

Acquisition & Property Division Policy Memorandum

Subject: Reconciling Suspense Reports		Number: 221.1-09
Distribution: ARS: AAO's, APMO's	Date: May 14, 2004	This Replaces: 221.1-04

Background

USDA's property and accounting functions share information through links between the Property Management Information System (PMIS/PROP) and the Foundation Financial Information System (FFIS). When the Agency receives and issues payment for accountable property, identified as accountable by the budget object classification code (BOCC), FFIS generates payment transactions that appear on the PROP Suspense Report. The Suspense Report is a working tool and new payment transactions are updated **weekly**. USDA guidance requires Agencies to promptly update transactions listed on the Suspense Report. The Suspense Report flags transactions that remain on Suspense for more than 60 days. These transactions are subject to both the USDA and Agency Chief Financial Officer reporting due to "failure to timely update property data." To help ensure prompt reconciliation and maintain financial integrity between PROP and FFIS, the Acquisition and Property Division (APD) has revised the time frames for distributing and reconciling the Area Suspense Report.

Policy Guidance

Area Property Management Officers (APMO's) are responsible for generating and monitoring the Area Report, ensuring timely and proper reconciliation of all transactions **within 30 days of appearing, but no later than 30 days after property receipt**. To assist in monitoring, the Suspense Report now lists the date the transaction appears on the report.

Action Required by APMO/PMO's

Minimum bi-weekly, APMO's will generate the Suspense Report and distribute it to PMO's for reconciliation. Follow the guidance in Enclosure (1) to properly reconcile transactions. See Enclosure (2) for instructions to generate the Area Suspense Report.

APD Contact
Point

If you have any questions, please call Cheryl Brumback on
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Approved:

/s/

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2 Enclosures

Guidance to Help Reconcile Suspense Reports

1. Purchase Documents. APMO's/PMO's will establish internal procedures to ensure property officials receive copies of purchase documents with accountable BOCCs **when purchased**. This is consistent with distribution requirements for purchase orders and purchase card transactions. Requesting copies after transactions appear on Suspense significantly delays the reconciliation process. Advanced copies allow property officials to track pending accountable receipts, to quickly reconcile purchases with incorrect BOCCs, and to request required information from accountable property officers upon property receipt.

2. FOCUS Suspense Report. ARS uses a FOCUS version of the official PROP 304 Agency Suspense Report. (FOCUS is the report writing tool for PROP.) The PROP 304 Report lists all Agency transactions. The FOCUS Report allows us to generate an Area specific report, sorted by each location, based on the transaction accounting. When transactions have multiple accounting lines, the FOCUS Report lists all accounting lines, but does not list the specific amount obligated for each line. The column "total acquisition amount" lists the total cost of the line item, not the individual accounting line. Transactions that have multiple accounting lines appear as:

<u>Doc</u> <u>Type</u>	<u>Document</u> <u>Number</u>	<u>Line</u> <u>Item</u>	<u>Obj</u> <u>Cls</u>	<u>Accounting</u>	<u>Total</u> <u>Amount</u>
Bank	03123405250401	3122	3122	401010234560	\$10,000
Bank	03123405250401	3122	3122	408010234561	\$10,000

The above transaction is 1 line item, with 2 lines of accountings, for a total cost of \$10,000. The specific amount obligated to each accounting line is **not** \$10,000. However, the total cost for the line item is \$10,000. All transactions with multiple accounting lines will appear this way regardless of the document type.

3. Financial Data. Because of the FFIS-PROP interface, property officials are prohibited from modifying financial fields in PROP without permission from APD. The financial fields are: **BOCC, Accounting, Acquisition Amount, and Acquisition Date**. Changes to these fields feed from PROP to FFIS and appear on the fundholder's Transaction Detail Listing (TDL). If property officials do not properly perform the change, it may cause a negative affect on the fundholder's account. Notify your APMO/APD when adjustments are necessary.

4. BOCCs. Correct BOCCs are critical to both financial and property management. Incorrect BOCCs overstate or understate the Agency's General Ledger and are time consuming to reconcile. Help ensure Area/location staff assign correct BOCCs to purchase documents and reconciling transactions. Refer to NFC Procedures, BOCC, Title V, Chapter 3 dated March 15, 2004 for BOCC guidance (on-line at: <http://dab.nfc.usda.gov/pubs/docs/bocc/boc.pdf>)

5. Modify Quantity Received. Before updating or removing line items, review the “Quantity Received”. If the quantity is incorrect, use PROP Option Screen AC14, Modify Feeder Quantity, to reflect the proper quantity. Call your APMO/APD if you need to modify individual acquisition amounts. **(Note: All Bank Card transactions have a quantity of 0, ensure that you modify the quantity before updating or deleting.)**

6. Accountable Property. Update accountable property using PROP Option Screen AC01, New Acquisition. Enter the document type, number, and line item as it appears on the Suspense Report. Do not change any financial data. Using Option AC01 automatically removes the item from Suspense. If the quantity is more than one, continue to use Option AC01 to update each item. PROP will repeat the existing information and prorate the acquisition amount based on the quantity. Property officials will have to change the serial number, NFC-ID (AG #), and other fields as necessary for each item.

7. Non-Accountable Property. Remove non-accountable items using PROP Option Screen DL10, Delete Item from Feeder. Before deleting change the BOCC from accountable to 3140. Before automatically removing items under \$5,000, ensure that the fundholder did not purchase sensitive property. If the item is sensitive, update using Option AC01 (see #6). Notify your APMO/APD to request a BOCC change to “sensitive” if needed.

8. Property Receipt (For Purchase Orders and Vehicle Requisitions). You may establish accountability for property prior to the transaction appearing on Suspense by using PROP Option Screen AC08-Property Receipt, or AC19-Motor Vehicle Receipt. Enter the document type, number, and line item. The record will not display any financial data. Update required fields to establish accountability, such as AO_NO, NFC-ID, Description, Serial_No, etc. When the payment record feeds from FFIS, it will match PROP by the document number and update the financial data. If you enter the correct document type, number, and line item number, the transaction will not appear on Suspense.

If the transaction does appear on Suspense, do not delete it. You can modify the property receipt record to match the Suspense record. Using PROP Option Screen AC12, Modify Property Record, correct the document type, document number, or line item number of the existing property receipt record to match the document information listed on the Suspense Report. Follow the prompts to apply the record to the “Exiting Feeder Item.” This action will remove the Suspense record and update the financial information to the property receipt record. If you updated a record using an option other than Property Receipt (AC08 or AC19), such as PROP Option Screen AC02, New Not In Feeder, you **cannot** modify the PROP record to match Suspense. You should delete the existing record, assign a new AG #, and update using AC01.

9. New Not In Feeder/Will Not Appear on Suspense. Use PROP Option Screen AC02, New Not in Feeder, to update accountable property when the Suspense Record was **inadvertently deleted or purchased with a non-accountable BOCC**, such as 2670, 3140, or 3100. **Do not use AC02, New Not In Feeder, for items pending appearing on Suspense (see #8 for pending items).** Before updating request a copy of the purchase document. Property officials need a copy of the purchase document to serve as the supporting document for the APO file and to ensure proper update of financial information. PROP requires you to enter the original BOCC used to purchase the item (Old BOCC) and the correct/current BOCC (New BOCC).

10. Found. Use Option PROP Screen AC03, Found, to update accountable property found during a physical inventory and purchased in the fiscal year prior to the current FY. However, before using this option, work with the fundholder, procurement, and financial staff to **obtain a copy of the original purchase document**. The copy will help determine the correct financial information and serve as the supporting document.

11. Multi-lines Rolled to 1 Transaction. It is not unusual to see bank card transactions for multiple items rolled to 1 line item. This occurs when the same BOCC is assigned to various line items within the bank card transaction. When this happens, use Option PROP Screen AC14 to modify the quantity as appropriate. To update accountable items, use Option PROP Screen AC01. **Notify your APMO/APD to request corrective action to the acquisition amount.** In most cases, the corrective action is to overwrite the existing acquisition amount with the correct amount, ensuring that the proper field and accounting line are modified, if multiple accounting lines, and that the corrected acquisition amount does not exceed the original transaction total. (**Note:** Work with your purchasing or finance staff to determine how the final product and transaction should appear and the best purchase and reconciliation practice to help avoid multi-line roll transactions, when possible.)

12. Separate Line Items for 1 Item/Multi-Payments for 1 Item. It is not unusual to see purchase orders with separate line items for one accountable item or multi/partial payments for transactions. Reconciliation guidance varies based on the assigned BOCC, acquisition amount, etc. Work with your APMO/APD to properly reconcile.

(a) **Multi-line Items.** Use Option AC01, to update the main item. If other line items are component parts, you may update line items individually, assigning a separate AG #, listing the main AG # in the field "Basic ID." The line items will remain as separate line items on the inventory. However, if the line items should be combined, notify your APMO/APD to reconcile. APD will modify the acquisition amount and remove remaining line items from Suspense, determining whether a BOCC change is necessary. (**Note:** Work with your purchasing/finance staff to determine how the final product/transaction should appear and the best purchase and reconciliation practice to help avoid separate line items, when possible.)

(b) Multi/Partial Payment. Use Option AC01 to update the item. When future payments appear on Suspense, contact APMO/APD to modify the acquisition amount and request guidance on reconciling payments from Suspense, determining whether a BOCC change is needed.

13. Researching Items that Should Have Already Appeared on Suspense. There may be delays in receiving payment transactions for items that should appear on Suspense. Property officials should research transactions that have not appeared on Suspense after 30 days from receipt and payment. To research outstanding transactions, review the purchase document and PCMS reconciliation to determine if the transaction contained an “accountable” BOCC. (**Remember:** 3100 is a BOCC category, it is not a valid BOCC.) If the BOCC is not “accountable,” follow the guidance in #9, New Not In Feeder. If the BOCC is “accountable,” work with your appropriate staff to determine the date the payment cleared FFIS and obtain the V5 or V8 number. Forward the V5 or V8 number to your APMO/APD. APD will request assistance from NFC to research and provide proper guidance to reconcile.

14. Bank Card Document Numbers. For the Suspense Report, a bank card Document Type is “Bank.” The Line Item Number is the assigned “BOCC”. The Document Number is a 14-digit number, formatted as:

2 digits: Agency code (03)

4 digits: Last 4 digits of the cardholder’s account

6 digits: Purchase date

2 digits: Sequential number to separate different transactions/payments to the same vendor on the same day.

15. Motor Vehicle Document Numbers: For the Suspense Report, a vehicle Document Type is “633”. The Document Number is the first 10-digits of the “requisition number” used in Auto Choice, formatted as:

6 digits: Activity Address Code (Requisitioner)

4 digits: Julian Date (Date)

The “Line Item Number” is the last four digits of the requisition field, after the Julian Date. This is the “serial number” field (a sequential number assigned by the requisitioner).

16. PMIS/PROP Procedures Manual. Property officials should maintain a hard copy of the Procedures Manual as a resource tool. For detailed instructions on using the various PMIS/PROP screens and required fields and information, refer to NFC Procedures, Personal Property System (PROP), Title IV, Chapter 6, Section 4, dated March 1998 (on-line: <http://dab.nfc.usda.gov/pubs/docs/prop/prop.pdf>)

Generating the Area Suspense Report through BATCHFOC

To generate this report you must have access to FOCUS/BATCHFOC through your NFC-ID. Check with your Information Technology staff to ensure that you have proper access. The instructions begin from the NFC Banner. Log on to NFC according to your internal procedures.

1. At the NFC Banner:
 - a. Type your **User ID and Password**
 - b. Tab to "Application Name" and type: **BTCHFOC5**
2. At the "Welcome to the NFC FOCUS Reporting System":
 - a. At "FOCUS Library Name" type: **ARS**
 - b. Tab to move the cursor next to "**BATCHFOC**"
3. At "BATCH Job Specifications"
 - a. Tab to "FOCEXEC Name" and enter the report name: **(The name of the report is the Area acronym followed by SUSP, i.e. BARCSUSP, HQSUSP, MSASUSP, MWASUSP, NAASUSP, NPASUSP, PWASUSP, SAASUSP, SPASUSP)**
4. At "BATCH Job Printing Specifications"
 - a. Tab to "Destination Printer ID" and enter **your NFC printer number**.
 - b. Tab to "View Report Before Printer" and type: **NO**
5. At "Property Data Base Feeder Selection Screen"
 - a. At "Organization Identifier" type: **USDA**
 - b. At "Agency" type: **03**
6. At the next screen you will receive a message stating "JOB Submitted". At the bottom of the screen there will be 3 asterisks *** - Depress "**Enter**"
7. At "Do You Want To Submit Another FOCEXEC" type: **NO**
8. The system will return to the "Welcome to NFC" screen. **Depress "F6" to exit.**
9. At "FOCUS Session Ended - Ready" type: **BYE.**
10. This will Log you out of BATCHFOC/FOCUS. Follow your usual procedures to complete the NFC logoff process.
11. Your report will run after processing at NFC. Follow your internal procedures to print NFC reports.