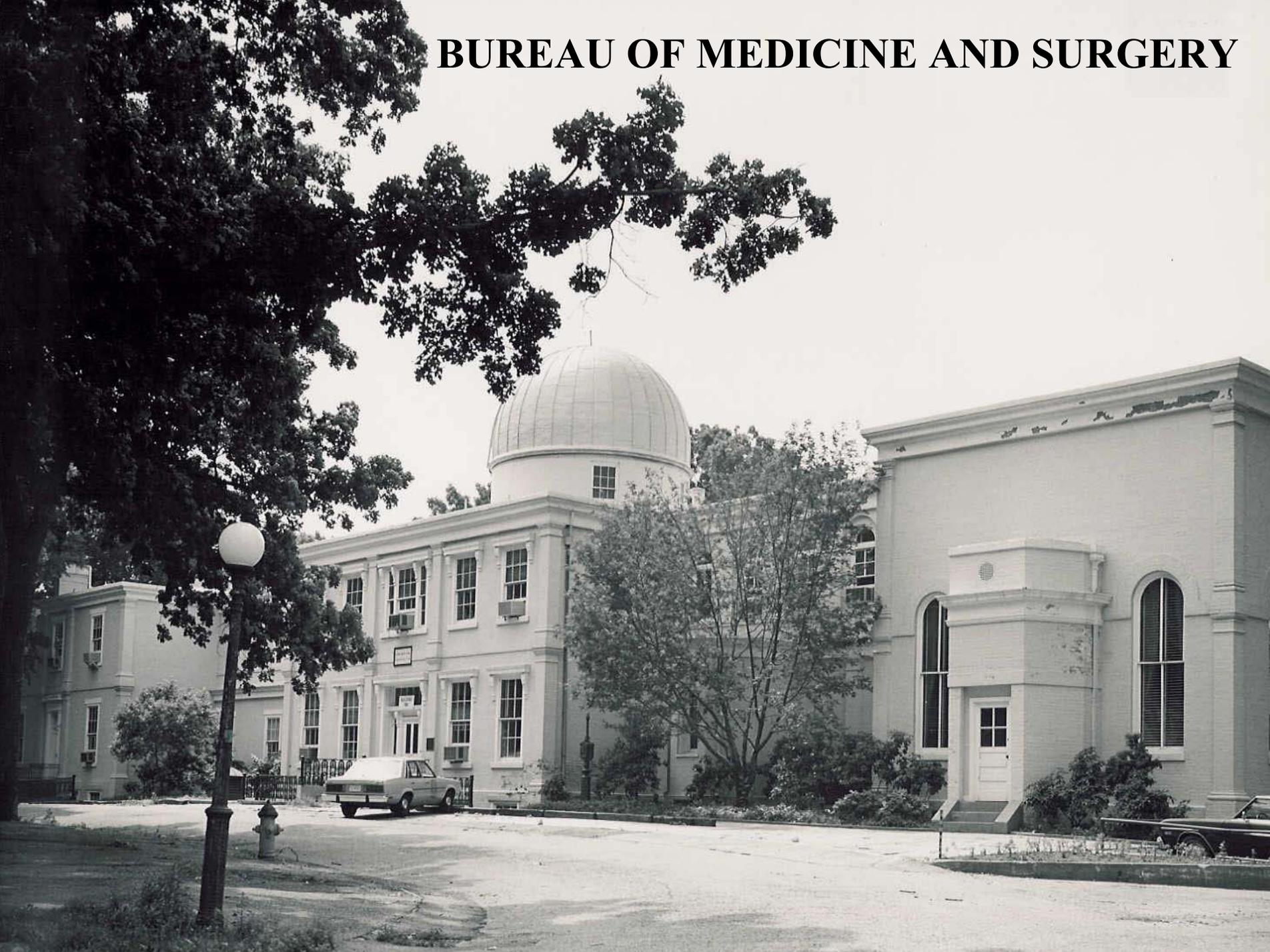


BUREAU OF MEDICINE AND SURGERY



Bureau of Medicine and Surgery

Centrally Billed Accounts

for

Transportation Service

November 27-28, 2001

WEEKLY SUSPENDED TRANSACTION **STATISTICS**

- An average of 80 transactions totaling \$28,000
- Less than 0.1% is Command CBA transaction
- BUMED has one Command CBA
- The correction process is an on-going daily task to ensure that 100% of all suspended transactions are obligated or corrected

OUTLINE

- Weekly suspended transaction statistics
- Weekly identification of suspended transactions utilizing the GTSWEB
- Research suspended transactions using Query Management Facility (QMF)
- 1st Submission of CBAT corrections to FMO
- Posting Obligations by field activities
- Deadline of CBAT submission by field activities
- Final submission of CBAT corrections to FMO
- Responses from Field Activities
- FY02 SJON for suspended transactions
- FMR Guidance

IDENTIFY SUSPENDED TRANSACTIONS

- Access GTSWEB on Monday, Tuesday, and Thursday
- Identify suspended transactions that belong to another command
- Immediately notify FMO of these discrepancies so they can be correctly distributed
- Prioritize older transactions that remain on the list to ensure that obligations are recorded under the correct SDN/LOA

IDENTIFY SUSPENDED TRANSACTIONS

- Example: 1) Doc. No. N00O1820T0C1010
2) Doc. No. N0622A02TO000094
 - UIC (00018 vice 00O18)
 - Fiscal Year (02 vice 20)
 - Document type (TO vice T0)
 - Last four digits of the documents (1001 vice 1010)
 - CUIC used incorrectly in BCN field

RESEARCH SUSPENDED TRANSACTIONS **USING QMF**

- Query the last name of the traveler and identify the amount of the airfare as listed in the CBAT report.

CBAT CORRECTIONS (1st SUBMISSION)

- Prepare a spreadsheet recording all corrections that are identified through research process
- Ensure that documents have **sufficient** obligations to cover the airfare
- Verify that the following fields have exact match with DFAS
 - Requisition number or document number
 - Authorization Accounting Activity (AAA)
 - ACRN (as listed in the CBAT report)

POSTING OBLIGATIONS BY FIELD **ACTIVITIES**

- Send CBAT file segmented by UIC to our HSOs for distribution and appropriate action by the field activities
- Field activities will obligate sufficient funds against the cited DOC/ACRN to clear the identified transactions
- Remind field activities to obligate suspended transactions “as is” whenever possible
- Ensure that credit transactions are obligated for at least \$.01 so that the record remains in FADA and the charge and credit process

SUBMISSION DEADLINE

- COB every Tuesday of each week
- If Monday is a holiday, request corrections to be completed and returned on Wednesday
- If an activity cannot obligate because the document belongs to one of their chargeable UICs, we ask them to advise us ASAP
- We will then record the obligation and if we obligated against a JON that is incorrect, we advise them to perform a cost transfer to the appropriate LOA after the expenditure 610C is posted in STARS-FL

RESPONSES FROM FIELD ACTIVITIES

Although the majority of our field activities comply and respond timely to requests to obligate/correct suspended transactions.....

They present reasons why they are hesitant to obligate:

- they prefer to wait until the ticket payment suspends so that they can obligate the exact amount of the actual ticket cost
- they do not want to tie up the funds or do the extra work by obligating "as is"

FINAL SUBMISSION OF CBAT CORRECTIONS
TO FMO

Once all the obligations have been made and/or the corrections identified by the field activities, BUMED HQ will forward a correction notice through FMO to DFAS Norfolk (as they are received) for action

FY02 STANDARD JON

Implemented a Standard Job Order Number (SJON) for field activities

Effective 1 Oct 01, we use SJON as a last resort to obligate suspended travel orders if the activity does not respond in a timely manner

FMR GUIDANCE

***FMR Guidance, Volume 3, Chapter 8, 80301A,
“Ten-Day Rule” The FMR states:***

“Obligations shall be recorded in the official accounting records at the time a legal obligation is incurred, or as close to the time of incurrence as is feasible. In no instance shall obligations be recorded any later than 10 calendar days following the day that an obligation is incurred.....”

Questions?????

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