIS system.
- reports the number of invoices received to the Section Chief who monitors document flow and efficiency of processing.

East and West/Headquarters Teams

- process and audit payment vouchers including contract payments, commercial invoices, transportation vouchers, imprest vouchers and payments to other Government agencies.
- enter document data into ABACIS.
- research and correct obligation and payment problems.
- answer inquiries from vendors and clients.

Travel Team

- audit and process for payment Temporary Duty and Permanent Change of Station travel vouchers.
- provide a central information contact point for all travelers.
- Permanent Change of Station (PCS) coordinator for the West.
- enter travel document data into ABACIS including Travel Authorizations, Advance of Funds and Travel Vouchers.

Certifying Officer, under the direction of the Section Chief

- reviews the transactions after audit to determine if proper for payment and if properly entered into the automated accounting system (ABACIS).
- establishes and maintains the paid schedule file of documents.
- provides feedback to the teams to correct transactions.
- makes recommendations to correct recurring operational problems.

Systems Operation and Development Section

The Systems Operation and Development Section consists of system accountants, system programmers, and computer operators who review, analyze and evaluate the existing computer system and system operation to identify problems and make improvements that increase internal efficiency and compliance and the level of client support and service. The computer system here refers to the ABACIS Service Network, which includes the following subsystems:

ABACIS - Advanced Budget/Accounting Control Information System
AMLFCS - Abandoned Mine Land Fee Collection System
GIFTS - Grant Information Financial Tracking System
DDX - DrawDown Express
AFBACS - Audit Fee Billing and Collection System

When mandated policy and procedures change, the system accountants and programmers review and interpret the changes to determine necessary modifications to the system, procedures and operations to meet the new requirements.

In addition, system accountants perform Alternative Management Control Reviews on all automated subsystems determining necessary corrections and developing plans for resolving deficiencies.

Branch of Accounting

Reports and Analysis Section

Peter Hunt

The Reports and Analysis Section maintains the general ledger, fund files and subsidiary ledgers such as accounts receivable, accounts payable, unliquidated obligations, advances, property and other detailed accounting transaction reports.

In addition to maintenance procedures, the Section

- prepares internal financial management reports and external financial regulatory reports.
- analyzes financial data generated by the automated financial system (ABACIS) to ensure adequacy of supporting documentation, proper balances, and prevent Anti-Deficiency Act violations.
- prepares documentation to designate, change or revoke imprest cashiers and collection officers.
- monitors and reviews documentation on Imprest Audits and Administrative Reviews.
- reconciles cash balances between Treasury and ABACIS.
- distributes internal management accounting reports to OSM offices.
- provides financial guidance and assistance to OSM and other Federal personnel.

Programmatic Accounting Section

Leslie Peabody

The Programmatic Accounting Section processes and enters accounts receivable and receipt information into ABACIS. This Section also

- examines, analyzes and updates payroll making necessary corrections.
- monitors and enters reimbursable agreements in ABACIS.
- executes refunds and transfers as requested.

This Section is also responsible for debt collection activity on overpayments, Freedom of Information Act requests and reimbursable agreements. Debt collection activity includes preparing and issuing bills for collection, follow-up letters, credit bureau referrals, collection agency referrals, referrals for litigation and write-off/waiver recommendations. Additionally, the Section monitors the reconciliation of cash balances between the ABACIS accounting system and the AML Fee and Civil Penalty subsystems (AFBACS and AMLFCS).

The Programmatic Accounting Section calculates the allocation of grant funding for States, Tribes, and educational institutions and records the awards. Other grant responsibilities include verifying draw downs, monitoring and posting cost reports, monitoring advances and verifying that funds are authorized and available when requested.

In addition, the Section enters and monitors accounting information in Draw Down Express (DDX) and Grants Information Fund Tracking System (GIFTS), subsystems of ABACIS.

Branch of AML Fee Collections

AML Operations Section

Debbie Humphrey

The Operations Section acts as primary liaison with States, the Division of Debt Management, the Division of Compliance Management and the Solicitors Office with regard to the collection of reclamation fees on coal production throughout the United States. The Section performs the following clerical duties:

- data entry of OSM-1s, money transactions, coding sheets, refunds and fund transfers.
- verification of data input for accuracy, follow up with payers for completeness of data.
- process and research written and telephone requests from users.
- film batches; order, distribute, maintain and file reports; order reports microfilmed; microfiche and file documents.
- prepare documents for archives.

AML Reports and Analysis Section

Joann Hagan
Jay Bautista
Pam Cleary

The Reports and Analysis Section is responsible for analyzing the accuracy of accounting transactions and data integrity. To do this they perform:

- reconciliation between the AMLFCS and the general ledger.
- reconciliation between AFBACS and the general ledger.
- reconciliation of reports within the AMLFCS.
- parallel testing system changes and conversions.

Other duties performed by the Section include compiling standard and special reports; developing, revising, and documenting procedures and directives; scheduling month-end and year-end closing, providing information for Freedom of Information Act requests, and other special projects.

ABACIS Operations

The Advanced Budget/Accounting Control Information System (ABACIS) is the software installed on the Hewlett Packard 3000 computer to input and track obligation and payment data.

This chapter covers various topics under ABACIS Operations including:

Document Control
Financial Operations Teams

In addition, the following issues are discussed.

Prompt Payment Act - brief explanation
Treasury Checks - how to read one
General Examining Procedures
Processing Standards
Document Correction

The ABACIS history of a document begins when the mail is opened and the document is microfilmed at the Division of Financial Management (DFM). In some instances document numbers are pre-printed on the form or assigned by the submitting offices. When they are not, obligation and payment documents are assigned document numbers before microfilming.

Document Control Unit

The Document Control Unit microfilms and registers the obligation documents (purchase orders, contracts, travel authorizations, training requests, etc.) and payment documents (travel vouchers, commercial invoices, etc.) in the HP 3000 computer. At the time of microfilming, the document number is registered in the computer along with the matching microfilm roll and frame number providing retrieval of the document image from microfilm at a later date.

After microfilming, the Document control Unit routes all obligation and payment documents to the appropriate team in the Financial Operations Section.

Financial Operations Teams

The Financial Operations Section is divided into three teams:

- the West Team is responsible for Headquarters, the Western Field Offices and the Western Support Center.
- the East Team is responsible for the Eastern Field Offices and the Eastern Support Center.
- the Travel Team is responsible for permanent change of station and temporary duty travel for both the East and the West. The PCS coordinator is responsible for the offices in the West.

The work is divided among team members by transaction type (see DFM Organization for a listing of responsibilities).

The accounting technicians enter the information on the documents (vendor name, addressee code (telephone number), dollar amount, object class, document date, and cost account) in ABACIS. Data entry is by means of a terminal interactive with the HP 3000 mini-computer.

The accounting technicians keep the obligation documents after data entry until the payment documents (invoices, vouchers and receiving reports) arrive. He/she examines the payment documents to ensure that they provide all the information required to support the disbursement of Government funds. Any deficiencies are corrected by the accounting technician through referral to the vendor or the submitting OSM office. When all required corrections have been made, the payment data is entered into ABACIS.

Following entry of the payment data, the payment documentation package consisting of the obligation document, a receiving report, the voucher or invoice and all necessary supporting documents, is forwarded to the certifying officer to prepare the payment schedule for Treasury.

Prompt Payment

The accounting technician establishes the payment date in accordance with the Prompt Payment Act (see the boxed section for an explanation of prompt payment due dates).

Prompt Payment Due Dates

A payment is due on the date(s) specified in the contract or purchase order. If none is specified, the payment is due 30 days after the start of the **payment period**. The payment period is the later of (a) or (b).

(a) The date a proper invoice is received. (If it is not stamped by the receiving office, use the vendor's invoice date.)

(b) The seventh day after goods or services are actually received. Acceptance of goods or services cannot occur before receipt. (Again, if the invoice is not date stamped, use the vendor's invoice date.)

Deviations

Any specifications in the contract will take precedence over the prompt payment period. If an invoice is in dispute as noted by the contracting officer, the payment period will not begin until the dispute is settled.

Exceptions

- Payment will be made to utility companies within tariff terms and may include late charges and express payment terms.
- Advance payments may be made for training and subscriptions.
- Payments to other Federal Agencies, States, and some non-profit institutions are not subject to the Prompt Payment Act and their invoices will be paid upon receipt.
- A payment period will not begin until a valid obligation is received.
- See the Prompt Payment Act for more information on interest due and discounts.

Interest

Interest must be paid on all payments not made within 30 days after the start of the payment period (subject to (a) and (b) in the box above).

Discounts

The period for taking a time discount is calculated from the date placed on the proper invoice by the contractor. The payment must be made prior to the end of the discount period. If the vendor fails to place a date on the invoice, the discount period begins on the date a proper invoice is received by the designated billing office.

Each day the certifying officer queries ABACIS to determine what payments to schedule for Treasury that day. These include all transactions for which the prompt payment date has arrived and all other transactions that are to be paid immediately.

The certifying officer reviews the adequacy of the supporting documentation for each transaction to support the disbursement of public funds. The document data is compared to the information entered in ABACIS and all necessary corrections are made. The certifying officer produces the final schedule, certifies it as correct for payment and sends it to Treasury. The payment documentation packages are filed under the Treasury schedule.

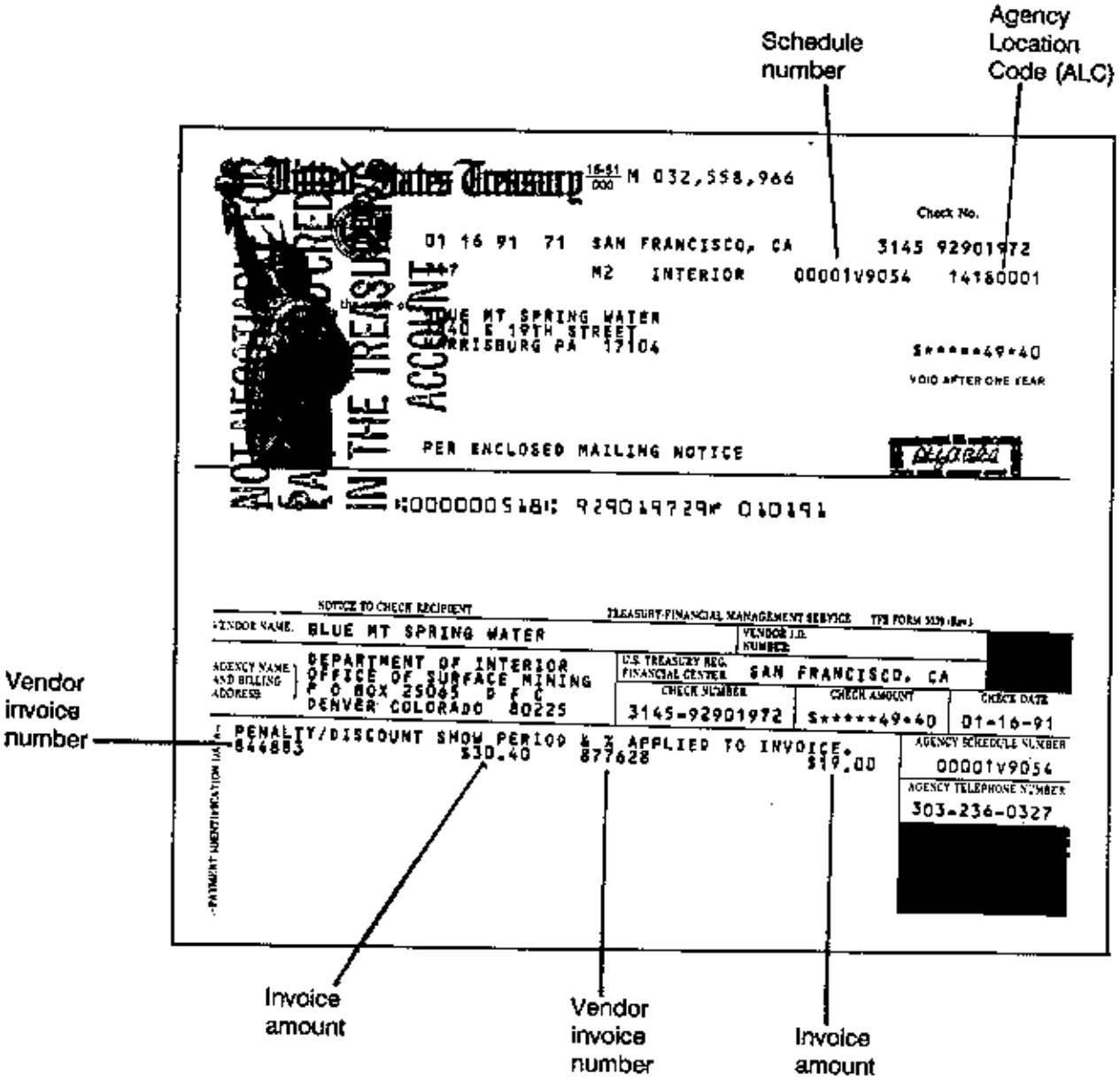
The payment documentation files must be retained for 6 years and 3 months after the end of fiscal year it was transacted. The files are maintained at DFM for one year after the end of the transaction fiscal year, and then they are sent to the Federal Archives and Records Center for storage until the disposal date.

Obligation and payment data from ABACIS is available to you in two formats:

- Online reports available on your PC through interaction with the ABACIS computer (see the Reports Section of this manual).
- Operating reports in hard copy produced and distributed periodically by DFM (see the Reports Section of this manual).

Treasury Check

The figure below will help you explain codes on Treasury checks sent to your vendors.



General Examining Procedures

Voucher examining is the process of reviewing payment documents to determine if the proposed payment is legal and proper. Supporting documents must be complete and executed in accordance with existing administrative and regulatory requirements.

Each office is responsible for examining vouchers and supporting documents before sending them to DFM for payment.

In the past, many offices certified their own travel vouchers. Since January 31, 1991, all certifying has been performed at DFM.

Proper payment documentation

Obligation

The obligating document must be signed by an official with warranted procurement authority. The description of goods or services should be the same on the obligating document and the receiving document.

Receiving report

The receiving document must be signed and dated by an authorized receiving official. The date must be the actual receipt date of the goods or services.

Proper invoice

Be sure you have a proper invoice:

- The invoice must bear the obligating document number (purchase order number). If the vendor fails to supply it, the reviewing office should add it.
- The invoice must be an itemized original or include the following statement signed by the vendor: "This is a certified true copy of the original invoice and payment has not been received."
- The invoice must be date stamped by the office receiving the invoice in order to determine if prompt payment interest is due. (See the section above on prompt payment.)
- The description, quantities and unit prices of goods and services on the invoice must agree with the obligation document. If they are substantially different, an amendment to the obligation document or a correction of the invoice will be requested. Procurement offices may issue an amendment for changes in unit prices or quantities or add one of the following statements to the face of the invoice:

  Increased quantity of _____ is approved.
  Increased price of $_____ is approved.
  Contracting Officer's
  Signature_____ Date_____.

If you choose to add the above statement to the face of the invoice, in lieu of issuing an amendment, be sure to include the account number to be changed, especially if more than one account number was listed on the original obligating document.

If the above statements are not included on the invoice, the voucher examiner at DFM will request an amendment.

- All shipments, deliveries, and over-the-counter purchases made under a blanket purchase arrangement must be accompanied by a delivery ticket or invoice that includes:

  complete name and address of supplier.

  blanket purchase order number.

  date of sale or withdrawal.

  itemized list of supplies or services furnished.

  quantity, unit price, unit charge, and total charge for each item, less discounts.

  actual date of delivery or shipment. A receiving report must be submitted together with the delivery ticket or invoice immediately.

Administrative requirements

The account number must be correct.

The obligation must have been incurred during the time period for which the appropriation was available. The Regulations and Technology appropriation is available to meet bona fide needs of the fiscal year for which it is appropriated. The Abandoned Mine Reclamation Fund (AML) appropriation is a no-year appropriation and is available for obligation without fiscal year limitations. However, increases in obligations for prior year AML funds must be charged to current fiscal year AML accounts.

Some unique obligation requirements are included below:

Training

If registration is required before the end of the fiscal year for training which begins in the succeeding fiscal year, it becomes a "bona fide need" of the current fiscal year and is chargeable to the expiring fiscal year appropriation. If registration is not required until after the start of the new fiscal year, the training is chargeable only to the new fiscal year appropriation.

Blanket purchase orders

No obligation will be entered until September. Orders placed against a blanket at the end of the fiscal year which are not submitted to DFM by September 15th, must be estimated on a copy of the blanket purchase order (OF-347), signed by an authorized procurement official, and submitted to DFM by September 20th. Indicate "Final Payment" on the final invoice, submit the pink receiving report and DFM will de-obligate any remaining balance.

Service contracts

Service contracts that are "severable" may not cross fiscal year lines for the Regulations and Technology Appropriation.

Legal requirements

Verify that the payment is not prohibited by current laws, regulations and directives. Some unique payment exceptions are included below:

Personal Protective Equipment - See OSM Directive, Personal Protective Equipment, ADS-4.

Calling or Greeting Cards - Business calling or greeting cards are considered personal use item. Government funds cannot be used.

Gifts - Gifts for employees or others normally may not be purchased with Government funds. The term "gift" includes such items as mementos, paper weights, etc.

Membership in Associations - Payment of fees or dues from appropriated funds for the membership of any Government officer or employee in any society or association is generally authorized only under certain conditions:

(a) Membership is entered and exercised in the name of the Government and not in the name of officer or employee.

(b) Membership is a prerequisite to obtaining services or materials needed for construction, operations, or maintenance of Government facilities.

(c) The primary purpose of membership is to obtain publications that are available only to members or at a lower price to members.

(d) Membership in the organization is of direct benefit to the Government and necessary to carry out the Government's mission.

(e) Membership is directly related to training, in accordance with 5 USC 4109(b).

Refreshments - Purchase of coffee, tea, or other refreshments for employees or others is prohibited except at recognition or award ceremonies.

Correct payment amount

Verify that the quantities, unit prices, and amounts are accurate and arithmetically correct. If the price on the invoice is less than the price on the obligation document, the lower amount will be paid without requiring an amendment to the obligating document. The correct amount will be paid if the difference is due to an arithmetic error.

Determine whether a time discount can be taken.

Field Office Requirements

Document Type	Submit to DFM
Travel Vouchers	within 5 working days of end of trip
Invoices & Receiving Reports	within 5 days of receipt of invoice
Receipt of Goods and Services	within 7 days
Obligation Documents	when approved

Servicing Levels for Processing Documents

Activity/Document Type	Servicing Level
Date stamp all documents	2 p.m. day of receipt
Microfilm in following sequence:	
Travel Advance Travel Vouchers Imprest Travelers Checks Contracts Purchase Orders (obligating docs) Citicorp (GTS)	day of receipt
Invoices	1st day after receipt

Document Entry Into ABACIS

Document Type	Servicing Level
Travel Advance Travel (certified temporary duty)	1st work day after receipt
Travel Voucher (5 work days auditing standard)	9th work day after receipt
Travel Voucher (PCS) 10 work days auditing	14th work day after receipt
Imprest Reimbursement Voucher Travelers Checks - payment to Citicorp	1st work day after receipt
Contracts Obligations Purchase Orders (Obligations)	3rd work day after receipt
Citicorp (GTS) Invoices	5th work day after receipt

Schedule to Treasury

Document Type	Servicing Level
Travel Advance Travel (certified temporary duty)	2nd work day after receipt
Travel Voucher	10th work day after receipt
Travel Voucher (PCS)	15th work day after receipt
Imprest Reimbursement Voucher Travelers Checks - payment to Citicorp	2nd work day after receipt
Citicorp (GTS) Invoices	Within prompt payment and discount requirements.

Policy and Procedure

In order to make payment in compliance with Federal laws and regulations, the information on the accounting documents must be complete and in conformance with established requirements.

When the required information is missing or incomplete, the voucher examiner at the Division of Financial Management must correct the information before an obligation can be created or a payment made. It is critical for both the submitting office and the payment office to understand the correction procedure to be followed in each case.

The following tables illustrate the correction procedures for the most common deficiencies on each type of accounting document.

The letters across the top of the matrix refer to the problem remedies listed below the table. The numbers in the squares indicate the remedy(ies) available and their priority. The voucher examiner will go to the remedy listed as number 1 first. If that remedy is unavailable, he/she will go to number 2, and so on.

Travel Advances	Remedy				
Missing or erroneous information	A	B	C	D	E
travel authorization number	1	2			
traveler's signature			2	1	
approving officer's signature			2	1	
receipt signature for imprest fund cash or traveler's checks					1

Remedies

What voucher examiner will do:

A Make correction based on information available.
B Make correction after phoning originating office, requesting FAX documents.
C Return document to originating office for correction.
D Telephone traveler to request a complete replacement travel advance request via overnight mail.
E Return document to imprest fund cashier or traveler's check cashier.

Travel Authorization	Remedy			
Missing or erroneous information	A	B	C	D
Social Security number	1	2	3	
period of travel		1		
purpose code	1	2		
estimated cost				1
account number		1		
approving officer's signature				1
period of travel		1		

Travel Vouchers	Remedy			
Missing or erroneous information	A	B	C	D
signature of traveler			1	
signature of approving officer			1	
Social Security number	1	2		
incorrect travel authorization number	1	2		

Remedies

What voucher examiner will do:

A Make corrections based on information available.
B Make corrections after securing information by phoning originating office.
C Return document to originating office for correction.
D Request corrected copy with original signature from originating office.

Receiving Reports	Remedy						
Missing or erroneous information	A	B	C	D	E	F	G
signature of receiving official			2			1	
date received and accepted			2			1	
obligation document number	1	2	3				
itemization or reference to invoice			2			1	
unacceptable account number	2	1					
itemization does not agree with number			2			1	

Invoices	Remedy						
Missing or erroneous information	A	B	C	D	E	F	G
obligation document number				2	1		
itemization of deliverables				1			
service period - where required				2	1		
instructions to change payee				1	or	1	
change in remittance address only	1						
itemization does not agree with receiving report		1	2				
not original or certified copy				2			1
charge exceeds unliquidated obligation balance						1	
itemization does not agree with P.O.			2			1	

Remedies

What voucher examiner will do:

A Make correction based on information available.
B Make correction after phoning originating office.
C Return document to originating office for correction.
D Return document to vendor for correction.
E Correct document after telephoning vendor.
F Notify originating office of revision required, no document returned.
G Notify vendor of revision needed, no document returned.

Obligation Documents	Remedy			
Missing or erroneous information	A	B	C	D
document number		1		
account number		1		
object class code	2	1		
vendor phone number	2	1		
signature of procurement authority			1	
certifications (subscriptions,etc)			1	
list of attenders, lodging POs				1
arithmetic errors in cost data	2	1		

Remedies

What voucher examiner will do:

A Make correction based on information available.
B Make correction after phoning originating office.
C Return document to originating office for correction.
D Notify originating office of revision required, no document returned.

Document Preparation

This section was written to provide guidance on the preparation of documents for input to ABACIS. The information also establishes how records are maintained and financial accounting rendered with regard to the law, regulations and management policy.

Directives issued through procurement, training, budget, property management, etc. impose and discuss additional requirements. These guidelines are primarily concerned with ensuring that documents:

- comply with all other regulations,
- reflect the correct financial account and object class,
- correctly identify the vendor, contractor, or employee receiving payment.

Assigning a Document Number

Each document entered into ABACIS must have a unique document number to identify it within the system. For a complete discussion of how document numbers are assigned, see the section called Document Number Structure in the chapter called "Document Codes."

Definition of Terms

At the Division of Financial Management we use the following terms:

commitment documents
obligation documents
invoices
receiving reports
advances
correction documents

They are defined in the following paragraphs.

Commitment Documents

A **commitment document** administratively reserves funds in anticipation of an obligation and reserves funds within a financial plan under account numbers and object classes. Each commitment document bears a Commitment Control Number (CCN) pre-printed on the document.

Commitments are established in ABACIS by Headquarters Division of Budget, Planning and Management Analysis and the Support Centers. Because the ABACIS document control edit will not allow the establishment of a commitment until the document has been microfilmed and registered in the ABACIS data file, only pre-filmed and registered commitment documents will be used for this purpose.

The Division of Financial Management pre-films and distributes requisition forms to establish commitments. The forms stamped "Commitment Document" are the only ones that will be accepted as commitments in ABACIS.

The commitment document must be signed by the official authorized to approve fund obligations for the particular account(s) involved. See "Commitment Document" for more information.

Liquidation of commitments may be accomplished in three ways:

1. **Cancellation before obligation**
   Forward a copy of the commitment document to DFM marked "cancel" across the face. DFM will append the document number (R01), film the document and enter the transaction into ABACIS to cancel the commitment record.

2. **End of year commitment cancellation**
   On September 30, all commitments in ABACIS that have not been canceled by an obligation are purged. If you wish to continue a commitment into the next year, it must be re-established in ABACIS by DFM with a new commitment document.

3. **Replacement by an obligation**

   Commitments are not established for all obligations. Additionally, commitments are not replaced by obligations automatically. However, when purchase orders or contracts for previously registered commitments are entered into ABACIS, the obligation created must be offset by canceling the associated commitment. If not, the account will be charged twice for the action. The originating office must provide explicit instructions to DFM to cancel the commitment; it is not automatic. The originating office must submit a copy of the commitment document (marked "cancel"), and the obligation (purchase order, contract) must clearly cite the commitment number on the face of the document.

Obligation Documents

Once an obligation has been approved through issuance of a purchase order, contract, or other obligation document, the commitment is replaced with the recording of the obligation in ABACIS.

An obligation document may reference more than one commitment document, and a single commitment form may result in more than one obligation document. It commits the Government to future expenditures of funds and reserves the funds so that they are available when invoices arrive for payment. Currently, commitment documents are rarely used and do not precede most obligation documents.

Once the obligation document has been approved, a copy is sent to the Division of Financial Management in anticipation of making payment on an invoice.

The OSM field offices and headquarters are using the following obligation documents:

- Miscellaneous Obligation Document
- Purchase Order
- Travel Authorization
- Travel Authorization Amendment
- Training Request (SF-182)
- Award/Contract
- Amendment of Solicitation/Modification of Contract
- Oral Purchase Order
- Reimbursable Work Authorization

For additional information and examples of these types of documents refer to them alphabetically on subsequent pages.

Invoices

Vendors request payment for goods and services by submitting invoices. Some invoices are sent directly to DFM, but most invoices are sent to the procurement office address provided on the procurement form. Invoices received by the procurement office should be date stamped when received and then forwarded promptly to DFM.

Some vendors submit individual invoices for each delivery during a billing period. Vendors should be requested to submit a summary invoice monthly to reduce the administrative costs of processing payments.

Vendors who continue to submit individual invoices for blanket purchase agreements will receive only one check per billing period. The individual invoices will be entered into ABACIS as received, but the check issuance date will be at the end of the billing period (in accordance with FAR 13.203-1(j)7).

DFM receives the following types of invoice documents:

- Commercial Invoices and Credit Memos
- Claims for Reimbursement of Expenditures on Official Business (SF1164)
- Miscellaneous Claims and Settlements
- Public Voucher for Advertising
- Pubic Voucher for Fees and Mileage of Witness
- Transportation Charges from Travel Services (GTR)
- Transportation Charges from Travel Services (GTS)
- Public Voucher for Purchases and Services Other than Personal (SF1034)
- Public Voucher for Transportation (SF1113)
- Travel Voucher (SF1012)

For additional information and examples of these types of documents refer to them alphabetically on subsequent pages.

Advances

Two types of advance requests are received at DFM:

- Travel Advances
- Grant Advances

The Application and Account for Advance of Funds form is the document a traveler uses to request an advance of money before a trip, however, the travel must first be authorized by a travel authorization. See Travel Authorization and Travel Vouchers for more information.

The second type of advance request is a grant advance. Grant advances are requested through the DrawDown Express system (a subsystem of ABACIS). See the chapter called "Grants" in this manual for more information.

Correction Documents

When erroneous data has been entered into ABACIS (usually wrong account and/or object class code) prepare a correction document to affect the desired change.

Correction documents are normally only used to correct data on completed transactions. Correct open transactions with modification or change documents.

DFM uses two correction documents, one for payroll changes and one for non-payroll changes. The pay cost correction form is pre-numbered, but the non-payroll correction document acquires the document number of the original input document with a change indicator in the 12th position of the document number. See "Correction Documents" for more information.

Receiving Reports

Receiving reports are *not* documents in ABACIS in the same sense as commitments, obligations, invoices, travel advances or correction documents. They are not filmed or registered under a separate document number in ABACIS. The information they provide is essential to the payment process. Without the signed certification of receipt and acceptance of goods or services, payment cannot legally be made.

Recurring Payments

When an order is set up for no variation in the amount paid, payment period or services provided each payment period, receiving reports may be filed in advance with DFM to support standing recurring payments. Typical examples are rental agreements and maintenance contracts.

Under this arrangement, the procurement office should complete the receiving report copy (OF 347) as if final delivery had been made and forward it along with the obligation copy of the order to DFM. This receiving report is retained in the recurring payment folder during the year and copies are made by the DFM voucher examiner to provide support documentation for payments. When the documentation indicates that the appropriate number of payments have been made, DFM will close the recurring payment order.

must be supported by a receiving report specifically addressing that invoice. If the vendor fails to deliver acceptable service during a billing period, the procurement office must tell DFM not to make payment.

If the procurement office does not utilize the above option, it must complete separate receiving reports to support each payment and send it along with a copy of the obligating document.

For contracts that do not require a "release of claims from contractor," the final invoice should be marked "final payment" by the contracting officer approving payment. DFM will make the final payment and de-obligate any remaining obligation balance without requiring a contract modification. Receiving reports for purchase orders marked "final delivery" will suffice as instructions for DFM to de-obligate any funds remaining after payment of the vendor's final invoice.

The most common forms used as receiving reports are:

- Purchase Order (OF 347)
- Requisition (oral orders)
- Training Request (SF 182)
- Office of Surface Mining Receiving Reports (OSM 67)

The document exclusively used as a receiving report is the Office of Surface Mining Receiving Report.

Examples of these may be found alphabetically on subsequent pages in this chapter.

An endorsement containing all required elements of a receiving report written on an invoice may also be considered a receiving report if accompanied by the signature of a designated receiving official (see Commercial Invoices).

Amendment of Solicitation/Modification of Contract

The Amendment of Solicitation/Modification of Contract form (SF-30) is used to modify a contract or purchase order. Modifications must be numbered in sequential order as they are issued for each purchase order or contract.

The following items required for input to the ABACIS SYSTEM are numbered to correspond to the sample on the opposite page.

1. Sequential number of this modification.

2. Name, address and telephone number, including area code, of contractor.

3. The five digit document number of the contract or purchase order you wish to modify.

4. Account number and object class of amounts added to or subtracted from amount originally obligated.

5. Description of changes to be made to the contract; deletions, additions, modifications. Funding changes should be expressed as dollar amounts to be added or subtracted and the revised total obligation.

6. Contractor signature (not required for purchase order amendments or unilateral contract modifications).

7. Contracting Officer signature.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 1	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) 2		☑ 9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		☐ 10A. MODIFICATION OF CONTRACT/ORDER NO. 3	
		10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is unchanged, ☐ is not unchanged.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) 4

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

☑ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☐ B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☐ D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

5

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR 6 (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY 7 (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

The Award/Contract Form (SF-26) is the form used to establish contract obligations.

The sample form provided is numbered to correspond to the following list of items that are required for input to ABACIS.

1. Five digit document number assigned by the procuring office.

2. Provide the contractor's name, address, and telephone number, including area code. Include the contractor's status with regard to Internal Revenue Service reporting requirements specified by the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA). Federal agencies are required to report to IRS, payments exceeding $600 in a year, made to individuals or partnerships. For this reason you must provide the following notations in this block:

   a) If a non-corporate contractor (individual or partnership) provide the vendor's Employer Identification Number (EIN) or Social Security Number (SSN).

   b) If a corporate contractor, type in "Corporate Vendor".

   This information should be requested from the contractor at the time the order is placed, if the vendor's status as a corporation cannot be otherwise determined.

3. Account number(s) and object class(es).

4. Description of supplies/services to be delivered.

5. Total amount to be obligated.

6. Contractor's signature.

7. Contracting Officer's signature.

AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) ▶ RATING | PAGE OF PAGES

2. CONTRACT (Proc. Inst. Ident.) NO. **1** | 3. EFFECTIVE DATE | 4. REQUISITION/PURCHASE REQUEST/PROJECT NO.

5. ISSUED BY CODE | 6. ADMINISTERED BY (If other than Item 5) CODE

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code) **2**

8. DELIVERY ☐ FOB ORIGIN ☐ OTHER (See Schedule)

9. DISCOUNT FOR PROMPT PAYMENT

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN. ▶ ITEM

CODE | FACILITY CODE

11. SHIP TO/MARK FOR CODE | 12. PAYMENT WILL BE MADE BY CODE

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: ☐ 10 U.S.C. 2304(c)( ) ☐ 41 U.S.C. 253(c)( )

14. ACCOUNTING AND APPROPRIATION DATA **3**

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	4				

15G. TOTAL AMOUNT OF CONTRACT ▶ $ **5**

16. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
		PART I — THE SCHEDULE				PART II — CONTRACT CLAUSES	
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS				PART III — LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING				PART IV — REPRESENTATIONS AND INSTRUCTIONS	
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE					
	G	CONTRACT ADMINISTRATION DATA			L	INSTRS., CONDS. AND NOTICES TO OFFERORS	
	H	SPECIAL CONTRACT REQUIREMENTS			M	EVALUATION FACTORS FOR AWARD	

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. ☐ CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

18. ☐ AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (Type or print)

20A. NAME OF CONTRACTING OFFICER

19B. NAME OF CONTRACTOR **6** | 19C. DATE SIGNED | 20B. UNITED STATES OF AMERICA **7** | 20C. DATE SIGNED

BY _____ (Signature of person authorized to sign) | BY _____ (Signature of Contracting Officer)

NSN 7540-01-152-8069 PREVIOUS EDITION UNUSABLE | 26-107 | STANDARD FORM 26 (REV. 4-85) Prescribed by GSA FAR (48 CFR) 53.214(b)

Claim for Reimbursement for Expenditures on Official Business

The Claim for Reimbursement for Expenditures on Official Business (SF-1164) form is used to document expenditures incurred by Government employees while on official business. This document may be paid through the Imprest fund and then processed as part of the reimbursement voucher, or it may be processed by DFM and paid by a Treasury check.

There is no need for a prior obligation document because this document automatically generates it own obligation; however, if the document is related to a previous obligation, the obligation document number must be referenced.

The Claim for Reimbursement for Expenditures on Official Business (SF-1164) on the next page should be used for local travel expenses. It should not be used to reimburse OSMRE employees for travel expenses that must be claimed on a travel voucher.

The following data items are required for input to ABACIS:

1. Document number assigned by DFM if paid by Treasury check; assigned by the imprest fund cashier if paid from the imprest fund.

2. Name of employee claiming reimbursement and address where Treasury check should be sent.

3. The Social Security number of the employee claiming reimbursement.

4. Itemization of expenses claimed.

5. The amount requested to be paid.

6. Signature of employee requesting reimbursement and type of payment desired.

7. Signature of the authorizing OSM official.

8. Signature of employee, date and amount if paid by imprest cashier.

9. Account number and object class.

Claim for Reimbursement for Expenditures on Official Business

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE

2. VOUCHER NUMBER 1

3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form.

8. PAID BY

CLAIMANT

a. NAME (Last, first, middle initial)

b. SOCIAL SECURITY NO. 3

c. MAILING ADDRESS (Include ZIP Code) 2

d. OFFICE TELEPHONE NUMBER

6. EXPENDITURES *(If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)*

DATE 19__ (a)	CODE (b)	Show appropriate code in col. (b): A—Local travel; B—Telephone or telegraph, or C—Other Expenses (itemized) (Explain expenditures in specific detail) (c) FROM	(d) TO	MILEAGE RATE $ NO. OF MILES (e)	AMOUNT CLAIMED MILEAGE (f)	FARE OR TOLL (g)	ADD. PERSONS (h)	TIPS AND MISCELLANEOUS (i)
		4						

If additional space is required continue on the back. SUBTOTALS CARRIED FORWARD FROM THE BACK

7. AMOUNT CLAIMED *(Total of cols. (f), (g) and (i))* $

TOTALS 5

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. *(Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)*

Sign Original Only

APPROVING OFFICIAL SIGN HERE 7 DATE

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

PAYMENT DESIRED ☐ CHECK ☐ CASH

Sign Original Only

CLAIMANT SIGN HERE 6 DATE

11. CASH PAYMENT RECEIPT

a. PAYEE (Signature) 8

b. DATE RECEIVED

c. AMOUNT $

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION

9

1164-280

STANDARD FORM 1164 (Rev. 11-77)
Prescribed by GSA, FPMR (CFR 41) 101-1

Commercial invoices are non-standard forms used by vendors to bill for goods or services. Each company has its own invoice form used as a valid replacement for the Public Voucher (SF-1034).

All invoices must refer to an obligation document that authorizes the expenditures billed on the invoice. An obligation document may be referenced by more than one invoice; however, the total of all the invoice amounts cannot exceed the amount obligated by the obligation document and its amendments.

Credit memos or adjustment invoices are recorded as normal commercial invoices, except the invoice amounts are negative.

A typical invoice appears on the opposite page. All invoices must have the following items:

1. Name of the vendor who provided the goods.
2. Number assigned to the invoice by the vendor.
3. Cost of goods or services.
4. Address where remittance should be sent.
5. The number of the related obligation document.
6. Date the invoice was prepared by the vendor.
7. Date when service was performed or goods were delivered.
8. Description of goods or services.
9. Date you received the invoice (stamped).
10. Payment terms (optional).

1

LANIER

VOICE PRODUCTS DIVISION

1368000 ACCT. NUMBER | DUE DATE 02/16/91 TERMS | No. 2 016134919

SHIP TO
OFFICE OF SURFACE
MINING
516 VILLAGE LANE
HAZARD KY 41701

704375

TO ENSURE PROPER CREDIT, RETURN THIS PORTION WITH YOUR PAYMENT, AND MAIL TO ADDRESS SHOWN BELOW.

PAY THIS AMOUNT 3 395.00

AFTER PAY

☐ PLEASE CHECK BOX IF CHANGE OF ADDRESS. INDICATE CORRECT ADDRESS ON REVERSE SIDE

BILL TO
DEPT OF INTERIOR
OFFICE SURFACE MINING
APPALACHIA OFFICE
350 ELAINE DR 2300
LEXINGTON KY 40504

REMIT TO
LANIER WORLDWIDE, INC. 4
LANIER VOICE PRODUCTS
98 ANNEX BOX 610
ATLANTA GA 30398-0610

0 0000000001613491900055 1368000 0000000000 0000039500 0000039500 0000039500

DELIVERING OFFICE
SELLING OFFICE 55 INDIANAPOLIS FAX
SHIPPING OFFICE 55 INDIANAPOLIS FAX
FOR ASSISTANCE WITH YOUR ORDER PHONE (800) 241-9452

CONTRACT
SALES ORDER OPEN MARKET 16134919
CUSTOMER P.O. EP71-000-50213 5

INVOICE NO. 016134919 PAGE 1 6
FED. ID # 59-2606737
01/17/91

0704375
OFFICE OF SURFACE
MINING
HAZARD KY 41701

ARREARS SERVICE BILLING FOR THE PERIOD
OCT 1989 - SEPT 1990.

7

LANIER VOICE PRODUCTS
96 ANNEX BOX 610
ATLANTA GA 30398

DELIVERING SALESMAN	SELLING SALESMAN	DATE SHIP	TERM CODE	TERM DAYS	REQUIRED DATE	CUSTOMER ORDER	CONT. NUMBER	SHIPPING NUMBER	NO. OF PACKAGES	PATRONS CODE	TAX CODE	PATRONS AMOUNT
HOUSE	HOUSE	0100	1	1	10/25	09/90	12					

DESCRIPTION	PRODUCT NUMBER	SERIAL NUMBER	QUANTITY	UNITS	UNIT AMOUNT	EXTENDED AMOUNT
F TYPE GUARANTEED MAINTENANCE MDL 898 (91751) FACSIMILE X	208-2003 490-1225	352360	1		395.00	395.00
ARREARS XXXMALXXX 8						
TOTAL AMOUNT						395.00

9

USMRE-DENVER
91 FEB 25 PM 12 33
DIV. OF FIN. MGMT.

OFFICE OF INSPECTOR GENERAL
91 FEB 20 P 3 3.

F82-2 00006 MSX 9101 DEPT OF INTERIOR 1368000 PAY THIS AMOUNT 395.00
Y NET 30 DAYS 10 AFTER PAY

1. Name of person submitting the correction.

2. Name of submitting organization.

3. Name of employee whose pay record is to be changed.

4. Social Security number of employee.

5. Pay period.

6. Account codes to be changed.

7. Object class codes to be changed.

8. Dollar amounts to be changed.

9. Change to be effected: (+) add dollar amount to account/object class, (-) delete dollar amount from account/object class.

   Note: Sum of (+) and (-) amounts must equal zero.

10. Provide an explanation that justifies the proposed changes. This justification should fully support the change and withstand the scrutiny of an audit. Reasons should be as specific as possible, for example, "Employee transferred and timekeeper failed to change pre-print T&A" rather than "Wrong account was charged". When this form is reprinted, space will be provided for the justification statement.

U.S. DEPARTMENT OF THE INTERIOR
Office of Surface Mining
Division of Financial Management

CORRECTION DOCUMENT

DATE: _____

1
Prepared by _____ Date _____

Approved by _____ Date _____
2

(DFM Use Only)
DOCUMENT NO.: 12876
MICROFILM NO: _____
Input by _____ Date _____

NAME: 3 _____ PAY PERIOD: 5 _____

SSN: 4 _____

ACCOUNT NO.	OBJECT CLASS	AMOUNT	+ / –
6	7	8	9
10			

BALANCE (MUST BE ZERO) _____

White copy to Division of Financial Management
Blue copy for Originator's records.

The entries on this correction document directly affect the Accounting Transaction Detail Report. See the "Reports" chapter for an explanation of this report. The following entries are required.

1. Name of submitting organization.

2. Name of person submitting the corrections.

3. Name of person authorized to approve the change.

4. Number of the document which provided the data which is desired to be changed. For obligation documents this is the 5-digit number pre-numbered on the applicable form or assigned by the preparing office from the block of numbers set aside for that office. For payment documents this number is usually assigned by the Division of Financial Management and is available to field offices in the Transaction Detail report.

5. Either vendor name for commercial transactions or employee name for Government employee transactions.

6. Name, date and page number of the financial report which contains the erroneous data.

7. Account codes to be changed.

8. Object class codes to be changed.

9. Transaction type code. Code to indicate what type of transaction is to be changed.

10. Dollar amount to be changed.

11. Change to be effected: (+) add dollar amount to account/object class, (-) delete dollar amount from account/object class.

12. An explanation that justifies the change must accompany this request. The justification should be sufficient to support the change and withstand the scrutiny of an audit. For example, if an object class or an account number needs to be changed, explain why this change is necessary. Leaving the remarks area blank or an explanation such as "the wrong account was charged" is not sufficient justification and may result in a returned correction document and delayed input at DFM. In the example above, you should explain why the wrong account or object class was charged.

U.S. DEPARTMENT OF THE INTERIOR
Office of Surface Mining Reclamation and Enforcement
Division of Financial Management

CORRECTION DOCUMENT

(NON-PAYROLL)

OFFICE: 1

PREPARED BY: 2 DATE:

APPROVED BY: 3 DATE:

DOCUMENT NO. 4

VENDOR/EMPLOYEE NAME: 5

REPORT TITLE: 6 PAGE: DATE:

DFM USE ONLY

MICROFILMED

ACCOUNT NO.	OBJECT CLASS	TRANS* TYPE	AMOUNT	+/-
7	8	9	10	11
		BALANCE		

REMARKS:

12

*C = COMMITMENTS
O = OBLIGATIONS
E = EXPENDITURES
D = DISBURSEMENTS

Invoices for transportation charges record the billing for transportation services provided by a contract travel agency against a Government Transportation Service (GTS) account with Diners Club. It is essential that these charges be correctly attributed to cost accounts and travel authorization numbers.

A sample invoice for GTS charges appears on the opposite page. The following data items are required for input to ABACIS:

1. GTS account number.

2. Travel authorization and cost account numbers.

3. Total verified correct for payment.

Receiving Report

4. Receipt and acceptance endorsement by Contracting Officer.

5. Date services were received and accepted (not necessarily the date the invoice was approved for payment).

[redacted] We Take Care of Business

MT100113 CITIBANK

BUYER

Corporate Government Account Statement

OSMRE

91 FEB 27 AM 9:58

DIV. OF. FIN. MGMT.

ACCOUNT NUMBER
3889-106881-3704

BILLING DATE 02/19/91 PAYABLE BEFORE 03/16/91

00 115012938

DOI-OFC OF SURFACE MNG IN
NONA DOTTERY
INDIANAPOLIS FIELD OFFICE
MINTON-CAPEHART FEDERAL BLDG
575 N PENNSYLVANIA ST ROOM 301
INDIANAPOLIS IN 46204

YOUR CONTRACT NUMBER IS
03-007-42289.

Notice: See Reverse Side and Accompanying Statements for Important Information

15

Previous Balance	- Payments	- Credits	+ Past Due Balance	Total Payment Due
0.00	0.00	0.00	0.00	
+ Late Fees	+ Other Debits	+/- Travel Advances	+ Current Charges	
0.00	0.00	0.00	1,627.00	1,627.00

Reference Number	Date	Description of Transactions	Credits	Debits
		TRANSACTIONS FOR SUB-ACCOUNT 3889-200131-5007/SATO 1		
B1K06795	01/14	CONTINENTAL AIR/CR MGMT TA #29759 TRAVLR NAME: DALEY/T TICKET NUM: 0051427655334 Acct #16-4350-000		278.00
B1023298	01/22	U S AIRINC D505 TA # 29754 2 TRAVLR NAME: RIEKE/R TICKET NUM: 0371428376952 Acct #16-4350-000		305.00
B1009702	01/23	DELTA AIR LINES TRAVLR NAME: REISING/J TA #29762 TICKET NUM: 0061428377144 Acct #16 4350-000		268.00
B1023309	01/23	U S AIRINC D505 TRAVLR NAME: DOTTERY/N TA #29760 TICKET NUM: 0371428377078 Acct #16-4350-000		444.00
B2023284	02/04	U S AIRINC D505 TA #29754 TRAVLR NAME: RIEKE/R TICKET NUM: 0371429549361 Acct #16-4350-000		332.00
		TOTAL FOR SUB-ACCOUNT 3889-200131-5007	0.00	1,627.00
		TRANSACTION TOTAL:	0.00	3 1,627.00

RECEIVED
FEB 25 11 10 AM '91
FIELD OFFICE

APPROVED: Nona Dottery 4
2-25-91 5

A number of claim types fall outside the ordinary range of purchase order and contract invoices. These include Equal Employment Opportunity (EEO) complaint settlements, tort claims, litigation settlements and claims under the "Military Personnel and Civilian Employee's Claim Act of 1964". Documentation and payment approval is different than the usual type of payment documents, and the information submitted to the Division of Financial Management (DFM) is sometimes incomplete for payment purposes.

In order to provide for the prompt payment of these claims, and to avoid erroneous payments, an abstract (face sheet) will be prepared for each claim submitted to DFM for payment.

A sample abstract is displayed on the opposite page. The following items are relevant to the ABACIS system:

1. Document number furnished by DFM.

2. Brief description of claim type.

3. OSM cost account to be charged.

4. Name and mailing address of payee. Include telephone number if available.

5. Name and telephone number of OSM official who can furnish additional information about the claim or settlement.

6. Signature of OSM official whose directorate is authorized to obligate funds in the account identified for payment.

Doc. No. 1

Department of the Interior
Office of Surface Mining

Miscellaneous Claims and Settlements

Description:

2

Cost account: 3

Payee name and address:

4

For further information call: 5

Approved for payment:

6

Signature (Assistant Director) Date