amounts previously received by the Government, to correct errors in computations, or make other adjustments.

Note

Sub-object classes .98 and .99 will be used in conjunction with all major object classes 21 through 31. These sub-object classes represent:

.98 Discounts Taken

.99 Interest Paid (Prompt Pay)

If you have any questions concerning object class usage please call Tod Billings on FTS 776-0327 (303-236-0327) or Herman Loveff on FTS 776-0334 (303-236-0334).

Reports

ABACIS reports were developed to facilitate communication between the Division of Financial Management and the Field Offices. The reports begin with the Financial Plan developed by your office.

This chapter begins with the Financial Plan and discusses hard copy reports sent to you by mail from DFM and online reports available on your PC. This chapter will cover:

- Financial Plan
- Using the System

  Hardware Requirements
  ABACIS Logon Procedures
  Signoff
  Printing

- Online Reports
- Hard Copy Reports

Financial Plan

Your financial plan is part of the Federal budgetary process. It represents appropriated funds allocated to OSM offices by account and object class.

The process begins with an apportionment letter from the Department of the Interior and an appropriation warrant from the Department of the Treasury for the approved amount of OSM budget for the fiscal year.

If you have gotten lost in the jargon, maybe this will help:

Congress approves and the President signs an **appropriation.**

The Office of Management and Budget (OMB) **apportions** the appropriated amount through the Department of the Interior to OSM.

The head of the agency authorizes an **allotment** to the Assistant Directors and Deputy Directors to obligate funds.

When an **obligation** is made, the funds are set aside until the agency or office receives the equipment, services, etc. and **liquidates** the obligation or **de-obligates** the funds.

The Financial Plan represents the allocation to OSM offices of appropriated funds by account and object class. DFM enters the total appropriation amount and the financial plans developed by the Office of Budget into ABACIS.

The online computer capabilities in your office allow you to access your financial plan and evaluate your current position by using the PLANSOU report option. Hard copy reports are sent to you monthly to further describe your operating position. Both will be discussed in this chapter.

Using the System

This section will tell you what the system hardware requirements are and how to signon, signoff, and print a report.

Hardware Requirements

To use ABACIS you must have the following items set up and ready to go.

IBM compatible personal computer
1200 or 2400 baud modem
telephone line
Reflection 1 software
operator user identification
account and user passwords

You should have received and installed the Reflection software that connects your PC to the HP 3000. If you are having difficulty with the dial-up procedures call DFM at (303) 236-0324 or FTS 776-0324.

ABACIS Logon Procedures

Enter the ABACIS system by typing either ABACIS or R1 at the C: prompt or by selecting the ABACIS system from your main menu. After Reflection has initiated the dial-up, you will see several messages. When the messages stop, press the [enter] key several times to receive the colon (:) prompt.

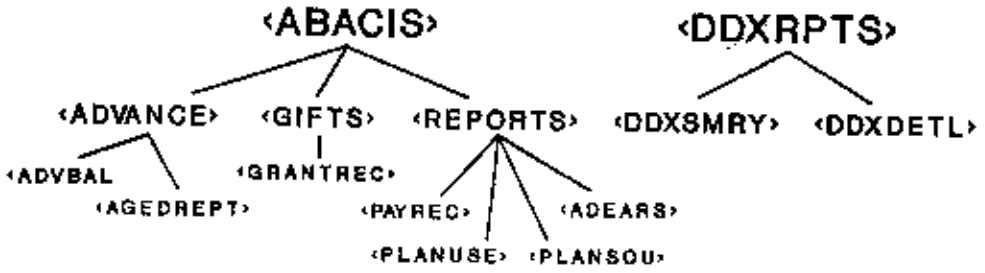
At the colon (:) prompt you may sign on. Where it says *username* and *password,* type the codes assigned to you by the Division of Financial Management (DFM). Your responses are printed in bold type below. Passwords will not appear on the screen.

:HELLO ***username*.OSMRE;TERM=24**
ENTER ACCOUNT PASSWORD: ***password***
ENTER USER PASSWORD: ***password***

Copyright and computer security warnings will appear on the screen. The message also gives times when ABACIS will not be available due to daily back-up of the system. Please take note of these times.

Caution:
DFM sends the account password and a personal password to each person authorized to use the system. If a password is lost or compromised, report it to the System Security Officer immediately at FTS 776-0324 or (303) 236-0324.

After the messages, the screen will prompt you to choose an option. Enter the subsystem you need by typing the word without carrots (<>) and press [enter]. The subsystems are arranged in the following hierarchy. Follow the path indicated by the lines to review the records you want.



When you are in ABACIS and you know where you want to go, you can skip the <ADVANCE>, <GIFTS> AND <REPORTS> level by typing in the reports name you wish to see.

For example, if you want to see a PAYREC, type ABACIS and press [enter], type REPORTS and press [enter], and then type PAYREC and press [enter].

ABACIS	[enter]
REPORTS	[enter]
PAYREC	[enter]

The screen will instruct you to enter the particular information for the report you are seeking. Each report is listed alphabetically and dealt with separately in this chapter.

SIGNOFF

To signoff the system, use the SIGNOFF command or // command; they are interchangeable.

The prompt will ask you to PLEASE LOG ON, press [enter]. The prompt will ask you for a USER NAME six times. Press [enter] six times to cause Geonet (the telephone connection) to disconnect. You will be totally disconnected when the message says NO CARRIER

To return to your main menu or C prompt hold the [Alt] key down and press the [X] key.

To print a paper copy of the report, depress the function keys following these steps:

Step 1. F10 (once)
Step 2. F1 (twice)
Step 3. F3 (once)
Step 4. Press the [enter] key

This series of keystrokes will initialize your printer. You may do this at any time. If you want a record of your work, initialize your printer at the beginning of your session.

To stop printing, simply press [F3] again.

Helpful Hints

Press the [Ctrl] key along with the arrow keys to scroll up an down if you want to read the information from screen to screen.

Type HELP when you get stuck.

Prepared by: Claire Buelle
February 10, 1993

PAYREC

General:

Payrec: A payment transaction record that displays all activity against a single obligation (purchase order). Shows obligation actions, modification actions, disbursement actions, changes and corrections, receiving reports for SATIN orders, documents in suspense, etc.

Categories of the payrec:

Vendor name and address: Name and address of the payee.
note: does not necessarily reflect the disbursement remit address. Payrec reads the information from the initial obligation data. Address information is taken from the addee-code (vendor's telephone number). Often this information is changed in the system and may be reflecting a previous address. Disbursements do not necessarily use the same addee-code as the obligation.

Document Summary:

Total Obligations: Shows the current total obligated amount.
note: this amount may differ from the original total obligated amount as this record reflects discounts taken and interest disbursed.

Accrued Exp (Rec Rept): For SATIN orders, this will reflect the amount that has been receipted for.

A/C Payable (Invoice): Amount payable against the obligation (invoice has been entered and posted - not necessarily disbursed yet (will include invoices in disburse suspense status, posted invoices are warehoused in suspense until their Prompt Payment due date). Amount will be affected by discounts taken and interest paid.

Disburse: Amount currently disbursed against the obligation (does not reflect invoices currently in suspense status). Amount will be affected by discounts taken and interest paid.

Unpaid Oblig: Amount remaining unliquidated against the obligation. This amount does not reflect discounts or interest, shows balance of original obligated amounts.

Report body: Data is categorized first by account number and object class. Account numbers are shown in numeric order first by fiscal year, then within each fiscal year by actual account number. More than one block may exist for the same account number if it has different object classes. Many transactions will appear several times in a report if it is split between more than one account number or object class.

Date: This is the date of the document (i.e. obligation order date, vendor invoice date, schedule date, etc.), shown by year-month-day. One transaction may have more than one date (i.e. an invoice is dated 920729, and then assigned to a schedule 920815). Each time an action is taken a new data line is created.

Document Number: The unique document number assigned for each action (i.e. PO-Purchase Order, CM-Commitment, BL-Blanket Order, IN-Invoice, etc.).

Amend No.: A three digit sub-number (i.e. A01, M01) indicates an amendment/modification. An alpha character in the last (12th) position indicates an action by DFM (i.e. a correction made, a supplemental disbursement if split between fiscal years, etc.).

> note: when a schedule number has been assigned, a data line will be created to show this and the schedule number will be indicated in this field.

Obligations: Shows amount of action against an obligation document, modification, autodeobligation, correction to an amount, etc.

> note: this field also is used for illustrating the vendor invoice number for a disbursement transaction.

Accrued Exp (rec Rept): This field will be blank unless the order has been processed through SATIN. For SATIN orders, this field will indicate the amount that has been received with an automated receiving report. The data line will indicate the purchase order number and shipment number under the Document Number and Amend No. categories (i.e. PO212345S01).

A/C Payable (Invoice): Shows invoices payable for disbursement (includes those in disburse suspense as well as those already disbursed). Amount will show only as correct for that account number and object class (if transaction is split between several account numbers, each portion will be shown under its correct account number). When discounts are taken or interest paid, they will be indicated under a separate block for the same account number and object class major, with the object class minor showing as 98 for discounts and 99 for interest.

Disburse: Indicates amounts actually disbursed (categorized by each account number and object class. For each line created in A/C Payable Invoice, a line will be created in disburse when the action is completed and a schedule number has been assigned). Discounts and interest are shown in their own object class minor of 98 or 99.

Unpaid Oblig: Amount remaining unliquidated for that account number/object class following that data line of action (amount will increase/decrease depending upon the action taken).

Object Class Total: Indicates the total for each category within that object class. Object class minor 98 blocks will show negative amounts in all categories indicating a deduction to the obligation and disbursement amounts caused by discounts taken. Object class minor 99 blocks will show a positive amount indicating an increase to the obligation and disbursement amounts due to interest paid out.

Legend: Illustrates symbols used in the report.

? - Travel Advance is excluded from the totals.

* - Bills/Refunds amounts are included in the # records.

(# - not explained: indicates a system generated action such as auto-deobligation or auto-reobligation).

Summary of Payments by Schedule:

Invoice Vendor #: The number assigned by the vendor to identify the transaction. (Often vendors will not provide an invoice number and DFM will assign a number - usually: Invoice 01, 02, etc.)

note: invoice number is shown as ** VARIOUS **, indicates that more than one action was paid against the same schedule number. If more than one invoice is paid for the same vendor on one schedule, Treasury will combine them and cut one check; however, the amount shown in the report is correct for the total against that order specifically.

Date: Date of the schedule and when disbursement data went to Treasury (is not the disbursement date).

Schedule: Schedule number assigned for the action.

note: schedule type will indicate what kind of action:

V schedule - a check was cut.

E schedule - EFT (ACH transfer from Treasury to vendor's bank).

M schedule - Travel voucher payments.

G schedule - Grant payments on GIFTS program.

T9 schedule - Diners Club and GBL payments.

T3 schedule - zero schedule for travel, MT's, and VT's.

all numeric schedule (no alpha character) - other manual zero schedules for corrections/changes action nets to zero.

Amount: Amount against that schedule for that obligation. Will reflect discounts taken and interest paid - is actual net amount to vendor.

Check and Paid: Indicates the Treasury assigned check number and the actual payment date (date shown year-month-day).

note: this information is loaded manually by DFM (is not automatic from Treasury). Often may take several weeks from the schedule date to obtain and load this information. (Payment date is usually within three to five working days of the schedule date).

Documents in suspense:

Type: Indicates type of document in suspense:
OBLIG - obligation, modification, oblig correction document. Received but not yet posted.
INVOICE - invoice being processed but not yet posted.
DISBURSE - invoice is posted but not yet paid (will be warehoused until Prompt Payment PDD - can cross-reference with the invoice document number (IN number) in ADEARS to get PDD).

Document Number: Transaction number assigned for that action (PO, IN, BI, LV, MT, etc.).

Amount: Amount of the action. If data is not yet entered, amount will be 0.

Vendor Invoice #: Invoice number assigned by vendor for that invoice. Will be blank if not yet entered.

note: message - NO SUSPENSE RECORDS FOUND - indicates that all actions received for that obligation have been completed in the system.

PAYREC FOR COMMITMENT/BLANKET PURCHASE ORDERS:

*note: Documents are originally entered into the system as CM (Commitment) Documents. They are converted by the system to BL documents. To access in PAYREC, enter the number required as a BL.

Amount Committed: This is the remaining balance of the commitment (amount decreases as invoices are posted against the order).

Total Obligation: This is the amount obligated against the order (amount increases as invoices are posted against the order, and should agree with the A/C Payable invoice amount).

Unpaid Oblig: This amount will always be zero unless a document is in Disburse Suspense (an invoice has been posted, decreasing the commitment and increasing the obligation, but not yet paid out). While in suspense the invoice amount will be indicated in this field, and will return to zero when the invoice has been assigned to a schedule.

Commitments: Shows activity against the commitment amount (positive numbers indicate an increase to the commitment, negative numbers indicate a decrease). For each invoice against the order, a commitment activity line will also be created.

* (Accrued Exp Rec Rept field is not present on this PAYREC version).

Online Reports

Several reports are available through the ABACIS Service Network. The reports are arranged alphabetically on the next pages to help you find the one you want quickly. An overview appears in the table below. Some of these may not be available to all offices.

ADEARS	Ad hoc detailed information based on the selection criteria entered.
ADVBAL	Current outstanding travel advance for an individual traveler.
AGEDREPT	Travel advance record of an individual traveler and the age of each outstanding advance.
DDXDETL	Displays the details of your grant requests. (See last chapter called "Grants.")
DDXSMRY	Displays a summary of your grant requests. (See last chapter called "Grants.")
GRANTREC	Provides drawdown, award and cost information by grant or by project. (See last chapter called "Grants.")
PAYREC	Displays the activity on a single obligation document (purchase order).
PLANSOU	Displays the financial plan by object class for an account number or office number.
PLANUSE	Displays the financial plan, obligations, commitments, and available balances by object class for an account number or office number.

(See ABACIS Logon Procedures, for more information on accessing these reports.

The online reports allow you to start with the most summary report available (**PLANUSE**), investigate a particular line on that report and find a document that is included in that line (**ADEARS**), and then go to the most detailed level by ordering the payment record (**PAYREC**) for that document.

Although the type of information is essentially the same, the information you can access online is more current than the information you receive monthly on hard copy reports.

The following pages describe the functions of the online reports and then the hard copy reports.

The **ADEARS** online report is a useful research tool between monthly status reports. The online screen instructions will guide you through the process, but you should know what you can expect to do with an ADEARS report.

For example, four months into the fiscal year you may show $2,000 year-to-date spending for a particular object class. The next month it jumps to $15,000. You may only have $20,000 budgeted for that object class for the entire year.

The ADEARS report will help you find the source of the increase by helping you define the parameters of the document.

Ultimately you will be able to pull up the document reflecting this purchase order or contract on a PAYREC and review the details.

The ADEARS report allows you to display specific detailed information by office code, account number, fiscal year, date, vendor (addressee code), document type and object class. That is, you can look at the entire record as it is stored in the data base. The information is obtained by accessing the following files in the data base:

OBLIG	for purchase orders, travel authorizations, training requests, etc.
COMMIT	data from commitment file.
INVOICE	contains specific information on invoices.
DISBURSE	shows disbursements.
PAYROLL	displays payroll within particular pay periods.

We have not included an example of an ADEARS report here since it can take several shapes depending upon how it is ordered (above).

Uses of the ADEARS report:

- You can monitor how invoicing is coming in under blanket purchases.
- Analyze spending in proportion to budget.
- Look at an entire record as it is stored in the data base.
- Find the microfilm code so you can call up and get a copy of the original document.

Once you have entered the ADEARS report option, the computer will ask you the category type of the document: INVOICE, DISBURSE, OBLIG, PAYROLL, or COMMIT (see explanations on the previous page).Be prepared to answer these types of questions or enter [ALL].

Enter the specific 12-position document number or press RETURN/ENTER.

Enter addressee code or <ALL>.

Enter document code or <ALL> or <//>.

Enter activity code or <ALL> or <//>.

Enter earliest document date in format YYMMDD.

Now enter most recent document date in format YYMMDD.

Enter office number or <ALL> or <//> or press RETURN/ENTER.

Enter account number or <ALL> or <//>

Enter the starting pay period in format YYPP.

These are just examples. Notice that you have the option of asking for ALL entries or define the parameters of the one(s) you are looking for. You will want to give the computer as much information as possible so it can sort through all the documents for you.

The purpose of these questions is to try to narrow the possibilities in order to find the document in question. If you would like more detailed instructions on using this research tool, please call DFM.

The **ADVBAL** is a very simple online report that displays the outstanding travel advance of a particular traveler by social security number.

Before issuing a travel advance, the issuing officer should type the travelers social security number into this program to see if the traveler has any outstanding travel advances. Refer to TRV-1, Part 10-1 for OSM guidelines on issuing a travel advance when there are outstanding travel advances.

The onscreen report will look like this:

```
This is the Travel Advance Balance Report.  Advance Report #6
Enter <//> to exit.
Enter SSN of traveler.
(ABACIS·ADVBAL·FMSTRV06)
SSN:[redacted]                    Name: [redacted]
Advance Balance as of 03/13/91: $          774.00
```

The **AGEDTRAV** report is essentially the same as the Aged Travel Advance Report issued in hard copy on a monthly basis. They both show the travel advance record of an individual traveler and the age of each outstanding advance.

Use the AGEDTRAV online report to more closely monitor delinquent repayments of travel advances in your office. By using this report, you do not have to wait a month to see if a delinquency has been resolved.

This report is also useful in monitoring area open travel advances since Federal Travel Regulations; Travel Management Program, Part 301-10.3(c)(3) places certain restrictions on time and limitations of area open travel advances.

```
T R A V E L   A D V A N C E   R E P O R T S

ENTER CONTROL DATE (FORMAT MM/DD/YY), OR // TO QUIT:
ENTER SSN, ALL, OR // TO QUIT.
ENTER TERM FOR OUTPUT TO TERMINAL, LASER FOR OUTPUT TO LASER PRINTER,
TAPE FOR OUTPUT TO TAPE, FILE FOR OUTPUT TO FILE,
LP FOR OUTPUT TO LINE PRINTER, // TO EXIT.


[redacted]                          OSMRE          WED, MAR 13, 1991, 12:46 PM
SSN: [redacted]          AGED TRAVEL AS OF 03/11/91

AMOUNT OF TRAVEL ADVANCES AGED:
==============================
              1-30 DAYS    31-60 DAYS    61-90 DAYS  OVER 90 DAYS        TOTAL
                AMOUNT        AMOUNT        AMOUNT        AMOUNT        AMOUNT
          ============= ============= ============= ============= =============
ADV. TYPE
=========

 A.  TDY
  1)Trip        774.00          0.00          0.00          0.00        774.00

  2)Open          0.00          0.00          0.00          0.00          0.00

 B. PCS           0.00          0.00          0.00          0.00          0.00
          ============= ============= ============= ============= =============
TOTALS          774.00          0.00          0.00          0.00        774.00

PRESS ANY KEY TO CONTINUE.
3110 (ABACIS-AGEDTRAV)    AGED TRAVEL ADVANCE DETAIL              DATE: 03/11/91

NAME: [redacted]
 SSN: [redacted]

  AUTH        ADV/VOU   ADV/VOU                  ADVANCE       EFFECT    EXPIR
   NBR   TYPE DOC NBR  DOC DATE       AMOUNT     BALANCE AGE    DATE      DATE
=================================================================================
TA139111  OT TD100695  02/05/91       774.00      774.00   2  02/10/91  03/09/91

OUTSTANDING ADVANCE TOTAL                         774.00
```

PAYREC is one of the most useful reports displaying all activity on a single obligation document (purchase order).

PAYREC shows you:

- The total obligated on a purchase order, total invoices and remaining obligation balance.
- Itemized obligations and invoices by account and object class.
- A summary of payments by schedule number.
- Documents in suspense.

A PAYREC gives you the information you need to provide better service for your vendors and customers. It also provides backup documentation for inquiries to DFM concerning obligations and accounts.

> The following instructions explain how to read a PAYREC from top to bottom; however, there is a quicker way to get information for vedors who call you with questions. See section 4 for more information on this procedure.

When the screen says "Enter the Document Reference Number or <//>," enter the eight-digit document number. Be sure to include the two-digit type indicator and one-digit fiscal year indicator. See "Document Codes" for a description of document reference numbers. (For example, PO012345 and CT121026.)

A PAYREC is divided into several sections with a double-dash line between each section. The examples on the next pages represent each section of the PAYREC.

Section 1

Heading of the PAYREC. Lists the PO number (document reference number), the vendor name and address.

Section 2

The DOCUMENT SUMMARY. Summarizes the information printed in section 3 below. Notice that the columns in this section are the same as the columns in the section 3.

Column	Description
TOTAL Obligations	Total of all the obligations for this purchase order.
Accrued Exp (Rec Rept)	This column will always be blank.
A/C PAYABLE (INVOICE)	Total of all the invoices listed in section 3.
Disburse	Total of all disbursements in section 3.
Unpaid Oblig.	Total of unpaid obligations in section 3.

(ABACIS-PAYREC-FMSR0009) OBLIGATION AND PAYMENT RECORD Date:03/08/91
Document Reference: PO114134 Time:10:38

1

Vendor Name: US WEST COMMUNICATIONS

Vendor Address: FEDERAL SERVICE CENTER
DENVER, CO 80244

==========

DOCUMENT SUMMARY:

2

TOTAL Obligations	Accrued Exp (Rec Rept)	A/C Payable (Invoice)	Disburse	Unpaid Oblig
3,769.24	.00	668.73	563.84	3,205.40

==========

ACCOUNT: [redacted] OBJECT CLASS: 2330

3

DATE	DOCUMENT NUMBER	AMEND NO.	OBLIGATIONS	ACCRUED EXP (REC REPT)	A/C PAYABLE (INVOICE)	DISBURSE	UNPAID OBLIG
901001	PO114134		1200.00				1200.00
901001	PO114134A01						
901022	PO114134A02		13.84				1213.84
901024	PO114134A03		1200.00-				13.84
901025	PO114134A04		36.91				50.75
901107	IN101741				12.51		
901113	IN101738				11.76		
901113	IN101763				7.04		
901115	PO114134A05		1080.02				1130.77
901122	IN101876				12.51		
901128	IN102059				12.51		
901207	IN102188				12.51		
901210	IN101741(1V9036)		303629971161			12.51	1118.26
901213	IN102387				7.04		
901213	IN102388				11.76		
901217	IN101738(1V9040)		303825540981			11.76	1106.50
901219	IN101763(1V9042)		303825249787			7.04	1099.46
901222	IN102567				12.51		
901226	IN101876(1V9044)		303595045751			12.51	1086.95
901228	IN102590				12.51		
901231	IN102059(1V9047)		303534132414			12.51	1074.44
910107	IN102852				12.51		
910107	IN102852	A			12.51-		
910107	IN102852	B			12.51		
910107	IN102852	C			12.51-		
910107	IN102852	D			12.51		
910109	IN102188(1V9052)		303629971161			12.51	1061.93
910113	IN102933				11.79		

PAYREC

Section 3

The details of the document summary section are arranged by account number and object class and the entries are in chronological order. Each line represents an activity in the account/object class.

Description of the columns:

DOCUMENT NUMBER
See the chapter on "Document Codes" for a complete description of what each character means in the document number. Notice that the first entry is the PO number and the rest are invoices received against that purchase order. The invoice numbers contain additional information after the number:

The first item in parentheses is the schedule number (under which the item was paid).

The second item in parentheses is the vendor's invoice or reference number. The vendor's number should be especially useful for you when you discuss the account with the vendor.

OBLIGATIONS
Total amount obligated under the indicated purchase order number. Do not be confused by the additional items that reach into this column in the lines below the PO entry. These are invoice numbers that are so long they reach into the obligations column.

Accrued Exp (Rec Rept)
This column will always be blank.

A/C PAYABLE (INVOICE)

If an invoice has been received but the funds have not been disbursed, the invoice is waiting in the warehouse. The item will be paid when it is appropriate under the Prompt Pay Act.

DISBURSE
Items that are paid appear in this column.

UNPAID OBLIG
If invoices were posted that did not completely liquidate the obligation, a balance will appear here. It can mean one of two things:

1) The balance should be de-obligated and the PO closed.
2) There is money remaining in the obligation waiting to be used.

If the balance should be de-obligated, submit a pink receiving report to DFM and indicate that it is final.

When DFM receives an invoice, it will appear on the PAYREC showing the invoice (document) date and the ABACIS reference number, and the amount of the invoice will appear in the A/C Payable column. It will remain there while the invoice is audited and during the time it awaits payment in the warehouse.

Note: Payments are warehoused until their due date under Prompt Payment regulations.

When an invoice shows up as an amount in the DISBURSE column, you know the request has been sent to Treasury for payment. It will take 7 to 10 days for the vendor to receive a check unless the vendor uses Vendor Express.

The last column, UNPAID OBLIG, shows how much is left on the purchase order. Notice, only disbursements reduce the UNPAID OBLIG column and not A/C PAYABLE.

When an account shows a sub-object class of 99, interest has been paid on that invoice. Interest can be avoided if you receipt for goods and services within 7 days and forward the invoice to DFM within 5 days.

When an account shows a sub-object class of 98, a discount was taken because of early payment.

3

ACCOUNT: [redacted] OBJECT CLASS: 2330

DATE	DOCUMENT NUMBER	AMEND NO.	OBLIGATIONS	ACCRUED EXP (REC REPT)	A/C PAYABLE (INVOICE)	DISBURSE	UNPAID OBLIG
901001	PO114134		1200.00				1200.00
901022	PO114134A02		13.84				1213.84
901024	PO114134A03		1200.00-				13.84
901025	PO114134A04		36.91				50.75
901107	IN101741				12.51		
901113	IN101738				11.76		
901113	IN101763				7.04		
901115	PO114134A05		1080.02				1130.77
901122	IN101876				12.51		
901128	IN102059				12.51		
901207	IN102188				12.51		
901210	IN101741(1V9036)		303629971161			12.51	1118.26
901213	IN102387				7.04		
901213	IN102388				11.76		
901217	IN101738(1V9040)		303825540981			11.76	1106.50
901219	IN101763(1V9042)		303825249787			7.04	1099.46
901222	IN102567				12.51		
901226	IN101876(1V9044)		303595045751			12.51	1086.95
901228	IN102590				12.51		
901231	IN102059(1V9047)		303534132414			12.51	1074.44
910107	IN102852				12.51		
910107	IN102852	A			12.51-		
910107	IN102852	B			12.51		
910107	IN102852	C			12.51-		
910107	IN102852	D			12.51		
910109	IN102188(1V9052)		303629971161			12.51	1061.93
910113	IN102933				11.79		
910113	IN103146				7.06		
910118	IN102387(1V9059)		303825249787			7.04	1054.89
910118	IN102388(1V9059)		303825540981			11.76	1043.13
910118	IN102852(127043)		303629971161			12.51	1030.62
910118	IN102852(127043)		303629971161			12.51-	1043.13

Section 4

If the vendor calls you and wants to know if an invoice has been paid, the easiest way for you to handle the call is to look in this section first for the vendor's invoice number. If it appears in this section you can tell the vendor when it was sent to Treasury to be paid. Remind the vendor that it will take 7 to 10 days from the date listed on the summary for the check to reach them.

By using the SUMMARY OF PAYMENTS BY SCHEDULE first you can save yourself time and energy and avoid calling DFM for help. If the item has not been paid, you can review the details of the account in the sections above.

Section 5

The most common reason for a delay in vendor's receiving checks is because the item is waiting in the warehouse for payment (in the column called A/C PAYABLE INVOICE). That item will also be listed in Section 5. The item will not be paid until either the contract says it should be paid or the provisions of the Prompt Payment Act are met.

4

SUMMARY OF PAYMENTS BY SCHEDULE:

INVOICE VENDOR #	DATE	SCHEDULE	AMOUNT
INV NO 1	901119	1V9026	834.93
INV NO 2	901126	1V9029	660.60
** VARIOUS **	901203	1V9034	1,743.25
INV NO 5	901217	1V9040	990.90
INV NO 6	901226	1V9044	559.68
INV NO 7	901231	1V9047	1,027.60
INVOICE 8	910107	1V9050	550.50
** VARIOUS **	910123	1V9061	1,065.78
INV NO 10	910205	1V9069	1,302.85
11	910225	1V9083	1,201.92
** VARIOUS **	910301	1V9087	0.00
INV NO 12	910305	1V9088	623.90

5

The following documents are in suspense:

TYPE	DOCUMENT-NUMBER	AMOUNT	VENDOR INVOICE #
DISBURSE	IN104107	1,449.65	INV NO 13

The purpose of the **PLANSOU** report is to display the financial plan funding by object class for an account number or office. Currently, funds for OSM are allocated yearly, not quarterly; therefore, this report is not as useful as it might be for other bureaus or offices.

The PLANSOU remains on the system for your use. See example below.

```
Enter the desired Account Number, <ALL>,<SUMMARY> or <//>.
Now enter the Fiscal Year, i.e., 82, 83, etc.

Press the RETURN Key when ready to print.
```

FINANCIAL PLAN

Fund	61	REGULATION & TECHNOLOGY	Printed Date	03/11/91
Office	3110	DIVISION OF FINANCIAL MGT	Microfilm Number	00650880
Account	[redacted]	DIVISION OF FINANCIAL MGMT	Document Number	FP032603
Fiscal Year	90		Document Date	09/27/90
			Status: Posted	

	Object Class	Quarter-1	Quarter-2	Quarter-3	Quarter-4	Total
11	Pers Comp	1140559	0	0	0	1140559
12	Pers Benefit	201275	0	0	0	201275
21	Travel	25500	0	0	0	25500
23	Rt,Comm&Util	10500	0	0	0	10500
25	Other Svcs	441259	0	0	0	441259
26	Supplies	36000	0	0	0	36000
31	Equipment	7000	0	0	0	7000
**	.....Total	1862093	0	0	0	1862093

```
Press Return Key to continue or <//> to stop.
```

The **PLANUSE** report shows the same information as the Account Level Fund Status report. It displays the most recent balances by object class for an account number or office number on your computer screen.

Notice the responses required from you by the program.

```
Enter the desired Total option:
C)urrent Totals  M)onth End Totals
Enter the desired Account Number, <ALL>,<SUMMARY> or <//>.

Now enter the Fiscal Year, i.e., 82, 83, etc.

Press the RETURN Key When Ready to Print.
```

FINANCIAL PLAN TABLE
CURRENT TOTALS

Fund	61	REGULATION & TECHNOLOGY	Printed Date	03/12/91
Office	3110	DIVISION OF FINANCIAL MGT		
Account	[redacted]	DIVISION OF FINANCIAL MGMT		
Fiscal Year	90	Direct		

Object Class	Authorized (Annual)	Authorized (Cum-dt)	Total Obligations	Outstanding Commitments	Uncommitted Balance
11 Pers Comp	1140559.00	1140559.00	1136102.15	.00	4456.85
12 Pers Benefi	201275.00	201275.00	211345.13	.00	10070.13-
21 Travel	25500.00	25500.00	30691.86	.00	5191.86-
22 Trans Thing	.00	.00	64.90	.00	64.90-
23 Rt,Comm&Uti	10500.00	10500.00	10764.40	.00	264.40-
25 Other Svcs	441259.00	441259.00	324769.02	.00	116489.98
** .....Total	1862093.00	1862093.00	1859947.71	.00	2145.29

```
Press Return Key to continue or <//> to stop.
```

Hard Copy Reports

On a monthly basis the Division of Financial Management sends out a paper copy of the following reports out to the field offices:

Account Level Fund Status Report
Accounting Transaction Detail Report
Activity/Office Level Fund Status Report
Aged Travel Advance Report

In addition, DFM sends out a Labor Distribution Report each pay period. The next few pages discuss these reports; however, much of the same information is available to you on the PC in your office connected to the HP 3000.

The **Accounting Transaction Detail Report** is actually two listings: **year-to-date activity and current month activity.**

The numbered items correspond to the large numbers on both Accounting Transaction Detail Reports.

1. Total dollar amount of all invoice documents entered into ABACIS including those that have not yet been paid by Treasury.
2. Total dollar amount of all payments made by Treasury.
3. Payments made to OSM by other Federal agencies under inter-agency agreements for services provided by OSM or collections.
4. Obligations minus total accrued expenditures. The obligated funds remaining for this particular document.

Current month activity

(ABACIS-TROL L-FMSRD007) MONTHLY ACCOUNTING TRANSACTION DETAIL REPORT 02/01/91 Page 61

Fiscal Year : 1991
Fund : 61 REGULATION & TECHNOLOGY
Account : [redacted]

OBJECT CLASS			TOTAL OBLIGATIONS	TOTAL ACCRUED EXPENDITURES	TOTAL DISBURSEMENTS	REIMBURSEMENTS	UNLIQUIDATED OBLIGATIONS
25 Other Svcs				1	2	3	4
Document Reference	Description	Document Date					
P0132041 (IN102701)	COMPUTER ASSOCIA	01/08/91	.00	1,000.00	1,000.00	.00	1,000.00
P0132046	PERFECT SOLUTION	12/07/90	1,894.50	.00	.00	.00	1,894.50
P0132059	WORD TECHNOLOGY	12/20/90	200.00	.00	.00	.00	200.00
P0132061	GTSI	12/01/90	195.00	.00	.00	.00	195.00
P0132066	TECHNICAL SALES	12/19/90	552.00	.00	.00	.00	552.00
P0132068	DATA PLUS INC	01/04/91	600.00	.00	.00	.00	600.00
P0132073	EVEREX SYSTEM	01/10/91	70.00	.00	.00	.00	70.00
TR116904	OPM	11/05/90	1,775.00	.00	.00	.00	1,775.00
Total Object Class 25 Other Svcs			5,286.50	1,000.00	1,000.00	.00	4,286.50
26 Supplies							
Document Reference	Description	Document Date					
P0132012	MOBILE PC	11/16/90	604.75	604.75	604.75	.00	.00
P0132013	DRAFT CO INC	11/16/90	805.03	805.03	805.03	.00	.00
P0132019 (IN102696)	COMPUTERLAND	11/16/90	.00	315.00	315.00	.00	315.00-
P0132033 (IN102547)	MICAS INC	11/16/90	.00	240.00	240.00	.00	240.00-
P0132034 (IN102699)	GOV TECH SERVICE	11/16/90	.00	115.00	.00	.00	115.00-
P0132037 (PS107098)	OFFICE OUTFITTER	11/16/90	.00	.00	227.60	.00	.00
P0132051	GTSI	12/12/90	1,152.00	.00	.00	.00	1,152.00
Total Object Class 26 Supplies			2,561.78	2,079.78	2,192.38	.00	482.00

Year-to-date Activity lists all transactions, payroll charges and accruals entered in ABACIS from the beginning of the fiscal year through the date of this report.

(ABACIS-TRDETAIL-FMSR0007) ACCOUNTING TRANSACTION DETAIL REPORT 03/01/91 Page: 83
Fiscal Year : 1991
Fund : 61 REGULATION & TECHNOLOGY
Account : [redacted]

OBJECT CLASS			TOTAL OBLIGATIONS	TOTAL ACCRUED EXPENDITURES	TOTAL DISBURSEMENTS	REIMBURSEMENTS	UNLIQUIDATED OBLIGATIONS
21 Travel				1	2	3	4
Document Reference	Description	Document Date					
LV130003	WASHINGTON DC	12/14/90	16.25	16.25	16.25	.00	.00
TA144613	[redacted]	11/27/90	390.50	261.91	261.91	.00	128.59
TA144625	[redacted]	01/24/91	824.00	420.26	420.26	.00	403.74
TA148303	[redacted]	12/03/90	95.41	95.41	95.41	.00	.00
Total Object Class 21 Travel			1,326.16	793.83	793.83	.00	532.33
25 Other Svcs							
Document Reference	Description	Document Date					
P0132041	computer associa	12/06/90	1,000.00	1,000.00	1,000.00	.00	.00
P0132046	PERFECT SOLUTION	12/07/90	1,894.50	1,894.50	1,894.50	.00	.00
P0132059	WORD TECHNOLOGY	12/20/90	200.00	200.00	.00	.00	.00
P0132061	GTSI	12/01/90	195.00	195.00	195.00	.00	.00
P0132066	TECHNICAL SALES	12/19/90	552.00	552.00	.00	.00	.00
P0132068	DATA PLUS INC	01/04/91	529.20	529.20	529.20	.00	.00
P0132073	EVEREX SYSTEM	01/10/91	70.00	.00	.00	.00	70.00
TR119137	ED SVCS INSTITUT	11/21/90	700.00	700.00	.00	.00	.00
TR121616	THE FORUM	12/10/90	260.00	260.00	260.00	.00	.00
TR131513	AMA	02/01/91	935.00	.00	.00	.00	935.00
Total Object Class 25 Other Svcs			5,935.70	5,320.70	3,868.70	.00	1,005.00
26 Supplies							
Document Reference	Description	Document Date					
P0130123	gov tech service	12/11/90	202.00	202.00	.00	.00	.00
P0132012	MOBILE PC	11/18/90	604.75	604.75	604.75	.00	.00
P0132013	DRAFT CO INC	11/16/90	805.03	805.03	805.03	.00	.00
P0132019	COMPUTERLAND	11/19/90	315.00	315.00	315.00	.00	.00
P0132003	NICAS INC	12/06/90	240.00	240.00	240.00	.00	.00

Accounting Transaction Detail Report

The **Account Level Fund Status Report** provides the fiscal year to date summary of budgetary and financial activity by object class for each account.

1. Percent of fiscal year completed. This percentage maybe used as a benchmark to compare the actual percent obligated for each object class code. If half the year has been completed (50%), the "PERCENT OF ANNUAL PLAN OBLIGATED" (#3) should be 50 percent or less; however, most budgets are not obligated on a straight line basis throughout the fiscal year.

2. Presently OSM is not allocating quarterly; therefore, this column is always the same as the annual column.

3. This percentage is calculated by dividing the obligations fiscal year-to-date by the budget authorized for each object class. Percentages are also calculated for totals on the bottom lines.

4. This figure is calculated by subtracting the obligations fiscal year-to-date from the budget authorized for that particular object class. These figures represent the amount of funds still available for obligation for the remainder of the fiscal year.

   Negative amounts are shown with a minus sign and mean that either obligations incurred exceed the budget authorized or obligations have been recorded in an object class that does not have an authorized budget.

K- 1

(ABACIS-ACCISTAT-FMSR0005) ACCOUNT LEVEL FUND STATUS REPORT 08/02/90 Page: 10

JUL 31, 1990 (Fiscal Year 83% completed) 1

ACCOUNT: [redacted]
OFFICE : [redacted]

Fiscal Year : 1990
Fund : 61 REGULATION & TECHNOLOGY

OBJECT CLASS	ANNUAL PLAN	2 OBLIGATION AUTHORITY THRU 4TH QUARTER	TOTAL OBLIGATIONS	3 PERCENT OF ANNUAL PLAN OBLIGATED	4 UNOBLIGATED BALANCE	OUTSTANDING COMMITMENTS	UNCOMMITTED BALANCE
11 Pers Comp	152,562.00	152,562.00	118,667.70	77.0	33,894.30	.00	33,894.30
12 Pers Benefit	18,330.00	18,330.00	16,542.72	90.0	1,787.28	.00	1,787.28
13 Sev/Unap Com	.00	.00	.00	0.0	.00	.00	.00
17 A/Leave Liab	.00	.00	.00	0.0	.00	.00	.00
21 Travel	3,000.00	3,000.00	1,321.60	44.0	1,678.40	.00	1,678.40
22 Trans Things	.00	.00	.00	0.0	.00	.00	.00
23 Rt.Com&Util	.00	.00	.00	0.0	.00	.00	.00
24 Prnt & Repro	.00	.00	.00	0.0	.00	.00	.00
25 Other Svcs	3,500.00	3,500.00	290.00	8.0	3,210.00	.00	3,210.00
26 Supplies	2,500.00	2,500.00	2,499.65	99.0	.35	.00	.35
31 Equipment	.00	.00	615.00	0.0	615.00-	.00	615.00-
32 Lands & Strt	.00	.00	.00	0.0	.00	.00	.00
41 Grants	.00	.00	.00	0.0	.00	.00	.00
42 Ins. Claims	.00	.00	.00	0.0	.00	.00	.00
44 Refunds	.00	.00	.00	0.0	.00	.00	.00
92 Undistributd	.00	.00	.00	0.0	.00	.00	.00
Account Total	179,892.00	179,892.00	139,936.67	77.0	39,955.33	.00	39,955.33

The **Activity/Office Level Fund Status Report** expresses the obligation percentage against funding.

The report is issued once a month and is organized by object class. It shows accrued expenditures year-to-date and monthly.

(ABACIS-ACC F-FMSE005A) ACTIVITY/OFFICE LEV FUND STATUS REPORT 10/05/90 : 53
SEP 30, 1990 (Fiscal Year 1% completed)

ACTIVITY : 12 REG. PROGRAM OPNS.
OFFICE : [redacted]
FISCAL YEAR : 1990
FUND : 61 REGULATION & TECHNOLOGY

OBJECT CLASS	ANNUAL PLAN	OBLIGATIONS YEAR TO DATE	OBLIGATIONS CURRENT MONTH	ACCRUED EXPENDITURES YEAR TO DATE	ACCRUED EXPENDITURES CURRENT MONTH	OUTSTANDING COMMITMENTS
11 Pers Comp	241,792.00	192,605.02	8,458.81	192,605.02	8,458.81	.00
12 Pers Benefit	45,672.00	35,301.09	1,022.72	35,301.09	1,022.72	.00
13 Sev/Unmp Com	.00	.00	.00	.00	.00	.00
21 Travel	12,000.00	8,220.27	12.50	8,220.27	12.50	.00
22 Trans Things	.00	.00	.00	.00	.00	.00
23 Rt,Comm&Util	.00	.00	.00	.00	.00	.00
24 Prnt & Repro	.00	.00	.00	.00	.00	.00
25 Other Svcs	5,000.00	3,081.25	3,081.25	.00	.00	.00
26 Supplies	2,000.00	2,820.51	1,150.00	1,670.51	.00	.00
31 Equipment	8,000.00	7,926.35	4,501.80	3,424.55	.00	.00
32 Lands & Strt	.00	.00	.00	.00	.00	.00
41 Grants	.00	.00	.00	.00	.00	.00
42 Ins. Claims	.00	.00	.00	.00	.00	.00
44 Refunds	.00	.00	.00	.00	.00	.00
92 Undistributd	.00	.00	.00	.00	.00	.00
Activity/Office Total	314,464.00	249,954.49	18,227.08	241,221.44	9,494.03	.00

SUMMARY OBJECT CLASS	UNOBLIGATED BALANCE	PERCENT USE OF PLAN	UNCOMMITTED BALANCE
11 Pers Comp	59,557.89	79.2	59,557.89
21 Travel	3,779.73	68.5	3,779.73
50 Other	1,171.89	92.1	1,171.89

The **Aged Travel Detail** report provides information about travel advance transactions (advances and repayments) for an individual traveler. It also provides a schedule showing the age of outstanding advances in 30-day increments. The example on the next page is numbered to correspond with the explanation below.

1. Document number from pre-numbered travel authorization form.

2. Travel purpose code (see "Travel Authorization" in the "Document Preparation" chapter for an explanation of these codes).

3. Travel advance (TD) and travel vouchers (TV) numbers assigned by DFM unless pre-numbered form was used.

4. Signature date of the advance application or travel voucher document or the date cash was received by the traveler (if paid from the imprest fund).

5. Dollar amount of each transaction.

   Positive amounts are travel advances paid.

   Negative amounts represent repayments of advances by deductions from travel vouchers or by personal check.

   Personal check payments will be reported as a change to an advance document. For example, the repayment would be listed as a negative amount opposite document number TD001543 A for a check repayment of $26.10 made on an advance under travel advance document number TD001543.

   In this example, the travel advance document TD001543 was further reduced by a travel voucher (TV100817) totaling $82.40.

6. For each travel authorization, the positive amount represents outstanding balances that have not been repaid. Notice there is still $6.50 outstanding under TV100817. The difference may be due to a dispute or miscalculation.

   Negative balances represent deductions from travel vouchers that exceed the amount advanced under that travel authorization. These deductions are usually made to offset outstanding advances under other travel authorizations. The total for this column represents the total advance amount outstanding for the traveler in accordance with data in ABACIS at the time of this report.

7. For temporary duty (trip authorization) advances, the age is determined as the difference in days between the last day of the trip and this report date (Aged Travel Advance Detail).

   For temporary duty limited open and unlimited open advances, the advance and voucher amounts are totalled. The sum is then aged from the effective date of the most recent travel document (advance or voucher). The age is the difference in days

between this date and this report date.

For permanent change of station (PCS) advances, the advance and voucher amounts are totalled. The age is determined as the difference in days between the date of the most recent travel document (advance or voucher) + 30 days and the date of this Aged Travel Advance Detail Report.

8. The date when travel was authorized to begin.

9. The date travel was to end. For PCS, limited and unlimited authorizations, this date is assumed to be the last day of the fiscal year.

10. Summary of information on outstanding advances.

4360 (ABACIS EDTRAV) AGED TRAVEL ADVANCE DETAIL DA 02/01/91

AS OF JAN 31, 1991 PAGE: 65

NAME: [redacted]
SSN: [redacted]

AUTHORIZATION NUMBER	TYPE	ADVANCE/VOUCHER DOCUMENT NUMBER		ADVANCE/VOUCHER DOCUMENT DATE	AMOUNT	ADVANCE BALANCE	AGE IN DAYS	EFFECTIVE DATE	EXPIRATION DATE
TA035491	TR	TD001617		09/21/90	300.00			09/10/90	09/14/90
1 TA036183	2 OT	3 TD001617	A	12/06/90	168.10-	131.90	140	09/27/90	09/28/90
		TD001543		09/10/90	115.00				
		TD001543	A	12/06/90	26.10-				
		TV100817		01/25/90	82.60-	6.50	126		
TA152234	OI	TD100576		01/04/91	250.00	250.00	22	01/07/91	01/10/91
TOTAL OF ALL OUTSTANDING ADVANCES						388.40			

10 AGED TRAVEL ADVANCE SCHEDULE

PURPOSE OF ADVANCE	1-30 DAYS AMOUNT	31-60 DAYS AMOUNT	61-90 DAYS AMOUNT	OVER 90 DAYS AMOUNT	TOTAL AMOUNT
A. TEMPORARY DUTY TRAVEL					
1) Trip	250.00	0.00	0.00	138.40	388.40
2) (UN)Limited Open	0.00	0.00	0.00	0.00	0.00
B. Permanent Change of Station	0.00	0.00	0.00	0.00	0.00
TOTALS	250.00	0.00	0.00	138.40 *	388.40

The **Labor Distribution Report** identifies the salaries and employees charged to each account including Federal share of employee benefits.

The names and social security numbers have been deleted to protect individual privacy.

Notice the following items in particular:

1. This pay period and ending date.
2. Office and account identifiers
3. Object class
   1111 regular pay
   1153 overtime pay
   1158 Sunday pay
   1159 Holiday pay
   1162 SES bonuses
   1163 cash awards
4. Federal share of benefits; does not include employee contributions, which are deductions from gross earnings.

(ABAC19-PAYDIST-FMGR0002)

1 LABOR DISTRIBUTION

For Pay Period 5 Ended Feb 23, 1991

Prepared: 02/28/91 101734

Page: 34

Fiscal Year: 91
Fund Code: 61
Office Code 2 REGULATION & TECHNOLOGY
Account Code: [redacted]

EMPLOYEE	SSN	3 GROSS EARNINGS OB/CL	AMOUNT	HOURS	TOTAL BENEFITS	4 BENEFITS RETIREMENT 1220/1225*	LIFE INS O/C 1230	HEALTH INS O/C 1240	FICA O/C 1200	OTHER
[redacted]		1111	940.00	80.00	192.86	65.80	.00	113.43	13.63	.00
		1111	2,445.95	71.00	322.94	171.22	6.07	110.19	35.66	.00
		1111	310.05	9.00	40.94	21.70	.77	13.97	4.50	.00
		1137	152.00	40.00	11.62	.00	.00	.00	11.62	.00
			CSRS RETIREMENT SUB-TOTAL			258.72	CSRS FICA SUB-TOTAL		65.21	
			FERS RETIREMENT SUB-TOTAL			.00	FERS FICA SUB-TOTAL		.00	
			THRIFT SAVINGS SUB-TOTAL			.00				
TOTAL FOR ACCOUNT			3,848.00	200.00	568.36	258.72	6.84	237.59	65.21	.00
			CSRS RETIREMENT SUB-TOTAL			258.72	CSRS FICA SUB-TOTAL		65.21	
			FERS RETIREMENT SUB-TOTAL			.00	FERS FICA SUB-TOTAL		.00	
			THRIFT SAVINGS SUB-TOTAL			.00				
TOTAL FOR OFFICE			3,848.00	200.00	568.36	258.72	6.84	237.59	65.21	.00

* Indicates contributions to the FERS retirement system and/or the Thrift Savings Plan.

Grants

We have grouped all the grant information in one chapter since many of you who deal with grants do not use the rest of the system.

This chapter will briefly explain:

- MB-212, Awards
- MB-214, Grant Detail Report
- State and Federal Share Report
- DrawDown Express Reports (DDXSMRY and DDXDETL)
- GRANTREC

How they all fit together

A contract is signed between the field office and the State/Tribe for the grant award made by the Federal Government.

The MB-212 is the cover sheet for the award document and it contains all the information DFM needs to enter the award document into ABACIS.

Immediately after the MB-212 is entered into ABACIS we can allow grantees to make drawdowns and receive cost reports.

The actual drawdowns are made through the DrawDown Express (DDX) subsystem of ABACIS (see the DrawDown Express users manual and FAM 1-102 for guidelines and requirements for making draws).

At any point you may review the status of your grant(s) by calling up a GRANTREC on your PC. The MB-214 is a paper version of the Grantrec with a few notable exceptions. GRANTREC will tell you the title and number of the project; MB-214 will only tell you the project number. The MB-214 reflects the period costed on the cost reports received. The MB-214 is issued by DFM monthly, but you have current and continual access to GRANTREC.

The monthly State/Federal Share Report shows current year allocations, carryover, and current year obligations and de-obligations on Activity 21, AML grants. It shows the award as an obligation deducted from the available balance and any de-obligations as increasing the available balance.

GRANTREC shows awards and how much has been costed and drawn on them. The State/Federal Share Report shows the allocation and the decreasing available balance, no costs or draws.

The **State/Federal Share Report** is mailed monthly by DFM. It shows the State and Federal share amounts of AML carryover, current-year AML allocation, and awards and de-obligations of AML funds. There are two important points to remember about this report:

De-obligated amounts are immediately available for new awards, but awards cannot exceed net availability.

carryover + allocation + de-obligations - previous awards

This calculation is to the penny, not rounded. Remember, the Budget Office will round financial plans, which can result in minor differences in availability.

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT
SHARE BALANCE REPORT AS OF 03/02/91

PAGE: 26

FOR: [redacted]

		STATE SHARE	FEDERAL SHARE	EMERGENCY FUNDS	INVENTORY FUNDS	TOTAL
PRIOR YEAR CARRY OVER		1 $4,016,736.00	$16,321.00	$0.00	$0.00	$4,033,055.00
CURRENT YEAR ALLOCATION		2 $10,053,352.00	$0.00	$0.00	$0.00	$10,053,352.00
TOTAL FUNDS AVAILABLE		$14,070,086.00	$16,321.00	$0.00	$0.00	$14,086,407.00
DEOBLIGATIONS 10/01/90 - 03/02/91						
GR997811	10/10/90	$79,672.00	$0.00	$0.00	$0.00	$79,672.00
DEOBLIGATIONS AS OF 03/02/91		$79,672.00	$0.00	$0.00	$0.00	$79,672.00
FY AWARDS (OBLIGATIONS) 10/01/90 - 03/02/91						
GR097811	12/11/90	($55,232.00)	$0.00	$0.00	$0.00	($55,232.00)
GR097811	01/15/91	($124,040.00)	$0.00	$0.00	$0.00	($124,040.00)
TOTAL FY AWARDS THRU	03/02/91	($179,272.00)	$0.00	$0.00	$0.00	($179,272.00)
SHARE BALANCE AS OF	03/02/91	$13,970,486.00	$16,321.00	$0.00	$0.00	$13,986,807.00

1) Revised share balance from 09/30 - prior year.
2) See current year AML Distribution for details.

Grants

We have grouped all the grant information in one chapter since many of you who deal with grants do not use the rest of the system.

This chapter will briefly explain:

- MB-212, Awards
- MB-214, Grant Detail Report
- State and Federal Share Report
- DrawDown Express Reports (DDXSMRY and DDXDETL)
- GRANTREC

How they all fit together

A contract is signed between the field office and the State/Tribe for the grant award made by the Federal Government.

The MB-212 is the cover sheet for the award document and it contains all the information DFM needs to enter the award document into ABACIS.

Immediately after the MB-212 is entered into ABACIS we can allow grantees to make drawdowns and receive cost reports.

The actual drawdowns are made through the DrawDown Express (DDX) subsystem of ABACIS (see the DrawDown Express users manual and FAM 1-102 for guidelines and requirements for making draws).

At any point you may review the status of your grant(s) by calling up a GRANTREC on your PC. The MB-214 is a paper version of the Grantrec with a few notable exceptions. GRANTREC will tell you the title and number of the project; MB-214 will only tell you the project number. The MB-214 reflects the period costed on the cost reports received. The MB-214 is issued by DFM monthly, but you have current and continual access to GRANTREC.

The monthly State/Federal Share Report shows current year allocations, carryover, and current year obligations and de-obligations on Activity 21, AML grants. It shows the award as an obligation deducted from the available balance and any de-obligations as increasing the available balance.

GRANTREC shows awards and how much has been costed and drawn on them. The State/Federal Share Report shows the allocation and the decreasing available balance, no costs or draws.

Awards (MB-212)

The "Application Review" chapter of the *Federal Assistance Manual* (FAM) explains how to complete an MB-212 Award Document (opposite page). The MB-212 is the basis for award entry into ABACIS. Immediately after the entry has been posted, drawdowns can be made and cost reports can be input.

An MB-212 may be returned to the Eastern Service Center or Western Service Center for any of the following reasons:

- Grant number does not conform to the numbering scheme as designated in FAM 5-00, Grant/Cooperative Agreement Numbering System and Files Organization.
- AML award exceeds the amount of a State/Tribe's available AML balance.
- Incomplete or erroneous account numbers (box 14 on MB-212).
- Failure to provide State/Federal share amounts for AML grants.
- Missing or unauthorized signatures.
- Unable to enter into ABACIS because information is incomplete.

If a problem with the MB-212 or supportive documentation is minor, DFM may call WSC or ESC for clarification and make the requested correction. A copy of the corrected document will be returned to WSC/ESC.

Cost Reports

FAM 5-60 explains the State/Tribe's responsibility for completing cost reports. It is important that DFM receive these reports on a timely basis. We appreciate your support in assuring prompt submissions.

DFM may request that cost reports be resubmitted if the information is not consistent with any previously submitted cost reports.

APPLICATION REVIEW

EXHIBIT X5-20-5
PAGE 15

DEPARTMENT OF THE INTERIOR
Office of Surface Mining

CONTRACT/GRANT/COOPERATIVE AGREEMENT AWARD REPORT

1. Contract/Grant/Cooperative Agreement Number
ABACIS NUMBERING Amendments are followed by A01, A02, etc.

2. Name of Contractor/Recipient
Use complete mailing address

3. Title
Type of Grant (A&E, SOAP, AML Construction, AML Administrative etc.)

4. Description of Work
Initial award - Use actual purpose of award
Amendment - Describe action: (a) change ending date from ____ to ____
(b) increase obligation and Letter-of Credit by _____ to include _____ etc.
Close outs - Describe - (to deobligate (if applies) and close out)

5. Principal Investigator

6. Government Technical Project Officer/Station
FO GRANTS CONTACT

7. Name of Contracting Officer	8. Name of Contract/Grants Specialist ADFO Grants Contact
9. Date of Award Date of initial award or amendment (signed)	10. Effective Date Beginning date of performance period of grant (date does not change)
11. Estimated Completion Date Ending date of performance period (changes with time extension)	12. Official Close-out Date 90 days after estimated completion (changes with time extension)
13. Funding Organization Office of Surface Mining	14. Program and Account Number Use current year account # for appropriate program

15. Type of Award
Grant or Cooperative agreement

16. Total Amount

Amount of this Action	Do not obligate parts of a dollar
Prior Obligations to Date	_____
Total Cost Sharing	Not included in total award amount (Title V only)
Balance to be Incrementally Funded	_____
Total Award Amount	Federal dollars only TITLE IV (State Share _____ Federal Share _____ Total _____)

17. Fixed Fee Limitation %	Total Fee Amount	Total Cost Amount

18. Holdback (Construction A & E)
_____ Yes _____ No

19. Coding Data

M1M2	0102	PP	G	O	F	S	N	DD	TT	TP	ACCT	OBJ	ID	AMOUNT

20. Signature of Contracting Officer/Approving Authority ADFO Grants Officer	Date of Signature

Distribution: Contracts- 5 + 2 Data Specialist, 1-Project Officer, 1-Contract File
Grants: Orig.-Owner Finance Center, 1-Originating Office, 1-F.O., 1-Procurement

MB-212 (8/83)
(Formerly OSM-1-(80)
Revised (8/84)

The **MB-214** is the monthly hard copy equivalent of the GRANTREC. Both give award and drawdown information on the project level. The GRANTREC contains more timely information than does the MB-214.

Some offices retain the MB-214 to record past activity.

GRANT NUMBER: GR097172
GRANT PERIOD: 02/19/90 TO 01/31/93
LOC NUMBER: [redacted]
GRANTEE NAME: [redacted]

DATE	DESCRIPTION	GRANT AMOUNT	DRAWDOWN AMOUNT	FUNDS AVAIL TO BE DRAWN	COST REPORT AMOUNT	AMOUNT REMAINING TO BE COSTED	COST PERIOD
PROJECT NUMBER: 17087							
02/04/91	PRIOR PERIOD	35,000.00	26,915.45	8,084.55	13,122.75	21,877.25	
01/25/91	COST			8,084.55	13,792.70	8,084.55	
TOTAL FOR PROJECT 17087		35,000.00	26,915.45	8,084.55	26,915.45	8,084.55	07/01/90 - 12/31/90
PROJECT NUMBER: 17088							
02/04/91	PRIOR PERIOD	5,000.00	3,885.00	1,115.00		5,000.00	
01/25/91	COST			1,115.00	3,885.00	1,115.00	
TOTAL FOR PROJECT 17088		5,000.00	3,885.00	1,115.00	3,885.00	1,115.00	07/01/90 - 12/31/90
PROJECT NUMBER: 17089							
02/04/91	PRIOR PERIOD	190,021.00	150,365.92	39,655.08		190,021.00	
01/25/91	COST			39,655.08	148,307.46	41,713.54	
TOTAL FOR PROJECT 17089		190,021.00	150,365.92	39,655.08	148,307.46	41,713.54	07/01/90 - 12/31/90
PROJECT NUMBER: 17090							
02/04/91	PRIOR PERIOD	310,000.00	185,032.36	124,967.64		310,000.00	
01/25/91	COST			124,967.64	185,032.36	124,967.64	
02/07/91	DRAWDOWN		43,092.15	81,875.49		124,967.64	
TOTAL FOR PROJECT 17090		310,000.00	228,124.51	81,875.49	185,032.36	124,967.64	07/01/90 - 12/31/90
PROJECT NUMBER: 17091							
02/04/91	PRIOR PERIOD	6,000.00	3,533.60	2,466.40	3,533.60	2,466.40	
TOTAL FOR PROJECT 17091		6,000.00	3,533.60	2,466.40	3,533.60	2,466.40	
PROJECT NUMBER: 17092							
02/04/91	PRIOR PERIOD	225,000.00	93,905.49	131,094.51	28,277.61	196,722.39	
01/25/91	COST			131,094.51	45,133.90	151,588.49	
TOTAL FOR PROJECT 17092		225,000.00	93,905.49	131,094.51	73,411.51	151,588.49	07/01/90 - 12/31/90

The **State/Federal Share Report** is mailed monthly by DFM. It shows the State and Federal share amounts of AML carryover, current-year AML allocation, and awards and de-obligations of AML funds. There are two important points to remember about this report:

De-obligated amounts are immediately available for new awards, but awards cannot exceed net availability.

carryover + allocation + de-obligations - previous awards

This calculation is to the penny, not rounded. Remember, the Budget Office will round financial plans, which can result in minor differences in availability.

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT
SHARE BALANCE REPORT AS OF 03/02/91

PAGE: 26

FOR: [redacted]

		STATE SHARE	FEDERAL SHARE	EMERGENCY FUNDS	INVENTORY FUNDS	TOTAL
PRIOR YEAR CARRY OVER		1 $4,016,734.00	$16,321.00	$0.00	$0.00	$4,033,055.00
CURRENT YEAR ALLOCATION		2 $10,053,352.00	$0.00	$0.00	$0.00	$10,053,352.00
TOTAL FUNDS AVAILABLE		$14,070,086.00	$16,321.00	$0.00	$0.00	$14,086,407.00
DEOBLIGATIONS 10/01/90 - 03/02/91						
GR997811	10/10/90	$79,672.00	$0.00	$0.00	$0.00	$79,672.00
DEOBLIGATIONS AS OF 03/02/91		$79,672.00	$0.00	$0.00	$0.00	$79,672.00
FY AWARDS (OBLIGATIONS) 10/01/90 - 03/02/91						
GR097811	12/11/90	($55,232.00)	$0.00	$0.00	$0.00	($55,232.00)
GR097811	01/15/91	($124,040.00)	$0.00	$0.00	$0.00	($124,040.00)
TOTAL FY AWARDS THRU	03/02/91	($179,272.00)	$0.00	$0.00	$0.00	($179,272.00)
SHARE BALANCE AS OF	03/02/91	$13,970,486.00	$16,321.00	$0.00	$0.00	$13,986,807.00

1) Revised share balance from 09/30 - prior year.
2) See current year AML Distribution for details.

Online Grant Reports

DrawDown Express (DDX) was established as part of the ABACIS Service Network to allow States/Tribes to request funds via a direct telecommunications link between their PC and the HP-3000 computer located at DFM. Refer to FAM 1-102 for the States/Tribes instructions and responsibilities regarding DDX.

DDX Reports (DDXRPTS, see hierarchy on page 104) provides information on drawdowns for specific time frames.

OSM Field Office personnel access reports on drawdown activity for a particular state by entering the state's Letter-of-Credit when using the DDXRPTS option in the ABACIS Service Network. There are two report choices; DDXDETL and DDXSMRY. Both reports provide a status of Approved (paid), Pending Approval, Suspense (grantee has not yet completed request), or Canceled (document was voided by grantee). Both are illustrated on subsequent pages.

DDXDETL provides a per request report of all detail, including grant numbers and project numbers, that was entered on the request. If a Field Office wants a copy of the draw request, it may be obtained from ABACIS, rather than asking a State/Tribe to mail a copy.

For DDXDETL enter Letter of Credit number and then the beginning and ending dates for the report.

```
The following options are available to you:

<DDXSMRY>  <DDXDETL>  <HELP>  <//>

Enter Letter of Credit Number, ALL, or // to end.
Enter Beginning Date (MMDDYY) or // to end.
Enter Ending Date (MMDDYY) or // to end.

To PRINT a paper copy of the report, depress the function keys following
these steps:

     STEP 1:  F10 (once)
     STEP 2:  F1: (twice)
     STEP 3:  F3: (once)
     STEP 4:  Press the <ENTER> key

To simply display the report on the screen, depress the <ENTER> key.

Letter of Credit Number: [redacted]          Remarks:
Status: Approved

                          GRANT DRAWDOWN DETAIL
                        FRI, MAR 15, 1991,  9:18 AM

Date: 01/14/91                              Document Number: GQ100188
Grantee Name: [redacted]                    Grantee Request Number: 121
Letter of Credit Number: [redacted]         Remarks:
Status: Approved

Grant                Grant
Number               Project Number                 Amount
========             ==============        ================
GR193403             00000                        93,163.00
          Total Amount Requested:                 93,163.00

                          GRANT DRAWDOWN DETAIL
                        FRI, MAR 15, 1991,  9:18 AM

Date: 01/16/91                              Document Number: GQ100199
Grantee Name: [redacted]                    Grantee Request Number: 122
Letter of Credit Number: [redacted]         Remarks:
Status: Approved

Grant                Grant
Number               Project Number                 Amount
========             ==============        ================
GR193403             00000                         8,801.96
          Total Amount Requested:                  8,801.96
```

DDXSMRY gives the total amounts of each request without detail.

For DDXSMRY enter the State's Letter of Credit number and the beginning and ending dates for the report.

```
The following options are available to you:

<DDXSMRY>  <DDXDETL>  <HELP>  <//>

Enter Letter of Credit Number, ALL, or // to end.
Enter Beginning Date (MMDDYY) or // to end.
Enter Ending Date (MMDDYY) or // to end.

To PRINT a paper copy of the report, depress the function keys following
these steps:

     STEP 1:  F10 (once)
     STEP 2:  F1: (twice)
     STEP 3:  F3: (once)
     STEP 4:  Press the <ENTER> key

To simply display the report on the screen, depress the <ENTER> key.
                              GRANT DRAWDOWN SUMMARY
                            WED, MAR 13, 1991, 12:46 PM

                            GRANTEE
DOCUMENT #       DATE       REQUEST NUMBER        AMOUNT     STATUS

GQ100157       01/08/91     119                 13,037.87    Approved
GQ100160       01/08/91     120                  1,733.60    Approved
GQ100188       01/14/91     121                 93,163.00    Approved
GQ100199       01/16/91     122                  8,801.96    Approved
GQ100208       01/17/91     123                    172.00    Approved
   Total Approved                              116,908.43

GQ100153       01/07/91     119                 13,037.87    Suspense
   Total Suspense                               13,037.87

GQ100134       01/02/91     119                  9,233.88    Cancelled
GQ100137       01/03/91     119                  9,233.88    Cancelled
GQ100150       01/07/91     119                  9,233.88    Cancelled
GQ100155       01/07/91     119                 13,037.87    Cancelled
GQ100156       01/07/91     119                 13,037.87    Cancelled
   Total Cancelled                              53,777.38

To STOP printing, depress the F3 key.
```

GRANTREC provides award, cost and drawdown information by grant.

Grantees and Field Offices can access grant level and sub-account information via GRANTREC. Information for drawdowns at the state letter-of-credit level are accessed via DDXRPTS (previous pages).

The on-line PAYREC for grants has not changed (see "Online Reports"). GRANTREC is accessed through GIFTS and will query the user for a valid grant number and, if appropriate, for a project number. By determining whether you want a summary report or a detail report, GRANTREC can allow the user to view four different types of reports:

Project Level Detail

```
GRANT NUMBER:     GR097172
GRANT PERIOD:     02/19/90 THRU 01/31/93                TUE, MAR 19, 1991,  8:41 AM
LOC NUMBER:       [redacted]
GRANTEE NAME:     [redacted]
PROJECT NUMBER:   17069
PROJECT NAME:     FAIRVIEW COLLIERIES
PROJECT TYPE:     A
ACTIVITY CODE:    21
```

DATE	AWARDS	COSTS	DRAWS	BALANCE
02/27/90	320,000.00			320,000.00
07/25/90			87,750.00	232,250.00
08/14/90			14,389.55	217,860.45
08/31/90			.01	217,860.46
09/11/90			54,769.40	163,091.06
09/25/90			32,712.50	130,378.56
10/24/90			765.30	129,613.26
11/06/90			15,722.67	113,890.59
11/20/90			45,976.53	67,914.06
12/07/90			10,826.70	57,087.36
01/25/91		262,912.64		57,087.36
01/31/91			10,228.30	46,859.06
02/07/91			8,114.76	38,744.30
PROJECT TOTAL>	320,000.00	262,912.64	281,255.70	38,744.30

Project Level Summary

GRANT NUMBER: GR097172 TUE, MAR 19, 1991, 8:42 AM
GRANT PERIOD: 02/19/90 THRU 01/31/93
LOC NUMBER: [redacted]
GRANTEE NAME: [redacted]
PROJECT NUMBER: 17069
PROJECT NAME: FAIRVIEW COLLIERIES
PROJECT TYPE: A
ACTIVITY CODE: 21

DATE	AWARDS	COSTS	DRAWS	BALANCE
PROJECT TOTAL>	320,000.00	262,912.64	281,255.70	38,744.30
UNCOSTED DRAWS>		18,343.06		

Grant Level Summary

GRANT NUMBER: GR097172 TUE, MAR 19, 1991, 8:41 AM
GRANT PERIOD: 02/19/90 THRU 01/31/93
LOC NUMBER: [redacted]
GRANTEE NAME: [redacted]

DATE	AWARDS	COSTS	DRAWS	BALANCE
GRAND TOTAL>	10,159,000.00	5,602,402.93	6,019,896.34	4,139,103.66
UNCOSTED DRAWS>		417,493.41		

To STOP printing, depress F3.

Grant Level Detail

GRANT NUMBER: GR097172
GRANT PERIOD: 02/19/90 THRU 01/31/93
LOC NUMBER: [redacted]
GRANTEE NAME: [redacted]

TUE, MAR 19, 1991, 8:41 AM

DATE	AWARDS	COSTS	DRAWS	BALANCE
02/27/90	9,909,000.00			9,909,000.00
04/17/90				9,909,000.00
04/24/90			13,205.13	9,895,794.87
04/26/90	250,000.00			10,145,794.87
05/22/90			135,526.72	10,010,268.15
05/30/90			11,500.00	9,998,768.15
06/05/90			90,886.50	9,907,881.65
06/19/90			126,920.02	9,780,961.63
06/26/90			27,639.84	9,753,321.79
07/06/90			20,073.94	9,733,247.85
07/12/90			377,106.77	9,356,141.08
07/17/90			152,778.90	9,203,362.18
07/25/90			149,912.84	9,053,449.34
07/27/90		405,678.21		9,053,449.34
08/01/90			32,283.28	9,021,166.06
08/07/90			137,782.84	8,883,383.22
08/14/90			252,628.75	8,630,754.47
08/20/90			124,084.88	8,506,669.59
08/24/90			18,247.59	8,488,422.00
08/27/90			167,534.98	8,320,887.02
08/31/90			24,438.95	8,296,448.07
09/11/90			163,466.90	8,132,981.17
09/18/90			321,807.95	7,811,173.22
09/25/90			753,486.51	7,057,686.71
09/27/90			378,635.89	6,679,050.82
10/03/90			5,691.06	6,673,359.76
10/11/90			122,009.82	6,551,349.94
10/16/90			82,623.45	6,468,726.49
10/24/90			292,850.82	6,175,875.67
10/30/90			86,830.02	6,089,045.65
11/06/90			40,177.43	6,048,868.22
11/15/90			267,644.01	5,781,224.21
11/20/90			433,181.86	5,348,042.35
11/29/90			25,347.65	5,322,694.70
12/03/90			290,500.08	5,032,194.62
12/07/90			168,845.12	4,863,349.50
12/14/90			63,284.52	4,800,064.98
12/19/90			243,467.91	4,556,597.07
01/02/91			8,993.92	4,547,603.15
01/11/91			82,593.90	4,465,009.25
01/17/91			104,797.53	4,360,211.72
01/25/91		5,196,724.72		4,360,211.72
01/31/91			16,623.86	4,343,587.86
02/07/91			86,812.03	4,256,775.83
02/22/91			26,156.80	4,230,619.03
03/11/91			61,815.39	4,168,803.64
03/15/91			29,699.98	4,139,103.66
GRAND TOTAL>	10,159,000.00	5,602,402.93	6,019,896.34	4,139,103.66
UNCOSTED DRAWS>		417,493.41		

Budget Module

The Budget Module is a subsystem of ABACIS. It was implemented to simplify the budget process, but more importantly, place the responsibility of the management of funds in the hands of Deputy Directors, Assistant Directors, and Managers where it belongs.

The following pages will give you step-by-step guidance on how this system works and your physical role in carrying out its required functions.

Plan to re-familiarize yourself with this information at least three weeks prior to attempting to enter your final financial plans for a given fiscal year or mid-year into the system.

Menu Options

Once you have successfully entered the ABACIS system (see "ABACIS Logon Procedures" on page 103), you will have at least four menu options:

<//>, <BUDGET>, <HELP> and <SIGNOFF>

Select BUDGET by typing BUDGET on your screen and then press the [Enter] key.

Next you will have eight items from which to choose:

<//>, <ALLCDETL>, <ALLCSUM>, <BUDREC>, <FPLAN>, <FPSTATUS>, <HELP> and <SIGNOFF>

<FPLAN> is the only data entry screen, the rest are reports. Each will be explained in this chapter.

Using [+] and [Enter]

There are two kinds of screens in the system. One is a "painted" screen and the other is an "interactive" screen.

Whenever you are in a painted screen, one where you type in information in a highlighted field, you must use either the [+] or the [Enter] key (on your numeric keypad -- see illustration) to save the information and transmit it to the system.

[+] plus or [Enter] key on numeric keypad

The Document Menu Screen and the Financial Plan Entry Screen are painted screens. Try the [+] key and the [Enter] key, both on your numeric keypad, to see which works on your setup.

Use the [Tab] key to move forward from field to field and use the [Shift]/[Tab] keys to move backward from field to field on painted screens.

On interactive screens, where you type responses to prompts, you will use the regular [Enter] key you are familiar with using (sometimes called the [Return] key.

Data Entry Screen

The FPLAN menu option allows you to enter your organization's allocation by account number and object class. Remember, the total of all accounts for a given activity should not exceed the organization's total allocation for that activity.

The first screen to appear is the Document Menu Screen. Notice that the word ADD appears in the Action field.

To Enter a New Plan:

```
                    Action: ADD

DOCUMENT MENU SCREEN
DOCUMENT NUMBER:
```

You do not need to enter any alphanumeric data at this point. The document number will automatically be assigned to each document you create.

Press the [+] or [Enter] key on the numeric keypad at the Document Menu Screen to indicate you are ADDing a financial plan to the system.

To Call-up an Existing Document:

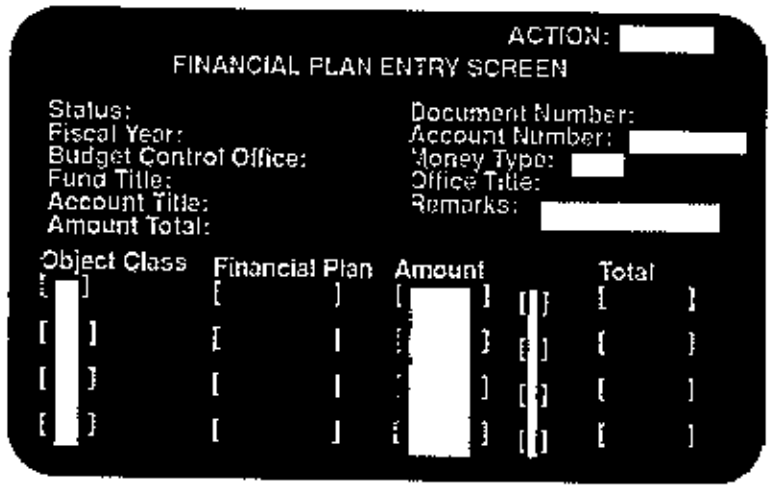
If you want to call up a financial plan sitting in suspense, press the [Tab] key when the cursor is in the Action field. The cursor will move to the field called "DOCUMENT NUMBER." Fill in the FP document number assigned to that document when it was first entered into the system and press the [+] key.

This will bring up the next screen called the FINANCIAL PLAN ENTRY SCREEN.

Note: Once a financial plan is approved, you can not review it as it was entered in the system, you must go to BUDREC.

Financial Plan Entry Screen

Below is an example of the "Financial Plan Entry Screen." You will be making entries in the highlighted fields.



The following paragraphs discuss the highlighted fields above.

Action

There are three acceptable action commands: POST, //, CANCEL or you can press the [Tab] key to move to the next field.

POST tells the system that this information should be processed into the logical order of the Module and ABACIS.

// (type two backslashes with no space between them) places the document in suspense for decisions about it to be made at a later time--it is neither posted nor deleted. It is a way to leave the screen.

Exiting a document does not mean that the information entered is no longer in existence. You can go back to these documents at a later date by typing in that document's assigned document number on the Document Menu Screen.

CANCEL signals that this document should be ignored. It can never be resurrected for future processes. The number will never be reassigned to another document.

[Tab] key – Pressing the [Tab] key moves you to the next data entry field. Use this command when you first enter this screen and fill in the other required data first before you issue a command in the Action field. The cursor will return to the Action field each time you press the [+] key.

Account Number

Enter the full account number affected by this plan–two digits for the activity, four for the organization and three for the work element (see "ABACIS Account Number Structure," page XXX).

The account number is the driving indicator behind several other fields. The Fund Title and Account Title are automatically completed for you based on the account number you enter.

Money Type

Use this field to indicate whether the money is:

N = new money
R = recovery
C = carryover
I = reimbursable

This is not a required field at this time.

Remarks

Comments about the plan are optional. Use this field for your office's internal use.

Object Class and Amount

Object class numbers and dollar amounts should be entered in the corresponding columns. Do not forget to enter cents and do not enter commas or decimal points. The primary reason for financial plan disapproval is failure to recognize pennies when entering figures. There is a big difference between $1 million (100000000) and $10 thousand (1000000).

"+,-"

The system accepts each number as positive unless a negative sign is entered in this field. Since the default is (+), it is unnecessary to enter this symbol for each positive number. Simply press the [Tab] key to move on.

When you have finished entering data in the fields, you must press the [+] or [Enter] key on the numeric keypad to save the information and transmit it to the Hewlett-Packard computer.

If you do not have any error messages, the cursor will land in the Action field and you can either enter POST, CANCEL or //.

Error Messages

After you press the [+] key the system will edit your entries to see if they are consistent with what it expects. If something is incorrect, an error message will appear at the top of your screen. The system will not let you post until you have corrected the errors and receive no error messages after pressing the [+] key.

More information . . .

The other fields will fill in automatically after you press the [+] key.

The column heading called "Financial Plan" lists all the previously approved financial plans for that account number. The figure in the "Financial Plan" column plus the figure in the "Amount" column will equal the figure in the "Total" column.

After you press the plus key, the computer will calculate the total and display it in the "Total Amount" field. To review your totals without POSTing them, leave the "Action" field blank and press the plus key to initiate the calculation.

Print

Print each financial plan before posting by pressing the [F3] function key. Use this printout as a backup as well as to verify that numbers were accurately entered.

Caution:

If you type POST or CANCEL in the "Action" field and press the [+] key, you cannot return to make alterations to this financial plan under the assigned document number. You must create another document and make your adjustments to the accounts that way.

Helpful Hints

A. Ensure that the total of all accounts per organization are equal to your total allocation. The system will not allow plans to exceed the allocation amount entered by the Budget Office.

B. Posted financial plans may not be modified. Adjustments can only be made by creating a new document that adds or subtracts (by account number and object class) to arrive at the desired balance. Hence, printing before posting is extremely important.

C. Financial plans that are in any status other than "approved" do not affect ABACIS.

D. Disapproved plans must be re-entered into the financial plan screen in their entirety. Therefore, it is extremely important that raw data is checked against printouts before posting.

E. Documents that are in "suspense" are not dead. These plans may be used by simply typing in the assigned document number at the document menu screen. Please try to avoid leaving documents in space -- either post or cancel them.

F. If you have any problems, refer to your Budget Analyst. He or she will be able to answer any questions you may have about the Module. If the analyst cannot completely answer your question, he/she will contact someone in the Division of Financial Management. The analyst will then get back in touch with you to address your question with the appropriate response.

ABACIS Connection

Once the Budget Office approves your financial plan, it will affect your account(s) in ABACIS. This gives you direct, on-line access to the information pertaining to your organization.

If you had the capability to alter posted plans, any changes could impact the system's tracking ability which is germane to OSM's auditing procedures. In other words, it would cloud the trail of historical entries put into ABACIS.

Several reports are available to keep you in touch with your budget. The information contained in these reports is specific to your individual office. Individual passwords link users to specific accounts and organizations.

ALLCDETL

ALLCDETL is the command that calls up the Allocation Detail Report. This option displays the allocations entered by the Budget Office for your Budget Control Office. Included on the report are the allocation document number, date the document was posted by the Budget Office and allocation amounts by activity. A total is displayed for each document.

```
ALLCDETL
Enter Beginning Date
(MMDDYY) or // to end.
110191
Enter Ending Date
(MMDDYY) or // to end.
111591
```

To create the Allocation Detail Report, type ALLCDETL as your menu option. Enter the time frame for entries you are interested in reviewing. See the format and sequence of events illustrated in the screen reproduction to the left. As a result of these entries, the following report will be displayed.

```
BUDGET CONTROL OFFICE ALLOCATIONS REPORT
FRI, NOV 15, 1991, 11:32 AM

Document Number: AL2XXXXX
Posted Date: 11/07/91
Activity                          AMOUNT
--------
  11                              21,000,000.00
  12                              16,983,627.00
  .                                 .
  .                                 .
  .                                 .
--------                          ----------
TOTAL FOR DOCUMENT AL2XXXXX       79,520,313.00

Document Number: AL2YYYYY
Posted Date: 11/07/91
Activity                          AMOUNT
--------
  21                              49,214,000.00
  22                              1,932,146.00
  .                                 .
  .                                 .
  .                                 .
--------                          ----------
TOTAL FOR DOCUMENT AL2YYYYY       68,224,009.00
```

If you want a paper copy of this report, follow the directions on your screen when they ask you if you want a printed copy. Be sure to press the [F3] key to stop printing or all of your entries will continue to print.

ALLCSUM

Enter Fiscal Year
or ? to end.

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ALLCSUM

ALLCSUM is the command that calls up the Allocation Summary Report.

This report displays the allocation amounts entered by the Budget Office, approved financial plan figures input by budget representatives and a balance column (allocation less financial plan) per activity.

ALLCSUM is a useful tool for determining how much of an allocation has not been obligated via financial plans.

To call up the Allocation Summary Report choose the ALLCSUM function from your menu by typing ALLCSUM at the cursor. Then, enter the fiscal year you want displayed. (See example screen at the left.)

The report displayed on your screen will look like this:

BUDGET ALLOCATION SUMMARY REPORT
FRI, NOV 15, 1991, 11:34 AM
Fiscal Year: 92
Budget Control Office: ADXX

Activity	Allocation Amount	Financial Plan Amount	Balance
11	21,000,000.00	1,756,000.00	19,244,000.00
12	1,005,999.00	316,000.00	689,999.00
13			
.			.
.			.
.			.
TOTAL	135,962,768.00	2,072,000.00	133,890,768.00

This summary report is displayed by individual Budget Control Office.

If you want a paper copy of this report, follow the directions on your screen when they ask you if you want a printed copy. Be sure to press the [F3] key to stop printing or all of your entries will continue to print.