INTEGRATED FUNDS DISTRIBUTION, CONTROL POINT ACTIVITY, ACCOUNTING AND PROCUREMENT (IFCAP)

BUDGET ANALYST USER'S GUIDE

Version 5.1
October 2000
Revised October 2011

Department of Veterans Affairs
Health Systems Design & Development
Washington, DC

Revision History

Initiated on 12/29/04

Date	Description (Patch # if applic.)	Project Manager	Technical Writer
October 2011	Patch PRC*5.1*158 Modification of title for IFCAP VA Form 1358. See pages 66-67, 141.	Mary A Anthony	C Arceneaux
12/29/04	Updated to comply with SOP 192-352 Displaying Sensitive Data.		Mary Ellen Gray
12/29/04	Pdf file checked for accessibility to readers with disabilities.		Mary Ellen Gray

PREFACE

This is the IFCAP V. 5.1 Budget Analyst User's Guide. IFCAP stands for Integrated Funds Distribution, Control Point Activity, Accounting and Procurement. IFCAP is a subsystem of the Veterans Health Information Systems and Technology Architecture (**V***IST***A**). There are several types of IFCAP users. The Budget Analyst User's Guide explains how to use IFCAP and the **Funds Distribution Program Menu** to perform two primary Budget Analyst goals: creating/funding Control Points and managing budgets. The Funds Distribution Program Menu is broken down into these areas of functionality.

- TRANSACTION MENU – To allocate funds and process related transactions
- BUDGET UTILITIES – To create or edit budgetary tables
- PRINT MENU – To monitor the funding activities
- FMS Document Inquiry/Error Process – To process FMS/IFCAP errors

This guide divides these goals into small, manageable tasks. Each chapter represents a summary, or overall goal. Each major chapter section represents an essential task required to achieve that goal. These sections have subsections that explain how to perform the steps required to accomplish each task. The Budget Analyst User's Guide was written in this format so that the information hierarchy would represent the structure of IFCAP formal training and on-the-job training.

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CHAPTER 1 Introduction

The Role of the Budget Analyst

One of the roles of the Budget Analyst (BA) is to set up, maintain and monitor funds. It is normally the BA's responsibility to set up the accounting elements including control points, cost centers, budget object codes, as well as the FMS interface tables.

Control Points (CPs) are used to divide funds into separate accounts. FMS uses Account Classification Codes (ACC) in the same manner. CPs and ACCs are used to easily monitor available funds and obligations on a daily, monthly, quarterly or yearly basis.

Cost Centers (CCs) are used to identify costs or expenses for a section or service (Ex. 842100 or 421 Fiscal Service). Several Cost Centers can be associated with one control point. It is a one (CP)-to-many (CC) relationship. Cost Centers are standardized (VHA uses 8000 series) and the list can be found at
http://vaww.va.gov/PUBL/DIREC/FINANCE/v4671_1h.html

BOCs are used to classify the type of personal service, supplies or service. The standardized listing can be found at
http://vaww.va.gov/PUBL/DIREC/FINANCE/v4671_2h.html.   Any combination of BOCs can be associated with CCs, unless specified. Each CP is assigned one or more BOCs.   The Budget Analyst can budget and track control point spending by *type* of supplies or service using the BOC.

Budget Analysts can use the above combination of accounting elements with the available reporting functionality in IFCAP to make recommendations for future CP budgeting. They can provide budgetary assistance to Control Point Officials (CPOs), and prevent the budget of their facility from becoming deficient. Deficiency occurs when a service obligates and spends more money than it was funded for, which creates a negative balance at the end of the fiscal year.

How to Use This Manual

This manual explains how to manage control points and monitor funds control with IFCAP by dividing that role into small, manageable tasks. The authors have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. New Budget Analysts can use this manual as a tutorial by following the instructions from beginning to end, while experienced Budget Analysts can utilize it as a reference tool by using the index and table of contents.

It is not intended to educate the Budget Analyst on the budgetary cycle, but to allow the Budget Analyst to use the functionality in IFCAP to manage the controls points and monitor funding levels.

Reference Numbering System

This manual uses a special paragraph numbering system to allow users to understand how the sections of the manual relate to each other. For example, this paragraph is section 1.3. This means that this paragraph is the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth

subsection of the fifth subsection of the third section of Chapter 1. Users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections, e.g., section 2.3 and all of its subsections would make a coherent lesson.

The Financial Management System (FMS)

FMS is the primary VA financial data management system.

Automatic Fund Rollover

IFCAP allows users to design their Control Points to automatically transfer unspent, or residual funds from before quarters to the current quarter. This transfer of funds is called a rollover. You can configure the rollover to transfer the funds to other Control Points or to the same Control Point. IFCAP does not literally transfer the funds, but includes the rollover funds as part of the spending balance of the Control Point.

Allowance Level Fund Transfers

Budget Analysts (BAs) can now transfer funds between two CPs that belong to different programs. Previous versions of IFCAP did not allow this kind of fund transfer

Sub-Cost Center Change

In IFCAP the last two digits of the cost center, if anything other than "00", is the "sub-cost center" that is sent to FMS. *IFCAP does not contain a "sub-cost center" field*, but sends FMS the last two digits of the cost center as the FMS "sub-cost center," unless the last two digits of the cost center are "00."

EDI –Electronic Data Interchange

IFCAP includes capabilities to electronically exchange financial documents according to established user community standards. Through the Funds Distribution Menu options, the Budget Analyst can setup the abilities to bypass Fiscal for accounting review.

Monthly Credit Card Accruals

Functionality allows fiscal users to compile and print a monthly credit card accrual report.

Carry Forward process

Functionality exists to enable the Budget Analyst to move forward both open transactions and balances from a closing quarter to the new open quarter. This facilitates the reconciliation between the FMS sub-allowance balance and the IFCAP control point balance.

Data Structures

Budget Files

IFCAP contains files to store VHA budget structure elements. Special Control Points are maintained uniquely by FMS. FMS also maintains fund's ceiling information. For adjustments to Control Point balances not initiated by a process in IFCAP, FMS transmits

an FMS Sub allowance Reconciliation document, which automatically updates the balance of the Control Point.

To fund a Control Point, you must set up required tables, create the Control Point, link the FMS ACC with the CP, reset the accounting elements, add new ceilings (funds) for the Control Point, and release funds to the Control Point for spending. The Budget Analyst must also coordinate the FMS setup and release funds into the Financial Management System (FMS). FMS requires some additional fields for creating a Fund Control Point, and IFCAP maintains a required fields file that lists those fields.

Setting up Account Classification Codes (ACC) in FMS is not covered in this manual. See the FMS manual for FMS setup and processing.

Required Fields File

IFCAP also contains a Required Fields file. This file allows the system to determine, for a given fund and FMS document type, the budget fields that FMS requires. This enables the system to prompt the user only for the fields that are appropriate for a particular transaction.

Dictionary Management Menu

IFCAP contains a **Dictionary Management** menu to help users manage the new budget files, as well as the Required Fields file.

Introduction

CHAPTER 2 How to Create, Edit, and Fund a Control Point

Introduction

Budget Analysts create budgets for Control Points and make funds from these budgets available for spending. Some funds are earmarked for certain kinds of spending, and budgets are often made available by funding the Control Point on a fixed schedule. To allow Budget Analysts to control the "when" and "how" of Control Point spending, creating a Control Point budget is a separate activity from releasing the funds to a Control Point for spending. IFCAP is more than a budgetary and procurement system. IFCAP also provides the spending and budgetary data that allows the Department of Veterans Affairs to manage its budget on a national scale. The Budget Analyst has a crucial role in reporting the budgeting and releasing of funds to the Financial Management System (FMS) in Austin.

In the process of defining a new Fund Control Point (FCP), all "station level" questions are prompted first, followed by the FCP level questions. The station level over-commit switch overrides the control point level settings. However, the individual control point level switches for EDI override the station level settings.

IFCAP uses different required fields for different funds by using the Allowance and Sub allowance budget Required Fields file settings. For example, if the new FCP will be spending from fund 0160A1 (Med Care), there will be no requirement to prompt for Object Class.

Because of the FMS interface, Budget Analysts must take care when defining FCPs. The budget elements defined in the IFCAP FCP file point to the FMS equivalent of an IFCAP Fund Control Point.

IFCAP developers want to retain the ability to "recycle" FCP numbers from year-to-year, rather than having Budget Analysts create a new set every year. IFCAP reuses FCPs from year-to-year as much as possible. With single-year and no-year funds, recycling FCP numbers is not an issue. It becomes an issue when dealing with multi-year funds. Currently there are only a few multi-year funds, but there may be more in the future, which may have durations exceeding 2 years. Therefore, while Budget Analysts are responsible for establishing and numbering FCPs, IFCAP developers offer the following method for numbering FCPs.

Single-Year Funds

Simply reuse the FCP number from year to year, as illustrated below. BBFY is Beginning Budget Fiscal Year, and EBFY is Ending Budget fiscal Year.

How to Create and Fund a Control Point

SERVICE	FCP NUMBER	BBFY	EBFY
ISC	125	92	92
ISC	125	93	93
ISC	125	94	94

No-Year Funds
FCPs spending from no-year funds should always have the same FCP number, as illustrated below.

SERVICE	FCP NUMBER	BBFY	EBFY
SUPPLY	225	xx	xx
SUPPLY	225	xx	xx
SUPPLY	225	xx	xx

Multi-Year Funds
For multi-year funds, reuse the FCP number, but only after the duration of the fund has ended. When the initial four-year period is up, VACO may renew the fund for PERIOD, at which time the Budget Analyst would reuse the old FCP numbers for the fund. This process is illustrated below.

SERVICE	FCP NUMBER	FUND	BBFY	EBFY	FY
ISC	101	01504B	90	93	90, 91, 92, 93
ISC	102	01504B	91	94	91, 92, 93, 94
ISC	103	01504B	92	95	92, 93, 94, 95
ISC	104	01504B	93	96	93, 94, 95, 96
ISC	101	01504B	94	97	94, 95, 96, 97
ISC	102	01504B	95	98	95, 96, 97, 98
ISC	103	01504B	96	99	96, 97, 98, 99
ISC	104	01504B	97	00	97, 98, 99, 00

To help FCP users determine the correct FCP to enter on requests when dealing with multi-year funds, enter the valid years for using an FCP in the **description** field when establishing the FCP. For example, in the description field for FCP #101 above, enter a description, including something to the effect that the FCP is valid in FYs 90, 94, 95 and 96. FCP #102's description would indicate that it is valid in FYs 91, 95, 96 and 97.

How to Add/Edit a Control Point

Menu Navigation
From the Funds Distribution and Accounting Menu, select the following menu options in this order:
➢ Funds Distribution Program Menu
➢ Budget Utilities Menu
➢ FCP/CC/BOC Management Menu
➢ Fund Control Point Management Menu
➢ Add/Edit Control Point

```
            Accounting Technician Menu ...
            Funds Distribution Program Menu ...
            Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

            Transaction Menu ...
            Budget Utilities Menu ...
            Print Menu ...
            FMS Documents Inquiry/Error Process ...
            Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Budget Utilities Menu

            Edit Budget Categories
            FMS Exception Transaction Report
            Repost FMS Exceptions
            Clear FMS Exception File Entries
            Clear Program Lock
            Dictionary Management Menu ...
            Display Control Point Official's Balance
            FCP/CC/BOC Management Menu ...
            Recalculate All Fund Control Point Balances
            Select Budget Utilities Menu Option: FCP/CC/BOC Management Menu

          BOC Management Menu ...
          Cost Center Management Menu ...
          Fund Control Point Management Menu ...

Select FCP/CC/BOC Management Menu Option: Fund Control Point Management Menu

            Add/Edit Control Point
            Deactivate a Fund Control Point
            Reactivate a Fund Control Point
            Place Released Ceiling Transaction in CP File
            Display Control Point Committed Transactions
            Reset FCP Yearly Accounting Element & ACT Code

Select Fund Control Point Management Menu Option:
```

Station Level Setup
The initial set up of a control point begins with a few prompts regarding the station level setup. The Budget Analyst may manage the funds for more than one station. The prompt

How to Create and Fund a Control Point

defaults to the primary station setup in the IFCAP Coordinator's Site Parameter File (PRIMARY STATION:// YES). Enter the station number that is related to the control point that needs to be setup or edited.

```
Select STATION NUMBER ('^' TO EXIT): 662// 688     WASHINGTON, DC
      ...OK? Yes//   (Yes)
```

Enter the name of the person(s) responsible for releasing funds to the control point. Adding the user at this prompt **does not** control adding, editing or funding a control point, but **only** provides the ability to approve the release of funds to the control point. The **release of funds** is **one** of the steps in funding a control point.

```
Select FUND RELEASING OFFICIAL: IFUSER1,ONE// IFUSER1,TWO
      ANALYST
```

The Station Over commit Switch: prompt allows the Budget Analyst to determine the station level override authority for control point overspending. Normally, a control point must have adequate funds to approve spending transactions. If the control point wants to continue to approve spending transactions without additional funds, the control point must have "over commit" authority. The Budget Analyst may use this switch to override the CP OVERCOMMIT SWITCH: (See Section 2.2.3 Control Point Level Setup).

0   OVERCOMMIT NOT ALLOWED FOR ALL FCP'S - Will **not** allow **any** control point to over commit funds, even if the CP OVERCOMMIT SWITCH is set to OVERCOMMIT ALLOWED in the control point level setup.

1   CURRENT QUARTER OVERCOMMIT ALLOWED – Allows over commit authority for **all** control points in the current Fiscal Year and quarter. This is helpful at the beginning of a quarter, before any funds are distributed.

2   FUTURE QUARTERS OVERCOMMIT ALLOWED – Allows over commit authority for all control points in the current Fiscal Year, future quarter. This is helpful at the end of quarter, when the control points want to start spending in the next quarter, and before the Budget Analyst has an opportunity to fund the upcoming quarter.

3   CURRENT AND FUTURE QUARTERS OVERCOMMIT ALLOWED – Allows over commit authority for all control points for the current Fiscal Year -current and future quarters.

4   INDIVIDUAL CP SWITCH USED – Allows the Budget Analyst to determine the over commit authority at the control point level CP OVERCOMMIT SWITCH.

5   OVERCOMMIT ALLOWED – Allows over commit authority for all control points. Again, if the CP OVERCOMMIT SWITH is set to OVERCOMMIT NOT ALLOWED, using this switch will override the control point level. Use caution when using this option, it will allow all the control points to continue

spending current, prior and future years and quarters without restrictions until further control is placed.

```
STATION OVERCOMMIT SWITCH: OVERCOMMIT ALLOWED// ?
     Choose from:
       0         OVERCOMMIT NOT ALLOWED FOR ALL FCP'S
       1         CURRENT QUARTER OVERCOMMIT ALLOWED
       2         FUTURE QUARTERS OVERCOMMIT ALLOWED
       3         CURRENT AND FUTURE QUARTERS OVERCOMMIT ALLOWED
       4         INDIVIDUAL CP SWITCH USED
       5         OVERCOMMIT ALLOWED
```

The EDI Order Release: prompt is not required. It handles the flow of EDI (Electronic Document Interchange) through the Fiscal process. The CP level switch EDI AUTO RELEASE: can override this station level switch. (See Section 2.2.3 Control Point Level Setup).
     Y   YES – EDI orders are sent immediately to vendors without a review from Fiscal Service.
     N   NO or Blank – Fiscal review of orders are required before EDI orders are sent. These orders will
          have a status of Pending Fiscal Action, prior to Fiscal review.

```
EDI ORDER RELEASE: ?
     Choose from:
       Y         YES
       N         NO
```

The Site All/Delivery Order Switch: prompt is not required. It handles which of EDI (Electronic Document Interchange) documents flow through the Fiscal process. The CP level switch EDI AUTO RELEASE: can override this station level switch. (See Section 2.2.3 Control Point Level Setup).

```
SITE ALL/DELIVERY ORDER SWITCH: ALL ORDERS// ?
     Choose from:
       Y         YES
       N         NO
```

The Station Rollover of EOQ Bal.: prompt handles the rollover of funds from one quarter into the next.
     2   ALL FCPs CAN SPEND PRIOR FUNDS – Choosing this option will not allow the 'rollover' of
          funds at the end of the quarter.
     3   INDIVIDUAL FCP ROLLOVER EOQ BALANCE IN EFFECT – This options will allow the
          'rollover' of funds at the end of the quarter. The individual control point can be set to determine
          where the funds will be placed at the end of the quarter. This will allow the excess funds to be

transferred into the next quarter or into another control point.

```
STATION ROLLOVER OF EOQ BAL.: ?
     Choose from:
       2          ALL FCPs CAN SPEND PRIOR FUNDS
       3          INDIVIDUAL FCP ROLLOVER EOQ BALANCE IN EFFECT
```

Control Point Level Setup

To add a new control point, begin with the 3 or 4 numeric identifier, followed by a blank space and then enter the name of the control point at the Select Fund Control Point: prompt. This will add the new entry into the control point file. To edit a control point, just enter the control point number and press return. The Control Point Name will display on the next line to confirm the spelling and format. Press return to accept the control point name but consider the format, all CAPS or the first letter only in CAPS. Example: 025 Radiology or 025 RADIOLOGY. For formatting purposes, you may want to enter all the control point names with similar formats.

```
Select Fund Control Point:?
Enter a new CONTROL POINT NAME, if you wish.  Enter a 3 or 4-digit number, a
space and the name of the control point.  Answer must be 3 to 30 characters in
length.
Select Fund Control Point: 025 Radiology
Are you adding '025 Radiology' as a new CONTROL POINT NAME? No// Yes
Control Point Name: Radiology//
```

Enter the service that controls the funds of the Control Point. The controlling service must already exist in the Service/Section file.

```
CONTROLLING SERVICE: RADIOLOGY// ?
```

Answer with SERVICE/SECTION NAME, or ABBREVIATION, or MAIL SYMBOL, or TYPE OF SERVICE, or MIS COSTING CODE
The FUND, ADMINISTRATIVE OFFICE, PROGRAM and FCP/PRJ fields store FMS elements, which must exist and be active in File Dictionaries before they are available for selection in this menu.
See section 4.4.7 – Supplementary Options in the Dictionary Management Menu – Dictionary Management Menu to add or update the FMS elements. Enter the FUND code The FUND code is the allowance element that identifies the appropriation used for the funding. Enter the beginning year of the fund at the Beginning Budget Fiscal Year: prompt. Enter the administrative office that provided the appropriation at the Administrative Office: prompt (almost always, this will be 10 (Veterans Health Administration)). Enter the code for the program that this fund supports (for example, All Other 0100) at the Program: prompt. Enter the FMS ACC (Account Classification Code) for this Fund Control Point.

```
FUND: 0160A1//

BEGINNING BUDGET FISCAL YEAR: 2000//

ADMINISTRATIVE OFFICE: 10//
```

PROGRAM: 0100//

FCP/PRJ: 010022200//

The Automated?: prompt allows you to decide whether to activate the Control Point to transmit requests through IFCAP and FMS processing, and to have IFCAP update the Control Point records automatically. Enter N if you are creating a Control Point but do not want to activate it for use yet. If you do not want to activate the Control Point now, you can activate it later by using the Reactivate Control Point option.

AUTOMATED: YES

Enter Y at the Allow Access By All Requestors: prompt if you want **all** Control Point Users to have at least "Requestor" access to the Control Point. Entering No **will not** allow all control point users to have access to this control point. Individual access and the level of access will be assigned in the next step: Select CONTROL POINT USER.

ALLOW ACCESS BY ALL REQUESTORS: YES//

Enter the Control Point User's name and press enter.

Select CONTROL POINT USER: IFUSER1,THREE   IUT

Enter the user's level of access. Users can be a Control Point Requestor, Control Point Clerk, or Control Point Official.

LEVEL OF ACCESS: CONTROL POINT OFFICIAL// ?
   1--CONTROL POINT OFFICIAL (Has authority to approve requests) 2--CONTROL
   POINT CLERK (Can enter permanent transactions)   3--REQUESTOR (Can
   initiate temporary requests to Control Point Clerk)
   Choose from:
    1   CONTROL POINT OFFICIAL
    2   CONTROL POINT CLERK
    3   REQUESTOR

The Receive FMS Reconciliation: prompt is used to indicate which users will receive electronic mail messages whenever transactions in FMS affect the balance in their Fund Control Points. Users with a Y in this field will receive the messages. If no user has a "y" value in this field, the messages will go to all Control Point Officials for that Fund Control Point.

RECEIVE FMS RECONCILIATION:

The Notification Designee prompt allows Control Point User to receive informational bulletins containing details of a ceiling transaction distributing funds to this Fund Control Point. NOTIFICATION DESIGNEE:

How to Create and Fund a Control Point

Enter another Control Point User to add additional users, or press the Enter key, if you are finished entering Control Point Users..

```
Select CONTROL POINT USER:
```

At the Special Control Point: prompt, enter whether this Control Point is a General Post Fund, a Supply Fund, a Construction fund, or a Canteen fund. If not, leave this field blank.

```
SPECIAL CONTROL POINT:
```

Enter the cost center at the Cost Center: prompt. Cost centers allow Fiscal staff to create total expense records for a section or service. The Cost Center must already exist and be "active" before it can be selected at this prompt. See section 4.4 Supplementary Options in the Budget Utilities Menu.

```
Select COST CENTER:
```

Enter a description for the Control Point. You may use this field to input special notes. Notes regarding the reason for this Control Point, or any special circumstances regarding the funding may be helpful for future reference.

```
 DESCRIPTION:

  Edit? NO//YES
```

At the CP Over commit Switch: prompt, enter whether the Control Point is allowed to over commit funds. See section 2.2.2 Station Level Setup for further explanation of these options. These options are set for the control point level only and do not effect any other control point. The Control Point Level switch OVERRIDES the Station Level Switch.

```
STATION OVERCOMMIT SWITCH: OVERCOMMIT ALLOWED// ?
     Choose from:
      0        OVERCOMMIT NOT ALLOWED FOR ALL FCP'S
      1        CURRENT QUARTER OVERCOMMIT ALLOWED
      2        FUTURE QUARTERS OVERCOMMIT ALLOWED
      3        CURRENT AND FUTURE QUARTERS OVERCOMMIT ALLOWED
      4        INDIVIDUAL CP SWITCH USED
      5        OVERCOMMIT ALLOWED
```

The EDI Order Release: prompt handles the flow of EDI (Electronic Document Interchange) through the Fiscal process. See section 2.2.2 Station Level Setup for further explanation of these options.
Yes - Allows the release of EDI orders to vendors without fiscal review.
No - Will send EDI orders through Fiscal for an accounting review.

```
EDI ORDER RELEASE: ?
   Choose from:
    Y      YES
    N      NO
```

This Control Point Level prompt overrides the Station Level prompt. It determines which documents will not flow through the Fiscal process, either All Orders or just the Delivery Orders.

```
FCP ALL/DELIVERY ORDER SWITCH: ??

     This is used to release orders directly without fiscal review.

   Choose from:

    A       ALL ORDERS

    D       DELIVERY ORDERS ONLY
```

The Rollover of EOQ Balance prompt, determines how to handle the remaining End of Quarter funding balance.
1   Transfer funds to another FCP allows fund to be transferred into another FCP, like a "Reserve" FCP. Note: IFCAP will prompt for the other FCP.
2   Spend Available Prior Funds allows the control point to access funds from a prior quarter that have not yet been carried forward.
3   Restrict to Current Quarter allows the control point to spend funds in the current quarter only.

```
ROLLOVER OF EOQ BALANCE: ?
     This is the rollover of the EOQ balance.

   Choose from:
    1       TRANSFER FUNDS TO ANOTHER FCP
    2       SPEND AVAILABLE PRIOR FUNDS
    3       RESTRICT TO CURRENT QUARTER (DEFAULT)
```

Enter another Fund Control Point at the Select Fund Control Point: prompt, or press the Enter key to return to the Fund Control Point Management Menu.

How to Create a Budget For a Control Point

Menu Navigation
From the Funds Distribution & Accounting Menu, select Funds Distribution Program Menu.
From the Funds Distribution Program Menu, select Transaction Menu.
From the Transaction Menu, select Add New Transaction (Ceiling).

```
            Accounting Technician Menu ...
            Funds Distribution Program Menu ...
            Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


            Transaction Menu ...
            Budget Utilities Menu ...
            Print Menu ...
            FMS Documents Inquiry/Error Process ...
            Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Transaction Menu


            Add New Transaction (Ceiling)
            Edit Existing, Unreleased Transaction
            Delete Unreleased Transaction
            Transfer From/To Control Point
            Release Transaction
            Monthly Budget Distribution
            Generate FMS Budget Documents
            Accrual (Monthly)
            Carry Forward Quarterly
            Enter FCP Adjustment Data
            Multiple Transaction Menu ...
            Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Add New Transaction (Ceiling)
```

Transaction (Ceiling) Setup
Select a Station Number and a fiscal year. Record the transaction number that IFCAP assigns to the transaction. Approve the transaction number. Enter the Control Point number at the Control Point: prompt. Enter the TDA, or "Transfer of Disbursement Authority" number at the TDA Number: prompt. This number can be found on the AACS report from Austin. Enter the date of the TDA at the TDA Date: prompt. At the Recurring FTEE: prompt, enter the Full Time Employee Equivalent (FTEE) that you are appropriating into this CP from your budget. At the Non Recur FTEE: prompt, enter the Full Time Employee Equivalent (FTEE) that you're appropriating into this CP from another budget. "Non-Recurring" means the funding is a one-time expense for a specific program, project, trip, purchase, etc. "Recurring" does not create a recurring appropriation: it merely describes the source of funds. This categorization allows IFCAP users to monitor expenses from different sources of funds. At the Trng FTEE: prompt, enter the training FTEE that you are appropriating into this CP from your budget. If this Control Point is for medical care appropriation items, enter the appropriate sort category

at the Budget Sort Category: prompt. Otherwise, press the Enter key. If you do not know the name or number of the category, enter three question marks at the prompt and IFCAP will list the available categories. Enter the transaction date, normally "T" for today, at the Transaction Date: prompt. Enter the amount of money you want to appropriate to the CP for each quarter. IFCAP will compute and display the total funding for the fiscal year.

> **Note: You can also use this option to withdraw funds from a Control Point by entering a minus sign before the dollar amount prompts.**

```
Select STATION NUMBER ('^' TO EXIT): 688//           WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 95//

I am going to create a new transaction with the number 688-95-0002
IS THIS OK ? YES//    (YES)
CONTROL POINT: 101 LAB TESTING 101
          ...OK? Yes//    (Yes)
TDA NUMBER: 4510
TDA DATE: 091994  (SEP 19, 1994)
RECURRING FTEE: 4
NON RECUR FTEE: 0
TRNG FTEE: 0
BUDGET SORT CATEGORY:
TRANSACTION DATE: T  (OCT 03, 1994)
1ST QTR: 45    $ 45.00
2ND QTR: 45    $ 45.00
3RD QTR: 60    $ 60.00
4TH QTR: 45    $ 45.00
TOTAL FUNDING= $ 195.00
```

Recurring/Non-Recurring Funding Setup

At the Recurring/Non-Recurring: prompt, enter R if the funding for the Control Point is from your budget or NR if the funding is from another budget. "Non-Recurring" means the funding is a one-time expense for a specific program, project, trip, purchase, etc. "Recurring" does not create a recurring appropriation: it merely describes the source of funds. This categorization allows IFCAP users to monitor expenses from different sources of funds. Enter the station number at the Select Station Number: prompt to enter another transaction, or enter a caret (^) to return to the Transaction Menu.

```
RECURRING/NON-RECURRING: NON-RECURRING// NR  NON-RECURRING
DESCRIPTION:
  1>Graphics/Displays/Presentations Expenses
  2>
EDIT Option: Select STATION NUMBER ('^' TO EXIT): 688// ^


          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documents
          Accrual (Monthly)          Carry Forward Quarterly
          Enter FCP Adjustment Data
          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance
```

```
Select Transaction Menu Option:
```

How to Release Funds to a Control Point for Spending

Introduction
This option creates a printout of the transaction numbers of each ceiling you create for a Control Point. After you create this printout, IFCAP sends a message to the Control Point Official that funds have been released to the Control Point.

Menu Navigation
Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Transaction Menu from the Funds Distribution Program Menu.
Select Release Transaction from the Transaction Menu.

```
          Accounting Technician Menu ...
          Funds Distribution Program Menu ...
          Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...
          FMS Documents Inquiry/Error Process ...
          Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Transaction Menu

          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documentss
          Accrual (Monthly)
          Carry Forward Quarterly
          Enter FCP Adjustment Data

          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Release Transaction
```

Select Transaction
Enter the Station number, fiscal year and your electronic signature code. You may review a transaction if you like. Enter the sequence number of the transaction you wish to release. If you do not know the sequence number of the transaction, type three question marks at the Enter Sequence Number of Transaction(s) to be Released: prompt and IFCAP will list the available transactions.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Enter ELECTRONIC SIGNATURE CODE:                    Thank you.
```

```
Do you wish to review/edit any transactions? NO//
Enter Sequence Number of Transaction(s) to be Released: ???
Enter the Sequence Number, or indicate a range of sequence numbers by
separating the first and last numbers with a dash (-).
Type "ALL" to release all unreleased transactions.
Do you wish to see the list of all unreleased transactions? NO// YES

Unreleased Sequence Numbers for Station 688, FY: 94
 SEQ #      TRANS #      CP#          TOTAL        SEQ #      TRANS #         CP#
TOTAL
  54     688-94-0054      CP-19       $5.00                   70    688-94-0070
CP-0        $0.00
  71     688-94-0071      CP-0  $0.00                  76     688-94-0076    CP-
201        $-100.00
  77     688-94-0077      CP-202      $100.00           80     688-94-0080
CP-5101       $60000.00
  81     688-94-0081      CP-5101     $23000000.00 82     688-94-0082     CP-
5101       $10000000.00
  83     688-94-0083      CP-5102     $10533827.00 84     688-94-0084     CP-
5102       $123456.00
  94     688-94-0094      CP-335      $96.00            95     688-94-0095
CP-5103       $30000.00
  96     688-94-0096      CP-101      $1101.00          97     688-94-0097
CP-0        $0.00
  98     688-94-0098      CP-101      $-100.00          99     688-94-0099
CP-105       $100.00
 100     688-94-0100      CP-101      $-20.00          101    688-94-0101
CP-335        $20.00
```

Remove Transaction

You may enter multiple sequence numbers if you like. If you decide not to release one of
the transactions after you've already entered a long list of transactions, enter the last **four**
digits of the transaction number and IFCAP will remove the transaction from the list.
Enter a printer name at the Device: prompt. You cannot enter LAT at this prompt.

```
Enter Sequence Number of Transaction(s) to be Released: 96  OK
Enter Sequence Number of Transaction(s) to be Released:

To not release a transaction already selected to be released
Enter the last 4 digits of the transaction for  FY 94:
QUEUE TO PRINT ON
DEVICE:   LAT  [YOU CAN NOT SELECT A VIRTUAL TERMINAL]
Previously, you have selected queueing.
Do you STILL want your output QUEUED? YES//
DEVICE:   LAT

You cannot select your home device.

QUEUE TO PRINT ON
DEVICE: LASERDP  DEVELOPMENT
  <Request Queued>
```

Interpreting the Report

IFCAP will print a report of each transaction you released and list the funds released for
that transaction for each fiscal quarter.

```
Trans #: 688-94-0096 FCP: 101 LAB TESTING  QTR: 1ST AMT:      333.00 Released.
                                                2ND AMT:      112.00 Released.
                                                3RD AMT:      333.00 Released.
                                                4TH AMT:      333.00 Released.
```

Report the Release of Funds to FMS

Introduction
Use the Generate FMS Budget Documents option to notify FMS of funds released to each Control Point. IFCAP transmits the FMS documents automatically.

Menu Navigation
Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Transaction Menu from the Funds Distribution Program Menu.
Select Generate FMS Budget Documents from the Transaction Menu.

```
             Accounting Technician Menu ...
             Funds Distribution Program Menu ...
             Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


             Transaction Menu ...
             Budget Utilities Menu ...
             Print Menu ...
             FMS Documents Inquiry/Error Process ...
             Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Transaction Menu


             Add New Transaction (Ceiling)
             Edit Existing, Unreleased Transaction
             Delete Unreleased Transaction
             Transfer From/To Control Point
             Release Transaction
             Monthly Budget Distribution
             Generate FMS Budget Documents
             Accrual (Monthly)
             Carry Forward Quarterly
             Enter FCP Adjustment Data
             Multiple Transaction Menu ...
             Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Generate FMS Budget Documents
```

Select Transaction Date
Enter a station number, fiscal year and fiscal quarter. Press the Enter key at the Ok To Continue?: prompt. At the FMS Transaction Date: prompt, enter the date that you want the transaction to occur.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 95//
Select FISCAL QUARTER: 1//
This option will now create FMS documents for 1st Quarter, FY 95
released transactions which have not previously been coded.
FMS Transaction Date:  OCT 3, 1994//    (OCT 3, 1994)
Accounting Period (MM/YY):  OCT 1994//    (OCT 1994)
Ready to generate FMS documents? YES//
DEVICE:   LAT        Right Margin: 80//
```

Compile/Print Report

A hard copy printout of the transaction numbers released will print. Specify a Control Point for the distribution of funds. You must specify amounts for each quarter. You must also enter the various types of FTEE (Full Time Employee Equivalent) authorized by the TDA. This option only enters information from the TDA into the system for your internal use. You may edit or delete this information. A new transaction will need to be initiated to withdraw funds. After printing the report, IFCAP will return to the Transaction Menu.

```
FUND DISTRIBUTION STATISTICS                            OCT 03, 1994  15:52    PAGE 1
TRANSACTION                                    TRANSACTION
NUMBER         CONTROL POINT                   DATE                    1ST QTR
-------------------------------------------------------------------------------



688-00-0001    060 FISCAL SVC                  OCT 03,1994             10000.00
688-00-0002    060 FISCAL SVC                  DEC 22,1994             1000000.00
                                                                      -------
-------
SUBTOTAL
      1010000.00


688-00-0003    076 BIO-MED EQUIPMENT   DEC 22,1994        1000000.00
                                                                      -------
-------
SUBTOTAL
      1000000.00

                                                                      -------
-------
TOTAL
      2010000.00

          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documents
          Accrual (Monthly)
          Carry Forward Quarterly
          Enter FCP Adjustment Data
          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance
Select Transaction Menu Option:
```

How to Edit Funding Transactions

Introduction
You can edit any transactions that you have not released.

Menu Navigation
Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Transaction Menu from the Funds Distribution Program Menu.
Select Edit Existing, Unreleased Transaction from the Transaction Menu.

```
          Accounting Technician Menu ...
```

How to Create and Fund a Control Point

```
          Funds Distribution Program Menu ...
          Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...

Select Funds Distribution Program Menu Option: Transaction Menu


          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documentss
          Accrual (Monthly)
          Carry Forward Quarterly
          Enter FCP Adjustment Data
          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Edit Existing, Unreleased Transaction
```

Select Transaction
Enter a station number and a fiscal year. At the Select Sequence Number for FY:
prompt, enter the number of the transaction you want to edit.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//

Select Sequence Number for  FY 94: ???

Choose from::
   0054      019 SPD
   0070
   0071
   0080      5101 KATEY TEST
   0081      5101 KATEY TEST
   0082      5101 KATEY TEST
   0083      5102 KATEY TESTING
   0084      5102 KATEY TESTING
   0086      5101 KATEY TEST
   0089      101 LAB TESTING 101

Select Sequence Number for  FY 94: 0089      101 LAB TESTING 101
```

2.6.4 Edit Transaction
You may change the Control Point, the TDA number, the record of the date on the TDA,
and the Full Time Employee Equivalent (FTEE) associated with the transaction.

```
CONTROL POINT: 101 LAB TESTING 101//
TDA NUMBER: ???
     This is the Transfer of Disbursing Authority (TDA) 1 to 3 digit number from
 the ACCS report.
TDA NUMBER: 460
```

```
TDA DATE:??
     Examples of Valid Dates:
        JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
        T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
        T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.  Two digit year
        assumes no more than 20 years in the future, or 80 years in the past.
TDA DATE: T  (JUN 03, 1994)
RECURRING FTEE: ??
     This is the number of recurring Full Time Employee Equivalent (FTEE).
RECURRING FTEE: 120
NON RECUR FTEE: 10
TRNG FTEE: 100
```

Edit Additional Parameters

Assign or change the budget sort category, if you like. You can also change the funding for the transaction for each quarter, and whether the funding comes from recurring or non-recurring funds. Specifying "recurring" at the Recurring/Non-Recurring: prompt does not create a recurring transaction: it only identifies the source of funds. You can enter another transaction to edit at the Select Next Sequence Number for FY: prompt, or press the Enter key to return to the Transaction Menu.

```
BUDGET SORT CATEGORY: ??
     This is the category for RD285 report for medical
     care appropriation items only.

CHOOSE FROM:
   1              ALL OTHER
   2              RECURRING PERSONAL SERVICES
   3              NR ALL OTHER
   4              NR .23
   5              19 REPL EQUIP
   6              20 ADDITION EQUIPMENT
   7              25 OUTREACH-OTHER R & NR
   8              25 OUTR-OTH R&NR (FEE CP 853)
   11             25B OUTREACH-PS R&NR
   12             26 TRAINING
BUDGET SORT CATEGORY: 12  26 TRAINING
TRANSACTION DATE: MAY 27,1994//
1ST QTR: 10//
2ND QTR: 20//
3RD QTR: 30//
4TH QTR: 40//
TOTAL FUNDING= $ 100.00
RECURRING/NON-RECURRING: NON-RECURRING//
DESCRIPTION:
  1>Training program
  2>
EDIT Option:

Select Next Sequence Number for  FY 94:


          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documentss
          Accrual (Monthly)
          Carry Forward Quarterly
```

```
              Enter FCP Adjustment Data
              Multiple Transaction Menu ...
              Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

CHAPTER 3 Control Point Management

Introduction
Budget Analysts prevent the facility they budget from becoming deficient and reconcile predicted spending with actual spending.

Deficiency is the over commitment of an entire budget for a station. This happens when you allow Control Points to over commit too many funds, so that the overall expenses are more than your overall budget. Deficient budgets are defined by the Anti-Deficiency Act. One way you can guard against deficiency is to prohibit nonessential Control Points from over committing. You can also create a reserve Fund Control Point. As a final measure, you can solicit the Regional Budget Analyst for emergency funding.

The primary tools that Budget Analysts use to prevent deficiency are FMS Status of Funds Reports (which replace 826 reports) and Control Point fund transfers. FMS Status of Funds Reports (which replace 826 reports) provide Control Point balances, which Budget Analysts monitor to prevent budget deficits. If a Control Point budget is threatened with a deficit, the Budget Analyst can transfer funds to it from another Control Point or halt further purchases.

When a Control Point sets aside (or "commits") funds for a purchase, the amount of money they commit is often an estimate. Before the purchase is made, the Accounting staff "obligates," or withholds, money from the Control Point and earmarks it for the purchase. IFCAP updates the Control Point records of committed and obligated funds in the running balance records. Control Point users rely on the Budget Analyst, because the Budget Analyst funds the Control Point.

Create a Reserve Fund Control Point
One way you can guard against deficiency is to create a reserve Fund Control Point. Control Point funding levels are defined by your budget plan and are set by your Fiscal Officer or Medical Center Director, so you will need to plan ahead if you want to incorporate a reserve Fund Control Point into your budget. You can also use the rollover switch in IFCAP to rollover the money that your Control Points do not spend into this Control Point and save it for unanticipated spending. Create a Control Point, and name it Contingency or Reserve. Make sure that the funds rollover into the reserve Control Point.

How to Monitor FMS Status of Funds Reports for Deficits
The FMS Status of Sub- allowances Report will list the balances and deficits (if any) for the Control Points.

How to Transfer Funds Among Control Points

Introduction
You can transfer funds among Control Points if the Control Points receive their money from the same fund and the funds are for the same quarter.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Transaction Menu from the Funds Distribution Program Menu.
Select Transfer From/To Control Point from the Transaction Menu.

```
            Accounting Technician Menu ...
            Funds Distribution Program Menu ...
            Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


            Transaction Menu ...
            Budget Utilities Menu ...
            Print Menu ...
            FMS Documents Inquiry/Error Process ...
            Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Transaction Menu


            Add New Transaction (Ceiling)
            Edit Existing, Unreleased Transaction
            Delete Unreleased Transaction
            Transfer From/To Control Point
            Release Transaction
            Monthly Budget Distribution
            Generate FMS Budget Documents
            Accrual (Monthly)
            Carry Forward Quarterly
            Enter FCP Adjustment Data
            Multiple Transaction Menu ...
            Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Transfer From/To Control Point
```

Transfer Funds Setup

Enter a station number and fiscal year. Enter the Control Point from which you want to withdraw the funds at the Transfer From Control Point: prompt. Enter the Control Point into which you want to deposit the funds. Enter the fiscal quarter and the amount to transfer. Enter the date at which you want IFCAP to make the transaction. At the Recurring/Non-Recurring: prompt, enter R if the funding for the CP is from your budget or NR if the funding is from another budget. Non-Recurring means the funding is a one-time expense for a specific program, project, trip, or purchase. Recurring does not create a recurring appropriation: it merely describes the source of funds. This categorization allows IFCAP users to monitor expenses from different sources of funds. Enter a description of the transfer if you like. You may review a summary of the transaction if you like.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
...Hmmm,  Let me think about this for a moment...
TRANSFER FROM CONTROL POINT: 105 LAB TESTING 105
          ...OK? Yes//   (Yes)
```

```
TRANSFER TO CONTROL POINT: 108 LAB TESTING 108
            ...OK? Yes//   (Yes)

FOR WHICH QUARTER: 4
AMOUNT TO TRANSFER: 10   $ 10.00
TRANSACTION DATE: OCT 3,1994//   (OCT 03, 1994)
RECURRING/NON-RECURRING: NON-RECURRING
DESCRIPTION:
  1>User fee
  2>
EDIT Option:
Do you want to review this entry? YES//   (YES)

Transfer Transaction Summary

            To Control Point:   108 LAB TESTING 108
          From Control Point:   105 LAB TESTING 105
            Transaction Date:   OCT  3,1994
                                Quarter:   4th
Amount to be Transferred:   $ 10.00
                                    R/NR:   NON-RECURRING
                  Annualization:   $ 0.00

Description:   User fee
```

Edit Transfer Funds

You may edit the information you just entered. If the information on the transaction is correct, post the transaction. IFCAP actually creates two transactions: the first one for the withdrawal and the second one for the deposit. IFCAP will list these two transaction numbers. Answer N at the Make Another Transfer?: prompt to return to the Transaction Menu.

```
Do you want to edit this entry? NO//   (NO)
Are you ready to post this transaction? YES//   (YES)
...Hmmm,  Let me think about this for a moment...

Finished.  The following transactions have been created
in file 421 (Funds distribution):
                          688-94-0141
                          688-94-0142


Make another transfer? YES// N  (NO)


          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documents
          Accrual (Monthly)
          Carry Forward Quarterly
          Enter FCP Adjustment Data
          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

How to Freeze the Spending of a Control Point

Introduction

If a Control Point is threatened with a deficit, the Budget Analyst can notify the Control Point Clerk to reconcile the Control Point. As a last resort, further purchases can be "frozen" by returning purchases back to the Control Point. If the Control Point is not set to over commit, Fiscal personnel should decide if Accounting or Budget personnel should monitor the Control Point transactions to control the deficit.

How to Return a Purchase to the Control Point

To return a purchase to the Control Point, tell the Accounting Technician or Purchasing Agent to return the Purchase Order by using the "Return PO to Supply" option under the Document Processing Menu. The Purchasing Agent may also return the 2237 to the service.

Request Additional Funds From VISN CFO

Procedure

Request additional funds only to prevent deficiency due to additional expenses you feel the Medical Center should not absorb. Be prepared to justify the funds as recovery for unexpected and previously unfunded obligations. Contact the VISN CFO and explain why your facility needs the additional funds. If approved, the CFO will initiate a Transfer of Dispersing Authority (TDA), transferring funds to your budget.

Enter the TDA Funds Into Your Budget

Assign the funds from the TDA into the over committed Control Points and adjust the IFCAP records accordingly. Go to the section in this user guide on how to fund Control Points.

Record the Distribution of the TDA Funds

You may use the Monthly Budget Distribution option in IFCAP to record non-cumulative monthly distribution of Transfer of Disbursing Authority (TDA) funds.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Transaction Menu from the Funds Distribution Program Menu.
Select Monthly Budget Distribution from the Transaction Menu.

```
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


        Transaction Menu ...
        Budget Utilities Menu ...
        Print Menu ...
```

```
Select Funds Distribution Program Menu Option: Transaction Menu


        Add New Transaction (Ceiling)
        Edit Existing, Unreleased Transaction
        Delete Unreleased Transaction
        Transfer From/To Control Point
        Release Transaction
        Monthly Budget Distribution
        Generate FMS Budget Documentss
        FMS Documents Inquiry
        Accrual (Monthly)
        Carry Forward Quarterly
        Enter FCP Adjustment Data
        Multiple Transaction Menu ...
        Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Monthly Budget Distribution
```

Select TDA Number

Enter a station number and a fiscal year. Enter the TDA number.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select TDA NUMBER FOR STATION 688, FY 94: ???

CHOOSE FROM:
   1      5101 KATEY TEST
   1      5102 KATEY TESTING
   1      101 LAB TESTING 101
   432      102 LAB TESTING 102
   460      101 LAB TESTING 101
   5269      5102 KATEY TESTING

Select TDA NUMBER FOR STATION 688, FY 94: 1
    1   1  688-94-0081       5101 KATEY TEST
    2   1  688-94-0084       5102 KATEY TESTING
    3   1  688-94-0092       101 LAB TESTING 101
CHOOSE 1-3: 3  688-94-0092
```

Distribute TDA Funds

IFCAP will prompt you to distribute this TDA among the twelve months of the fiscal
year. You can enter another TDA to edit at the Select TDA Number For Station: prompt,
or press the Enter key to return to the Transaction Menu.

```
TDA IS DISTRIBUTED AS FOLLOWS:

             1ST QTR          2ND QTR          3RD QTR          4TH
QTR

                              0                                 0
1000000                          0

ENTER THE NON CUMULATIVE DISTRIBUTION FOR THIS TDA

OCT - NON CUM: 500000// 0
NOV - NON CUM: 0//
DEC - NON CUM: 500000// 0
JAN - NON CUM: 0//
FEB - NON CUM: 0//
MAR - NON CUM: 0//
```

Control Point Management

```
APR - NON CUM: 0// 100000
MAY - NON CUM: 0// 900000
JUN - NON CUM: 0// 0
JUL - NON CUM: 0//
AUG - NON CUM: 0//
SEP - NON CUM: 0//

DISTRIBUTION IS CORRECT BY QUARTER


Select TDA NUMBER FOR STATION 688, FY 94:


        Add New Transaction (Ceiling)
        Edit Existing, Unreleased Transaction
        Delete Unreleased Transaction
        Transfer From/To Control Point
        Release Transaction
        Monthly Budget Distribution
        Generate FMS Budget Documentss
        FMS Documents Inquiry
        Accrual (Monthly)
        Carry Forward Quarterly
        Enter FCP Adjustment Data
        Multiple Transaction Menu ...
        Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

Chapter 4 Supplementary Budget Analyst Menu Options

Introduction

The following is a list of the IFCAP options available to Budget Analysts that have not been mentioned previously in this manual. You may not have all of the menus defined here. Your local IRM service controls the assignment of IFCAP menus to users.

Options in the Transaction Menu

Delete Unreleased Transaction

You can delete a transaction if a Control Point User has not released it to Fiscal Service for processing.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Transaction Menu from the Funds Distribution Program Menu.
Select Delete Unreleased Transaction from the Transaction Menu.

```
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...

Select Funds Distribution Program Menu Option: Transaction Menu


          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documentss
          FMS Documents Inquiry
          Accrual (Monthly)
          Carry Forward Quarterly
          Enter FCP Adjustment Data
          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Delete Unreleased Transaction
```

Select Transaction

Enter a station number and a fiscal year. Enter the transaction number you want to delete at the Select Sequence Number for FY: prompt. IFCAP will prompt you to confirm that you want to delete the transaction. IFCAP will delete the transaction and allow you to delete another transaction or return to the Transaction Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//

Select Sequence Number for  FY 94: ???

CHOOSE FROM:
   0054      019 SPD
   0070
   0071
   0076      201 LAB TESTING 201
   0077      202 LAB TESTING 202
   0080      5101 KATEY TEST
   0081      5101 KATEY TEST
   0082      5101 KATEY TEST
   0083      5102 KATEY TESTING
   0084      5102 KATEY TESTING
   0086      5101 KATEY TEST
   0087      103 LAB TESTING 103
   0088      101 LAB TESTING 101
   0089      101 LAB TESTING 101
   0090      103 LAB TESTING 103
   0091      101 LAB TESTING 101
   0093      101 LAB TESTING 101

Select Sequence Number for  FY 94: 0086  688-94-0086       5101 KATEY TEST
ARE YOU SURE YOU WANT TO DELETE THIS TRANSACTION? NO// Y  (YES)

Transaction Deleted.

Do you wish to delete another transaction for 688-94? n  (NO)


          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documents
          Accrual (Monthly)
          Carry Forward Quarterly
          Enter FCP Adjustment Data (FISCAL)
          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

Options in the Multiple Transaction Menu

Create/Post Multiple Transaction

Introduction

Use this option when you need to make several adjustments to a single Control Point or multiple Control Points. The system will assign a temporary transaction number that is used to keep track of the transaction if, for some reason, you do not proceed to post it to the Control Points and want to edit it later with the Post/Edit option.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu .
Select Transaction Menu from the Funds Distribution Program Menu.
Select Multiple Transaction Menu from the Transaction Menu .
Select Create/Post Multiple Transaction from the Multiple Transaction Menu.

```
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...

Select Funds Distribution Program Menu Option: Transaction Menu


          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documentss
          FMS Documents Inquiry
          Accrual (Monthly)
          Carry Forward Quarterly
          Enter FCP Adjustment Data
          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Multiple Transaction Menu


          Create/Post Multiple Transaction
          Post/Edit Temporary Transaction

Select Multiple Transaction Menu Option: Create/Post Multiple Transaction
```

Create Multiple Transaction

Enter a station number and a fiscal year. Record the transaction number that IFCAP assigns to the transaction. Enter the date that the transaction should occur at the Transaction Date: prompt. Enter a Control Point.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//

This has been assigned TRANSACTION NUMBER: T-00012.
Please note and use for editing of this transaction.

TRANSACTION DATE: JUN 8,1994//   (JUN 08, 1994)
Select CONTROL POINT: 101 LAB TESTING 101
         ...OK? Yes//   (Yes)

   Are you adding '101 LAB TESTING' as a new CONTROL POINT (the 1st for this
MULTI
PLE DISTRIBUTION)? N//  Y  (Yes)
```

Fund Control Point

IFCAP will ask you how much money you want to fund the Control Point for each fiscal quarter. IFCAP will ask you whether the funding comes from recurring or non-recurring funds. Specifying "recurring" at the Recurring/Non-Recurring: prompt does not create a recurring transaction, but identifies the source of funds, instead. If you want to fund another Control Point, enter it at the Select Control Point: prompt. Enter a description of the transaction.

```
  1ST QTR: 333   $ 333.00
  2ND QTR: 112   $ 112.00
  3RD QTR: 123   $ 123.00
  4TH QTR: 533   $ 533.00
TOTAL FUNDING= $ 1101.00
  RECURRING/NON-RECURRING: NON-RECURRING//
Select CONTROL POINT:
DESCRIPTION:
  1>This is a multiple transaction for a widget.
  2>
EDIT Option:
Do you want to review this transaction? YES//   (YES)
DEVICE:   LAT    RIGHT MARGIN: 80//
```

Review Multiple Transaction

IFCAP will create the multiple-distribution listing, which includes the transaction number, the Control Point, and the amount of the transaction for each fiscal quarter. If you post the transaction, IFCAP will transfer the transaction to the funds distribution file for processing and delete the temporary transaction number from its records. You can then edit another transaction or return to the Multiple Transaction Menu. You may also use the Release Transaction option to release the transaction you just posted.

```
MULTIPLE DISTRIBUTION LISTING                    JUN  8,1994  11:25    PAGE 1
TRANSACTION
NUMBER      DESCRIPTION
CONTROL
POINT    R/NR

                                  ANNUALIZATION
                          1ST QTR             2ND QTR              3RD QTR
     4TH QTR              AMOUNT
-------------------------------------------------------------------------------
-------------------------------------------------------------------------

T-00012     This is a multiple transaction for a widget.
```

```
101      NR               333.00            112.00             123.00
533.00
                      -----------  --------------         -----------
     -------------
TOTAL                    333.00            112.00                123.00
             533.00

Are you ready to post this transaction? YES//   (YES)

101 LAB TESTING Filed with transaction number 688-00-0023
                         <Transfer to Funds Distribution File Completed.>

   <Temporary Transaction Number T-00012 has been Deleted.>


Enter another transaction? NO//   (NO)


         Create/Post Multiple Transaction
         Post/Edit Temporary Transaction

Select Multiple Transaction Menu Option:
```

Post/Edit Temporary Transaction

Introduction

Use this option to edit existing temporary transactions and post them to the Funds
distribution file for release.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting
Menu.
Select Transaction Menu from the Funds Distribution Program Menu.
Select Multiple Transaction Menu from the Transaction Menu.
Select Post/Edit Temporary Transaction from the Multiple Transaction Menu.

```
         Accounting Technician Menu ...
         Funds Distribution Program Menu ...
         Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


         Transaction Menu ...
         Budget Utilities Menu ...
         Print Menu ...

Select Funds Distribution Program Menu Option: Transaction Menu


         Add New Transaction (Ceiling)
         Edit Existing, Unreleased Transaction
         Delete Unreleased Transaction
         Transfer From/To Control Point
         Release Transaction
         Monthly Budget Distribution
         Generate FMS Budget Documentss
         FMS Documents Inquiry
         Accrual (Monthly)
```

Supplementary Budget Analyst Menu Options

```
              Carry Forward Quarterly
              Enter FCP Adjustment Data
              Multiple Transaction Menu ...
              Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Multiple Transaction Menu


              Create/Post Multiple Transaction
              Post/Edit Temporary Transaction

Select Multiple Transaction Menu Option: Post/Edit Temporary Transaction
```

Select/Edit Temporary Transaction

Enter a station number and a fiscal year. Enter the number of the temporary transaction you want to post and/or edit. Enter three question marks (???) at the Select TEMPORARY TRANSACTION NUMBER: to see the list of available temporary transactions. You may edit the Control Point and the funding of the transaction before you post it.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select TEMPORARY TRANSACTION NUMBER: ???

CHOOSE FROM:
   4               T-00004
   5               T-00005
   6               T-00006
   7               T-00007
   8               T-00008
   9               T-00009
  10               T-00010
  11               T-00011

Select TEMPORARY TRANSACTION NUMBER: 10  T-00010
        ...OK? Yes//   (Yes)

Do you want to edit this transaction? NO// Y  (YES)
TRANSACTION DATE: APR 1,1994//
Select CONTROL POINT: 071 CANTEEN//
  CONTROL POINT: 071 CANTEEN//
  1ST QTR: 400   $ 400.00
  2ND QTR: 950   $ 950.00
  3RD QTR: 200   $ 200.00
  4TH QTR: 450   $ 450.00
TOTAL FUNDING= $ 2000.00
```

Review Transaction

IFCAP will ask you whether the funding comes from recurring or non-recurring funds. Specifying "recurring" at the RECURRING/NON-RECURRING: prompt does not create a recurring transaction: it just identifies a feature of the source of funds. If you want to fund another Control Point, enter it at the Select Control Point: prompt. Enter a description of the transaction. You may review the transaction if you like.

```
RECURRING/NON-RECURRING: NON-RECURRING//
Select CONTROL POINT:
DESCRIPTION:
  1>Promotional expenses for canteen
```

```
  2>
EDIT Option:
Do you want to review this transaction? YES//   (YES)
DEVICE:   LAT    RIGHT MARGIN: 80//

MULTIPLE DISTRIBUTION LISTING                   JUN  8,1994  14:16    PAGE 1
TRANSACTION
NUMBER      DESCRIPTION
CONTROL
POINT    R/NR

                                       ANNUALIZATION
                            1ST QTR              2ND QTR            3RD QTR
       4TH QTR              AMOUNT
--------------------------------------------------------------------------------
----------------------------------------------------------------------
T-00010     Promotional expenses for canteen
071     NR              400.00               950.00             200.00
450.00
                        ------------         ------------       ------------
------------
TOTAL                   400.00               950.00             200.00
450.00
```

Post Transaction

If you post the transaction, IFCAP will transfer the transaction to the funds distribution file for processing and delete its temporary transaction number from its records. You can then edit another transaction or return to the Multiple Transaction Menu. You can also use the Release Transaction Option to release the transaction you just posted.

```
Are you ready to post this transaction? YES//   (YES)

101 LAB TESTING Filed with transaction number 688-00-0024
                                <Transfer to Funds Distribution File Completed.>

   <Temporary Transaction Number T-00012 has been Deleted.>


Enter another transaction? NO//   (NO)


          Create/Post Multiple Transaction
          Post/Edit Temporary Transaction

Select Multiple Transaction Menu Option:
```

Quarterly Rollover Fund Control Point Balance

Introduction
This report allows you to determine the amount of rollover funds for the quarter, the Control Points from which the rollover came, and the Control Points that received the rollover funds.

Menu Navigation
Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Transaction Menu from the Funds Distribution Program Menu.
Select Quarterly Rollover Fund Control Point Balance from the Transaction Menu.

```
             Accounting Technician Menu ...
             Funds Distribution Program Menu ...
             Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

             Transaction Menu ...
             Budget Utilities Menu ...
             Print Menu ...
             FMS Documents Inquiry/Error Process ...
             Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Transaction Menu

             Add New Transaction (Ceiling)
             Edit Existing, Unreleased Transaction
             Delete Unreleased Transaction
             Transfer From/To Control Point
             Release Transaction
             Monthly Budget Distribution
             Generate FMS Budget Documents
             Accrual (Monthly)
             Carry Forward Quarterly
             Enter FCP Adjustment Data
             Multiple Transaction Menu ...
             Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Quarterly Rollover Fund Control Point Balance
```

Select Single or Multiple Year Appropriation
Enter a station number, a fiscal year and a fiscal quarter. You may see the Control Points funded by single-year appropriations or multi-year appropriations, but not both. IFCAP will list each rollover by the Control Points from which the rollover came, the Control Points that received the rollover funds, and the amount of the rollover. Enter a caret (^) at the Select Station Number: prompt to return to the Transaction Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select FISCAL QUARTER: 4// 3

     Select one of the following:

          1          Single Year Appropriation Fund Control Points
```

```
           2          Multiple Year Appropriation Fund Control Points

Select Number: : 1  Single Year Appropriation Fund Control Points
Description:
DEVICE:   LAT

IFCAP Rollover Fund Control Point Balance List     Printed on 10/05/1994
    For Budget Fiscal Year: 1994    Quarter: 3
Roll 097 TRANSFER WITH PGM  to  112 SURGICAL SERVICE   $200307.55

Roll 101 LAB TESTING 101  to  033 337 Basil Pharmacy Test   $1521205.53

Finished.  The following transactions have been created
in file 421 (Fund Distribution):
                          688-00-0025
                          688-00-0026


Select STATION NUMBER ('^' TO EXIT): 688// ^


          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documents
          Accrual (Monthly)
          Carry Forward Quarterly
          Enter FCP Adjustment Data
          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

Accrual (Monthly)

This option will create an accrual report for IFCAP purchase card orders.

Configuring the Accrual (Monthly) Option to Run Automatically

The Accrual (Monthly) option must be scheduled to run at 1:00AM of the first day of each month. Use the 'Schedule/Unschedule Options' option in the Taskman Management Menu to select to enter the following values at these prompts:

```
QUEUED TO RUN AT WHAT TIME: DEC 1,1996@01:00
RESCHEDULING FREQUENCY: 1M(1@01:00)
TASK PARAMETERS: 999
```

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Transaction Menu from the Funds Distribution Program Menu.
Select Accrual (Monthly) from the Transaction Menu.

```
          Accounting Technician Menu ...
          Funds Distribution Program Menu ...
          Payment/Invoice Tracking Menu ...
```

Supplementary Budget Analyst Menu Options

```
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...
          FMS Documents Inquiry/Error Process ...
          Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Transaction Menu

          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documents
          Accrual (Monthly)
          Carry Forward Quarterly
          Enter FCP Adjustment Data
          Multiple Transaction Menu ...
          Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Accrual (Monthly)
```

Compile/Print Monthly Accrual Prompts
1. Enter a station number. If your site has multiple stations, enter a question mark at the prompt to see a list of available stations for your site.
2. Enter the month and year for the accrual you want to compile. IFCAP will display the same month expressed as a fiscal month and year.
3. At the Select Number: prompt, enter 1. If data for the month you selected has already been compiled, IFCAP will display the last date and time that data for this month was compiled. IFCAP will warn you that if you recompile this data, you will overwrite all edits made to the accrual.
4. Enter Y at the Recompile Accrual Report?: prompt.
5. Enter Y at the Ready To Print?: prompt.
6. Enter an output device. IFCAP will compile the accrual data and send the IFCAP Accrual Report to the output device you selected.
7. Enter another month and year at the For Accrual Month/Year: prompt, or enter a caret (^) to return to the Transaction Menu.

```
Select STATION NUMBER ('^' TO EXIT): 612// 688          WASHINGTON,DC
For Accrual Month/Year: 11/96//      Fiscal Month/Year: 02/1997

     Select one of the following:

          1          Compile/Print Monthly Accrual
          2          Edit Monthly Accrual Amount
          3          Generate/Rebuild FMS SV-Document

Select Number: 1  Compile/Print Monthly Accrual
Ready to Compile/Print? NO// YESDEVICE: LAT

Compiling...


IFCAP Accrual Report for 11/1996                    Printed on 11/15/1996
```

```
Station: 688

FUND/BBFY/AO/ACC/CC/BOC                              UNPAID PO          UNRECON
     ACCRUAL
0110/1997///840100/1092                                                    7.50
                    0.00                    7.50
   SUBTOTAL                                                                7.50
0.00                    7.50

0160A1/1997/10/0100201C3/800100/2510                    138.00            0.00
            138.00
0160A1/1997/10/0100201C3/800100/2660                                     41.00
       0.00                    41.00
0160A1/1997/10/0100201C3/810800/2511                                     13.00
       0.00                    13.00
0160A1/1997/10/0100201C3/810800/2580                                     63.90
       0.00                    63.90
0160A1/1997/10/0100201C3/810800/2660                    570.00            0.00
            570.00
   SUBTOTAL
825.90         0.00                    825.90

0160A1/1997/10/010050100/850100/2220                                     22.00
       0.00                    22.00
   SUBTOTAL                                                               22.00
       0.00                    22.00

0160A1/1997/10/894/824300/2510                          318.00
0.00                    318.00
   SUBTOTAL                                                              318.00
       0.00                    318.00

0160A7/1997/10/012/810800/2510                                           44.00
0.00                    44.00
   SUBTOTAL                                                               44.00
       0.00                    44.00

4537B/1994/90/010044100/600000/2697                     200.00            0.00
            200.00
4537B/1994/90/010044100/600000/2698                     100.00            0.00
            100.00
   SUBTOTAL                                                              300.00
       0.00                    300.00


TOTAL                                                                   1517.40
0.00                    1517.40

Accrual amount followed by '*' means edited amount.
Report ends, enter 'RETURN' to continue.:


For Accrual Month/Year: 11/96// ^


          Add New Transaction (Ceiling)
          Edit Existing, Unreleased Transaction
          Delete Unreleased Transaction
          Transfer From/To Control Point
          Release Transaction
          Monthly Budget Distribution
          Generate FMS Budget Documents
          Accrual (Monthly)
          Carry Forward Quarterly
```

```
            Enter FCP Adjustment Data
            Multiple Transaction Menu ...
            Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

Edit Monthly Accrual Amount Prompts

1. Enter a station number. If your site has multiple stations, enter a question mark at the prompt to see a list of available stations for your site.
2. Enter the month and year for the accrual you want to compile. IFCAP will display the same month expressed as a fiscal month and year.
3. At the Select Number: prompt, enter 2.
4. Enter Y at the Ready To Edit?: prompt.
5. Select a fund code. If you do not know the entire fund code, enter the first few digits of the number and IFCAP will generate a list of available fund codes. If you do not know the number at all, enter two question marks and IFCAP will list the available fund codes. IFCAP will display the accrual account, the unpaid purchase card order amount, the unreconciled amount, and the calculated accrual amount.
6. Enter the new amount at the Edited Accrual Amount: prompt.
7. Enter another fund code at the Select Fund Code: prompt, or press the Enter key.
8. Enter another month and year at the For Accrual Month/Year: prompt, or enter a caret (^) to return to the Transaction Menu.

```
Select STATION NUMBER ('^' TO EXIT): 612// 688         WASHINGTON,DC
For Accrual Month/Year: 11/96//      Fiscal Month/Year: 02/1997

     Select one of the following:

          1          Compile/Print Monthly Accrual
          2          Edit Monthly Accrual Amount
          3          Generate/Rebuild FMS SV-Document

Select Number: 2  Edit Monthly Accrual Amount
Ready to Edit? NO// YES

--------------------------------------------------------------------------------
Select Fund Code or FCP/PRJ (ACC) Code: 01
     1   0110/1997///840100/1092
     2   0160A1/1997/10/0100201C3/800100/2510
     3   0160A1/1997/10/0100201C3/800100/2660
     4   0160A1/1997/10/0100201C3/810800/2511
     5   0160A1/1997/10/0100201C3/810800/2580
TYPE '^' TO STOP, OR
CHOOSE 1-5: 3
Accrual Account: 0160A1/1997/10/0100201C3/800100/2660
Unpaid P.C.O Amount: 41.00          Unreconcilled Amount: 0.00
Calculated Accrual Amount: 41.00
EDITED ACCRUAL AMOUNT: 42.50
COST CENTER: 800100 Plant Operations//
BOC: 2660 Operating Supplies and Materials//

--------------------------------------------------------------------------------
Select Fund Code or FCP/PRJ (ACC) Code:


For Accrual Month/Year: 11/96//  ^
```

```
            Add New Transaction (Ceiling)
            Edit Existing, Unreleased Transaction
            Delete Unreleased Transaction
            Transfer From/To Control Point
            Release Transaction
            Monthly Budget Distribution
            Generate FMS Budget Documents
            Accrual (Monthly)
            Carry Forward Quarterly
            Enter FCP Adjustment Data
            Multiple Transaction Menu ...
            Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

Generate/Rebuild FMS SV-Document Prompts

1. Enter a station number. If your site has multiple stations, enter a question mark at the prompt to see a list of available stations for your site.
2. Enter the month and year for the accrual you want to compile. IFCAP will display the same month expressed as a fiscal month and year.
3. At the Select Number: prompt, enter 3.
4. Enter Y at the Ready to Generate/Rebuild Document?: prompt. IFCAP will generate a monthly accrual FMS SV document for the month you selected.
5. Enter another month and year at the For Accrual Month/Year: prompt, or enter a caret (^) to return to the Transaction Menu.

```
Select STATION NUMBER ('^' TO EXIT): 612// 688        WASHINGTON,DC
For Accrual Month/Year: 11/96//     Fiscal Month/Year: 02/1997

      Select one of the following:

            1          Compile/Print Monthly Accrual
            2          Edit Monthly Accrual Amount
            3          Generate/Rebuild FMS SV-Document

Select Number: 3  Generate/Rebuild FMS SV-Document
Ready to Generate/Rebuild Document? NO// YES
Generating the monthly accrual FMS SV-Document


For Accrual Month/Year: 11/96// ^


            Add New Transaction (Ceiling)
            Edit Existing, Unreleased Transaction
            Delete Unreleased Transaction
            Transfer From/To Control Point
            Release Transaction
            Monthly Budget Distribution
            Generate FMS Budget Documents
            Accrual (Monthly)
            Carry Forward Quarterly
            Enter FCP Adjustment Data

            Multiple Transaction Menu ...
            Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

Carry Forward Quarterly

This option enables the budget analyst to move open transactions and unspent dollars to the next open quarter automatically.   This facilitates the reconciliation of the Sub-allowance balance in FMS and the control point balance in IFCAP.

Menu Navigation

```
Select Funds Distribution Program Menu Option: TRansaction Menu

        Add New Transaction (Ceiling)
        Edit Existing, Unreleased Transaction
        Delete Unreleased Transaction
        Transfer From/To Control Point
        Release Transaction
        Monthly Budget Distribution
        Generate FMS Budget Documents
        Accrual (Monthly)
        Carry Forward Quarterly
        Enter FCP Adjustment Data (FISCAL)
        Multiple Transaction Menu ...
         Quarterly Rollover Fund Control Point Balance
```

Station Selection

If you have multiple stations supported by your IFCAP system, you will need to run the Carry Forward process separately for each station number.

> **NOTE: Recalculate ALL your control points first!   Then run the Carry Forward option.**

```
Select STATION NUMBER ('^' TO EXIT): 658//        SALEM, VA
     Select one of the following:

          1         Carry forward Outstanding Requests
          2         Carry forward balances for all control points
          3         Carry forward balances for a single control point

Select Number:
```

Outstanding Requests

The 1st step is to move any outstanding requests (transactions that are not in a Transaction Complete status) from the closing quarter to the new open quarter.   This step defines what quarter is going to be opened. This step MUST be done. The system will display the oldest OPEN quarter . The user is then prompted for the quarter being carried forward.   In this example the response would be: 00-3

```
Select STATION NUMBER ('^' TO EXIT): 658//        SALEM, VA
     Select one of the following:
          1         Carry forward Outstanding Requests
          2         Carry forward balances for all control points
          3         Carry forward balances for a single control point

Select Number: 1  Carry forward Outstanding Requests
The oldest OPEN quarter in file is 2000-3.

For Budget Fiscal Year - Quarter (YY-Q): 00-3
Ready to Run? NO// YES
```

```
DEVICE: ;;9999   IRMS BLDG 74 ROOM 227E

IFCAP Carry Forward Outstanding Requests from Qtr 00-3 to 00-4
Station: 658           Printed on 07/07/2000

658-00-1-019-0001   ENTERED
658-00-1-019-0003   APPROVED
```

Balances for ALL Control Points

The 2nd step in the Carry Forward process enables the Budget Analyst to move control balances from the closing quarter to the new Open quarter. Any balance, positive or negative, will be moved to the new open quarter.

NOTE: Balances on Single – Fiscal Year control points may not be moved beyond the 4th Quarter of the Fiscal Year. Balances on a Multi-Year control point may not be moved beyond the 4th quarter of the final year of the funding, (ie. Multi-Year funds for 1998-2000 may not be moved beyond 4th quarter of the FY 2000).

The movement of the balance is done by a two- step process.

1. The software will review each control point and determine what Ceiling transaction is needed to bring the Fiscal Unobligated column to zero.   A Ceiling entry is created in the Closing Quarter for whatever amount is required to make the Fiscal Unobligated column go to zero.   The reverse Ceiling entry is created in the Opening Quarter to move that balance to the new quarter.   This Ceiling transaction will be applied to both the Control Point Uncommitted column and the Fiscal Unobligated column.
2. The software will then review each control point and determine whether the CP $Balance column has a zero balance. If it does not, the software will determine what budget transaction is needed to bring the CP $Balance field to zero. An Adjustment entry is then created in the Closing Quarter for whatever amount is required to make the CP $Balance column a zero. The reverse Adjustment entry is created in the Opening Quarter to move that balance to the new quarter.

NOTE**: The balance is determined by looking at Part 1 - the IFCAP transactions and Part 2- the FMS transactions.**

```
Select Transaction Menu Option: CARRy Forward Quarterly
Select STATION NUMBER ('^' TO EXIT): 658//        SALEM, VA
     Select one of the following:

          1         Carry forward Outstanding Requests
          2         Carry forward balances for all control points
          3         Carry forward balances for a single control point

Select Number: 2  Carry forward balances for all control points

The oldest OPEN quarter in file is 2000-4.
For Budget Fiscal Year - Quarter (YY-Q): 00-3
Ready to Run? NO// YES
```

Supplementary Budget Analyst Menu Options

```
DEVICE: ;;9999  IRMS BLDG 74 ROOM 227E

IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4

Station: 658          Printed on 07/07/2000

    003  RES SALARIES                                    (CEI) $0.00
    003  RES SALARIES                                     (ADJ) $0.00
    009  FIS RESIDENTS                                   (CEI) $61414.00
    009  FIS RESIDENTS                                    (ADJ) $120.00
    010  ADMINISTRATIVE TRAINEES                 (CEI) $0.00
    010  ADMINISTRATIVE TRAINEES                 (ADJ) $0.00
    011  COS C&A'S                                        (CEI) $0.00
    011  COS C&A'S                                        (ADJ) $0.00
    012  FIS SALARIES                  (CEI) $-11936.00
    012  FIS SALARIES                  (ADJ) $0.00
```

Balances for a Single Control Point

Occasionally monies may appear in a closed quarter. This step enables the Budget
Analyst to move a balance from a previously closed quarter to the subsequent
quarter.(this quarter may also be a closed quarter). The user would then Carry Forward
from that closed quarter to the next quarter. This step would be repeated until the balance
had been moved to the current Open quarter.   The same two-step process is used to
determine the value the transactions will have.

Mail Bulletins

When the Carry Forward transactions are created a Mail bulletin is sent to the Control
Point Users.

```
Subj: IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4
[#9432] 07 Jul 00 09:06  1 line
From: IFUSER,ONE  In 'IN' basket.   Page 1
-------------------------------------------------------------------
060 FISCAL SVC Qtr 00-3 closed. $10020017.43 carried forward.
Enter message action (in IN basket): Ignore//


Subj: IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4
[#9433] 07 Jul 00 09:06  1 line
From: IFUSER,ONE  In 'IN' basket.   Page 1
-------------------------------------------------------------------
060 FISCAL SVC Qtr 00-3 adjusted with $-35691.48.
Enter message action (in IN basket): Ignore//
```

```
Subj: IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4
[#9523] 07 Jul 00 09:08  1 line
From: IFUSER,ONE  In 'IN' basket.   Page 1
-----------------------------------------------------------
990 SUPPLY FUND Qtr 00-3 closed. $635161.60 carried forward.
Enter message action (in IN basket): Ignore//


Subj: IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4
[#9524] 07 Jul 00 09:08  1 line
From: IFUSER,ONE  In 'IN' basket.   Page 1
```

```
------------------------------------------------------------------
990 SUPPLY FUND Qtr 00-3 adjusted with $20070.48.
Enter message action (in IN basket): Ignore//
```

End of Year Carry Forward

You must always do Step 1 – moving transactions- even at the end of the Fiscal Year. If you have set the Site Parameter switch to NO –your open transactions for multi-year control points will *not* move forward.   The Application Coordinator can se t the switch . Then do Step 2 to move balances. Only balances on multi-year control points will move forward.

Set Site Parameter Switch

This switch controls the movement of open transactions to the new Fiscal Year opening quarter.   If the switch is set to YES, any open transactions will be moved to the new Fiscal Year.   If you do not want these open transactions moved set the switch to NO.

```
Select IFCAP Application Coordinator Menu Option: SITE Parameters
STATION NUMBER: 658
STATION: 658//
FACILITY TYPE: VAMC// ^CARRY FORWARD 4TH QTR REQUESTS
CARRY FORWARD 4TH QTR REQUESTS:
        The field is used to control the 4th quarter outstanding requests being
        carried forward to the new fiscal year.
    Choose from:
      Y         YES
      N         NO
CARRY FORWARD 4TH QTR REQUESTS: NO
```

Options in the Print Menu

```
          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu

          Selected Control Points
          Range of Transactions
          Transfer of Disbursing Authority
          Detailed Appropriation Summary
          Appropriation Summary Totals
          FTEE Summary by Appropriation
          Budget Distribution Reports Menu ...
          Control Point List
          FCP BOC List
          Control Point PO List
          Audit Reports Menu ...
          826 (IFCAP) Report
        Detailed Report of Unpaid PC Transactions by FCP
```

Selected Control Points

Introduction

Use this option to generate the Funds distribution Control Point Display report, which lists quarterly obligations by transaction number for a set of Control Points that you select. This report provides the transaction number and the funding by quarter. This is the budget record of the Control Point.

Select Fund Control Point

Enter a station number and a fiscal year. Enter one or more Fund Control Points.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select FUND CONTROL POINT: 101 LAB TESTING 101  ...............
ANOTHER FUND CONTROL POINT: 105 LAB TESTING 105  ......

ANOTHER FUND CONTROL POINT: 103 LAB TESTING 103  ..
ANOTHER FUND CONTROL POINT:
DEVICE:   LAT
```

Interpreting the Report

IFCAP will display each funding transaction, the date the transaction took place, whether the funding was from recurring or non-recurring funds, the amount of each funding by quarter, and the total funding for the year, beginning with the first Control Point you specified. The report will have quarterly and annual subtotals for each Control Point, and quarterly and annual totals for all of the Control Points combined.

```
FUNDS DISTRIBUTION CONTROL POINT DISPLAY                  JUN  9,1994  09:10    PAGE 1
TRANSACTION    TRANSACTION                          ANNUALIZATION
NUMBER         DATE          REC/NON-REC            AMOUNT
                    1ST QTR              2ND QTR              3RD QTR              4TH QTR
        TOTAL
    DESCRIPTION
--------------------------------------------------------------------------------

          CONTROL POINT: 103 LAB TESTING 103

688-94-0087    MAY 27,1994    NON-RECURRING                         0.00
                    -20.00
                    -20.00

688-94-0090    MAY 27,1994    NON-RECURRING                 0.00
                    -10.00
                     -10.00
                    ------------          ------------          ------------
        ------------    -------------
SUBTOTAL            -30.00                       0.00                  0.00
0.00          -30.00


FUNDS DISTRIBUTION CONTROL POINT DISPLAY                  JUN  9,1994  09:10    PAGE 2
TRANSACTION    TRANSACTION                          ANNUALIZATION
NUMBER         DATE          REC/NON-REC            AMOUNT
                    1ST QTR          2ND QTR              3RD QTR              4TH QTR
        TOTAL
    DESCRIPTION
--------------------------------------------------------------------------------

          CONTROL POINT: 105 LAB TESTING 105

688-94-0099    JUN  8,1994    NON-RECURRING
```

```
                                 100.00
                                 100.00
       Transfer for shared expense tracked at CP 105
                              ------------        --------------        --------------
         --------------        -------------
SUBTOTAL                         100.00                     0.00                  0.00
0.00            100.00
                              ------------        --------------        --------------
         --------------        -------------
TOTAL                             70.00                     0.00                  0.00
0.00             70.00
```

Range of Transactions

Introduction

Use this option to generate a listing of a range of funds distribution transactions that you select. This report prints the transaction number, Control Point number, TDA number, transaction date, and a breakdown of funding by quarter.

Select Range of Transactions

Enter a station number and a fiscal year. Enter the first transaction you want in the report at the Start With Transaction Number: prompt. Enter the last transaction you want in the report at the Go To Transaction Number: prompt. IFCAP finds these numbers by looking at the suffix of the transaction number. For example, since 51 is entered at the Go To: prompt, the last transaction number on the report will end in "0051". After printing the report, IFCAP will return to the Print Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//           WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
START WITH TRANSACTION NUMBER: 1//
GO TO TRANSACTION NUMBER: LAST// 51
DEVICE: HOME//    LAT
FUNDS DISTRIBUTION RANGE OF TRANSACTIONS DISPLAY

     JUN  9,1994  09:15    PAGE 1
                   CONTROL
TRANSACTION        POINT              TDA            TRANSACTION
NUMBER             NUMBER   NUMBER    DATE
                            1ST QTR                 2ND QTR           3RD QTR
     4TH QTR                TOTAL
   DESCRIPTION
------------------------------------------------------------------------------------
-----------------------------------------------------------------------
688-94-0046          9988


                                        0.00
688-94-0047          101

                                      0.00
688-94-0048          101                     APR 19,1994
                                     5.01                             2.02
             5.03                            5.04              17.10


FUNDS DISTRIBUTION RANGE OF TRANSACTIONS DISPLAY

     JUN  9,1994  09:15    PAGE 2
                   CONTROL
TRANSACTION        POINT              TDA            TRANSACTION
```

```
NUMBER              NUMBER   NUMBER   DATE
                             1ST QTR           2ND QTR        3RD QTR
       4TH QTR               TOTAL
   DESCRIPTION
------------------------------------------------------------------------------
-----------------------------------------------------------------------
688-94-0049         101                         APR 19,1994
                        -200.00
                                    -200.00
688-94-0050         102                         APR 19,1994
                         200.00
                                     200.00
688-94-0051         9988                        APR 19,1994
                        -123.00
                                    -123.00
                        ------------          -------------      -----------
-      ------------    -------------
TOTAL                   -117.99                         2.02
5.03                         5.04              -105.90


PRESS RETURN TO CONTINUE


        Selected Control Points
        Range of Transactions
        Transfer of Disbursing Authority
        Detailed Appropriation Summary
        Appropriation Summary Totals
        FTEE Summary by Appropriation
        Budget Distribution Reports Menu ...
        Control Point List
        FCP BOC List
        Control Point PO List
        Audit Reports Menu ...
        826 (IFCAP) Report
        Detailed Report of Unpaid PC Transactions by FCP
        Display 2237 Request
        FCP Accounting Elements
        Fiscal Daily Review
        Fiscal Pending Action
        History of Purchase Card Transactions
        Purchase Card Statistics
        Reconciled Purchase Card Transactions
        Unreconciled Austin Payment Transactions
        Unreconciled Purchase Card Transactions
        Year To Date Accrual

Select Print Menu Option:
```

Transfer of Disbursing Authority

Introduction

This option prints a report of all Transfers of Disbursing Authority (TDAs) for a facility, or a range of TDAs that you select. This report prints the TDA number, TDA date, transaction number, Control Point number, description, and breakdown of funding by quarter.

Compile/Print Report

Enter a Station number and Fiscal Year. IFCAP will list the transactions by TDA number, date, transaction number, and Control Point.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Beginning TDA Number: 1// 1
Ending TDA Number: 9999// 9999
DEVICE:   LAT
FUNDS DISTRIBUTION TRANSFER OF DISBURSING AUTHORITY (TDA) LISTING
                                                                          JUN
9,1994  09:54    PAGE 1
                                                              CONTROL
 TDA                                 TRANSACTION        POINT
NUMBER   TDA DATE          NUMBER                       NUMBER
                            1ST QTR              2ND QTR              3RD QTR
     4TH  QTR                  TOTAL
   DESCRIPTION
--------------------------------------------------------------------------------
--------------------------------------------------------------------
   1        MAY 26,1994      688-94-0081                  5101
                 1000000.00           1000000.00   11000000.00
     10000000.00        23000000.00
********************************************************************************
   1        MAY 26,1994      688-94-0084                  5102
                                                           123456.00
123456.00
   TEST RELEASE
********************************************************************************
   1        MAY 31,1994      688-94-0092                  101
                                                  1000000.00
1000000.00
   TO ALLOW RECEIVING REPORT TEST
```

Detailed Appropriation Summary

Introduction

Use this option to generate a listing (by Appropriation) of all TDAs received by the facility. This listing includes a detail line for each TDA. This detailed summary prints the transaction numbers, Control Point numbers, TDA numbers, transaction dates, and breakdown of funding by quarter for all appropriations in IFCAP.

Compile/Print Report

Enter a station number and a fiscal year. IFCAP will list the transactions for each appropriation by transaction number and Control Point. This can be a rather lengthy

report; only print it if you cannot obtain the information you need using one of the other reports.

```
Select STATION NUMBER ('^' TO EXIT): 688//         WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
DEVICE:   LAT
FUNDS DISTRIBUTION APPROPRIATION SUMMARY (DETAIL) REPORT
                                                               JUN
9,1994  10:19    PAGE 1
                     CONTROL
TRANSACTION          POINT           TDA                  TRANSACTION
NUMBER               NUMBER     NUMBER        DATE
      1ST QTR             2ND QTR            3RD QTR           4TH QTR
      TOTAL
DESCRIPTION
-------------------------------------------------------------------------------
------------------------------------------------------
      APPROPRIATION: 36_/_0181

              CONTROL POINT: 201 LAB TESTING 201

688-94-0074         201                      MAY  1,1994
                                                      -100.00
                  -100.00
688-94-0076         201                      MAY  1,1994
         -100.00
             -100.00
      ------------                  ------------          ------------
             ------------          -------------
SUBTOTAL -100.00         0.00              -100.00               0.00
      -200.00

FUNDS DISTRIBUTION APPROPRIATION SUMMARY (DETAIL) REPORT
                                                               JUN
9,1994  10:19    PAGE 2
                     CONTROL
TRANSACTION          POINT           TDA                  TRANSACTION
NUMBER               NUMBER     NUMBER        DATE
      1ST QTR             2ND QTR            3RD QTR           4TH QTR
      TOTAL
DESCRIPTION
-------------------------------------------------------------------------------
------------------------------------------------------

                  CONTROL POINT: 202 LAB TESTING 202

688-94-0075         202                      MAY  1,1994
                                           100.00
                  100.00
688-94-0077         202                      MAY  1,1994
         100.00
                  100.00
      ------------          ------------              ------------
             ------------          -------------
SUBTOTAL  100.00            0.00                  100.00
0.00        200.00
      ------------          ------------              ------------
             ------------          -------------
SUBTOTAL    0.00            0.00                    0.00
0.00            0.00

FUNDS DISTRIBUTION APPROPRIATION SUMMARY (DETAIL) REPORT
                                                               JUN
9,1994  10:19    PAGE 3
                     CONTROL
```

```
TRANSACTION          POINT          TDA                TRANSACTION
NUMBER               NUMBER    NUMBER        DATE
     1ST QTR              2ND QTR              3RD QTR           4TH QTR
     TOTAL
DESCRIPTION
-----------------------------------------------------------------------------
-----------------------------------------------------
     APPROPRIATION: 36_0151.007

688-94-0064          9988                     APR 26,1994
        100.00
                  100.00
     -----------          ------------          -----------
     ------------          -------------
SUBTOTAL  -35.01              0.00            0.00              0.00
     -35.01
     -----------          -----------          -----------
     ------------        -------------
SUBTOTAL  -35.01              0.00             0.00
0.00          -35.01
     -----------          -----------          -----------
     ------------        -------------
TOTAL        2039303.10      3672205.20   25045203.33  14059274.44
     44815986.07
```

Appropriation Summary Totals

Introduction

Use this option to generate a report of TDAs received by the facility. This report is only a summary, and prints only the total dollar value of all the quarters funded. The first line is a Control Point subtotal; the second is a subtotal of the appropriation number. A grand total is given for the station number.

Compile/Print Report

Enter a station number and a fiscal year. IFCAP will list the total amounts for each appropriation and every Control Point within that appropriation. The report will also list totals for all of the appropriations combined.

```
Select STATION NUMBER ('^' TO EXIT): 688//         WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
DEVICE:   LAT
FUNDS DISTRIBUTION APPROPRIATION SUMMARY (TOTALS)
                                                                   JUN
9,1994  11:50    PAGE 1
                   1ST QTR         2ND QTR         3RD QTR         4TH
QTR            TOTAL
-------------------------------------------------------------------------------
--------------------------------------------------------
        APPROPRIATION: 688-94-36_/_0161.001

           CONTROL POINT: 019 SPD
SUBTOTAL          1.10                       1.20
1.30                  1.40                      5.00
SUBTOTAL          1.10             1.20                       1.30
          1.40                   5.00
```

```
         APPROPRIATION: 688-94-36_0151.007

           CONTROL POINT: 101 LAB TESTING 101
SUBTOTAL      -2116.99              -341.00             999601.03
22794.04     1019937.08

           CONTROL POINT: 102 LAB TESTING 102
SUBTOTAL       2300.00               200.00              45800.00
400.00          48700.00
SUBTOTAL        183.01              -141.00            1045401.03
23194.04     1068637.08


         APPROPRIATION: 688-94-36_0160.020

           CONTROL POINT: 9988 LAB TESTING 988 S
SUBTOTAL        -35.01                0.00                  0.00
               0.00                -35.01
SUBTOTAL        -35.01                0.00                  0.00
               0.00                -35.01

TOTAL        2039303.10    3672205.20    25045203.33      14059274.44
      44815986.07
```

FTEE Summary by Appropriation

Introduction

This option prints a report (by Appropriation) of FTEE (Full Time Employee Equivalent) information received on TDAs by station number and Fiscal Year. The report prints the amount of FTEE assigned to each TDA number.

Compile/Print Report

Enter a station number and a fiscal year. IFCAP will display each appropriation and the TDAs for that appropriation, and the FTEE for each TDA.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
DEVICE:   LAT    RIGHT MARGIN: 80//
FTEE SUMMARY BY APPROPRIATION                                   JUN  9,1994
12:08    PAGE 1
                                            NON
 TDA                      TRANSACTION   RECURRING    RECUR     TRNG
TOTAL
NUMBER      TDA DATE      NUMBER                     FTEE      FTEE
FTEE        FTEE
  DESCRIPTION
------------------------------------------------------------------------------
--------------------------------------------

              APPROPRIATION: 688-94-36_0151.007
  1           MAY 31,1994   688-94-0092
                   0.0
 TO ALLOW RECEIVING REPORT TEST
432           MAY 26,1994   688-94-0085
                   0.0
 TESTING
 460          JUN  3,1994   688-94-0089               120.0
```

```
10.0       100.0          230.0
  Training program
                                                               -------
-------      -------      ---------
SUBTOTAL                                                       120.0
10.0       100.0        230.0
                                                               -------
-------      -------      ---------
TOTAL                                                          120.0
10.0       100.0        230.0
```

Supplementary Options in the Budget Distribution Reports Menu

This menu contains options that generate quarterly, biannual and fiscal year Budget Distribution Reports (RD285). The instructions in the next section will use the Complete Fiscal Year report as an example.

Budget Distribution Reports

1st Quarter Report
This report presents the data for the 1st quarter of a specified Fiscal year.

2nd Quarter Report
This report presents the data for the 2nd quarter of a specified Fiscal year.

3rd Quarter Report
This report presents the data for the 3rd quarter of a specified Fiscal year.

4th Quarter Report
This report presents the data for the 4th quarter of a specified Fiscal year.

April - September
This report presents the data for the second half of the Fiscal year.

October - March
This report presents the data for the 1st half of a specified Fiscal year.

Complete Fiscal Year
This report presents the data for the full Fiscal year.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Print Menu from the Funds Distribution Program Menu.
Select Budget Distribution Reports Menu from the Print Menu.
Select a report duration from the Budget Distribution Reports Menu. You can select a report for a quarter, a six-month report, or a report for the entire fiscal year.

```
          Accounting Technician Menu ...
          Funds Distribution Program Menu ...
          Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu

          Selected Control Points
          Range of Transactions
          Transfer of Disbursing Authority
          Detailed Appropriation Summary
          Appropriation Summary Totals
          FTEE Summary by Appropriation
          Budget Distribution Reports Menu ...
          Control Point List
          FCP BOC List
          Control Point PO List
          Audit Reports Menu ...
          826 (IFCAP) Report
          Detailed Report of Unpaid PC Transactions by FCP
          Display 2237 Request
          FCP Accounting Elements
          Fiscal Daily Review
          Fiscal Pending Action
          History of Purchase Card Transactions
          Purchase Card Statistics
          Reconciled Purchase Card Transactions
          Unreconciled Austin Payment Transactions
          Unreconciled Purchase Card Transactions
          Year To Date Accrual

Select Print Menu Option: Budget Distribution Reports Menu

          1st Quarter Report
          2nd Quarter Report
          3rd Quarter Report
          4th Quarter Report
          April – September
          October – March
          Complete Fiscal Year

Select Budget Distribution Reports Menu Option: Complete Fiscal Year
```

Compile/Print Report

Select a Station Number and a fiscal year. IFCAP will print the report, listing the budget distribution by budget sort category.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 93// 94
...Excuse me, Let me put you on 'HOLD' for a second...
DEVICE:   LAT    RIGHT MARGIN: 80//
BUDGET DISTRIBUTION SUMMARY    ENTIRE FISCAL YEAR


      JUN  9,1994  12:29    PAGE 1
TRANSACTION    TDA
NUMBER              NUMBER   OCT - CUM    NOV - CUM    DEC - CUM    JAN - CUM
FEB - CUM   MAR - CUM
APR - CUM   MAY - CUM   JUN - CUM   JUL - CUM   AUG - CUM   SEP - CUM
DESCRIPTION
--------------------------------------------------------------------------------
      BUDGET SORT CATEGORY: 26 TRAINING
688-94-0089            460
                        Training program
      --------------------------------------------------------------------------
SUBTOTAL                                     0.00       0.00       0.00
0.00       0.00       0.00       0.00       0.00       0.00       0.00
0.00       0.00       0.00       0.00       0.00      0.00       0.00
0.00       0.00       0.00
      --------------------------------------------------------------------------
TOTAL                                        0.00       0.00       0.00
0.00       0.00       0.00       0.00       0.00       0.00       0.00
0.00       0.00       0.00       0.00       0.00       0.00       0.00
0.00       0.00       0.00
```

Control Point List

Introduction

Use this option to print the over commit status of the Control Points and what users are assigned to each Control Point.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Print Menu from the Funds Distribution Program Menu.
Select Control Point List from the Print Menu.

```
            Accounting Technician Menu ...
            Funds Distribution Program Menu ...
            Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


            Transaction Menu ...
            Budget Utilities Menu ...
            Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu


            Selected Control Points
            Range of Transactions
            Transfer of Disbursing Authority
            Detailed Appropriation Summary
            Appropriation Summary Totals
            FTEE Summary by Appropriation
            Budget Distribution Reports Menu ...
            Control Point List
            FCP BOC List
            Control Point PO List
            Audit Reports Menu ...
            826 (IFCAP) Report
            Detailed Report of Unpaid PC Transactions by FCP
            Display 2237 Request
            FCP Accounting Elements
            Fiscal Daily Review
            Fiscal Pending Action
            History of Purchase Card Transactions
            Purchase Card Statistics
            Reconciled Purchase Card Transactions
            Unreconciled Austin Payment Transactions
            Unreconciled Purchase Card Transactions
            Year To Date Accrual

Select Print Menu Option: Control Point List
```

Compile/Print Report

IFCAP will print the program, name and number of each Control Point, what over commit status has been assigned to it, the users of that Control Point, and their level of access. After printing the report, IFCAP will return to the Print Menu.

```
LIST OF CONTROL POINTS                          OCT  5,1994  12:08    PAGE 1
SERVICE
ROLL
OVER   OVERCOMMIT?
                      USER              LEVEL OF ACCESS
-------------------------------------------------------------------------------

           CONTROL POINT: 066 NEW FCP TEST

CDL
FUND: 0129A1            A/O: 10                       PGM: 70
FCP/PRJ: AB3118         OC:                           JOB:
      NO OVERCOMMIT PERMIT
           IFUSER,TWO                    CONTROL POINT OFFICIAL

           CONTROL POINT: 101 LAB TESTING 101

FIS
FUND: 0160A1            A/O: 10                       PGM: 70
FCP/PRJ: 300           OC:                            JOB:
033   CURRENT AND FUTURE Q
           IFUSER,THREE      CONTROL POINT OFFICIAL
           IFUSER,FOUR                 CONTROL POINT OFFICIAL



           Selected Control Points
           Range of Transactions
           Transfer of Disbursing Authority
           Detailed Appropriation Summary
           Appropriation Summary Totals
           FTEE Summary by Appropriation
           Budget Distribution Reports Menu ...
           Control Point List
           FCP BOC List
           Control Point PO List
           Audit Reports Menu ...
           826 (IFCAP) Report
           Detailed Report of Unpaid PC Transactions by FCP
           Display 2237 Request
           FCP Accounting Elements
           Fiscal Daily Review
           Fiscal Pending Action
           History of Purchase Card Transactions
           Purchase Card Statistics
           Reconciled Purchase Card Transactions
           Unreconciled Austin Payment Transactions
           Unreconciled Purchase Card Transactions
           Year To Date Accrual

Select Print Menu Option:
```

FCP BOC List

Introduction

This report is similar to the one on the Cost Center Management menu, but lists the Control Points and their associated budget object codes. This report is very long.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Print Menu from the Funds Distribution Program Menu.
Select FCP BOC List from the Print Menu.

```
            Accounting Technician Menu ...
            Funds Distribution Program Menu ...
            Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


            Transaction Menu ...
            Budget Utilities Menu ...
            Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu


            Selected Control Points
            Range of Transactions
            Transfer of Disbursing Authority
            Detailed Appropriation Summary
            Appropriation Summary Totals
            FTEE Summary by Appropriation
            Budget Distribution Reports Menu ...
            Control Point List
            FCP BOC List
            Control Point PO List
            Audit Reports Menu ...
            826 (IFCAP) Report
            Detailed Report of Unpaid PC Transactions by FCP
            Display 2237 Request
            FCP Accounting Elements
            Fiscal Daily Review
            Fiscal Pending Action
            History of Purchase Card Transactions
            Purchase Card Statistics
            Reconciled Purchase Card Transactions
            Unreconciled Austin Payment Transactions
            Unreconciled Purchase Card Transactions
            Year To Date Accrual

Select Print Menu Option: FCP BOC List
```

Compile/Print Report

IFCAP will print a report listing the available budget object codes for every Control Point.

```
DEVICE:    LAT    RIGHT MARGIN: 80//
FCP BOC LIST                               JUN 10,1994  14:22    PAGE 1
                                  COST
CONTROL POINT                     CENTER      OVERCOMMIT?
    AUTHORIZED BOC
-------------------------------------------------------------------------------
009 TRAINEE SALARIES              8401         CURRENT AND FUTURE QUARTERS
    1031 Other Health Technicians and Aides not Previously Identified
    1043 VA Fellows as RWJ Clinical Scholars
```

Control Point PO List

Introduction

This option lists the status of purchase orders, listed by Control Point for a range of dates that you specify.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Print Menu from the Funds Distribution Program Menu.
Select Control Point PO List from the Print Menu.

```
          Accounting Technician Menu ...
          Funds Distribution Program Menu ...
          Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu


          Selected Control Points
          Range of Transactions
          Transfer of Disbursing Authority
          Detailed Appropriation Summary
          Appropriation Summary Totals
          FTEE Summary by Appropriation
          Budget Distribution Reports Menu ...
          Control Point List
          FCP BOC List
          Control Point PO List
          Audit Reports Menu ...
          826 (IFCAP) Report
          Detailed Report of Unpaid PC Transactions by FCP
          Display 2237 Request
          FCP Accounting Elements
          Fiscal Daily Review
          Fiscal Pending Action
          History of Purchase Card Transactions
          Purchase Card Statistics
          Reconciled Purchase Card Transactions
          Unreconciled Austin Payment Transactions
```

```
          Unreconciled Purchase Card Transactions
          Year To Date Accrual

Select Print Menu Option: Control Point PO List
```

Compile/Print Report

IFCAP will print the FCP PO Status Report, which lists every active purchase order for each Control Point.

```
START WITH FCP: FIRST//
  START WITH DATE SIGNED: FIRST//
DEVICE:   LAT    RIGHT MARGIN: 80//
FCP PO STATUS                                        JUN 10,1994  14:50    PAGE 1
P.O. #          STATUS                         PO DATE              TOTAL
--------------------------------------------------------------------------------------
------------------
      FCP: 101 ISC2
B40034    Pending Fiscal Action                MAR  9,1994                 503.00
B40029    Pending Fiscal Action                MAR  4,1994                 503.00
B40028    Pending PPM Clerk Signature          MAR  4,1994                  24.00
B40027    Pending Fiscal Action                MAR  4,1994                  40.00
B40026    Pending Fiscal Action                MAR  3,1994                  24.00
B40025    Pending Fiscal Action                MAR  3,1994                  84.00
B40024    Ordered and Obligated                MAR  2,1994                 254.75
B40023    Pending Fiscal Action                FEB 24,1994                 100.00
B40021    Pending Fiscal Action                FEB 24,1994                  20.00
B40019    Pending Fiscal Action                FEB 24,1994                   0.25
B40017    Pending Fiscal Action                FEB 23,1994                   0.25
B40016    Partial Order Received (Amended)     FEB 22,1994                 257.51
B40013    Pending Fiscal Action                FEB  4,1994                 251.00


      ------------
SUBTOTAL                                                                  2061.76

FCP PO STATUS                                        JUN 10,1994  14:50    PAGE 2
P.O. #          STATUS                         PO DATE
      TOTAL
--------------------------------------------------------------------------------
      FCP: 102 LAB TESTING 102
B40058    Ordered and Obligated (Amended)      JUN  7,1994                  47.92
                                                                          --------
----
SUBTOTAL                                                                    47.92
------------
TOTAL                                                                     2109.68
```

826 (IFCAP) Report

Introduction

Use this option to list Ceiling Transaction Totals for user-selected Quarter and FYTD obligations for Control Points. It also lists by Control Point within Appropriation. Using this option will list ceiling transactions, obligations, unobligated balances and FYTD obligations for Control Points within a specified quarter.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Print Menu from the Funds Distribution Program Menu.
Select 826 (IFCAP) Report from the Print Menu.

```
            Accounting Technician Menu ...
            Funds Distribution Program Menu ...
            Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


            Transaction Menu ...
            Budget Utilities Menu ...
            Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu


            Selected Control Points
            Range of Transactions
            Transfer of Disbursing Authority
            Detailed Appropriation Summary
            Appropriation Summary Totals
            FTEE Summary by Appropriation
            Budget Distribution Reports Menu ...
            Control Point List
            FCP BOC List
            Control Point PO List
            Audit Reports Menu ...
            826 (IFCAP) Report
            Detailed Report of Unpaid PC Transactions by FCP
            Display 2237 Request
            FCP Accounting Elements
            Fiscal Daily Review
            Fiscal Pending Action
            History of Purchase Card Transactions
            Purchase Card Statistics
            Reconciled Purchase Card Transactions
            Unreconciled Austin Payment Transactions
            Unreconciled Purchase Card Transactions
            Year To Date Accrual

Select Print Menu Option: 826 (IFCAP) Report
```

Compile/Print Report

Enter a station number and a Control Point. Enter a fiscal year and a Control Point.
IFCAP will list the cost ceiling, obligations, unobligated balance, and obligations for the
fiscal year to date for each Control Point, grouped by appropriation. The report will list
totals for each appropriation and grand totals for the service. After printing the report,
IFCAP will return to the Print Menu.

```
Select STATION NUMBER ('^' TO EXIT): 503//          ALTOONA, PA
Select FISCAL YEAR ('^' to EXIT): 94//
Select FISCAL QUARTER: 3//
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//

STATUS OF FUNDS - 826 REPORT            STATION NO: 503            PAGE:   1

* = DEACTIVATED CONTROL POINT

FISCAL YEAR: 94
QUARTER:       3


       UNOBLIGATED
                              COST CEILING      OBLIGATIONS
BALANCE       FYTD
FUND CONTROL POINT                  FOR QTR                 FOR QTR
FOR QTR        OBLIGATIONS
--------------------------------------------------------------------------------

APPROPRIATION:   364/_0161.001

019 SPD                             1,005,000.00                 0.00
1,005,000.00                        531.21
033 PHARMACY            1,853,476.00                 0.00
1,853,476.00            0.00
120 DIETETIC SU            1,000,000.00                 0.00
1,000,000.00            0.00
203 STUDENT                2,000,000.00     1,000,000.00
1,000,000.00            0.00
204 STUDENT                2,000,000.00     1,000,000.00
1,000,000.00            0.00
205 STUDENT                2,000,000.00     1,000,000.00
1,000,000.00            0.00
206 STUDENT                2,000,000.00     1,000,000.00
1,000,000.00            0.00
207 STUDENT                2,000,000.00                 0.00
2,000,000.00            0.00
208 STUDENT                1,000,000.00                 0.00
1,000,000.00            0.00

TOTAL:                     14,858,476.00     4,000,000.00
10,858,476.00                       531.21

APPROPRIATION:   364/_0181

201 LAB TESTING            2,000,000.00     1,000,000.00
1,000,000.00            0.00
202 LAB TESTING            2,000,000.00        1,000,000.00
1,000,000.00            0.00

TOTAL:                      4,000,000.00     2,000,000.00
2,000,000.00            0.00
STATION TOTALS:            18,858,476.00     6,000,000.00
12,858,476.00                       531.21

        Selected Control Points
```

```
            Range of Transactions
            Transfer of Disbursing Authority
            Detailed Appropriation Summary
            Appropriation Summary Totals
            FTEE Summary by Appropriation
            Budget Distribution Reports Menu ...
            Control Point List
            FCP BOC List
            Control Point PO List
            Audit Reports Menu ...
            826 (IFCAP) Report
            Detailed Report of Unpaid PC Transactions by FCP
            Display 2237 Request
            FCP Accounting Elements
            Fiscal Daily Review
            Fiscal Pending Action
            History of Purchase Card Transactions
            Purchase Card Statistics
            Reconciled Purchase Card Transactions
            Unreconciled Austin Payment Transactions
            Unreconciled Purchase Card Transactions
            Year To Date Accrual
Select Print Menu Option:
```

Display 2237 Request

Introduction

This option allows you to print a 2237 for any Control Point you are authorized to use.

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting
Menu.
Select Print Menu from the Funds Distribution Program Menu.
Select Display 2237 Request from the Print Menu.

```
            Accounting Technician Menu ...
            Funds Distribution Program Menu ...
            Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


            Transaction Menu ...
            Budget Utilities Menu ...
            Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu


            Selected Control Points
            Range of Transactions
            Transfer of Disbursing Authority
            Detailed Appropriation Summary
            Appropriation Summary Totals
            FTEE Summary by Appropriation
            Budget Distribution Reports Menu ...
            Control Point List
            FCP BOC List
            Control Point PO List
            Audit Reports Menu ...
```

```
            826 (IFCAP) Report
            Detailed Report of Unpaid PC Transactions by FCP
            Display 2237 Request
            FCP Accounting Elements
            Fiscal Daily Review
            Fiscal Pending Action
            History of Purchase Card Transactions
            Purchase Card Statistics
            Reconciled Purchase Card Transactions
            Unreconciled Austin Payment Transactions
            Unreconciled Purchase Card Transactions
            Year To Date Accrual s

Select Print Menu Option: Display 2237 Request
```

Select Transaction

Enter a fiscal year and a fiscal quarter. Enter a Control Point and a transaction number. If you do not know the transaction number, enter three question marks at the Select Control Point Activity Transaction Number: prompt, and IFCAP will display the available transactions. Once you have chosen a transaction, IFCAP will display the 2237 form or 1358 Obligation form for that transaction.

```
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT: 101 LAB TESTING 101
        …OK? Yes//   (Yes)

Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???
Attempting lookup in transaction file.
Attempting lookup using 688-94-3-101   (STA # - FY - QTR - FCP)
     1   688-94-3-101-0138      OBL   IFVENDOR,FOUR C45097

     2   688-94-3-101-0139      OBL   IFVENDOR,ONE
TEST ITEM #11

     3   688-94-3-101-0140      OBL   IFVENDOR,SIX

     4   688-94-3-101-0141      OBL   IFVENDOR,FOUR C45107

     5   688-94-3-101-0143      OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 4
688-94-3-101-0141                  JUN 10,1994@15:17:31                  PAGE 1
_____
1358 OBLIGATION OR CHANGE:
_____
Requestor:                    |Date Requested:          |Obligation No.:
IFUSER,FIVE                   |APR 8,1994               |  688-C45107
_____
Vendor:                       |Contract Number:
IFVENDOR,FOUR                 |
_____
Name and Title Approving Off.:|Signature:               |Date Signed:
IFUSER,FIVE                   |/ES/ IFUSER,FIVE         |APR 8,1994@08:18:04
                              |                         |
_____
FUND CERTIFICATION:  The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
_____
Appropriation & Acct. Symbols:|Obligated By:            |Date Obligated:
688-3640151-101-820111-2343   |/ES/ IFUSER,FIVE         |APR 8,1994
```

```
┌──────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│ 688-94-3-101-0141              688-C45107                        PAGE 2    │
│_____│
│ 1358 OBLIGATION OR CHANGE:                                                 │
│ ---------------------------------------------------------------------------│
│                                                                            │
│ Appropriation & Acct. Symbols:   |Obligated By:            |Date Obligated:│
│ 688-3640151-101-820111-2343      |/ES/ IFUSER,FIVE         |APR 8,1994     │
│ Authority:                SUB:                                             │
│ SERIVCE START DATE:        SERVICE END DATE:_____                          │
│ Purpose:                                                                   │
│ 1358 DEMO                                                                  │
│_____│
│ ESTIMATED OBLIGATION RECAP                                                 │
│ DATE   REF#  CPA#                   AMOUNT            BALANCE               │
│ 04/08  0001  688-94-3-101-0141    $  5000.00       $  5000.00              │
│ 04/08  0002  688-94-3-101-0142    $ -2000.00       $  3000.00              │
│_____│
│ AUTHORIZATION & ORDER RECORD                        LIQUIDATION RECORD     │
│                         AUTH.       AUTH.     CUMULATIVE         UNLIQ      │
│ DATE   SEQ#   REFERENCE AMOUNT      BALANCE   AUTH. AMT. LIQUID  BAL        │
│_____│
│ 688-94-3-101-0142              688-C45107                        PAGE 3    │
│_____│
│ 1358  OBLIGATION OR CHANGE:                                                │
│_____│
│ AUTHORIZATION & ORDER RECORD                        LIQUIDATION RECORD     │
│                         AUTH.       AUTH.     CUMULATIVE         UNLIQ      │
│ DATE   SEQ#   REFERENCE AMOUNT      BALANCE   AUTH. AMT. LIQUID  BAL        │
│_____│
│        TOTALS           $    0.00 $    0.00 $   0.00       $     3000.00    │
│ VA FORM 4-1358a-ADP (NOV 1987)                                             │
└──────────────────────────────────────────────────────────────────────────┘
```

FCP Accounting Elements

Introduction

This option will list all Fund Control Points and their FMS accounting elements (station, fund, administrative office, program, FCP/PRJ (project), object class, job).

Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.
Select Print Menu from the Funds Distribution Program Menu.
Select FCP Accounting Elements from the Print Menu.

```
        Accounting Technician Menu ...
        Funds Distribution Program Menu ...
        Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu


        Transaction Menu ...
        Budget Utilities Menu ...
        Print Menu ...
        FMS Documents Inquiry/Error Process ...
        Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Print Menu
```

```
            Selected Control Points
            Range of Transactions
            Transfer of Disbursing Authority
            Detailed Appropriation Summary
            Appropriation Summary Totals
            FTEE Summary by Appropriation
            Budget Distribution Reports Menu ...
            Control Point List
            FCP BOC List
            Control Point PO List
            Audit Reports Menu ...
            826 (IFCAP) Report
            Detailed Report of Unpaid PC Transactions by FCP
            Display 2237 Request
            FCP Accounting Elements
            Fiscal Daily Review
            Fiscal Pending Action
            History of Purchase Card Transactions
            Purchase Card Statistics
            Reconciled Purchase Card Transactions
            Unreconciled Austin Payment Transactions
            Unreconciled Purchase Card Transactions
            Year To Date Accrual
Select Print Menu Option: FCP Accounting Elements
```

Select Sort By Criteria

Press the Enter key at the Sort By: prompt to sort the list by Fund Control Point number, or enter a question mark to list all the other ways you can sort the information in the report.

```
SORT BY: NUMBER// ?
 ANSWER WITH FIELD NUMBER, OR LABEL
Do you want the entire FIELD List? Y  (Yes)
CHOOSE FROM:
   .01              STATION NAME
   1                CONTROL POINT NAME  (multiple)
   2                FUND RELEASING OFFICIAL  (multiple)
   3                STATION OVERCOMMIT SWITCH
   3.1              STATION ROLLOVER OF EOQ BAL.
   4                SUPPLY FUND CAP
   5                INVENTORY VALUE
   6                DUE-IN VALUE
   7                TOTAL CAP AVAILABLE
   8                PRINT ON DEMAND
   9                STATION OPEN QUARTER DATE
   10             EDI ORDER RELEASE
   11             SITE ALL/DELIVERY ORDER SWITCH

        TYPE '-' IN FRONT OF NUMERIC-VALUED FIELD TO SORT FROM HI TO LO
        TYPE '+' IN FRONT OF FIELD NAME TO GET SUBTOTALS BY THAT FIELD,
            '#' TO PAGE-FEED ON EACH FIELD VALUE,  '!' TO GET RANKING NUMBER,
            '@' TO SUPPRESS SUB-HEADER,   ']' TO FORCE SAVING SORT TEMPLATE
        TYPE ';TXT' AFTER FREE-TEXT FIELDS TO SORT NUMBERS AS TEXT
        TYPE [TEMPLATE NAME] IN BRACKETS TO SORT BY PREVIOUS SEARCH RESULTS
        TYPE 'BY(0)' TO DEFINE RECORD SELECTION AND SORT ORDER
SORT BY: NUMBER//
```

Compile/Print Report

You can limit the report to start at a number, station name, etc., that you specify, or press the Enter key at the Start With: prompt to list all data. Enter an output device. IFCAP will list the Fund Control Point accounting elements, sorted by the criterion that you specified at the Sort By: prompt. After printing or displaying the report, IFCAP will return to the Print Menu.

```
START WITH NUMBER: FIRST//
DEVICE:   LAT    RIGHT MARGIN: 80//

FUND CONTROL POINT ACC. ELEMENTS LIST            NOV  2,1994  15:11    PAGE 1
       CONTROL POINT                    ACTIVE/INACTIVE
                                                                  OBJECT
   FUND         A/O     PROGRAM     FCP/PRJ     JOB        CLASS
-----------------------------------------------------------------------------

STATION: 61
STATION: 123
STATION: 452
STATION: 503
FCP:

FCP:   101 TEST CP
   91        02      AA          894          11
FCP:   111 FIRST
   50        02      AA          894          11          24
STATION: 695


         Selected Control Points
         Range of Transactions
         Transfer of Disbursing Authority
         Detailed Appropriation Summary
         Appropriation Summary Totals
         FTEE Summary by Appropriation
         Budget Distribution Reports Menu ...
         Control Point List
         FCP BOC List
         Control Point PO List
         Audit Reports Menu ...
         826 (IFCAP) Report
         Detailed Report of Unpaid PC Transactions by FCP
         Display 2237 Request
         FCP Accounting Elements
         Fiscal Daily Review
         Fiscal Pending Action
         History of Purchase Card Transactions
         Purchase Card Statistics
         Reconciled Purchase Card Transactions
         Unreconciled Austin Payment Transactions
         Unreconciled Purchase Card Transactions
         Year To Date Accrual

Select Print Menu Option:
```

Options in the Audit Reports Menu

```
           Transaction Menu ...
           Budget Utilities Menu ...
           Print Menu ...
           FMS Documents Inquiry/Error Process ...
           Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Print Menu

           Selected Control Points
           Range of Transactions
           Transfer of Disbursing Authority
           Detailed Appropriation Summary
           Appropriation Summary Totals
           FTEE Summary by Appropriation
           Budget Distribution Reports Menu ...
          Control Point List
           FCP BOC List
           Control Point PO List
           Audit Reports Menu ...
           826 (IFCAP) Report
           Detailed Report of Unpaid PC Transactions by FCP
           Display 2237 Request
           FCP Accounting Elements
           Fiscal Daily Review
           Fiscal Pending Action
           History of Purchase Card Transactions
           Purchase Card Statistics
           Reconciled Purchase Card Transactions
           Unreconciled Austin Payment Transactions
           Unreconciled Purchase Card Transactions
           Year To Date Accrual

Select Print Menu Option: Audit Reports Menu
           Control Point Activity File Inquiry
           Procurement and Accounting Transactions Inquiry

Select Audit Reports Menu Option:
```

Control Point Activity File Inquiry

Introduction

This option lists all of the information available for a transaction, including its source of funds, the date it was obligated, and who made the request.

Select Transaction Number

Enter a transaction number at the Select Control Point Activity Number: prompt. If you do not know the transaction number, enter three question marks at the prompt and IFCAP will list the available transactions.

```
Select CONTROL POINT ACTIVITY NUMBER: ???

CHOOSE FROM:
   503-93-2-009-0001   OBL                              C30001
   503-93-2-009-0002   OBL                              C30002
   503-93-2-009-0003   OBL                              C30003
   503-93-2-009-0004   OBL                              C30004
   503-93-2-009-0005   OBL                              C30005
   503-93-2-009-0006   OBL                              C30006
   503-93-2-009-0007   ADJ                              C30001
   503-93-2-009-0008   ADJ                              C30001
   503-93-2-009-0009   ADJ                              C30001
   503-93-2-009-0010   OBL
   503-93-2-009-0011   OBL

Select CONTROL POINT ACTIVITY NUMBER: 0009   688-94-3-8101-0009
```

Interpreting the Processing History

IFCAP will list the "processing history" of the transaction, including the Control Point, the name of the requestor, and the cost of the transaction. You may look at the processing history of another transaction by entering another transaction number at the Select Control Point Activity Number: prompt or press the Enter key to return to the Audit Reports Menu.

```
Processing History for:


TRANSACTION NUMBER: 688-94-3-8101-0009   TRANSACTION TYPE: OBLIGATION
  FORM TYPE: 1358 ORDER                    STATION NUMBER: 688
  DATE OF REQUEST: SEP 1700                CONTROL POINT: 8101 KATEY
  ACCOUNTING DATA: 3640151.007             COST CENTER: 820111 LAB TEST CC
  BOC1: 2580 Miscellaneous Contractual BOC1 $ AMOUNT: 40000
  BBFY: 1994                               FCP/PRJ: 0100201A3
  COMMITTED (ESTIMATED) COST: 40000        DATE COMMITTED: JUN  1, 1994
  TRANSACTION $ AMOUNT: 40000              REQUESTOR: IFUSER,SIX
  VALIDATION VERSION: 1
 JUSTIFICATION:   TEST

Select CONTROL POINT ACTIVITY NUMBER:


        Control Point Activity File Inquiry
        Procurement and Accounting Transactions Inquiry

Select Audit Reports Menu Option:
```

Procurement and Accounting Transactions Inquiry

Introduction

This option creates a report of the "processing history" of the transaction, including the Control Point, the budget object code (BOC), and the item description. This is a long report.

Select Transaction Number

Enter a transaction number at the Control Point Activity Number: prompt. If you do not know the transaction number, enter three question marks at the prompt and IFCAP will display the available transactions.

```
Select CONTROL POINT ACTIVITY NUMBER:???
 CHOOSE FROM:
   503-A30001  04-13-93  ST   Complete Order Received
             FCP: 019     $ 74.00
   503-A30002  04-28-93  ST   Complete Order Received But Not Ob    FCP: 019
$ 42.00
   503-A30003  04-28-93  ST   Complete Order Received But Not Ob    FCP: 019
$ 199.80
   503-A30004  05-05-93  ST   Complete Order Received But Not Ob    FCP: 019
$ 119.48
   503-A30005  08-04-93  ST   Complete Order Received
FCP: 7001    $ 100.00
   503-A30006  08-31-93  ST   Complete Order Received But Not Ob    FCP: 019
$ 11.34
   503-A30007  09-02-93  ST   Complete Order Received But Not Ob    FCP: 019
$ 20.00
   503-A30008  09-30-93  ST   Complete Order Received But Not Ob    FCP: 019
$ 577.00
   503-A30009  10-04-93  ST   Complete Order Received
FCP: 019     $ 68.04
   503-A30010  10-04-93  ST   Complete Order Received
FCP: 7001    $ 130.41
   503-A30011  10-04-93  ST    Transaction Complete
FCP: 7001    $ 150.06
                Select CONTROL POINT ACTIVITY NUMBER: A30001   503-A30001    04-
13-93  ST   Complete Order Received
             FCP: 019      $ 74.00
```

Interpreting the Processing History

IFCAP will list the "processing history" of the transaction, including the Control Point, the budget object code (BOC), and the item description. You cannot edit a transaction once it has been released to Fiscal: you can only view it. IFCAP will list the "processing history" of the transaction, including the budget object code, the name of the requestor, and the cost of the transaction. You cannot edit a transaction once it has been released to Fiscal: you can only view it. You may look at the processing history of another transaction by entering another transaction number at the Select Procurement & Accounting Transactions Purchase Order Number: prompt or press the Enter key to return to the Audit Reports Menu.

```
Processing History for:


PURCHASE ORDER NUMBER: 503-A30001
  METHOD OF PROCESSING: INVOICE/RECEIVING REPORT
  FCP: 019 SPD                      APPROPRIATION: 3630160.001.01
```

```
  COST CENTER: 828100
  BOC1: 2632 Other Medical and Dental Supplies
  SUBAMOUNT1: 74                        DELIVERY DATE: APR 14, 1993
  PRIMARY 2237: 503-93-3-019-0032       EST. SHIPPING AND/OR HANDLING:  $25.00
  LINE ITEM COUNT: 3                    TOTAL AMOUNT: 74
  NET AMOUNT: 74                        LIQUIDATED AMOUNT: 74
  EST. SHIPPING LINE ITEM NO.: 3        VENDOR: IFVENDOR,ONE/HOSPITAL PRODUCTS
DIV
  REQUESTING SERVICE: SPD               SHIP TO: WAREHOUSE
  VERBAL PURCHASE ORDER (Y/N): YES      CONFIRMATION COPY (Y/N): NO
  F.O.B. POINT: ORIGIN                  SOURCE CODE: 2
  PROPOSAL: N/A                         PRIORITY OF 2237: EMERGENCY
  PURCHASING/PPM AGENT: IFUSER ,ONE     DELIVERY LOCATION: SPD
  P.O. DATE: APR 13, 1993               EMERGENCY ORDER?: YES
  EXPENDABLE/NONEXPENDABLE: EXPENDABLE  LOCAL PROCUREMENT REASON CODE: 1
  CERTIFIED P.O.: NO
LINE ITEM NUMBER: 1                     QUANTITY: 5
  UNIT OF PURCHASE: BX                  BOC: 2632 Other Medical and Dental
  ITEM MASTER FILE NO.: 30             EST. UNIT COST: 5
  ACTUAL UNIT COST:  $5.0000            2237 REFERENCE #: 503-93-3-019-0032
  PACKAGING MULTIPLE: 6                 NSN: 6510-01-344-4047
  SKU: RO                              UNIT CONVERSION FACTOR: 6
 DESCRIPTION:
  ADHESIVE TAPE
  TOTAL COST: 25                        FEDERAL SUPPLY CLASSIFICATION: 6510
  DESCRIPTION LINE COUNT: 1
  OBLIGATED BOC: 2632 Other Medical and Dental Supplies
  QUANTITY PREVIOUSLY RECEIVED: 5
DATE RECEIVED: APR 13, 1993            QTY BEING RECEIVED: 5
  AMOUNT: 25                            PARTIAL NUMBER: 1
  CONSUMER LEVEL: 96                    DO NOT B/O: DO NOT B/O
LINE ITEM NUMBER: 2                     QUANTITY: 24
  UNIT OF PURCHASE: EA                  BOC: 2632 Other Medical and Dental
  ITEM MASTER FILE NO.: 43             EST. UNIT COST: 1
  ACTUAL UNIT COST:  $1.0000            2237 REFERENCE #: 503-93-3-019-0032
  PACKAGING MULTIPLE: 1                 NSN: 6505-01-269-1744
  SKU: EA                              UNIT CONVERSION FACTOR: 1
 DESCRIPTION:
APHERESIS KIT-BLOOD CELLS-CONTAINS ONE 100ML BOTTLE OF 9% SODIUM CHLORIDE
  TOTAL COST: 24                        FEDERAL SUPPLY CLASSIFICATION: 6505
  DESCRIPTION LINE COUNT: 3
  OBLIGATED BOC: 2632 Other Medical and Dental Supplies
  QUANTITY PREVIOUSLY RECEIVED: 24
DATE RECEIVED: APR 13, 1993            QTY BEING RECEIVED: 24
  AMOUNT: 24                            PARTIAL NUMBER: 1
  CONSUMER LEVEL: 40                    DO NOT B/O: DO NOT B/O
  DRUG TYPE CODE: OTHER DRUGS
PROMPT PAYMENT PERCENT: NET            DAYS (TERM): 30
  SUPPLY STATUS: Complete Order Received
  SUPPLY STATUS ORDER: 30              ESTIMATED ORDER?: NO
  FISCAL STATUS ORDER: 35
AMOUNT: 74                             TYPE CODE: A2
  COMP. STATUS/BUSINESS: Z2            PREF. PROGRAM: K
BREAKOUT CODE: OO
TT/DATE/REF: 921.00.041393.A30001APR 13,1993@16:38:33
  OBLIGATED BY: IFUSER,ONE             CODE SHEET NUMBER: 2970
  VALIDATION CODE: /ES/IFCAP INSTRUCTOR DATE SIGNED: APR 13, 1993@16:38:33
  VALIDATION VERSION: 1                ESIG CODE: 10454
TT/DATE/REF: DEC 8,1993@13:08:32        OBLIGATED BY: IFUSER,SEVEN
  CODE SHEET NUMBER: 3012              VALIDATION CODE: /ES/IFUSER,SEVEN
  DATE SIGNED: DEC  8, 1993@13:08:32   VALIDATION VERSION: 1
ESIG CODE: 7151
NUMBER: 1                              DATE: APR 13, 1993
  BOC1: 2632 Other Medical and Dental Supplies
  SUBAMOUNT1: 74                        PROCESSED BY FISCAL?: YES
  WAREHOUSE APPROVED BY: IFUSER,ONE    VALIDATION CODE: /ES/IFCAP INSTRUCTOR
  FINAL: FINAL
```

```
 WAREHOUSE DATE/TIME SIGNED: APR 13, 1993@16:41:48
 TOTAL AMOUNT: 74                       LINECOUNT: 2
 RECEIVED BY (PPM OR DELV.PT.): IFUSER,EIGHT
 RECEIVED BY VALIDATION CODE: /ES/V(`7n:_F.NNhb\g$p/e$
 DATE RECEIVED (AT DELV.PT.): APR 13, 1993@16:47:43
 RECEIVED BY (AT DELIVERY PT.): IFUSER,EIGHT
 RECV.REPORT TRANS.TO AUSTIN: 503-RR-A30001-1
 LOG RR CODE SHEETS DONE?: NO          VALIDATION VERSION: 1
 ESIG CODE: 10454                      RCVD BY VALIDATION VERSION: 1
 RCVD BY ESIG CODE: 16169
 PO PRINTED TIME: APR 13, 1993@16:38   VALIDATION CODE: /ES/IFCAP INSTRUCTOR
 VALIDATION DATE/TIME: APR 13, 1993@16:37
 AGENT ASSIGNED P.O.: IFUSER,ONE       DATE P.O. ASSIGNED: APR 13, 1993@16:34
 INVOICE ADDRESS: FMS-VA-1-503         EDI MESSAGE NO.: 3660
 VALIDATION VERSION: 1                 ESIG CODE: 10454
2237 REFERENCE NUMBER: 503-93-3-019-0032
ACCOUNTABLE OFFICER: IFUSER,ONE        VALIDATION CODE: /ES/IFCAP INSTRUCTOR
 DATE SIGNED: APR 13, 1993
 CURRENT STATUS: Sent to Purchasing & Contracting
 CP FUND STATUS: INSUFFICIENT FUNDS    TYPE OF REQUEST: UNPOSTED
 SOURCE OF REQUEST: NOT AVAILABLE FROM ANY OF THESE SOURCES
 INVENTORY/DISTRIBUTION POINT: 688-SPD ESIG CODE: 10454
 VALIDATION VERSION: 1
PURCHASE METHOD: 3
 DEPARTMENT NUMBER: 421                DOCUMENT IDENTIFIER/COMMON NO.: A0001
MONTH (c): 04                          QUARTER (c): 3
LAST DIGIT OF FISCAL YEAR (c): 3

Select CONTROL POINT ACTIVITY NUMBER:


        Control Point Activity File Inquiry
        Procurement and Accounting Transactions Inquiry

Select Audit Reports Menu Option:
```

Supplementary Options on the FCP/BOC/SA Management Menu

Options in the BOC Management Menu

```
           Accounting Technician Menu ...
         Funds Distribution Program Menu ...
         Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

         Transaction Menu ...
         Budget Utilities Menu ...
         Print Menu ...

Select Funds Distribution Program Menu Option: Budget Utilities Menu


         Edit Budget Categories
         FMS Exception Transaction Report
         Repost FMS Exceptions
         Clear FMS Add/Edit BOC
         Exception File Entries
         Clear Program Lock
         Dictionary Management Menu ...
         Create New Code Sheet
         Display Control Point Official's Balance
         FCP/BOC/SA Management Menu ...
         Recalculate All Fund Control Point Balances

Select Budget Utilities Menu Option: FCP/BOC/SA Management Menu

         BOC Management Menu ...
         Cost Center Management Menu ...
         Fund Control Point Management Menu ...

Select FCP/BOC/SA Management Menu Option: BOC Management Menu

         Add/Edit BOC
         Deactivate BOC
         Reactivate BOC
         BOC Listing
Select BOC Management Menu Option:
```

Add/Edit BOC

Introduction

This option allows you to add a new budget object code or change the name of an
existing budget object code. Whenever the program offices in VA Central Office change
the budget object codes that you use, you will have to use this option to make the
necessary changes to the Budget Object Code File. You can use this option to create new
entries or to change the name or number of existing entries.

Select Budget Object Code (BOC)

Enter a budget object code name. If you do not know the budget object code name, type
three question marks at the Select Budget Object Code Name: prompt and IFCAP will
list the available BOCs. You may also change the name and the description (but not the

number) or the BOC using this option. You may add or edit another BOC at the Select next BOC: prompt, or press the Enter key to return to the BOC Management Menu.

```
Select BUDGET OBJECT CODE NAME: ???

CHOOSE FROM:
   1001            1001 Administrative Personnel not Otherwise Classified
   1002            1002 Clerical Personnel
   1008            1008 Wage Rate Employees

You may enter a new BUDGET OBJECT CODE, if you wish     Enter the 4 digit BOC
number, a space and the BOC name.  Answer must be 3-79 characters in length

Select BUDGET OBJECT CODE NAME: 1014 Respiratory Therapist

Do you need to edit the Budget Object Code Name? NO// Y  (YES)
You may edit only the NAME of this Budget Object Code, you may NOT change the
number
Do you REALLY wish to change the NAME of this Budget Object Code? YES//   (YES)

Budget Object Code NAME: Respiratory Therapist//   Replace
DESCRIPTION:
  1>
Select next BOC:
          Add/Edit BOC
          Deactivate BOC
          Reactivate BOC
          BOC Listing
```

Deactivate BOC

Introduction

This option deactivates a budget object code, making it unavailable for assignment to a Cost Center.

Select BOC

Enter a budget object code name at the Select Budget Object Code Name: prompt. If you do not know the budget object code name, type three question marks at the prompt and IFCAP will list the available BOCs. You may either enter another budget object code to be deactivated at the Select Next BOC: prompt or press the Enter key to return to the BOC Management Menu.

```
Select BUDGET OBJECT CODE NAME: ???
CHOOSE FROM:
   1001            1001 Administrative Personnel not Otherwise Classified
   1002            1002 Clerical Personnel
   1007            1007 Computer Systems Analyst, Programmers, Keypunch &
Operators
   1008            1008 Wage Rate Employees
   1009            1009 Purchase and Hire
   1014            1014 Respiratory Therapist

Select BUDGET OBJECT CODE NAME: 1007 Computer Systems Analyst,  Programmers,
Keypunch & Operators
Are you sure that you wish to deactivate this Budget Object Code? YES//   (YES)
                                        --Budget Object Code has been
deactivated

Select Next BOC:
```

```
           Add/Edit BOC
           Deactivate BOC
           Reactivate BOC
           BOC Listing

Select BOC Management Menu Option:
```

Reactivate BOC

Introduction

Use this option to make a budget object code available for use that was previously deactivated. This option makes a budget object code available for assignment to a Cost Center.

Select BOC

Enter a budget object code name at the Select Budget Object Code Name: prompt. If you do not know the budget object code name, type three question marks at the prompt and IFCAP will list the available BOCs. You may either enter another BOC to be reactivated at the Select Next BOC: prompt or press the Enter key to return to the BOC Management Menu.

```
Select BUDGET OBJECT CODE NAME: ???
CHOOSE FROM:
   1007             1007 Computer Systems Analyst, Programmers, Keypunch &
Operators
   1036             1036 Radiology Technician
   1050             1050 Trainees-Administrative Training Program
   1060             1060 Professional Nurses
   1067             1067 LVN
   1069             1069 WOC Employees Receiving QS&L
   1070             1070 Expanded Dental Auxiliaries

Select BUDGET OBJECT CODE NAME: 1007 Computer Systems Analyst,  Programmers,
Keypunch & Operators
Are you sure that you wish to reactivate this Budget Object Code? YES//   (YES)
                                          --Budget Object Code has been
reactivated

Select Next BUDGET OBJECT CODE:


           Add/Edit BOC
           Deactivate BOC
           Reactivate BOC
           BOC Listing

Select BOC Management Menu Option:
```

BOC Listing

Introduction

This option will print a list of the budget object codes on your system, showing you their descriptions, if any, and whether or not they have been deactivated.

Compile/Print List

Enter the first BOC number you want to see on the list at the Start With Number: First// prompt, or press the Enter key to list all of the BOCs. The list will show the BOC number, name and description, and whether or not the BOC has been deactivated. After creating the list, IFCAP will return to the BOC Management Menu.

```
START WITH NUMBER: FIRST//
DEVICE:   LAT    RIGHT MARGIN: 80//
BUDGET OBJECT CODE LISTING     (**=DEACTIVATED)        JUN 13,1994  11:01
PAGE 1
--------------------------------------------------------------------------------
------------------------------------------
1001 Administrative Personnel not Otherwise Classified
            Excludes secretaries and all other clerical type employees.
1002 Clerical Personnel
            Includes secretaries and clerk typists file clerks and other
            clerical type personnel.
1007 Computer Systems Analyst, Programmers, Keypunch & Operators
            Includes computer systems analysts, programmers, keypunch
            operators and computer operators.
1008 Wage Rate Employees
1009 Purchase and Hire
1014 Respiratory Therapist

BUDGET OBJECT CODE LISTING     (**=DEACTIVATED)        JUN 13,1994  11:01
PAGE 2
--------------------------------------------------------------------------------
---------------------------------------------
1015 Physical Therapist
1016 Occupational Therapist
1017 Other Therapists
            Includes corrective, manual arts, recreation and educational
            therapists.
1018 Dietitian
1019 Dietetic Technician
1020 Social Worker
1021 Social Worker Aides and Technicians
1022 Radiology Technologist
            Includes Diagnostic and Therapeutic Radiology


        Add/Edit BOC
        Deactivate BOC
        Reactivate BOC
        BOC Listing

Select BOC Management Menu Option:
```

Options in the Cost Center Management Menu

```
           Accounting Technician Menu ...
           Funds Distribution Program Menu ...
           Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

           Transaction Menu ...
           Budget Utilities Menu ...
           Print Menu ...

Select Funds Distribution Program Menu Option: Budget Utilities Menu

           Edit Budget Categories
           FMS Exception Transaction Report
           Repost FMS Exceptions
           Clear FMS Exception File Entries
           Clear Program Lock
           Dictionary Management Menu ...
           Create New Code Sheet
           Display Control Point Official's Balance
           FCP/BOC/SA Management Menu ...
           Recalculate All Fund Control Point Balances
           Select Budget Utilities Menu Option: FCP/BOC/SA Management Menu

           BOC Management Menu ...
           Cost Center Management Menu ...
           Fund Control Point Management Menu ...

Select FCP/BOC/SA Management Menu Option: Cost Center Management Menu

           Add/Edit Cost Center
           Deactivate Cost Center
           Reactivate Cost Center
           Cost Center Listing
           List Cost Centers with Associated BOC

Select Cost Center Management Menu Option:
```

Add/Edit Cost Center

Introduction

This option allows you to add a new Cost Center or edit the name of an existing Cost Center. You can also use this option to edit the list of allowable budget object codes for a Cost Center.

Select Cost Center

Enter a cost center name or number. You may enter a new one if you wish. You may also type three question marks at the prompt to see a list of available cost centers you can edit. If you are editing a cost center, you can change the name and description of the cost center, but not the number. You can also edit the list of valid budget object codes for the cost center.

```
Select COST CENTER NAME: ???

CHOOSE FROM:
   100000          100000 General Admin-Central Off Staff (Excl of Oper Depts) -
Summary of Accts
   110100          110100 Office of the Secretary
   110200          110200 Off of Assoc Deputy Admstr for Congressional &
Intergovt'l Affairs
   110300          110300 Board of Contract Appeals
   110400          110400 Office of Equal Opportunity
   110500          110500 Board of Veterans Appeals

     You may enter a new COST CENTER, if you wish     Enter the 6 digit cost
center number, a space and the cost center
     name.  Answer must be 4-79 characters in length (no decimal allowed)

Select COST CENTER NAME: 110500 Board of Veterans Appeals

Do you need to edit the Cost Center Name? NO// Y  (YES)

You may edit only the NAME of this Cost Center, you may NOT change the number
Do you REALLY wish to change the NAME of this Cost Center? YES//   (YES)
Cost Center NAME: Board of Veterans Appeals//   Replace
DESCRIPTION:
  1>Includes Chairman, all Board of Veterans Appeals Board Sections, Medical
  2>Advisors, Administrative Services, and related costs.
EDIT Option:

Do you wish to edit the BOC list for this Cost Center? YES//   (YES)

Do you want me to add or delete ALL BOCs to this cost center before
you begin editing the budget object code list? NO//   (NO)
Select BOC: 3121 Office Equipment//
Select next COST CENTER:
```

Deactivate Cost Center

Introduction

Use this option to deactivate a Cost Center. Once the Cost Center has been deactivated it will not be available to any other option in the system.

Select Cost Center

Enter a cost center. If you do not know the name of the cost center you want to deactivate, type three question marks at the Select Cost Center Name: prompt and IFCAP will list the available cost centers. You may enter another cost center to deactivate at the Select Next Cost Center: prompt, or press the Enter key to return to the Cost Center Management Menu.

```
Select COST CENTER NAME: ???

CHOOSE FROM:
   100000          100000 General Admin-Central Off Staff (Excl of Oper Depts) -
Summary of Accts
   110100          110100 Office of the Secretary
   110200          110200 Off of Assoc Deputy Admstr for Congressional &
Intergovt'l Affairs
   110300          110300 Board of Contract Appeals
   110500          110500 Board of Veterans Appeals
   111600          111600 Office of Public and Consumer Affairs

Select COST CENTER NAME: 110500 Board of Veterans Appeals

Are you sure that you wish to deactivate this Cost Center? YES//   (YES)
                                                --Cost Center has been
deactivated

Select Next COST CENTER:


        Add/Edit Cost Center
        Deactivate Cost Center
        Reactivate Cost Center
        Cost Center Listing
        List Cost Centers with Associated BOC

Select Cost Center Management Menu Option:
```

Reactivate Cost Center

Introduction
Using this option makes a Cost Center available for use that was previously deactivated, making it available to the rest of the system.

Select Cost Center
Enter a cost center. If you do not know the name of the cost center you want to reactivate, type three question marks at the Select Cost Center Name: prompt and IFCAP will list the available cost centers. You may enter another cost center to reactivate at the Select Next Cost Center: prompt, or press the Enter key to return to the Cost Center Management Menu.

```
Select COST CENTER NAME: ???

CHOOSE FROM:
   110400          110400 Office of Equal Opportunity
   110500          110500 Board of Veterans Appeals
   110600          110600 Off of the Assoc Deputy Admstr for Public & Consumer
Affairs
   110700          110700 Off of the Assoc Deputy Admstr for Info Resources
Management
   110800          110800 Office of the Associate Deputy Administrator for
Logistics
   130100          130100 Office of Info Mgmt & Stats
   131100          131100 Statistical Policy and Research Service

Select COST CENTER NAME: 130100 Office of Info Mgmt & Stats

Are you sure that you wish to reactivate this Cost Center? YES// Y  (YES)
                            --Cost Center has been reactivated

Select Next COST CENTER:

          Add/Edit Cost Center
          Deactivate Cost Center
          Reactivate Cost Center
          Cost Center Listing
          List Cost Centers with Associated BOC
```

Cost Center Listing

Introduction
Use this option to print a list of Cost Center numbers and names, including the long description. This option prints a very long listing of the Cost Centers. You can choose to print just a range of numbers, which is more practical. Note that this listing also shows the deactivated Cost Centers.

Compile/Print List
Enter the first cost center you want to see on the list at the Start With Number: First// prompt, or press the Enter key to list all of the cost centers. The list will show the cost center number, name and description, and whether or not the cost center has been deactivated. After creating the list, IFCAP will return to the Cost Center Management Menu.

```
START WITH COST CENTER NUMBER: FIRST//
DEVICE:    LAT     RIGHT MARGIN: 80//

COST CENTER LISTING      (**=DEACTIVATED)     JUN 13,1994  13:18    PAGE 1
-------------------------------------------------------------------------------
----------------------------
100000 General Admin-Central Off Staff (Excl of Oper Depts) - Summary of Accts

110100 Office of the Secretary
           Includes Secretary, Special Assistants, Deputy Secretary,
           Directors, Special Projects Staff, Management Control Staff,
           Executive Secretariat and immediate office personnel and related
           costs.  NOTE; use of budget object code 2577 is restricted to cost
           applicable to limitation .022 "Official Representation Expense".

110200 Off of Assoc Deputy Admstr for Congressional & Intergovt'l Affairs
           Includes Associate Deputy Administrator Staff, Congressional
           Affairs Staff, Intergovernmental Affairs Staff, immediate office
           personnel and related costs.

       Add/Edit Cost Center
       Deactivate Cost Center
       Reactivate Cost Center
       Cost Center Listing
       List Cost Centers with Associated BOC

Select Cost Center Management Menu Option:
```

List Cost Centers with Associated BOC

Introduction

This listing is similar to the cost center listing, but includes all the associated budget object codes. The report generated by this option can be very long unless you limit the report to a range of cost centers.

Compile/Print List

Enter the first cost center you want to see on the list at the Start With Number: First// prompt, or press the Enter key to list all of the cost centers. The list will show the cost center number, name and description, and its associated budget object codes. After creating the list, IFCAP will return to the Cost Center Management Menu.

```
START WITH COST CENTER NUMBER: FIRST//
DEVICE:    LAT     RIGHT MARGIN: 80//

COST CENTER LIST-WITH ASSOC. BOC          JUN 13,1994  13:34    PAGE 1
                          BOC
-------------------------------------------------------------------------------


100000 General Admin-Central Off Staff (Excl of Oper Depts) - Summary of Accts
                        1104 Overtime Pay

110100 Office of the Secretary
        Includes Secretary, Special Assistants, Deputy Secretary,
             Directors, Special Projects Staff, Management Control Staff,
             Executive Secretariat and immediate office personnel and related
             costs.  NOTE; use of budget object code 2577 is restricted to cost
             applicable to limitation .022 "Official Representation Expense".

        1090 Administrative and Clerical Personnel Not Otherwise Cla
        1091 Federal,Summer Employment Program for Youth-Summer Aids
        1092 Stay-In-School Program Part-Time Employment of Needy St
        1093 Subsistence & Temp Exp, Real Estate Costs & Misc Exp-PL
        1095 Employee Salary Continuation
        1096 Computer Sys Analyst, Programmers, Keypunch & Computer
        1098 Wage Rate Employees
        2101 Permanent Duty Travel

110200 Off of Assoc Deputy Admstr for Congressional & Intergovt'l Affairs
             Includes Associate Deputy Administrator Staff, Congressional
             Affairs Staff, Intergovernmental Affairs Staff, immediate office
             personnel and related costs.
        1090 Administrative and Clerical Personnel Not Otherwise


          Add/Edit Cost Center
          Deactivate Cost Center
          Reactivate Cost Center
          Cost Center Listing
          List Cost Centers with Associated BOC

Select Cost Center Management Menu Option:
```

Options in the Fund Control Point Management Menu

```
Accounting Technician Menu ...
        Funds Distribution Program Menu ...
        Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

        Transaction Menu ...
        Budget Utilities Menu ...
        Print Menu ...

Select Funds Distribution Program Menu Option: Budget Utilities Menu

        Edit Budget Categories
        FMS Exception Transaction Report
        Repost FMS Exceptions
        Clear FMS Exception File Entries
        Clear Program Lock
        Dictionary Management Menu ...
        Create New Code Sheet
        Display Control Point Official's Balance
        FCP/BOC/SA Management Menu ...
        Recalculate All Fund Control Point Balances

Select Budget Utilities Menu Option: FCP/BOC/SA Management Menu

        BOC Management Menu ...
        Cost Center Management Menu ...
        Fund Control Point Management Menu ...

Select FCP/BOC/SA Management Menu Option: Fund Control Point Management Menu

        Add/Edit Control Point
        Deactivate a Fund Control Point
        Reactivate a Fund Control Point
        Place Released Ceiling Transaction in CP File
        Display Control Point Committed Transactions
        Reset FCP Yearly Accounting Element & ACT Code
```

Place Released Ceiling Transaction in Control Point File

Introduction

Use this option when you automate Control Points at your facility. In most cases, you
will be planning the implementation of IFCAP at the Control Point level in stages. Use
this option after you have Released all Funding (Ceiling) Transactions for your facility
and a Control Point is just now being automated, in other words, the funds have already
been released *automatically*. You cannot re-release the ceiling, but you can use this
option to enter the ceiling amount into the Control Point Official's balance. This option
will not place an entry onto the budget balance for the Control Point; because this entry
was made when the original transaction was posted. Fiscal service uses this option to
enter a ceiling transaction into a Control Point file. Only use this option when a Control
Point is being automated after funds have already been released through the funds
distribution option.

Ceiling Transaction Setup

Enter a Station number, a fiscal year, and a fiscal quarter. Enter a Control Point. If you do not know the name of the Control Point, enter three question marks at the Select Control Point: prompt. IFCAP will assign a transaction number to the transaction you are creating. You may assign a sort group if you like. Enter the amount that you want to enter into the Control Point balance at the Ceiling $ Amount: prompt. Enter the date that you want IFCAP to allocate the funds at the Date Allocated: prompt. Press the Enter key at the Reference Number: prompt. Add comments if you like. You may enter another ceiling transaction or enter N at the Would You Like To Enter Another Ceiling Transaction?: prompt to return to the Fund Control Point Management Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select QUARTER: 3//
Select CONTROL POINT: 101 LAB TESTING 101// ???

CHOOSE FROM:
   73                073 ENGINEERING
   101               101 LAB TESTING 101
   102               102 LAB TESTING 102
   103               103 LAB TESTING 103
   104               104 LAB TESTING 104
   105               105 LAB TESTING 105

Select CONTROL POINT: 101 LAB TESTING 101//
        ...OK? Yes//   (Yes)

This transaction is assigned transaction number: 688-94-3-101-0267
SORT GROUP:
DATE ALLOCATED: T+1  (JUN 14, 1994)
REFERENCE NUMBER:
CEILING $ AMOUNT: 10000  $ 10000.00
COMMENTS:
  1>
Would you like to enter another Ceiling transaction? YES// n  (NO)

        Add/Edit Control Point
        Deactivate a Fund Control Point
        Reactivate a Fund Control Point
        Place Released Ceiling Transaction in CP File
        Display Control Point Committed Transactions
        Reset FCP Yearly Accounting Element & ACT Code

Select Fund Control Point Management Menu Option:
```

Deactivate a Fund Control Point

Introduction

Use this option to mark a Fund Control Point as "INACTIVE". This option is used when you want to deactivate, either temporarily or permanently, a Control Point. This will make the Control Point unavailable to IFCAP users.

Deactivate the Control Point

Enter a station number and the Control Point you want to deactivate. Enter I at the Active/Inactive Control Point: prompt. Press the Enter key at the Select Fund Control Point: prompt to return to the Fund Control Point Management Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//           WASHINGTON,DC

Select Fund Control Point: 61
Active/Inactive Control Point: ACTIVE// INACTIVE

Select Fund Control Point:


          Add/Edit Control Point
          Deactivate a Fund Control Point
          Reactivate a Fund Control Point
          Place Released Ceiling Transaction in CP File
          Display Control Point Committed Transactions
          Reset FCP Yearly Accounting Element & ACT Code

Select Fund Control Point Management Menu Option:
```

Supplementary Budget Analyst Menu Options

Reactivate a Fund Control Point

Introduction
Use this option to put a deactivated Control Point back in service.

Reactivate the Control Point
Enter a station number and the Control Point you want to deactivate. Enter A at the
Active/Inactive Control Point: prompt. Press the Enter key at the Select Fund Control
Point: prompt to return to the Fund Control Point Management Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

Select Fund Control Point: ???

CHOOSE FROM:
   9                009 TRAINEE SALARIES
   61               061 TEST 061
   521              521 RESEARCH
   777              777 DO NOT USE
   891              891 ISC
   949              949 MCCR TRAVEL
   1201             1201 RESIDENT ENGINEER
   1601             1601 CANTEEN

Select Fund Control Point: 949 MCCR TRAVEL
Active/Inactive Control Point: INACTIVE// ACTIVE

Select Fund Control Point:

          Add/Edit Control Point
          Deactivate a Fund Control Point
          Reactivate a Fund Control Point
          Place Released Ceiling Transaction in CP File
          Display Control Point Committed Transactions
          Reset FCP Yearly Accounting Element & ACT Code

Select Fund Control Point Management Menu Option:
```

Display Control Point Committed Transactions

Introduction
This report will generate a display of committed transactions for one or more Control Points that you select.

Compile/Print List
Enter the first Control Point you want to see on the list at the Start With Control Point: First// prompt, or press the Enter key to list all of the Control Points. Enter the first date of committed transactions you want to see on the list at the Start With Date Committed: First// prompt, or press the Enter key to see all of the transactions. The list will show the Control Point number and name and its associated transactions. After creating the list, IFCAP will return to the Fund Control Point Management Menu.

```
This report will generate a display of committed
transactions for one or more control points which you select

Select FISCAL YEAR: 00//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
        ...OK? Yes//   (Yes)Enter control point at end of range.
(For a range of 1-n, enter n. For one control point, enter that control point.)

Select CONTROL POINT: 990 SUPPLY FUND          4537B   90  0100   016144100
DEVICE:   LAT    RIGHT MARGIN: 80//

COMMITTED TRANSACTION LISTING                    JUN 13,1994  14:15    PAGE 1
                                                           COMMITTED
                            TRANSACTION    (ESTIMATED)
TRANSACTION NUMBER                        TYPE                  COST   STATUS
-------------------------------------------------------------------------------
        CONTROL POINT: 001 SUPPLY
          DATE COMMITTED: NOV 18,1993
688-94-1-001-0005             OBLIGATION              12.00
      Assigned to PPM Clerk
          DATE COMMITTED: JAN  6,1994
688-94-2-001-0007             OBLIGATION              23.84
688-94-2-001-0006             OBLIGATION                     1.00
      Pending Accountable Officer Si
      CONTROL POINT: 071 CANTEEN
          DATE COMMITTED: NOV 18,1993
688-94-1-071-0005             OBLIGATION              10.00       Held
in P&C Pending Return of
          DATE COMMITTED: DEC 10,1993
688-94-1-071-0006             OBLIGATION              10.00       Held
in P&C Pending Return of
          DATE COMMITTED: MAR  1,1994
688-94-4-071-0017             OBLIGATION
688-94-2-071-0011             OBLIGATION             101.00
688-94-2-071-0007             OBLIGATION             100.00

End of report

        Add/Edit Control Point
        Deactivate a Fund Control Point
        Reactivate a Fund Control Point
        Place Released Ceiling Transaction in CP File
        Display Control Point Committed Transactions
        Reset FCP Yearly Accounting Element & ACT Code
```

```
Select Fund Control Point Management Menu Option:
```

Reset FCP Yearly Accounting Elements

Introduction

Use this option to reset the FCP yearly accounting elements to the current Fund Control Point accounting elements.

Select Control Point

IFCAP will display the station number and ask you to enter a Fund Control Point. Enter the fiscal year for which you want to change the codes. IFCAP will display the CURRENT codes for the Fund Control Point (as defined in the Add/Edit Control Point option) on the left side of the screen. The existing elements for the fiscal year you selected are displayed on the right side of the screen. If you wish to Reset the values displayed on the right side of the screen to match the values displayed on the left side – Enter Y at the Reset the fiscal year 99 Suballowance Account?: prompt. If you want this data filed into the file - Enter Y at the Ready To File?: prompt to transmit the reset command. Enter another Control Point at the Select Control Point: prompt, or press the Enter key to return to the Fund Control Point Management Menu.

```
STATION: 688
Select Fund Control Point Management Menu Option: RESet FCP Yearly Accounting
Element & ACT Code
STATION: 658
--------------------------------------------------------------------------------
Select Fund Control Point: 110 FIS STATION TRVL      0160A7 10  0100  010042116
For Budget Fiscal Year: 1999
CURRENT FCP ACCOUNTING ELEMENTS          FISCAL YEAR FCP ACCOUNTING ELEMENTS
                  BBFY: 1998
FISCAL YEAR: 99
                  FUND: 0160A1
FUND: 0160A1
        APPROPRI: 36_0160                                        APPROPRI:
36_0160
                   A/O: 10
A/O: 10
        PROGRAM: 0100
PROGRAM: 0100
            FCP/PRJ: 010042100
FCP/PRJ: 010042116
OBJECT CLASS:
OBJECT CLASS:
                   JOB:
JOB:
Reset the fiscal year 99 Suballowance Account? NO// YES
Ready to File? NO// YES
```

Options on Budget Utilities Menu

```
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...

Select Funds Distribution Program Menu Option: Budget Utilities Menu

          Edit Budget Categories
          FMS Exception Transaction Report
          Repost FMS Exceptions
          Clear FMS Exception File Entries
          Clear Program Lock
          Dictionary Management Menu ...
          Create New Code Sheet
          Display Control Point Official's Balance
          FCP/BOC/SA Management Menu ...
          Recalculate All Fund Control Point Balances

  Select Budget Utilities Menu Option
```

Edit Budget Categories

Introduction

This option allows you to edit the RD 285 (budget) categories used on the Budget
Distribution reports. You can change an existing category, add to the selections, or delete
an entry that is no longer needed.

Budget Category

Enter the name of the budget category you wish to edit. If you do not know the name of
the budget category, enter three question marks at the Select Budget Distribution Codes
Name: prompt and IFCAP will list the available budget categories. You may change the
name of the budget, its abbreviation, and its sort order. The sort order is the order in
which the budget categories will appear on the budget distribution reports.

```
Select BUDGET DISTRIBUTION CODES NAME: ???

CHOOSE FROM:
   1              ALL OTHER
   2              RECURRING PERSONAL SERVICES
   3              NR ALL OTHER
   4              NR .23
   5              19 REPL EQUIP


        You may enter a new BUDGET DISTRIBUTION CODES, if you wish
        This is the distribution code number.
Select BUDGET DISTRIBUTION CODES NAME: 2  RECURRING PERSONAL SERVICES
NAME: RECURRING PERSONAL SERVICES//
ABBREVIATION: RPS//
SORT ORDER: 1//
```

Display Control Point Official's Balance

Introduction

This option allows you to display the unobligated balance for a selected Fund Control Point. The unobligated balance is the available balance available to the Control Point Official.

Compile/Print Report

You can create a report for all Control Points, or for a single Control Point that you define. Enter a Station Number, a fiscal year, and a fiscal quarter. Enter a Control Point. If you do not know the name of the Control Point you want to display, enter three question marks at the Select Control Point: prompt and IFCAP will list the available Control Points. IFCAP will list every 2237 for the Control Point and every purchase order transaction that is not assigned to a 2237, and provide summary totals for the Control Point at the end of the report. Enter a Station Number at the Select Station Number: prompt to create another report, or type a caret(^) and press the Enter key to return to the Budget Utilities Menu.

```
Do you wish a report for ALL Control Points? NO//    (NO)

Select STATION NUMBER ('^' TO EXIT): 688//         WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select QUARTER: 3//
Select CONTROL POINT: 101 LAB TESTING 101
        ...OK? Yes//   (Yes)

Would you like a summary report (bottom line balances only)? YES// n  (NO)
DEVICE:   LAT

CONTROL POINT BALANCE - 688-94-3-101-         JUN 13,1994@14:40:35 PAGE 1
                                                     FISCAL
FYQSeq# TXN OBL #         AP/OB DT   COMM $AMT   CP $BAL   OBL $AMT UNOBL $BAL
-----------------------------------------------------------------------------
0003  CEI                           500000.00  500000.00  500000.00  500000.00
0046  CEI                            25000.00  525000.00   25000.00  525000.00
0138  OBL  C45097   APR 1,1994         500.00  524500.00      500.00  524500.00
0141  OBL  C45107   APR 8,1994        5000.00  519500.00     5000.00  519500.00
0142  ADJ  C45107   APR 8,1994       -2000.00  521500.00    -2000.00  521500.00
0144  OBL  C45108   APR 8,1994          10.00  521490.00       10.00  521490.00


_____PO TRANSACTIONS WITHOUT 2237_____

PO/                  PO            COMMITTED                OBL/CEIL  UNOBLIG
OBL#                 DATE          (EST) COST CP BALANCE    $ AMOUNT  BALANCE
==============================================================================-
688-A40860                         114.50     1524161.45    114.50    1524870.03
688-A40858                         588.00     1523573.45    588.00    1524282.03
688-A40857                         490.00     1523083.45    490.00    1523792.03
688-A40856                         637.00     1522446.45    637.00    1523155.03

PO transaction (no 2237) total for this quarter: $21918.90
FMS transaction total for this quarter: $0.00
==============================================================================-
TOTAL COMMITTED, NOT OBLIGATED: $708.58
Total uncommitted balance from current and prior quarters: $742680.10
Select STATION NUMBER ('^' TO EXIT): 688// ^


         Edit Budget Categories
```

```
              FMS Exception Transaction Report
              Repost FMS Exceptions
              Clear FMS Exception File Entries
              Clear Program Lock
              Dictionary Management Menu ...
              Create New Code Sheet
              Display Control Point Official's Balance
              FCP/BOC/SA Management Menu ...
              Recalculate All Fund Control Point Balances

Select Budget Utilities Menu Option:
```

Recalculate All Fund Control Point Balances

Introduction

Use this option to recalculate all Fund Control Balances for the Control Point Activity user. This option is included in your menu to update balances for all automated Fund Control Points. This recalculation is necessary when the computer "crashes" (loses power). The transactions being processed when a "crash" occurs do not update the Control Point records. Therefore, you may need to use this option to recalculate the Fund Control Point balances in Fiscal.

Recalculate

IFCAP will recalculate the Control Point Balances for all of the stations in your system. After recalculating the balances for all of the Stations in your system, IFCAP will return to the Budget Utilities Menu.

```
Select FISCAL YEAR: 94//
Recalculate all stations/control points balances for fiscal year: 00
Select QUARTER: 3//
Submit RECALCULATE ALL CONTROL POINT BALANCES to the TASK MANAGER? YES//
Requested Start Time: NOW//  (JUL 20, 1994@18:39:06)
RECALCULATE ALL CONTROL POINT BALANCES HAS TASK NUMBER 223756
```

Clear Program Lock

Introduction

This option allows the user to clear a program lock and continue processing. This option clears a lock that has been placed on batch transmission or on releasing the budget figures for a station. This can occur when someone else is using the option and the system will not allow a second person to perform the same function, or when a system error or power problem interrupts a function. Never proceed with further processing after a lock until you have used this option to clear the lock.

Supplementary Options - FMS Documents Inquiry/Error Process Menu

```
            Transaction Menu ...
            Budget Utilities Menu ...
            Print Menu ...
            FMS Documents Inquiry/Error Process ...
            Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: FMS Documents Inquiry/Error
Process

SOAR Enter/Edit Date When SOs become ARs
          FMS Documents Inquiry
           Rejected FMS Document Process
```

Enter/Edit Date When SOs become ARs

Introduction

At the close of each Fiscal Year the FMS system runs a process which takes all open Accrued Services obligations and converts them from transaction type SO to transaction type AR. Any future adjustments to these obligations must reference them as ARs not SOs . In order to ensure that the IFCAP system knows when to send a transaction as an AR (i.e. when is the document accrued in FMS), an option is used to enter the date that FMS will run the conversion process.   Starting the next day, a prior year document will be sent to Austin referencing an AR instead of an SO.   This date field must be populated at the close of each Fiscal Year with the appropriate date provided by the FMS office.

Enter the Date

```
Enter the date on which FMS will accrue their prior year documents.
              (8/25/2000 – 8/25/2001):  October 11, 1998// 100600    October 6,
2000

IFCAP will allow  SO's to be sent to Austin as AR's starting on 10/7/00.
Is this correct?? NO// Yes
```

Transactions Generated to FMS

AMENDMENT TYPE	SO Format Selected	AR Format Selected
Cancel	SO.X to decrease $	AR.X to cancel accrual
	SO.X to cancel PO	SO.X to decrease $
		SO.X to cancel PO
Fund Control Point or Vendor Edit	SO.X to decrease $	AR.X to cancel accrual
	SO.X to cancel PO	SO.X to decrease $
	SO.E to re-establish PO	SO.X to cancel PO
		SO.E to re-establish PO
Change PO Number	SO.X to decrease $	AR.X to cancel accrual
	SO.X to cancel PO	SO.X to decrease $
	SO.E to establish new PO	SO.X to cancel PO
		SO.E to establish new PO

When prior year amendments or adjustments to prior year 1358s are processed in IFCAP, the transactions listed under the SO Format Selected column will be generated if the user selected the SO format; the transactions under the AR Format Selected column will be generated if the user specifies AR format. If the document being processed is not prior year, the user will not be prompted for format and the system will generate the documents associated with the SO format.

Rejected AR documents may be viewed and/or rebuilt and transmitted thru options on the Accounting Technician Menu

```
        Document Processing
             FMS Rejected Obligation Document Processing
               FMS Inquiry Rejected Obligation Documents
                 FMS Rebuild/Transmit Rejected Obligation Documents
```

FMS Documents Inquiry

Introduction

Use this option to display the status of both manual and IFCAP created FMS documents.

Select Transaction Type and Budget Document ID

Enter a station number. Enter the type of transaction you want to view or print at the Select Transaction Type: prompt. Enter the identification number of the document at the FMS Budget Document ID: prompt. If you do not know the number, enter three question marks and IFCAP will list the available identification numbers.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

     Select one of the following:

          SA          Suballowance
          ST          Suballowance Transfer
        AT            Allowance Transfer

Select Transaction Type: SA  Suballowance

FMS Budget Document ID: ???

CHOOSE FROM:
   SA-688FC0059
   SA-688FC0060
   SA-688FC0061

FMS Budget Document ID: SA-688FC0060
```

Interpreting the Data

IFCAP will list the document identification number, its description, its status, when it was created, and other descriptive information about the document. Enter another ID number at the FMS Budget Document ID: prompt, or press the Enter key to quit or enter another transaction type. Enter a transaction type at the Select Transaction Type: prompt, or press the Enter key to return to the FMS Documents Inquiry/Error Process menu.

```
 FMS Document: SA-688FC0060
  Description: AUTO FMS DOC 'SA'
       Status: TRANSMITTED
      Created: MAR 15, 1994@08:24:49
 FMS Doc Date: //1700
     Doc Year:
      Quarter:
     Station #:
         FCP #:
      $Amount: 0.00
         BBFY:
   FMS Action:

FMS Budget Document ID:

     Select one of the following:

          SA          Suballowance
```

```
          ST          Suballowance Transfer
          AT          Allowance Transfer

Select Transaction Type:

SOAR   Enter/Edit Date W hen SOs become ARs
          FMS Documents Inquiry
          Rejected FMS Document Process

Select FMS Documents Inquiry/Error Process Option:
```

Rejected FMS Document Process

Introduction

This option provides the user with the ability to view, edit and retransmit funding
documents that were rejected by FMS.

File Regenerated Document

Enter a station number. Enter the type of transaction you want to view or print at the
Select Transaction Type: prompt. Enter the identification number of the document at the
FMS Budget Document ID: prompt. If you do not know the number, enter three question
marks and IFCAP will list the available identification numbers.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

     Select one of the following:

          SA          Suballowance
          ST          Suballowance Transfer
          AT          Allowance Transfer

Select Transaction Type: SA   Suballowance

FMS Rejected Budget Document ID: ???

CHOOSE FROM:
   SA-688FC0059
   SA-688FC0060
   SA-688FC0061
FMS Rejected Budget Document ID: SA-688FC0061
```

Interpreting the Data

IFCAP will list the document identification number, its description, its status, when it
was created, and other descriptive information about the document. Enter the date that
you want to assign to the change at the FMS Transaction Date: prompt.   Enter Y at the
Ready To File Regenerated FMS Document?: to file the regenerated FMS document.
Enter another ID number at the FMS Budget Document ID: prompt, or press the Enter
key to quit or enter another transaction type. Enter a transaction type at the Select
Transaction Type: prompt, or press the Enter key to return to the FMS Documents
Inquiry/Error Process menu.

```
 FMS Document: SA-688FC0061
  Description: AUTO FMS DOC 'SA'
```

```
        Status: TRANSMITTED
       Created: MAR 15, 1994@08:25:22
 FMS Doc Date: //1700
     Doc Year:
      Quarter:
    Station #:
        FCP #:
      $Amount: 0.00
         BBFY:
   FMS Action:

FMS Transaction Date:  July 20, 1994//   (JULY 20, 1994)Accounting Period
(MM/YY): JUL 1994//   (JUL 1994)
Ready To File Regenerated FMS Document? NO// Y
<Filed>

FMS Rejected Budget Document ID:

     Select one of the following:

          SA        Suballowance
          ST        Suballowance Transfer
          AT        Allowance Transfer

Select Transaction Type:

SOAR  Enter/Edit Date W hen SOs become ARs
          FMS Documents Inquiry
          Rejected FMS Document Process

Select FMS Documents Inquiry/Error Process Option:
```

Supplementary Options in the Dictionary Management Menu

```
Accounting Technician Menu ...
          Funds Distribution Program Menu ...
          Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...
          FMS Documents Inquiry/Error Process ...
          Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Budget Utilities Menu

          Edit Budget Categories
          FMS Exception Transaction Report
          Repost FMS Exceptions
          Clear FMS Exception File Entries
          Clear Program Lock
          Dictionary Management Menu ...
          Display Control Point Official's Balance
          FCP/CC/BOC Management Menu ...
          Recalculate All Fund Control Point Balances


Select Budget Utilities Menu Option: Dictionary Management Menu
```

Introduction
This menu allows you to enter/edit/list 'dictionaries' of funds, appropriations, or required fields, or any other dictionaries created at your station.

Load Standard Dictionary

Introduction
Use this option to load a standard dictionary.

Select a Standard Dictionary
At the Select Standard Dictionary: prompt, enter the name of the standard dictionary you want to load. If you do not know the name of the dictionary, enter three question marks and IFCAP will list the available dictionaries.

```
Select Standard Dictionary: ???

CHOOSE FROM:
   DVSN          ADMINISTRATION /STAFF OFFICE
   JOBT          JOB NUMBER
   OCLS          OBJECT CLASS
   PCLS          PROGRAM
   PGMT          FUND CONTROL/PROJECT
   RSRC          REVENUE SOURCE
   SOBJ          SUB-OBJECT
   SREV          SUB-REV SOURCE
```

Supplementary Budget Analyst Menu Options

```
Select Standard Dictionary: DVSN          ADMINISTRATION /STAFF OFFICE
```

Select Entry

The next prompt will ask you for an entry in the dictionary. Enter three question marks
to see a list of the available entries.

```
Select ADMINISTRATION /STAFF OFFICE: ???

CHOOSE FROM:
   10                        VETERANS HEALTH ADMINISTRATION
   20                        VETERANS BENEFITS ADMINISTRATION
   40                        NATIONAL CEMETERY SYSTEM
   90                        OFFICE OF ACQUISITION AND MATERIAL MANAGEMENT
   02                        DISTRICT COUNSEL
   04                        OFFICE OF FIRM
   05                        OFFICE OF ACQUISITION AND FACILITIES
   08                        CONSTRUCTION MANAGEMENT
   08A                       CONSTRUCTION MANAGEMENT
   20A                       VETERANS BENEFITS ADMINISTRATION -LGY
   CONV                      OFFICE OF FIRM

        You may enter a new PRCD SD ADMINISTRATIVE OFFICE, if you wish
        This field is the code of administrative office.

Select ADMINISTRATION /STAFF OFFICE: 40
```

Edit Entry

You may edit the number code assigned to the entry, the description of the dictionary,
and the status of the entry. You may enter another entry, or press the Enter key to return
to the Dictionary Management Menu.

> **Note: Some users will see a "Fix Value:" prompt after the Status: prompt.
> This prompt is for users that have access to IFCAP code. This prompt represents
> IFCAP code assigned to the entry. Do not enter anything at this prompt unless
> instructed to do so by the IFCAP development staff or IRM Service.**

```
CODE: 40//
DESCRIPTION: NATIONAL CEMETERY SYSTEM  Replace
STATUS: A// ???
     This field is the status of the entry in file.

CHOOSE FROM:
   A       ACTIVE
   I       INACTIVE
   O       OBSOLETE

STATUS: A//
FIX VALUE: 40//

Select ADMINISTRATION /STAFF OFFICE:
```

Standard Dictionary List

Introduction

Use this option to list standard dictionary entries.

Select Dictionary

Enter a dictionary at the Select Standard Dictionary: prompt. If you do not know the name of the dictionary, enter three question marks at the prompt and IFCAP will list the available dictionaries. Enter an output device at the Device: prompt.

```
Select Standard Dictionary: ???

CHOOSE FROM:
   DDE          DOCUMENT DATA ELEMENT
   DOCT         DOCUMENT TYPE
   DVSN         ADMINISTRATION /STAFF OFFICE
   JOBT         JOB NUMBER
   OCLS         OBJECT CLASS
   PCLS         PROGRAM
   PGMT         FUND CONTROL/PROJECT
   RPTG         REPORTING CATEGORY
   RSRC         REVENUE SOURCE
   SEC1         FMS DOCUMENT SEC1 CODE
   SOBJ         SUB-OBJECT
   SREV         SUB-REV SOURCE

Select Standard Dictionary: DDE       DOCUMENT DATA ELEMENT
DEVICE:    LAT    RIGHT MARGIN: 80//
```

Compile/Print List

IFCAP will list the items in the dictionary you chose. Enter another dictionary name at the Select Standard Dictionary: prompt, or press the Enter key to return to the Dictionary Management Menu.

```
DDE-DOCUMENT DATA ELEMENT List               NOV  8,1994  16:25    PAGE 1
Code                 Description                       Status      Fix
Value
-------------------------------------------------------------------------------

A/O                  ADMINISTRATION OFFICE             A           AO
BOC                  BUDGET OBJECT (SUBACCOUNT)        A           BOC
CC                   COST CENTER                       A           CC
FCP/PRJ              FCP/PRJ                           A           FCPRJ
JOB                  JOB                               A           JOB
OC                   OBJECT CLASS                      A           OC
PGM                  PROGRAM                           A           PGM
RC                   REPORTING CATEGORY                A           RC
RS                   REVENUE SOURCE                    A           REV
STATION              STATION                           A           SITE
SUB BOC              SUB BOC                           A           SBOC
SUB CC               SUB-COST CENTER                   A           SCC
SUB RS               SUB-REVENUE SOURCE                A           SREV
SUB STATION          SUB-STATION                       A           SSITE


Select Standard Dictionary:


        Load Standard Dictionary
        Standard Dictionary List
        Dictionary List Menu ...
      Generate New Fiscal Year Fund/Required Table
       Fund/Appropriation Enter/Edit
       Define Standard Dictionary
       Fund Enter/Edit
       Required Fields Edit
```

```
Select Dictionary Management Menu Option:
```

Options in the Dictionary List Menu

```
             Accounting Technician Menu ...
             Funds Distribution Program Menu ...
             Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu
             Transaction Menu ...
             Budget Utilities Menu ...
             Print Menu ...
             FMS Documents Inquiry/Error Process ...
             Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Budget Utilities Menu

             Edit Budget Categories
             FMS Exception Transaction Report
             Repost FMS Exceptions
             Clear FMS Exception File Entries
             Clear Program Lock
             Dictionary Management Menu ...
             Display Control Point Official's Balance
             FCP/CC/BOC Management Menu ...
             Recalculate All Fund Control Point Balances

Select Budget Utilities Menu Option: Dictionary Management Menu


             Load Standard Dictionary
             Standard Dictionary List
             Dictionary List Menu ...
           Generate New Fiscal Year Fund/Required Table
             Fund/Appropriation Enter/Edit
             Define Standard Dictionary
             Fund Enter/Edit
             Required Fields Edit

Select Dictionary Management Menu Option: Dictionary List Menu

             Standard Dictionary List
             Fund List
             Fund/Appropriation List
             Required Fields List

Select Dictionary List Menu Option: Standard Dictionary List
```

Standard Dictionary List (All)

Introduction
Use this option to list all defined standard dictionaries.

Compile/Print List

Enter an output device at the Device: prompt. IFCAP will create the "IFCAP Standard Dictionary List," which lists the standard dictionaries in the system by code, name, status (Active, Inactive, or Obsolete), Site E/E, and F/V used. After printing the report, IFCAP will return to the Dictionary List Menu.

```
DEVICE:   LAT    RIGHT MARGIN: 80//

IFCAP Standard Dictionary List                NOV  8,1994  16:36    PAGE 1

      SITE   FV
CODE           NAME                                               STATUS
      E/E    USED
-------------------------------------------------------------------------
DDE            DOCUMENT DATA ELEMENT                    I
      NO    YES
   File Name: PRCD SD DOCUMENT DATA ELEMENT
DOCT           DOCUMENT TYPE                            I
      NO    YES
   File Name: PRCD SD DOCUMENT TYPE
DVSN           ADMINISTRATION /STAFF OFFICE      A                   NO
      YES
            NO    NO
   File Name: PRCD SD OBJECT CLASS
PCLS           PROGRAM                                       A
      NO    YES
   File Name: PRCD SD PROGRAM
```

Fund List

Introduction

Use this option to list funds.

Compile/Print List

Enter an output device at the Device: prompt. IFCAP will create the "IFCAP Fund List," which lists each fund, its description, the BBFY, the EBFY, and the status (Active, Inactive, or Obsolete). After printing the report, IFCAP will return to the Dictionary List Menu.

```
DEVICE:   LAT    RIGHT MARGIN: 80//

IFCAP Fund List                                                   NOV
8,1994  16:41    PAGE 1
FUND    DESCRIPTION                                     BBFY         EBFY
      ST
--------------------------------------------------------------------------------

1210    'CONSCIENCE' FUND CONTRIBUTION    1993          1993  A
1299    GIFTS TO USA NOT CLASS                 1994          1994  A
1411    LOAN INTEREST TO VETS & RESERV         1993          1993  A
1435    PROPRIET INTEREST NOT CLASS            1993          1993  A
1807    REFUND OF ERRONEOUS RECEIPTS           1994          1994  A
2431    CHARGES FOR MEDICAL SERV - VA          1994          1994  A
2466    LOAN GUARANTEE HOUSING                 1994          1994  A
2473    CONTRIB FROM MIL PERSONNEL             1994          1994  A
2473.1  MILITARY ED ASST - ARMY                1993          1993  A
2473.2  MILITARY ED ASST - AIR FORCE           1993          1993  A
2473.3  MILITARY ED ASST - NAVY                1993          1993  A
2473.4  MILITARY ED ASST - MARINES             1993          1993  A
2473.5  MILITARY ED ASST - COAST GUARD   1993          1993  A
2473.6  MILITARY ED ASST - NOAA                1993          1993  A
2473.7  MILITARY ED ASST - PUB HEALTH          1994          1994  A
2814    OTHER REPAY - INVEST & RECOVER         1994          1994  A
8180G   GENERAL POST FUND - GENERAL            1994          1994  A
8180S   GENERAL POST FUND - SPECIFIC           1993          1993  A
8180S   A                                      1995          1995
      A
AMAF    ASSETS & MISC ACQ FUND                 1993          1993  A
AMAF    ASSETS & MISC ACCTS FUND               1994          1994  A


          Standard Dictionary List
          Fund List
          Fund/Appropriation List
          Required Fields List

Select Dictionary List Menu Option:
```

Fund/Appropriation List

Introduction

This option lists all entries in file #420, the Fund Control Point file.

Compile/Print List

Enter an output device at the Device: prompt. IFCAP will create the "PRCD Fund/Appropriation Code List," listing each fund, its appropriation, FY pattern, APPR. PAT A/R, and PGM.LIM.ANA ACC. After printing the list, IFCAP will return to the Dictionary List Menu.

```
DEVICE:    LAT    RIGHT MARGIN: 80//

PRCD FUND/APPROPRIATION CODE LIST                                NOV  8,1994
16:52    PAGE 1
                                                       FY
                     PGM.LIM.ANA
FUND         APPROPRIATION               PATTERN      APPR. PAT A/R
      ACC
--------------------------------------------------------------------------------
11           20X6133                       X11
14           36F3875                       X14
15           36 0869                       X15
16           36 0891                       X16
17           36 1030                       X17
18           36 1060                       X18
19           36 1099                       X19
20           36 1210                       X20
21           36 1299                       X21
22           36 1411                       X22
23           36 1422                       X23
24           36 1435                       X24                    36 1435

        Standard Dictionary List
        Fund List
        Fund/Appropriation List
        Required Fields List

Select Dictionary List Menu Option:
```

Required Fields List

Introduction

This option allows the user to list the Required Field file settings. These file settings allow IFCAP to determine the information it requires the user to enter to complete each FMS document.

Note: This report will be very long if you create it for all funds. Create the report for a single fund if you can.

Select Fund

Enter 1 at the Select: prompt if you want to list all required fields for all funds.

Note: This report will be very long if you create it for all funds. Create the report for a single fund if you can.

Enter 2 at the prompt to select a single fund. If you enter 2 to list a single fund, IFCAP will ask you for the fund number. Enter an output device at the Device: prompt.

```
     Select one of the following:

         1          ALL
         2          SELECT FOR FUND

Select: : 2  SELECT FOR FUND
Select Fund: ???

CHOOSE FROM:
   1030      1994      1994
   1030      1993      1993
   1030      1995      1995
   1060      1994      1994
   1060      1993      1993
   1060      1995      1995
   1099      1994      1994
   1099      1993      1993
   1099      1995      1995
   1210      1994      1994
   1210      1993      1993
   1210      1995      1995
   1299      1994      1994
   1299      1993      1993
   1299      1995      1995
   1411      1993      1993
   1411      1994      1994
   1422      1993      1993
   1422      1994      1994
   1435      1994      1994
   1435      1989      1989


Select Fund: 1030
     1   1030           1994      1994
     2   1030           1993      1993
     3   1030           1995      1995
CHOOSE 1-3: 3           1995      1995
DEVICE:   LAT    RIGHT MARGIN: 80//
```

Compile/Print List

IFCAP will print the "IFCAP Document Required Fields List" report, listing each fund in the report by BBFY, EBFY, FMS document type, the required data element, and if data is required for that data element. Enter another fund at the Select Fund: prompt, ore press the Enter key. Enter 1 or 2 at the Select: prompt to create another report, or press the Enter key to return to the Dictionary List Menu.

```
IFCAP Document Required Fields List          NOV  8,1994  17:18    PAGE 1

        DATA
FUND        BBFY      EBFY      DOCUMENT TYPE        DATA ELEMENT    REQUIRED
---------------------------------------------------------------------------

1030        1995      1995         ALLOWANCE           A/O
     NO
            1995      1995                             FCP/PRJ
     NO
            1995      1995                             OC
     NO
            1995      1995                             PGM
     NO
            1995      1995                             STATION
     NO
            1995      1995         GL                  A/O
     NO
            1995      1995                             CC
     NO
            1995      1995                             FCP/PRJ
     NO
            1995      1995                             JOB
     NO
            1995      1995                             RC
     NO
            1995      1995                             STATION
     YES
            1995      1995                             SUB CC
     NO
            1995      1995                             SUB STATION
     OPTIONAL
            1995      1995         REVENUE             A/O
     NO
            1995      1995                             CC
     NO
            1995      1995                             FCP/PRJ
     NO
            1995      1995                              JOB
      NO
            1995      1995                              RC
     NO
            1995      1995                              RS
     YES
            1995      1995                              STATION
     YES
            1995      1995                             SUB CC
     NO
            1995      1995                              SUB RS
     NO
            1995      1995                             SUB STATION
     OPTIONAL
            1995      1995         SPENDING            A/O
     NO
            1995      1995                             BOC
     NO
            1995      1995                             CC
     NO
            1995      1995                             FCP/PRJ
     NO
            1995      1995                             JOB
```

```
         NO
              1995            1995                                              RC
         NO
              1995            1995                                              STATION
         NO
              1995            1995                                              SUB BOC
         NO
              1995            1995                                              SUB CC
         NO
              1995            1995                                              SUB STATION
         NO
              1995            1995            SUBALLOWANCE            A/O
         NO
              1995            1995                                              FCP/PRJ
         NO
              1995            1995                                              OC
         NO
              1995            1995                                              STATION
         NO

Select Fund:

     Select one of the following:

         1          ALL
         2          SELECT FOR FUND

Select: :


         Standard Dictionary List
         Fund List
         Fund/Appropriation List
         Required Fields List

Select Dictionary List Menu Option:
```

Fund/Appropriation Enter/Edit

Introduction
Use this option to add/edit fund/appropriation information of file #420.3.

Menu Navigation

```
Select Budget Utilities Menu Option: Dictionary Management Menu

         Load Standard Dictionary
         Standard Dictionary List
         Dictionary List Menu ...
       Generate New Fiscal Year Fund/Required Table
        Fund/Appropriation Enter/Edit
        Define Standard Dictionary
        Fund Enter/Edit
        Required Fields Edit

Select Dictionary Management Menu Option
```

Select/Add Fund
Enter the fund or appropriation code at the Select Appropriation's Fund: prompt. You
may enter a new code if you wish. If you do not know the code, enter three question
marks and IFCAP will list the available codes.

```
Select Appropriation's Fund: ???

CHOOSE FROM:
   14         36F3875
   15         36 0869
   16         36 0891
   21         36 1299
   22         36 1411
   50         36_/_0161
   51         36_/_0161.001
   52         36 3220
   52         36_/_0161.007
   53         other series
   53         36_/_0161.001 (016)
   54         36X4538
   54         36_/_0161.007 (016)

    You may enter a new PRCD FUND/APPROPRIATION CODE, if  you wish
    Enter a fund code defined in FUND file.

Select Appropriation's Fund: 36F3875
    1   36F3875          36F3875
    2   36F3875          36F3875
    3   36F3875          36F3875
CHOOSE 1-3: 1
```

Edit Fund or Appropriation

You may enter or edit the fund, the appropriation, the FY pattern, or the appropriation pattern for the Accounts Receivable service. The FY pattern is the fiscal year (FY) associated with the Appropriation Limitation Department (YALD) code. The current FY is indicated with an "x" and the second FY with a "y". Enter the appropriation pattern for the Accounts receivable service at the Approp. Pattern for A/R Svc: prompt. Enter another fund or appropriation code at the Select Appropriation's Fund: prompt, or press the Enter key to return to the Dictionary Management Menu.

```
FUND: 3875//
APPROPRIATION: 36F3875//
REVOLVING FUND: ???
        This is a revolving fund indicator.

     Choose from:
       Y        YES
       N        NO
REVOLVING FUND:
FY PATTERN: ???
     This is the fiscal year (FY) associated with the Appropriation
     Limitation Department (YALD) code.  The current  FY is indicated with
     an "x" and the second FY with a "y".
FY PATTERN:
APPROP. PATTERN FOR A/R SVC: 36F3875// ???
     This is the appropriation pattern for the Accounts
     Receivable Service.
APPROP. PATTERN FOR A/R SVC: 36F3875//
--------------------------------------------------------------------------------
Select Appropriation's Fund:


         Load Standard Dictionary
         Standard Dictionary List
         Dictionary List Menu ...
        Generate New Fiscal Year Fund/Required Table
         Fund/Appropriation Enter/Edit
         Define Standard Dictionary
         Fund Enter/Edit
         Required Fields Edit

Select Dictionary Management Menu Option:
```

Define Standard Dictionary

Introduction
Use this option to define the information in a standard dictionary.

Select Standard Dictionary
Enter the dictionary name at the Select Standard Dictionary: prompt. If you do not know the name of the dictionary, enter three question marks and IFCAP will list the available dictionaries.

```
Select Standard Dictionary: ???

CHOOSE FROM:
   DDE          DOCUMENT DATA ELEMENT
   DOCT         DOCUMENT TYPE
   DVSN         ADMINISTRATION /STAFF OFFICE
   JOBT         JOB NUMBER
   OCLS         OBJECT CLASS
   PCLS         PROGRAM
   PGMT         FUND CONTROL/PROJECT
   RPTG         REPORTING CATEGORY
   RSRC         REVENUE SOURCE
   SEC1         FMS DOCUMENT SEC1 CODE
   SOBJ         SUB-OBJECT
   SREV         SUB-REV SOURCE

     You may enter a new PRCD STANDARD DICTIONARY, if you wish
     This is a standard dictionary code.

Select Standard Dictionary: DDE       DOCUMENT DATA ELEMENT
```

Edit Dictionary

You may edit the code name assigned to the dictionary, the dictionary name, the status (Active, Inactive, or Obsolete), the file name or number of the dictionary, whether sites are allowed to edit the dictionary, and if a fix value is used in programming. Enter another dictionary at the Select Standard Dictionary: prompt, or press the Enter key to return to the Dictionary Management Menu.

```
CODE: DDE//
NAME: DOCUMENT DATA ELEMENT  Replace
STATUS: I//
FILE NAME/NUMBER: PRCD SD DOCUMENT DATA ELEMENT//
SITE EDIT ALLOWED: NO//
FIX VALUE USED IN PROGRAMING: YES//

Select Standard Dictionary:
          Load Standard Dictionary
          Standard Dictionary List
          Dictionary List Menu ...
        Generate New Fiscal Year Fund/Required Table
         Fund/Appropriation Enter/Edit
         Define Standard Dictionary
         Fund Enter/Edit
         Required Fields Edit

Select Dictionary Management Menu Option:
```

Fund Enter/Edit

Introduction
Use this option to enter or edit the information in the fund dictionary.

Select/Add Fund
Enter the name of the fund at the Select Fund: prompt. You may also enter a new fund, if you wish. If you do not know the name of the fund, enter three question marks and IFCAP will list the available funds.

```
Select Fund: ???

CHOOSE FROM:
  1030      1994      1994
  1030      1993      1993
  1030      1995      1995
  1060      1994      1994
  1060      1993      1993

      You may enter a new PRCD FUND, if you wish
    Answer must be 3-6 characters in length.

Select Fund: 1030
    1   1030          1994      1994
    2   1030          1993      1993
    3   1030          1995      1995
CHOOSE 1-3: 3
FUND: 1030//
```

Edit Fund

You may edit the description of the fund, the beginning and ending fiscal year of the fund, and whether or not programs and subprograms within the same fund can transfer funds. At the Gross/Net prompt, enter G if the fund is not eligible for prompt payment discounts or N if the fund is eligible. You may also change the status of the fund to (A)ctive, (I)nactive, or (O)bsolete. Enter another fund at the Select Fund: prompt, or press the Enter key to return to the Dictionary Management Menu.

```
DESCRIPTION: A// A4
BUDGET FISCAL YEAR BEGIN: 1995//
BUDGET FISCAL YEAR END: 1995//
FUND PROGRAM TRANSFER ALLOWED: NO// ???
     This will allow program/subprogram transfers within a fund if it is 'yes'.

     CHOOSE FROM:
       Y         YES
       N         NO
FUND PROGRAM TRANSFER ALLOWED: NO//
GROSS/NET: NET// ???
         This is used to store GROSS/NET data.

     CHOOSE FROM:
       G         GROSS
       N         NET
GROSS/NET: NET//
STATUS: A//
--------------------------------------------------------------------------------
Select Fund:


          Load Standard Dictionary
          Standard Dictionary List
          Dictionary List Menu ...
        Generate New Fiscal Year Fund/Required Table
          Fund/Appropriation Enter/Edit
          Define Standard Dictionary
          Fund Enter/Edit
          Required Fields Edit

Select Dictionary Management Menu Option:
```

Required Fields Edit

Introduction
This option allows the user to edit the Required Field file settings. These file settings allow IFCAP to determine the information it requires the user to enter to complete each FMS document.

Select Fund
Enter the fund for which you want to change the required fields at the Select Fund: prompt. If you do not know the fund, enter three question marks and IFCAP will list the available funds.

```
Enter/Edit Budget/Document Required Data----------
Select Fund: ???

CHOOSE FROM:
   1030      1994      1994
   1030      1993      1993
   1030      1995      1995
   1060      1994      1994
   1060      1993      1993
   1060      1995      1995
   1099      1994      1994

Select Fund: 1030
     1    1030         1994        1994
     2    1030         1993        1993
     3    1030         1995        1995
CHOOSE 1-3: 3
```

Select Document Type
Enter the document type that you would like to edit at the Select Document Type: prompt. Enter the data element of the document that you would like to edit at the Select Data Element: prompt.

```
Select Document Type: ???

CHOOSE FROM:
   ALLOWANCE
   GL
   REVENUE
   SPENDING
   SUBALLOWANCE



Select Document Type: ALLOWANCE
1030 / ALLOWANCE BUDGET----------
Select Data Element: ???

CHOOSE FROM:
   A/O
   BOC
   CC
   FCP/PRJ
   JOB
   OC
```

```
   PGM
   RC
   RS
   STATION
   SUB BOC
   SUB CC
   SUB RS
   SUB STATION


Select Data Element: A/O
```

Data Required Setup
Enter whether you want IFCAP to require data for the data element at the Data Required:
prompt. Enter another data element that you would like to edit, or press the Enter key.
Enter another fund, or press the Enter key to return to the Dictionary Management Menu.

```
DATA REQUIRED: NO// ???
        This is used to store DATA REQUIRED data.

     Choose from:
       Y         YES
       N         NO
       O         OPTIONAL
DATA REQUIRED: NO//
1030 / ALLOWANCE BUDGET----------
Select Data Element:
Enter/Edit Budget/Document Required Data----------
Select Fund:
```

Chapter 5 Error Messages and Their Resolution

FMS Error Processing

FMS documents are generated automatically as a result of certain IFCAP processes. For example, creation and generation of ceiling transactions in IFCAP results in Sub-allowance (SA) documents being created and transmitted to FMS. Additionally, when Accounting obligates purchase orders, processes receiving reports or invoices for payment, various types of FMS documents are automatically sent to Austin.
In designing the interface with FMS, IFCAP developers have built-in various edit checks to prevent rejection of FMS documents. An example of such functionality is the Required Fields File, explained earlier in this document, which ensures that all fields required for a given fund and type of FMS document are present on that FMS document before transmitting it to FMS. Even so, it is impossible to prevent every scenario that might cause FMS documents to reject. It is far less likely that the documents that IFCAP creates automatically will reject, compared with the documents that users create manually, using the FMS Code Sheet Menu's **Create a Code Sheet** option. That is because the automatic document processes contain more built-in protection against document rejection in FMS.

Because rejection of FMS documents is, to some extent, inevitable, there are options to assist users in correction and retransmission of the rejected documents. IFCAP will allow the user to correct the source document, rebuild the document, and retransmit it to FMS.

When FMS rejects a document, it will send an error message containing all relevant FMS error codes to the appropriate recipients the following day. Appropriate recipients are those who are defined in the FCP file (420) to receive FMS notifications for their Fund Control Point (FCP). When the user has corrected a rejected document, the new document will automatically transmit to Austin. The only exceptions are the Budget documents (SA, ST, and AT), which must be generated again with the **Generate FMS Budget Documents** option of the Fund Distribution Module.

IFCAP transactions are transmitted to the FMS system in Austin as electronic mail messages. These messages list the FMS document types they contain in the Subj: line of the message.

Outgoing Message to FMS:

```
Subj: GCS TRANSACTION FMS:SO,VR,IV  [#21381] 07 Jul 94 14:55  13
Lines
From: POSTMASTER  in 'IN' basket.   Page 1
-----------------------------------------------------------------
```

Error Messages and Their Resolution

```
CTL^IFC^FMS^612^DOC^SO^10  ^612029^612C40011
^19940707^135811^001^001^001^~
BAT^~MO0^612029^~
DOC^~MO1^SO^612C40011  ^10  ^Y^~
MO2^94^07^07^^^^^^M^~
MO3^^^^^^^01^^^^^^^^^^^^^^^^^10.00^~
LIN^~MOA^001^^^^94^^0160A1^612^^181000^00^0100201B1^2660^^^^10.00
^D^~{
CTL^IFC^FMS^612^VRQ^  ^      ^
^61294070010^19940707^135931^001^001^001^~
VRQ^940707^135930^612^1981^768765498^^AMER SOCIETY OF ADDICTION
MEDI^5225 WISCO
NSIN AVENUE N^SUITE 409^WASHINGTON^DC^20015^T^Y^C^N^A^~{
CTL^IFC^FMS^612^DOC^IV^10  ^      ^612I40004
^19940707^140821^001^001^001^~
DOC^~IV1^IV^612I40004  ^10  ^Y^~
IV2^94^07^07^^^^^E^^^^^^^^^^^94411020035^340.00^~
LIN^~IVA^001^189.60^I^^^^^612^^^^^^^^SFCS^^^06^^^94^^0160A1^612^^
844100^00^19EA
40200^2660^~IVB^01^~
LIN^~IVA^002^150.40^I^^^^^612^^^^^^^^SFPR^^^07^^^94^^0160A1^612^^
844100^00^19EA
40200^2660^~IVB^01^~{

Select MESSAGE Action: DELETE (from IN basket)// S

Select BASKET:
```

Once the message is received in the FMS system a mail message is returned to the site-confirming acceptance of the message, including the original message number.

Confirmation Message returning from Austin:

```
Subj: EDO1381 FMS CONFIRMATION  [#21382] 07 JUL 94 14:08 CST  2
Lines
From: <POSTMASTER@FOC-AUSTIN.VA.GOV>  in 'IN' basket.   Page 1
----------------------------------------------------------------

Ref:  Your FMS message #21381 with Austin ID #38883674,
is assigned confirmation number 941881357664928.


Select MESSAGE Action: DELETE (from IN basket)// S

Select BASKET:
```

If a document from IFCAP rejects in FMS, the FMS mail group will receive an electronic mail message from FMS notifying them of the rejected document. The message will include the FMS error code and a brief description of the error. The action the user must take to correct the rejected document varies according to the type of document that has rejected.

Stack Status Report

The Accounting Technician Menu has an option to allow inquiry into all documents and give users the status on each document. The data can be gathered by document type, status or a group of status. The user can see the document with or without code sheet information. For access to this option, contact your IRM service.

```
            Accounting Technician Menu ...
            Fund Distribution Program Menu ...
            Payment/Invoice Tracking Menu ...

Select Fund Distribution & Accounting Menu Option: Accounting Technician Menu


            Document Processing Menu ...
            Accounting Utilities Menu ...
            Reprint Menu ...
            Receiving Report Transmission Menu ...
            Fee Basis - IFCAP Code Sheet Menu ...
            FMS Code Sheet Menu ...

Select Accounting Technician Menu Option: FMS Code Sheet Menu


            Code Sheet Edit
            Create a Code Sheet
            Delete a Code Sheet
            Keypunch a Code Sheet
            Purge Transmission Records/Code Sheets
            Retransmit Stack File Document
            Review a Code Sheet
            Stack Status Report

Select FMS Code Sheet Menu Option: STACK Status Report

START with TRANSACTION CODE: FIRST// SA
  END with TRANSACTION CODE: LAST// ST

Print documents created after DATE: JAN 1,1993//   7/4 (JUL 04,1994)

    Select one of the following:

     Q          QUEUED FOR TRANSMISSION
     M          MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
     T          TRANSMITTED
     E          ERROR DURING TRANSMISSION
     A          ACCEPTED BY FMS
     R          REJECTED BY FMS
     N          TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display: REJECTED BY FMS


    Select one of the following:

     Q          QUEUED FOR TRANSMISSION
     M          MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
     T          TRANSMITTED
     E          ERROR DURING TRANSMISSION
     A          ACCEPTED BY FMS
     R          REJECTED BY FMS
     N          TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display:

SELECTED STATUS(s) to display:
         REJECTED BY FMS


Print DESCRIPTION of event? NO// Y  (YES)
Print DOCUMENT code sheets? NO//    (NO)
```

```
DEVICE: HOME//   LAT


<*> please wait <*>

GCS STACK FILE STATUS REPORT       JUL 08, 1994@11:40:51 PAGE 1
TC-TRAN CODE  -BATNUM   DATE@TIME CREATED      STATUS
-------------------------------------------------------------------

SO-612A40024           JUL 05, 1994@12:18:59 REJECTED BY FMS
   DESCR: Purchase Order Obligation
   MAIL MSGS: 21291    CONFIRMATION:

         TOTAL CODE SHEETS: 1

Select FMS Code Sheet Menu Option:  Stack Status Report
START with TRANSACTION CODE: FIRST// PV
  END with TRANSACTION CODE: LAST// PVZ

Print documents created after DATE: JAN 1,1993//6/19  (JUN 19, 1994)


     Select one of the following:

         Q          QUEUED FOR TRANSMISSION
         M          MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
         T          TRANSMITTED
         E          ERROR DURING TRANSMISSION
         A          ACCEPTED BY FMS
         R          REJECTED BY FMS
         N          TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display: REJECTED BY FMS


     Select one of the following:

         Q          QUEUED FOR TRANSMISSION
         M          MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
         T          TRANSMITTED
         E          ERROR DURING TRANSMISSION
         A          ACCEPTED BY FMS
         R          REJECTED BY FMS
         N          TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display:

SELECTED STATUS(s) to display:
         REJECTED BY FMS


Print DESCRIPTION of event? NO// Y  (YES)
Print DOCUMENT code sheets? NO// Y  (YES)

DEVICE: HOME//   LAT


<*> please wait <*>

GCS STACK FILE STATUS REPORT               JUL 25, 1994@15:11:02  PAGE 1
TC-TRAN CODE  -BATNUM   DATE@TIME CREATED      STATUS
--------------------------------------------------------------------------------

PV-612C4500800         JUN 20, 1994@14:49:04 REJECTED BY FMS
   DESCR: WASH ISC TESTING PV
   MAIL MSGS: 19520    CONFIRMATION:
*** ACTUAL CODE SHEET:
```

```
CTL^IFC^FMS^612^DOC^PV^10  ^      ^612C4500800^19940620^144904^001^001^001^~
DOC^~PV1^PV^612C4500800^10  ^~
PV2^06^05^94^^^^^E^01^^^^^^^^^THISISFAK^^1.00^~
PV3^^^^^^^^^^^^TEST 1^^^^^^^^X^^^~
LIN^~
PVA^001^SO^612C45008  ^001^94^06^02^^^^^^^^^^^^^^^^^^^^^94^06^05^^10000.00^I^P^9
4^05^21^^^~
PVB^^^^^^^1.00^~
*** END OF CODE SHEET ***

         TOTAL CODE SHEETS: 1



         Code Sheet Edit
         Create a Code Sheet
         Delete a Code Sheet
         Keypunch a Code Sheet
         Purge Transmission Records/Code Sheets
         Retransmit Stack File Document
         Review a Code Sheet
         Stack Status Report

Select FMS Code Sheet Menu Option:
```

Funds Distribution Error Processing

The Funds Distribution Module has a new menu for inquiring to and correcting Sub allowance (SA), Sub allowance Transfer (ST) and Allowance Transfer (AT) documents from FMS that may reject because of FMS errors. The Budget Analyst (BA) can inquire as to which documents may have rejected and obtain status for the others.

```
FUNd Distribution & Accounting Menu

          Accounting Technician Menu ...
          Fund Distribution Program Menu ...
          Payment/Invoice Tracking Menu ...

Select Fund Distribution & Accounting Menu Option: FUNd Distribution Program
Menu
          Transaction Menu ...
          Budget Utilities Menu ...
          Print Menu ...
          FMS Documents Inquiry/Error Process ...
          Review VENDOR REQUEST

Select Fund Distribution Program Menu Option: FMS Documents Inquiry/Error
Process


SOAR   Enter/Edit Date W hen SOs become ARs
          FMS Documents Inquiry
          Rejected FMS Document Process

Select FMS Documents Inquiry/Error Process Option: FMS Documents Inquiry

Select STATION NUMBER ('^' TO EXIT): 542// 612     MARTINEZ,CA
     Select one of the following:


          SA          Suballowance
          ST          Suballowance Transfer
          AT          Allowance Transfer

Select Transaction Type: SA  Suballowance

FMS Budget Document ID: ?
 ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER
 DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y  (YES)
CHOOSE FROM:
   SA-612FC0001
   SA-612FC0002
   SA-612FC0003
   SA-612FC0004
   SA-612FC0005
   SA-612FC0006
   SA-612FC0007
   SA-612FC0008
   SA-612FC0009
   SA-612FC0010
'^' TO STOP: ^

FMS Budget Document ID: SA-612FC0056

 FMS Document: SA-612FC0056
  Description: Original Auto SA Document
       Status: REJECTED
      Created: JUL  6, 1994@08:02:38
 FMS Doc Date: 07/06/1994
```

```
      Doc Year: 94
       Quarter: 4
      Sation #: 612
         FCP #: 120
       $Amount: 70000.00
          BBFY: 1994
    FMS Action: C

FMS Budget Document ID: SA-612FC0057

 FMS Document: SA-612FC0057
  Description: Original Auto SA Document
       Status: REJECTED
      Created: JUL  6, 1994@08:02:41
 FMS Doc Date: 07/06/1994
     Doc Year: 94
      Quarter: 4
      Sation #: 612
         FCP #: 1333
       $Amount: 80000.00
          BBFY: 1994
    FMS Action: A

FMS Budget Document ID:
FMS Budget Document ID:  NOT FOUND!

Select one of the following:


         SA        Suballowance
         ST        Suballowance Transfer
         AT        Allowance Transfer

Select Transaction Type: ST  Suballowance Transfer


FMS Budget Document ID: ?
 ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER
 DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y  (YES)
CHOOSE FROM:
   ST-612FC0034
   ST-612FC0061

FMS Budget Document ID: ST-612FC0061

 FMS Document: ST-612FC0061
  Description: Original Auto ST Document
       Status: REJECTED
      Created: JUL  6, 1994@16:16:11
 FMS Doc Date: 07/06/1994
     Doc Year: 94
      Quarter: 4
      Sation #: 612
    From FCP #: 120
       $Amount: 100.00
          BBFY: 1994
      To FCP#: 122

FMS Budget Document ID:
FMS Budget Document ID:  NOT FOUND!

    Select one of the following:

         SA        Suballowance
         ST        Suballowance Transfer
         AT        Allowance Transfer
```

```
Select Transaction Type: AT  Allowance Transfer


FMS Budget Document ID: ?
 ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER
 DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y  (YES)
CHOOSE FROM:
   AT-612FC0031
   AT-612FC0065

FMS Budget Document ID: AT-612FC0065

 FMS Document: AT-612FC0065
  Description: Original Auto AT Document
       Status: REJECTED
      Created: JUL  7, 1994@12:31:21
 FMS Doc Date: 07/07/1994
     Doc Year: 94
      Quarter: 4
     Sation #: 612
   From FCP #: 102
      $Amount: 100.00
         BBFY: 1994
      To FCP#: 910

FMS Budget Document ID:
FMS Budget Document ID:  NOT FOUND!

     Select one of the following:

          SA        Suballowance
          ST        Suballowance Transfer
          AT        Allowance Transfer

Select Transaction Type:



SOAR  Enter/Edit Date W hen SOs become ARs
          FMS Documents Inquiry
          Rejected FMS Document Process

Select FMS Documents Inquiry/Error Process Option:
```

The Budget Analyst will need to correct the errors according to the error codes on the DCT mail message returned from Austin. After the errors are corrected, the BA can regenerate the rejected document. For FMS budget documents created in IFCAP, errors will generally arise for only two reasons.

Insufficient Funds at Allowance Level
An SA document can reject because there was not enough money at the Allowance (station) level to distribute the ceiling to the FCP. If this is the case, the user has two options. The first is to wait until VACO has funded the allowance level with sufficient funds to cover the ceiling, then regenerate the document. The second is to "undo" the ceiling by using the "Place Released Ceiling Transaction in CP File" option. The user would enter a negative ceiling here, to back out the ceiling that rejected in FMS, and, correctly, no FMS document would be sent as a result of using this transaction. Now the IFCAP control point is again in sync with the FMS control point budget.

There is one caveat, however. There is currently no way to "cancel" or "delete" a rejected FMS document from the IFCAP stack file. Therefore, this rejected document remains in the file until one year after the transaction date when IFCAP purges it from its records.

Set-up of FCP is Invalid
Another reason that budget documents can reject is that the combination of budget elements coded on the initial SA for the FCP are not valid in FMS. The FMS error message will tell the user what is wrong with the budget set-up. The user will then go to the Add/Edit Control Point option, correct the FMS budget element(s) in question, and then simply regenerate the document. The user will NOT re-create the ceiling and/or transfer.

Rejected FMS Document Process (Regeneration):

```
SOAR  Enter/Edit Date W hen SOs become ARs
         FMS Documents Inquiry
         Rejected FMS Document Process

Select FMS Documents Inquiry/Error Process Option: REJected FMS Document Process


Select STATION NUMBER ('^' TO EXIT): 542// 612     MARTINEZ,CA

     Select one of the following:

         SA        Suballowance
         ST        Suballowance Transfer
         AT        Allowance Transfer

Select Transaction Type: SA  Suballowance


FMS Rejected Budget Document ID: SA-612FC0062

 FMS Document: SA-612FC0062
  Description: Original Auto SA Document
       Status: REJECTED
      Created: JUL  6, 1994@16:32:19
 FMS Doc Date: 07/06/1994
     Doc Year: 94
      Quarter: 4
     Sation #: 612
        FCP #: 434
      $Amount: 15000.00
         BBFY: 1994
   FMS Action: A

Ready To File Regenerated FMS Document? YES
<Filed>


FMS Rejected Budget Document ID:
FMS Rejected Budget Document ID:  NOT FOUND!

     Select one of the following:

         SA        Suballowance
         ST        Suballowance Transfer
         AT        Allowance Transfer
```

```
Select Transaction Type: ST  Suballowance Transfer


FMS Rejected Budget Document ID: ?
 ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER
 DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y  (YES)
CHOOSE FROM:
   ST-612FC0034
   ST-612FC0061

FMS Rejected Budget Document ID: ST-612FC0061

 FMS Document: ST-612FC0061
  Description: Original Auto ST Document
       Status: REJECTED
      Created: JUL  6, 1994@16:16:11
 FMS Doc Date: 07/06/1994
     Doc Year: 94
      Quarter: 4
     Sation #: 612
   From FCP #: 120
      $Amount: 100.00
         BBFY: 1994
      To FCP#: 122

Ready To File Regenerated FMS Document? YES
<Filed>



FMS Rejected Budget Document ID:

     Select one of the following:

          SA        Suballowance
          ST        Suballowance Transfer
          AT        Allowance Transfer

Select Transaction Type: AT  Allowance Transfer

FMS Rejected Budget Document ID: ?
 ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER
 DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y  (YES)
CHOOSE FROM:
   AT-612FC0031
   AT-612FC0065
   AT-612FC0072

FMS Rejected Budget Document ID: FC0065  AT-612FC0065

 FMS Document: AT-612FC0065
  Description: Original Auto AT Document
       Status: REJECTED
      Created: JUL  7, 1994@12:31:21
 FMS Doc Date: 07/07/1994
     Doc Year: 94
      Quarter: 4
     Sation #: 612
   From FCP #: 102
      $Amount: 100.00
         BBFY: 1994
      To FCP#: 910

Ready To File Regenerated FMS Document? YES
<Filed>
```

```
FMS Rejected Budget Document ID:
     Select one of the following:

          SA        Suballowance
          ST        Suballowance Transfer
          AT        Allowance Transfer

Select Transaction Type:


SOAR  Enter/Edit Date W hen SOs become ARs
          FMS Documents Inquiry
          Rejected FMS Document Process


Select FMS Documents Inquiry/Error Process Option:
```

How To Correct Errors Using the Accounting Technician's Menu

The Accounting Technician's Menu allows users to correct any (MO or SO) document by reviewing and editing the original purchase order or 1358 document. Once edited the document will be rebuilt and transmitted to FMS. For access to this option, contact your IRM service.

FMS Inquiry Rejected Obligation Documents:

```
          Document Processing Menu ...
          Accounting Utilities Menu ...
          Reprint Menu ...
          Receiving Report Transmission Menu ...
          Fee Basis - IFCAP Code Sheet Menu ...
          FMS Code Sheet Menu ...

Select Accounting Technician Menu Option: Document Processing Menu


          1358 Processing Menu ...
          Amendment Processing
          General Post Funds Requests Processing
          Invoice Processing (ACCTG) Menu ...
          Obligation Processing
          Process Receiving Report
          Return Purchase Order to Supply
          Return PO Amendment to Supply
          Stacked Fiscal Documents Menu ...
          FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: FMS Rejected Obligation Document Process
ing

          FMS Inquiry Rejected Obligation Documents ...
          FMS Rebuild/Transmit Rejected Obligation Documents ...

Select FMS Rejected Obligation Document Processing Option: FMS Inquiry Rejected
Obligation Documents

          MO/SO Rejected Document Inquiry for P.O.
          SO Rejected Document Inquiry for 1358s

Select FMS Inquiry Rejected Obligation Documents Option: MO/SO Rejected Document
 Inquiry for P.O.

MO/SO Rejected Document Inquiry for P.O.


Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

Select Stack Document for Inquiry: SO-688A40412

      Select one of the following:

          MO        Miscellaneous Order
          SO        Service Order

Select Transaction Type: SO  Service Order

 FMS Document: SO-612A40024
  Description: Purchase Order Obligation
       Status: REJECTED BY FMS
      Created: JUL  5, 1994@12:18:59
```

```
This FMS document has rejected due to one or more errors.
The Certified Invoice will now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.


Press 'RETURN' to continue
PURCHASE ORDER: 612-A40024          STATUS: Transaction Complete
M.O.P.: CERTIFIED INVOICE           LAST PARTIAL RECD.:
                                    REQUESTING SERVICE: PPM
VENDOR:  IFVENDOR,FIVE                           SHIP TO: Warehouse
         U.S. HIGHWAY #1                                  V.A. Medical Center
         FAIRLESS HILLS, PA  19030                        8403 Colesville Rd
         800 555-5555                                     Silver Sprin, MD  20910

                                                 DELIVERY HOURS:
                                                 8:00 AM - 4:30 PM

_____

FOB POINT: DESTINATION    |PROPOSAL: N/A           |AUTHORITY:
COST CENTER: 161000       |                        |  FAR 13
TYPE: PURCHASE ORDER      |                        |AGENT:
DELIVER ON/BEFORE 7/15/94 |CONTRACT:               |  IFUSER,NINE
DISCOUNT TERM: NET30       |                       |DATE: 7/5/94
APP: 364/50161.001-120     |                       |ESTIMATED
                           |                       |TOTAL:     3.00
-------------------------------------------------------------------------------

        ENTER '^' TO HALT:


                                            UNIT          TOTAL
ITEM           DESCRIPTION          QTY UNIT  COST          COST
-------------------------------------------------------------------------------

   1  TEST                          1  EA    3.00          3.00

        *** ESTIMATED PURCHASE ORDER ***

END OF DISPLAY--PRESS RETURN OR ENTER '^' TO HALT:


Select Stack Document for Inquiry:
Select Stack Document for Inquiry:  NOT FOUND!

     Select one of the following:

          MO        Miscellaneous Order
          SO        Service Order

Select Transaction Type:


          MO/SO Rejected Document Inquiry for P.O.
          SO Rejected Document Inquiry for 1358s

Select FMS Inquiry Rejected Obligation Documents Option:


          FMS Inquiry Rejected Obligation Documents ...
          FMS Rebuild/Transmit Rejected Obligation Documents ...

Select FMS Rejected Obligation Document Processing Option: FMS REbuild/Transmit
Rejected Obligation Documents
```

```
             MO/SO Rebuild/Transmit for P.O.
             SO Rebuild/Transmit for 1358s

Select FMS Rebuild/Transmit Rejected Obligation Documents Option: MO/SO
Rebuild/Transmit for P.O.


MO/SO Rebuild/Transmit for P.O.

Select STATION NUMBER ('^' TO EXIT): 542//    612        MARTINEZ, CA

      Select one of the following:

          MO          Miscellaneous Order
          SO          Service Order

Select Transaction Type: MO  Miscellaneous Order


Select Stack Document for Rebuild/Transmit: A40030
     1   A40030   MO-612A40030
     2   A40030   MO-612A40030  -612036
     3   A40030   MO-612A40030  -612038
     4   A40030   MO-612A40030  -612039
     5   A40030   MO-612A40030  -612040
CHOOSE 1-5: 1  MO-612A40030

 FMS Document: MO-612A40030
  Description: Purchase Order Obligation Rebuild/Transmit
       Status: REJECTED BY FMS
      Created: JUL 11, 1994@16:42:54

This FMS document has rejected due to one or more errors.
The Purchase Order can now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.


Do you wish to display the source document? YES// YES

PURCHASE ORDER: 612-A40030          STATUS: Complete Order Received (Amended)
M.O.P.: INVOICE/RECEIVING REPORT    LAST PARTIAL RECD.: 1  07/11/94
                                    REQUESTING SERVICE: SUPPLY
VENDOR:  IFVENDOR,TWO                           SHIP TO: Warehouse
         28200 Wick Road                                 V.A. Medical Center
         ROMULUS, MI  48174                              8403 Colesville Rd
         313 555-5555                                    Silver Sprin, MD  20910

                                                DELIVERY HOURS:
                                                8:00 AM - 4:30 PM


                                    DELIVERY LOCATION: SUPPLY
_____

FOB POINT: ORIGIN          |PROPOSAL: N/A            |AUTHORITY:
COST CENTER: 844100         |                        |  FAR 13
TYPE: PURCHASE ORDER        |                        |AGENT:
DELIVER ON/BEFORE 7/21/94   |CONTRACT:               |  IFUSER,TEN
DISCOUNT TERM: NET30        |                        |DATE: 7/11/94
APP: 3640160.001.01-1102    |                        |
                            |                        |TOTAL: 18871.11
-------------------------------------------------------------------------------

         ENTER '^' TO HALT:
```

```
                                              UNIT          TOTAL
ITEM          DESCRIPTION            QTY UNIT  COST          COST
-----------------------------------------------------------------------
   1   LOTS OF GOOD STUFF            110  EA   155.5555      17111.11

       NSN:  7510-00-123-7777
       QTY PREV RCVD:   100
       PARTIAL NO.: 1
       Items per EA: 1

   3   GOOD STUFF                    10   EA   150.00        1500.00
       Items per EA: 1

   4   MORE GOOD STUFF               10   EA   25.00          250.00
       Items per EA: 1

   5   EST. SHIPPING AND/OR HANDLING                10.00

       Ifcap Training

       V.A. TRANSACTION NUMBERS:
            612-94-4-1102-0044

  AMENDMENT NUMBER: 1                  EFFECTIVE DATE: 7/11/94


       ENTER '^' TO HALT:

                                              UNIT          TOTAL
ITEM          DESCRIPTION            QTY UNIT  COST          COST
-----------------------------------------------------------------------


        *ADDED THROUGH AMENDMENT*
       Item No. 3     Item Master File No.
       GOOD STUFF
           Items per EA:        NSN:
           10 EA at $    150.0000 = $  1500.00

  AMENDMENT NUMBER: 2                  EFFECTIVE DATE: 7/11/94



        **Currently:
       Item No. 1     Item Master File No. 5505
        LOTS OF GOOD STUFF
           Items per EA: 1      NSN: 7510-00-123-7777
           110 EA at $     150.00 = $ 16500.00
       ENTER '^' TO HALT:



                                              UNIT          TOTAL
ITEM          DESCRIPTION            QTY UNIT  COST          COST
-----------------------------------------------------------------------

        **Will now be AMENDED to read:
       Item No. 1     Item Master File No. 5505
        LOTS OF GOOD STUFF
           Items per EA: 1      NSN: 7510-00-123-7777
           110 EA $    155.5555 = $ 17111.11

  AMENDMENT NUMBER: 3                  EFFECTIVE DATE: 7/12/94
```

```
         *ADDED THROUGH AMENDMENT*
        Item No. 4     Item Master File No.
        MORE GOOD STUFF
            Items per EA: 1       NSN:
            10 EA at $      25.0000 = $   250.00

   AMENDMENT NUMBER: 4                 EFFECTIVE DATE: 7/12/94


        ENTER '^' TO HALT:

                                              UNIT           TOTAL
ITEM            DESCRIPTION           QTY UNIT  COST           COST
--------------------------------------------------------------------------


        **Currently:
        Item No. 1     Item Master File No. 5505
         LOTS OF GOOD STUFF
            Items per EA: 1       NSN: 7510-00-123-7777
            100 EA at $      155.56 = $ 15555.55
         **Will now be AMENDED to read:
        Item No. 1     Item Master File No. 5505
         LOTS OF GOOD STUFF
            Items per EA: 1       NSN: 7510-00-123-7777
            110 EA $    155.5555 = $ 17111.11


   Review a Receiving Report ? NO//   (NO)
Do you wish to rebuild and retransmit this FMS document? YES//




                    PURCHASE ORDER - 612-A40030

  COST CENTER: 844100              CONTROL POINT: 1102 MED CARE TEST2
   BOC #1:  2660                      AMOUNT: $   18861.11
   BOC #2:  2661                      AMOUNT: $      0.00
   BOC #3:  2660                      AMOUNT: $     10.00

Justification(s):

     Transaction Number: 612-94-4-1102-0044

      Required for recreational activities in employee wellness.



The information listed above is recorded on this PURCHASE ORDER.
Is the above information correct? YES// NO

Should the Cost Center or BOC information be edited at this time? NO// YES

...now edititng the Cost Center...


COST CENTER: 844100//

...now editing the BOCs...

Do you wish to assign the same BOC to ALL items? NO//


Do you wish to edit specific line items? YES//
```

```
Select ITEM: 1        LOTS OF GOOD STUFF
         STK#:                NSN: 7510-00-123-7777
BOC: 2660 Operating Supplies and Ma  Replace ... With 2661
  Replace
   2661 Expendable Furniture and
2661 Expendable Furniture and Fixtures and Decoras
Select ITEM:

...now recalculating FMS commodity lines...




                    PURCHASE ORDER - 612-A40030

  COST CENTER: 844100              CONTROL POINT: 1102 MED CARE TEST2
   BOC #1:  2660                      AMOUNT: $    1750.00
   BOC #2:  2661                      AMOUNT: $   17111.11
   BOC #3:  2660                      AMOUNT: $      10.00

Justification(s):

     Transaction Number: 612-94-4-1102-0044

       Required for recreational activities in employee
          wellness.




The information listed above is recorded on this PURCHASE ORDER.
Is the above information correct? YES//

Net Cost of Order:          $  18871.11

Control Point Balances

Uncommitted Balance:        $ 166962.85
Unobligated Balance:        $ 174399.35
Committed, Not Obligated:   $   7436.50

OK to Continue? YES//  YES

Select Obligation Processing Date: JUL 11,1994//  (JUL 11, 1994)

This Purchase Order Obligation will now generate the
Original Entry Miscellaneous Order (MO) Document.  The MO Document
will be marked for transmission to FMS.

Transmit this Document to FMS? YES//
The Electronic Signature must now be entered to generate the MO Document.

Enter ELECTRONIC SIGNATURE CODE:                    Thank you.

...now generating the FMS Miscellaneous Order (MO) Document...

...HMMM, LET ME THINK ABOUT THAT A MOMENT...


Select Stack Document for Rebuild/Transmit:
Select Stack Document for Rebuild/Transmit:  NOT FOUND!

     Select one of the following:

         MO        Miscellaneous Order
         SO        Service Order

Select Transaction Type:
```

```
        MO/SO Rebuild/Transmit for P.O.
        SO Rebuild/Transmit for 1358s

Select FMS Rebuild/Transmit Rejected Obligation Documents Option:


        FMS Inquiry Rejected Obligation Documents ...
        FMS Rebuild/Transmit Rejected Obligation Documents ...

Select FMS Rejected Obligation Document Processing Option:
```

Payment Error Processing

Payment vouchers transmitted to FMS may sometimes reject. The Accounting
Technician has 2 options under the Invoice Processing (ACCTG) Menu to help view and
correct **(PV)** type of documents and return corrected document to FMS for processing:
the Payment Voucher (PV) Inquiry option and the FMS Payment Voucher Error
Processing option. For access to this option, contact your IRM service.

Payment Voucher (PV) Inquiry:

```
        Accounting Technician Menu
        Document Processing Menu ...
        Accounting Utilities Menu ...
        Reprint Menu ...
        Receiving Report Transmission Menu ...
        Fee Basis - IFCAP Code Sheet Menu ...
        FMS Code Sheet Menu ...

Select Accounting Technician Menu Option: DOCument Processing Menu

The system can now generate a report that will list the type and
number of each document that is ready for processing at this
time.

But, it may take a while to complete.

Do you want to run the report at this time? NO//

        1358 Processing Menu ...
        Amendment Processing
        General Post Funds Requests Processing
        Invoice Processing (ACCTG) Menu ...
        Obligation Processing
        Process Receiving Report
        Return Purchase Order to Supply
        Return PO Amendment to Supply
        Stacked Fiscal Documents Menu ...
        FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: INVoice Processing (ACCTG) Menu


        Invoice Processing for Payment
        Return Invoice to Voucher Audit
   PV   Payment Voucher (PV) Inquiry
        FMS Payment Voucher Error Processing
        View Certified Invoice

Select Invoice Processing (ACCTG) Menu Option: PAYment Voucher (PV) Inquiry
```

```
Payment Voucher (PV) Inquiry

Select STATION NUMBER ('^' TO EXIT): 542// 612         MARTINEZ, CA


      Select one of the following:

          PV        Payment Voucher

Select Transaction Type: PV  Payment Voucher


Payment Voucher NumberC40011  PV-612C4001100

 FMS Document: PV-612C4001100
  Description: Payment Voucher
       Status: REJECTED BY FMS
      Created: JUL  7, 1994@13:55:02

This FMS document has rejected due to one or more errors.
The Certified Invoice will now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.


Press 'RETURN' to continue:



...Alright, I'm tired.  Please hold on...

INVOICE TRACKING LIST                          JUL 26,1994  09:09    PAGE 1
--------------------------------------------------------------------------------



ID NUMBER: 40075                       INVOICE/BILL NUMBER: 123
  DATE OF INVOICE: JUL  7, 1994        DATE INVOICE RECEIVED: JUL  7, 1994
  INVOICE TYPE: NORMAL                 PURCHASE ORDER POINTER: 612-C40011
  VENDOR: IFVENDOR,THREE               DISCOUNT DAYS: 0
  DISCOUNT TERMS: STANDARD             AMOUNT CERTIFIED FOR PAYMENT: $110.00
  DATE GOODS/SERVICE RECEIVED: JUL  7, 1994
  CERTIFICATION REQUIRED?: YES         STATION NUMBER: 612
  PURCHASE ORDER NUMBER: 612-C40011    FMS PAYMENT VOUCHER #: 612C4001100
  GROSS AMOUNT OF INVOICE: $110.00     NET DAYS: 30
  STATUS: Transaction Complete         EXPANDED PO NUMBER: 612-C40011
  CURRENT INVOICE LOCATION: FISCAL
  D/T CHARGED TO CURRENT LOC: JUL  7, 1994@13:53
  DATE RETURNED TO FISCAL: JUL  7, 1994 CERTIFIED FOR PAYMENT BY: IFUSER,NINE
  COMPLETED IN ACCOUNTING BY: IFUSER,NINE
  CERTIFIED BY VALIDATION CODE: /ES/IFUSER,NINE
  COMPLETED BY VALIDATION CODE: /ES/IFUSER,NINE




INVOICE TRACKING LIST                          JUL 26, 1994@09:09    PAGE 2

--------------------------------------------------------------------------------


  CHARGED TO CURRENT LOCATION BY: IFUSER,NINE
  CERTIFIED BY VALIDATION VER: 1         CERTIFIED BY ESIG CODE: 5711
  COMPLETED BY VALIDATION VER: <HIDDEN> COMPLETED BY ESIG CODE: 5711
  CERTIFIED BY SIG DATE/TIME: JUL  7, 1994@13:53:43
```

Error Messages and Their Resolution

```
   COMPLETED BY SIG DATE/TIME: JUL  7, 1994@13:55
CERTIFYING SERVICE: FISCAL
  DATE/TIME CHARGED OUT: JUL  7, 1994@13:53
  CHARGED BY: IFUSER,NINE
CERTIFYING SERVICE: FISCAL
  DATE/TIME CHARGED OUT: JUL  7, 1994@13:53
  CHARGED BY: IFUSER,NINE
BOC: 2660 Operating Supplies and Materials
  ACCOUNTING LINE AMOUNT: $120.00        LIQUIDATION AMOUNT: $110.00
  LIQUIDATION CODE: PARTIAL              FMS LINE #: 1
PROMPT PAYMENT TERMS #: 1               DISCOUNT PERCENT: NET
  DISCOUNT DAYS: 30


Press 'RETURN' to continue:


Payment Voucher Number
Payment Voucher Number NOT FOUND!

      Select one of the following:

           PV        Payment Voucher

Select Transaction Type:


          Invoice Processing for Payment
          Return Invoice to Voucher Audit
   PV     Payment Voucher (PV) Inquiry
          FMS Payment Voucher Error Processing
          View Certified Invoice
```

FMS Payment Voucher Error Processing:

```
Select Invoice Processing (ACCTG) Menu Option: FMS Payment Voucher Error
Processing


FMS Payment Voucher Error Processing

Select Payment Voucher Number:    PV-612C4001100

 FMS Document: PV-612C4001100
  Description: Payment Voucher
       Status: REJECTED BY FMS
      Created: JUL  7, 1994@13:55:02

This FMS document has rejected due to one or more errors.
**PONUM=PV-612C4001100

The Certified Invoice can now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.


Do you wish to display the source document? YES// NO

Do you wish to rebuild and retransmit this FMS document? YES//


Select STATION NUMBER ('^' TO EXIT): 612//           MARTINEZ, CA
Does this invoice need to be processed by Voucher Audit? NO// Y  (YES)
ARE YOU SURE? YES//    (YES)
                          Status has been changed from 'Transaction Complete'
```

```
                                      to 'Awaiting Voucher Audit Review'.


Press 'RETURN' to continue:

Select Payment Voucher Number:    PV-612C4001100

 FMS Document: PV-612C4001100
  Description: Payment Voucher
       Status: REJECTED BY FMS
      Created: JUL  7, 1994@13:55:02

This FMS document has rejected due to one or more errors.
**PONUM=PV-612C4001100

The Certified Invoice can now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.


Do you wish to display the source document? YES// NO

Do you wish to rebuild and retransmit this FMS document? YES//


Select STATION NUMBER ('^' TO EXIT): 612//          MARTINEZ, CA
Does this invoice need to be processed by Voucher Audit? NO//   (NO)
                  Status has been changed from 'Awaiting Voucher Audit Review'
                            to 'In Accounting'.

Do you wish to process this invoice at this time? YES//   (YES)
  Switching to 'Process Invoice in Accounting' Module.

Unliquidated obligation amounts and BOCs on this order are:
    $110.00  2660 Operating Supplies and Materials
Total Invoice Amount Certified for Payment=$110.00

Select BOC: 2660 Operating Supplies and Materials
          //
  BOC: 2660 Operating Supplies and Materials//
FMS Line #1
  ACCOUNTING LINE AMOUNT: 120.00// 110.00
  LIQUIDATION AMOUNT: 110.00//
  LIQUIDATION CODE: PARTIAL//
Select BOC:
OK to process this payment to FMS? NO// Y  (YES)
Enter ELECTRONIC SIGNATURE CODE:                        Thank you.
  Transferring invoice data to PV document for transmission to FMS.

  Returning to 'Process FMS/CAPPS Error Message' Module.


Press 'RETURN' to continue:


FMS Payment Voucher Error Processing


Select Payment Voucher Number:
Select Payment Voucher Number:  NOT FOUND!

     Select one of the following:

          PV         Payment Voucher

Select Transaction Type:
```

```
          Invoice Processing for Payment
          Return Invoice to Voucher Audit
  PV      Payment Voucher (PV) Inquiry
          FMS Payment Voucher Error Processing
          View Certified Invoice

Select Invoice Processing (ACCTG) Menu Option:
```

GIP Module

The GIP module has no error processing options. Current functionality will keep Internal Voucher (IV) documents updated with balances from FMS. IFCAP sends an IV document to Austin when the warehouse posts an issue book order. Users will no longer see a code sheet for issue book orders. For access to this option, contact your IRM service.

Error Listing

FMS uses an error listing to aid sites in interpreting the error codes and learn possible solutions. This error listing has over 10,000 entries. This listing is in the FMS Error Guide, available at your IRM service.

Chapter 6 Menu Outline

This chapter lists each menu option assigned to the standard menu configuration for a Budget Analyst. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the "Edit Existing, Unreleased Transaction" option, you would select "Funds Distribution Program Menu", then "Transaction Menu", then "Edit Existing, Unreleased Transaction".

```
    Funds Distribution Program Menu
        Transaction Menu
            Add New Transaction (Ceiling)
            Edit Existing, Unreleased Transaction
            Delete Unreleased Transaction
            Transfer From/To Control Point
            Release Transaction
            Monthly Budget Distribution
            Generate FMS Budget Documents
            Multiple Transaction Menu
                Create/Post Multiple Transaction
                Post/Edit Temporary Transaction
            Quarterly Rollover Fund Control Point Balance
        Budget Utilities Menu
            Edit Budget Categories
            FMS Exception Transaction Report
            Repost FMS Exceptions
            Clear FMS Exception File Entries
            Clear Program Lock
            Dictionary Management Menu
                Load Standard Dictionary
                Standard Dictionary List
                Dictionary List Menu
                    Standard Dictionary List
                    Fund List
                    Fund/Appropriation List
                    Required Fields List
               Generate New Fiscal Year Fund/Required Table
                Fund/Appropriation Enter/Edit
                Define Standard Dictionary
                Fund Enter/Edit
                Required Fields Edit
            Display Control Point Official's Balance
            FCP/CC/BOC Management Menu
                BOC Management Menu
                    Add/Edit BOC
                    Deactivate BOC
                    Reactivate BOC
                    BOC Listing
                Cost Center Management Menu
                    Add/Edit Cost Center
                    Deactivate Cost Center
                    Reactivate Cost Center
                    Cost Center Listing
                    List Cost Centers with Associated BOC
                Fund Control Point Management Menu
                    Add/Edit Control Point
                    Deactivate a Fund Control Point
                    Reactivate a Fund Control Point
                    Place Released Ceiling Transaction in CP File
                    Display Control Point Committed Transactions
           Reset FCP Yearly Accounting Element & ACT Code
              Recalculate All Fund Control Point Balances
        Print Menu
            Selected Control Points
```

```
        Range of Transactions
        Transfer of Disbursing Authority
        Detailed Appropriation Summary
        Appropriation Summary Totals
        FTEE Summary by Appropriation
        Budget Distribution Reports Menu
            1st Quarter Report
            2nd Quarter Report
            3rd Quarter Report
            4th Quarter Report
            April - September
            October - March
            Complete Fiscal Year
        Control Point List
        FCP BOC List
        Control Point PO List
        Audit Reports Menu
            Control Point Activity File Inquiry
            Procurement and Accounting Transactions Inquiry
        826 (IFCAP) Report
        Detailed Report of Unpaid PC Transactions by FCP
        Display 2237 Request
        FCP Accounting Elements
        Fiscal Daily Review
        Fiscal Pending Action
        History of Purchase Card Transactions
        Purchase Card Statistics
        Reconciled Purchase Card Transactions
        Unreconciled Austin Payment Transactions
        Unreconciled Purchase Card Transactions
        Year To Date Accrual
    FMS Documents Inquiry/Error Process
     SOAR  Enter/Edit Date W hen SOs become ARs
        FMS Documents Inquiry
        Rejected FMS Document Process
    Review VENDOR REQUEST
```

GLOSSARY

1358	VA Form 1358 Estimated Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
2139	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
A&MM	Acquisition and Materiel Management Service.
AACS	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
Accounting Technician	Fiscal employee responsible for obligation and payment of received goods and services. Accounting Technicians process accounting transactions and transmit them to FMS.
Activity Code	The last two digits of the AACS number. It is defined by each station.
ADP Security Officer	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
Agent Cashier	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
ALD Code	Appropriation Limitation Department. A set of Fiscal codes that identifies the appropriation used for funding.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
Amendment	A document, which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.

AMIS	Automated Management Information System.
Application Coordinator	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, Supply Service, and for the Control Points (Requesting Services).
Approve Requests	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to Supply/Fiscal.
Authorization	A charge to an obligated 1358. Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
Batch Number	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.
Breakout Code	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes replace sub accounts in IFCAP V. 5.1. Budget object codes are listed in the left column of MP4 Part V, Appendix B-1.
Budget Sort Category	Used by Fiscal Service to identify the allocation of funds throughout their facility.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Classification of Request	An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, Food Group III.
Common Numbering Series	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on

	IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility.
Control Point	Financial element, existing ONLY in IFCAP, which corresponds to the ACCS number in FMS. Also the division of monies to a specified service, activity or purpose from an appropriation.
Control Point Clerk	The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service.
Control Point Official	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
Control Point Official's Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.
Cost Center	"Subsection" of a Fund Control Point. Cost centers allow fiscal staff to create total expense reports for a section or service, and allow requestors to assign requests to that section or service. Cost centers are listed in the left column of MP-4 Part V, Appendix B-1.
Cost Center	A subdivision of a Fund Control Point, which tells which service/section, is being charged for a request/order.
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Default	A suggested response that is provided by the system.
Deficiency	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).
Delinquent Delivery Listing	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
Direct Delivery Patient	A patient who has been designated to have goods delivered directly to him/her from the vendor.
Discount Item	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a

	percentage or a set dollar value.
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to accept and fill orders electronically.
Electronic Data Interchange (EDI)	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
Electronic Signature	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
Expenditure Request	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.
Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidation submitted against the obligation.
Fiscal Quarter	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.
Fiscal Year	Twelve-month period from October 1 to September 30.
FMS	Financial Management System, which has replaced CALM as the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
FPDS	Federal Procurement Data System.
FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would

a full-time employee that worked for half of a year.

Fund Control Point	CALM accounting element that is not used by FMS.
Funds Control	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
Funds Distribution	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of $250.00.
GL	General Ledger.
Identification Number	A computer-generated number assigned to a code sheet.
Imprest Funds	Monies used for cash or 3rd party draft purchases at a VA facility.
Integrated Supply Management System (ISMS)	ISMS is the system that replaced LOG I for Expendable Inventory.
ISMS	Integrated Supply Management System.
Item File	A listing of items specified by A&MMS as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
Item History	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
Item Master Number	A computer generated number used to identify an item in the Item File.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
Liquidation	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
LOG I	LOG I is the name of the Logistics A&MM computer located at the Austin Data Processing Center. This system continues to support the Consolidated Memorandum of Receipt.

Glossary

Mandatory Source	A Federal Agency that sells supplies and services to the VA. VA Supply Depot, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
MSC Confirmation Message	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of CALM Code Sheets.
Obligation	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of a Purchase Order.
Obligation (Actual) Amount	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP.
Obligation Data	A Control Point option that allows the Control Point Clerk to enter data not recorded by IFCAP.
Obligation Number	The C-prefix number that Fiscal Service assigns to the 1358.
Organization Code	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
Outstanding 2237	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.
PAID	Paid Accounting Integrated Data.
Partial	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
Partial Date	The date that a warehouse clerk created a receiving report for a shipment.
PAT Number	Pending Accounting Transaction number - the primary FMS reference number.
Personal Property Management	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process all requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
PPM	Personal Property Management.
Procurement Request Cards	VA Form 10-7142. Used to order items repetitively.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Prompt Payment Terms	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save

	2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
Purchase History Add (PHA)	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.
Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchase Order Acknowledgment	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
Purchase Order Status	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
Purchasing Agents	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
Quarterly Report	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made to a Control Point's Funds.
Quotation for Bid	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors.
Receiving Report	Report that Warehouse Clerk creates to record that the warehouse has received an item.
Receiving Report	The VA document used to indicate the quantity and dollar value of the goods being received.
Reference Number	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point - 4 digit Sequence Number.
Repetitive (PR Card) Number	See Item Master Number.
Repetitive Item List	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate requests from the list.
Requestor	See "Control Point Requestor."
Requisition	An order from a Government vendor.
Running Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.
Section Request	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.

Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Short Description	A phrase that describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
Site Parameters	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
Sort Group	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.
Special Remarks	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
Stacked Documents	The POs, RRs & 1358s that are sent electronically to Fiscal and stored in a file rather than being printed immediately.
Status of Funds	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.
Sub-control Point	A specific budget within a Control Point, defined by a Control Point user.
Sub-cost Center	A subcategory of Cost Center. In IFCAP V. 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.
Tasked Job	A job, usually a printout that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
TDA	See "Transfer of Disbursing Authority."
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.

Total Liquidations	The total amount of the liquidation against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.
Transmission Number	A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic.
Type Code	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.
Vendor file	An IFCAP file of vendors solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors solicited by your station. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
Vendor ID Number	The ID number assigned to a vendor by FMS.
VRQ	FMS Vendor Request document. When users send vendor information to FMS, FMS sends a VRQ document to IFCAP with the vendor information, ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.

Glossary

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