

# **9 Budget and Accounting Reports**

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# 9

## ***Budget and Accounting Report***

### **A History of Budget and Accounting Reports**

Budget and Accounting reports have evolved over the years from canned, inflexible data available in hard form to data downloadable to spreadsheets and sorted and subtotaled according to the user's needs. Currently, APHIS users must utilize two systems to retrieve historical data from the present back to FY 1996. This is because APHIS converted only open items from the Central Accounting System (CAS) to the Foundation Financial Information System (FFIS) in FY 2001. To develop a historical report over these years, users must pull a report from CADI and FFIS or the Financial Data Warehouse (FDW) and add them together. (NOTE: users should not pull data in FFIS/FDW for BFY00 because it contains the converted open items from CAS and you would be duplicating it).

### **FFIS and Budget and Accounting Reports**

The Foundation Financial Information System (FFIS) has many online up-to-the-minute inquiry tables. NFC has tied FFIS to a financial data warehouse where the user can choose from a list of reports. Data on the reports is based on the parameters chosen. NFC updates the data warehouse nightly. The FDW stores historical data. Accurate and complete data is easily accessible for research, reconciliation, and decision-making. Budget analysts can check their status of funds daily if they like from all prior months and years since October 2000 (FY 2001).

### **Financial Data Warehouse Reports Catalog**

The [fdw.usda.gov](http://fdw.usda.gov) web site contains many useful reports for analyzing financial data. The following are a list of reports, the report information, and the status.

**Financial Data  
Warehouse Reports  
Catalog  
(Continued)**

**SPENDING REPORTS:**

**Accounting Code Summary by BOC (ACSB)** shows the Current Month Obligations, Quarter-to-Date Obligations, Year-to-Date Obligations, and FY 2001-to-Date Obligations sorted by Major Budget Object Class (BOC) for each program you select. This report replaced the A1 Report in CAS.

**NOTE:** When the user selects the latest closed month, he will retrieve the year-to-date balance for the closed month. This figure will never change. If the user chooses the current month (unclosed), the YTD balance will include current month activity. If he runs it later, the YTD balance will be updated.

**STATUS:** The ACSB has no problems at this time.

**The Detail Transaction Report (DTR)** gives a detail list of all transactions occurring during a specific time period (except those processing from the Payroll Accounting System (PACS) feeder). The report subtotals on BOC, Major BOC, and Program.

**NOTE:** Payroll from the PACS feeder system is not on the DTR. PACS rolls the amounts to a higher level and does not give the detail on each transaction. The DTR contains all BOC's except for anything coming through the PACS system.

The DTR includes any BOC greater than 1100 that comes from any feeder system other than PACS. If you add the amounts in BOC 1100-1200 from the DTR and the Payroll Report by Pay Period (PRPP), it should add up to the Accounting Code Summary by BOC (ACSB) 1100-1200 minus the BOC 1199. BOC 1199 is an estimate/accrual of payroll and reverses out at the next accounting period.

**NOTE:** Revenue appears on a separate report under Collections.

**STATUS:** The DTR has no problems at this time.

**Financial Data  
Warehouse Reports  
Catalog  
(Continued)**

**The Detail Transaction Report by Document Date (DTRDD)** is similar to the DTR with a few modifications. The modifications are as follows:

- ◆ The user may pull information that falls between two specified dates or by month.
- ◆ The report contains the document date.
- ◆ The system name has been removed from the report, but it is still available in the results section for BRIO Insight and Explorer users. Document date took its place.
- ◆ The report is sorted by document date.

**STATUS:** The DTRDD has no problems at this time.

**The Obligations Summary Report (OSR)** pulls summary data, which includes Revenue, Reimbursements, YTD Obligations, and YTD Disbursements, grouped by Program and Major BOC. This report shows all Collections and Accounts Receivable. The OSR subtotals on Reporting Category, Fund, and Division. This report replaced the OBSUM report in CAS.

**NOTE:** Must pull only one month at a time. Also remember the BOC 1199 is included in the Major BOC 1100. BOC 1199 is an estimate/accrual of payroll and reverses out at the next accounting period.

**STATUS:** The OSR has no problems at this time.

**The Status of Funds Extract (SOF)** is a report used by the status of funds system. The Status of Funds system works with one BFY. Some program units operate multiple systems, one for each budget fiscal year.

**STATUS:** The SOF extract has no problems at this time.

**The Unliquidated Obligations History Report (UOH)** shows obligations and payments made for documents that still have an open or unliquidated amount. The UOH replaced the Contract Payment History report.

**Financial Data**  
**Warehouse Reports**  
**Catalog**  
**(Continued)**

**STATUS:** The UOH has no problems at this time. We will add search criteria in the future.

**PAYROLL REPORTS:**

**The Payroll Report by Pay Period (PRPP)** shows each employee by pay period and subtotaled by hours, regular pay, other pay, overtime, differential, and benefits. The grand total amount paid by the agency is totaled by person by pay period. The report is totaled by Org. Level 1 and Budget Fiscal Year.

All the payroll reports show payroll activity processed in the PACS system. The reports do not include foreign service allowances processed through Minneapolis and International Services' VADRs, for example.

To request data processed in any pay periods, ignore the month and select the pay periods. To request all activity that has happened within a month, select the month and ignore the pay period. Either way, corrected T&As processed in the targeted pay periods will show up.

**STATUS:** The PRPP has no problems at this time.

**The Payroll Report by SSN and BOC (PRSB)** gives a breakout of salaries and benefits by BOC, subtotaled by hours, regular pay, other pay, overtime, differential, and benefits by employee. This report allows the user to query on a particular SSN.

**STATUS:** The PRSB has no problems at this time.

**The Payroll Report by Name and Pay Period (PRSNP)** shows an employee and all pay period corresponding to him/her, subtotaled by hours, regular pay, other pay, overtime, differential, and benefits. The grand total amount paid by the agency is totaled by person by pay period. The report is totaled by Org. Level 1 and Budget Fiscal Year.

**Financial Data**  
**Warehouse Reports**  
**Catalog**  
**(Continued)**

**STATUS:** The PRSNP has no problems at this time.

The payroll report headers contain the following BOCs:

Regular Pay is BOC 1100 through 1149 and 1181.

Overtime is BOC 1170 through 1180.

Differential is BOC 1160 through 1169, 1192, and 1182.

Benefits is BOC 1200 through 1298 and 1300 through 1399.

Other Pay is BOC 1150 through 1159, 1183 through 1198, 1400 through 1499, and 1000.

**ACCOUNTS RECEIVABLE REPORTS:**

These reports were developed for the Minneapolis Accounts Receivable Team to use for debt management.

**Aged Receivables by Vendor Code (ARVC).** This report tracks delinquent debt information by vendor code. The report is used by the Accounts Receivable Team to identify debtors that may need special emphasis.

**Aged Receivables by Vendor Name (ARVN).** This report tracks delinquent debt information by vendor name. The report is utilized by the Accounts Receivable Team to reveal debtors that may need special emphasis. It is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account(s).

**Appeals Report by Location (APRL).** This report tracks billing documents that are in appeal status. It is sorted by location and is distributed to the field office responsible for reconciling the disputed document(s).

**Appeals Report by Vendor (APRV).** This report tracks billing documents that are in appeal status. It is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account.

**Cash Receipts Inquiry (CRI).** This report tracks information regarding a payment based on the check number, bank account number, or dollar amount of the check as provided by a vendor.

**Financial Data  
Warehouse Reports  
Catalog  
(Continued)**

**Credit Balances Report by Vendor Code (CBRVC).** This report identifies vendors that have a credit balance on their account. The Accounts Receivable Team uses this information to further identify accounts in need of reconciliation or possible refund.

**STATUS:** The CBRVC is not available at this time.

**Credit Balances Report by Vendor Name (CBRVN).** This report identifies vendors that have a credit balance on their account. The Accounts Receivable Team uses this information to further identify accounts in need of reconciliation or possible refund. The report is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account.

**STATUS:** The CBRVN is not available at this time.

**Open Principle and Finance Charges (OPFC).** This report provides a current account summary of all open billing documents and finance charges owed by a vendor. The report can be run by AR Type and sorted by either vendor code or vendor name.

**STATUS:** The OPFC is not available at this time.

**Vendor Account Activity (VAA).** This report provides a summary of all activity for a vendor during a specified period of time. The Accounts Receivable Team utilizes this report to assist in reconciling accounts.

**COLLECTION REPORTS:**

**AQI Collections (AQI)**

**STATUS:** The AQI report is currently available.

**Daily Collections (DC)** gives a list of collections made during the fiscal year between two dates regardless of budget fiscal year.

**Financial Data  
Warehouse Reports  
Catalog  
(Continued)**

**NOTE:** The DC may not have the two dates to select, so you have to type in the two dates with a comma separating them. **Pay close attention** to the Accounting Code column to know which budget fiscal year the account is referring.

**STATUS:** The DC has no problems at this time.

**Revenue Reimbursables Detail Report (RRDR)** gives a list of all transactions that are either Collected Reimbursable/Revenue and/or Receivable Revenue/Reimbursable.

**NOTE:** The RRDR will only show transactions that have been collected or set up as a receivable (billed). If that has not occurred, no data will show up on the report. Obligations are not on this report.

**STATUS:** The RRDR has no problems at this time.

**The APHIS Revenue/Reimbursable Report Summary by Month (ARRS)** shows Monthly Obligations, Monthly Collected Reimbursements, Monthly Collected Revenue, Monthly Receivable Revenue, and Monthly Receivable Reimbursable by program. The report is subtotaled by Reporting Code, Org. Level 1, and Fund.

**NOTE:** To receive year-to-date information, choose month 1 to current.

**STATUS:** The ARRS has no problems at this time.

**NOTE:** The ARRS and the RRDR (revenue/reimb) reports contain all revenue source codes from 0001 through 0999.

**GENERAL LEDGER:**

**Trial Balance (TRBL).** This report is used by accountants in the Financial Management Division. It shows year-to-date data by treasury symbol and standard general ledger account.

**Financial Data  
Warehouse Reports  
Catalog  
(Continued)**

**OTHER:**

**The Accounting Code Summary Allocation/Funds Availability (AFA)** shows the Allocation amount, YTD Collections and Receivables, YTD Obligations, and Availability (Unobligated Balance) by Treasury symbol. The report can be run for one program code, a fund and/or a division.

The AFA report was designed for high level Agency reporting and has no details.

**STATUS:** The AFA has no problems at this time.

**The T1 Area Trust – Reimbursement Fund Statement (TRPR)** gives information that was on the old T1 report in CAS.

**STATUS:** The TRPR is not available at this time.

**The T2 Area Trust Summary (TRSR)** gives information that was on the old T2 report in CAS.

**STATUS:** The TRSR is not available at this time.

**CADI and SIMPC**

By 1992, CADI had developed into a useful online system for pulling weekly and month-end data. APHIS began encouraging fund holders to use a communication software called SIMPC. This software provided communication to NFC and the ability to print reports at local printers.

Fund holders had more flexibility in requesting data than the microfiche reports. Instead of a hard-copy “canned” report, the user chose the parameters for the data (for example, organization, accounting period, and level of detail). They could review details from a specific feeder system online, if wanted. For the first time, weekly data from NFC was available the next Monday. Month-end data was available by the 11<sup>th</sup> day after the close of the month.

**FOCUS Reports  
from CADI Data**

NFC defined CADI's data elements to a report-generating software called FOCUS. As the Agency developed expertise for creating FOCUS reports, we created FOCUS libraries. Currently, our FOCUS libraries contain reports using CADI, TRVL, MASC, ABCO, BLCO, and PACS databases.

Each program unit has its own library and FOCUS reports are placed in the libraries for fund holders to use. These reports allow the user even more flexibility for getting monthly CADI data in the format wanted. Some program units use FOCUS reports to download monthly summary totals to spreadsheets. This makes the preparation of the Status of Funds easier.

**Report.Web  
Reports**

This is currently unavailable due to security issues with the server.

**Microfiche, CADI,  
and FOCUS  
Reports – An  
Explanation**

The next section contains a brief description of APHIS' accounting reports on microfiche and CD Rom, selected online CADI reports, and FOCUS reports. Exhibits of each follow. At least five prior years and the current year of APHIS official accounting reports are stored on microfiche and filed in FMD. The last report generated on CD Rom and microfiche was September 2000. CADI's S&B projection module still captures data even after APHIS converted to FFIS in FY 2001.

Your FOCUS library lists FOCUS reports that are available to your program unit.

This section will remain in the Budget and Accounting Manual until the single year appropriation 1201600 (BFY 2000) expires. The CD Rom's and microfiche will remain available in FMD indefinitely.

## **Sample Microfiche Reports**

### A-1 AREA REPORT BY PROJECT BY SUB-OBJECT CLASS

(See Exhibit 9-1)

PURPOSE	The fund holder reviews this report for accuracy and uses it as a starting point for preparing the status of funds.
DESCRIPTION	This report shows planned obligations by 2-digit object class for current month, year-to-date, and annual. Obligations incurred by sub-object class for the current month and year-to-date are shown. The balance columns show the difference between planned and incurred obligations. The annual balance reflects the difference between the annual planned column and the year-to-date obligated column.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

### A-2 REGION REPORT BY PROJECT BY SUB-OBJECT CLASS

(See Exhibit 9-2)

PURPOSE	This report is a regional summary of the A-1 reports within the region. It is used to monitor obligations within each program and for preparation of a regional status of funds report to determine if additional funds for a program are needed or if any surplus funds exist.
DESCRIPTION	This report shows planned obligations by 2-digit object class for current month, year-to-date, and annual. Obligations incurred by sub-object class for the current month and year-to-date are shown. The balance columns show the difference between planned and incurred obligations. The annual balance reflects the difference between the annual planned column and the year-to-date obligated column.
AVAILABILITY	Microfiche, CADI

GENERAL DISTRIBUTION FMD, MFSB Accounting Self-Managed Team,  
RMS Staffs

A-3 DEPUTY REPORT BY PROJECT BY SUB-OBJECT CLASS  
(Exhibit 9-3)

PURPOSE This report is a Deputy-level summary of the A-2 report. The report is used to monitor obligations against allocations.

DESCRIPTION The report shows planned obligations by 2-digit object class for year-to-date and annual. Obligations incurred by project and sub-object class for year-to-date are shown. The balance columns show the difference between planned and incurred obligations. The annual balance reflects the difference between the annual planned column and the year-to-date obligated column.

AVAILABILITY Microfiche

GENERAL DISTRIBUTION FMD, MFSB Accounting Self-Managed Team,  
RMS Staffs

A-1 AREA REPORT BY PROJECT BY SUB-OBJECT CLASS  
(Exhibit 9-4)

PURPOSE This report is a regional summary of obligations by area and by project.

DESCRIPTION This report shows planned obligations by 2-digit object class for the current month, year-to-date, and annual. It shows obligations incurred by project and by sub-object class for the current month and year-to-date. The difference between planned and incurred obligations is shown in the variance columns for the year-to-date. The annual balance reflects the difference between the annual planned column and the year-to-date obligated column.

AVAILABILITY Microfiche

GENERAL DISTRIBUTION FMD, MFSB Accounting Self-Managed Team,  
RMS Staffs

B-1 AREA REPORT BY SUB-OBJECT CLASS

(Exhibit 9-5)

PURPOSE	This report summarizes all area obligations by object class and is used to monitor dollar limitations by object class.
DESCRIPTION	The report shows planned obligations by 2-digit object class for current month, year-to-date, and annual. Total obligations incurred by sub-object class for the current month and year-to-date are shown. The balance columns show the difference between the planned and incurred obligations. The annual balance reflects the difference between the annual planned column and the year-to-date obligated column.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

B-2 REGION REPORT BY SUB-OBJECT CLASS

(Exhibit 9-6)

PURPOSE	This report summarizes the B-1 reports with the Region and is used by the regional offices to monitor regional-level ceilings.
DESCRIPTION	The report shows planned obligations by 2-digit object class for current month, year-to-date, and annual. Obligations incurred by sub-object for the current month and year-to-date are shown. The balance columns show the difference between the planned and incurred obligations. The annual balance reflects the difference between the annual planned column and the year-to-date obligated column.
AVAILABILITY	Microfiche, CADI
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

B-3 DEPUTY REPORT BY SUB-OBJECT CLASS

(See Exhibit 9-7)

PURPOSE	This report summarizes the B-2 reports and is used to monitor Deputy-level ceilings.
DESCRIPTION	The report shows planned obligations by 2-digit object class for current month, year-to-date, and annual. Obligations incurred by sub-object class for the current month and year-to-date are shown. The balance columns show the difference between the planned and incurred obligations. The annual balance reflects the difference between the annual planned column and the year-to-date obligated column.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

D-1 REGION REPORT BY PROJECT BY AREA

(See Exhibit 9-8)

PURPOSE	This report is used by the regions to determine current status of a project by area.
DESCRIPTION	This report shows planned obligations by project for current month, year-to-date, and annual. It shows obligations incurred by project for the current month and year-to-date. The difference between the planned and incurred obligations is shown in the variance columns for the current month and year-to-date. The annual balance reflects the difference between the annual planned column and the year-to-date obligated column.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

F-1 STAFF-YEAR RPORT BY PROJECT BY SUB-OBJECT CLASS

(See Exhibit 9-9)

PURPOSE	This report is used to compare planned staff-years to the actual staff-years in order to identify potential problem areas in carrying out planned work.
DESCRIPTION	The report shows staff-years by project and by sub-object class on a year-to-date and annual basis with respective variances. A separate report will be printed for each project code.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

F-2 REGION STAFF-YEAR REPORT BY PROJECT BY SUB-OBJECT CLASS

(See Exhibit 9-10)

PURPOSE	This report is used to compare planned staff-years to the actual staff-years in order to identify potential problem areas in carrying out planned work.
DESCRIPTION	The report shows staff-years by project by sub-object class for the respective regions. It shows planned and actual staff-years by object class on a year-to-date and annual basis with respective variances. A separate report will be printed for each project code.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

F-3 DEPUTY STAFF-YEAR REPORT BY PROJECT BY SUB-OBJECT CLASS

(See Exhibit 9-11)

PURPOSE	This report is used to compare planned staff-years to the actual staff-years in order to identify potential problem areas in carrying out planned work.
DESCRIPTION	The report shows staff-years by project and by sub-object class through the Deputy level. It shows planned and actual staff-years by object class on a year-to-date and annual basis with respective variances. This report will be printed for each project code.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

H-1 PRIOR YEAR OBLIGATIONS REPORT

(See Exhibit 9-12)

PURPOSE	This report shows the amount of additional obligations processed during the current fiscal year for each prior fiscal year.
DESCRIPTION	This report shows the prior year obligations by project and by region level. It shows changes in obligations and reimbursements on a current month and year-to-date basis. This report will be printed for each appropriation code.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team

I-1 DETAIL TRANSACTION REPORT

(See Exhibit 9-13)

PURPOSE	This report shows monthly detailed obligation, revenue, receivables, and estimates. Fund holders use this report to match detail transactions recorded in the accounting system to source documents.
DESCRIPTION	This report sorts detailed data by budget object class within a 10-digit accounting code. Since the I-1 report is the basic accounting report used extensively by State, area, region, and RMS offices, a line-by-line detailed explanation is provided in Exhibit 9-12A, 9-12B, and 9-12C.
AVAILABILITY	Microfiche, CADI Option 6 and 9
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

OC1 AGENCY LEVEL OBJECT CLASS REPORT

(See Exhibit 9-14)

PURPOSE	This report gives APHIS managers a tool for gauging spending by object class throughout the Agency.
DESCRIPTION	This report totals year-to-date obligations by object class within a fund for the current year. It subtotals by major object class and by fund.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team

OC1P AGENCY LEVEL OBJECT CLASS REPORT – PRIOR YEAR

(See Exhibit 9-15)

PURPOSE	This report gives APHIS managers a tool for gauging prior year spending by object class throughout the Agency.
DESCRIPTION	This report totals year-to-date obligations by object class within a fund for all prior years. It subtotals by major object class and by fund.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team

R-1 REGION PROGRAM DELIVERY REPORT BY SUB-OBJECT CLASS

(See Exhibit 9-16)

PURPOSE	This report gives APHIS managers a tool for comparing spending to plans within an appropriation and by object class.
DESCRIPTION	This report shows current month plans compared to current month and year-to-date obligations by object class within an appropriation. Annual plans are compared to year-to-date obligations as well. It subtotals by major object class and by Appropriation.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Tem, RMS Staffs

T-1 AREA TRUST AND REIMBURSABLE FUND STATEMENT

(See Exhibit 9-17)

PURPOSE	This report shows the obligations and revenues for trust and reimbursable funds.
DESCRIPTION	This report shows obligations and revenues by 2-digit object class for current month, current quarter, and cumulative total. It shows obligations incurred by area, project, and object class. The balance available shown is total revenue plus the balance available at the beginning of the fiscal year less cumulative obligations.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

T-2 DEPUTY TRUST AND REIMBURSABLE FUND STATEMENT

(See Exhibit 9-18)

PURPOSE	This report is a summary of the T-1 reports by project code.
DESCRIPTION	This report shows obligations and revenues by 2-digit object class for current month, current quarter, and cumulative total. It shows obligations incurred by project and object class. The balance available is the total revenue plus balance available at the beginning of the fiscal year less cumulative obligations.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team, RMS Staffs

10 PROPERTY TRANSACTION REPORT

(See Exhibit 9-19)

PURPOSE	This report gives APHIS managers a tool for gauging spending by object class throughout the Agency.
DESCRIPTION	This report totals year-to-date obligations by object class within a fund for the current year. It subtotals by major object class and by fund.
AVAILABILITY	Microfiche
GENERAL DISTRIBUTION	FMD, MFSB Accounting Self-Managed Team

**Sample FOCUS Reports**

ADC001 YEAR AND PROJECT-TO-DATE REIMBURSEMENTS, OBLIGATIONS,  
AND DISBURSEMENTS BY OBJECT CLASS

(See Exhibit 9-20)

PURPOSE	This report tracks cumulative obligations and reimbursements by object class to assist in researching billing and collection problems.
DESCRIPTION	This report shows year-to-date and project-to-date reimbursements and obligations and project-to-date disbursements by accounting code within object class and project.
AVAILABILITY	FOCUS Report
GENERAL DISTRIBUTION	There is no automatic distribution. Fund holder creates the report as needed.

ADCOBSY CURRENT AND YEAR-TO-DATE REIMBURSEMENTS,  
OBLIGATIONS, AND YEAR-TO-DATE PLAN AND STAFF YEARS

(See Exhibit 9-21)

PURPOSE	This report tracks cumulative obligations and reimbursements by accounting code to determine if collections match obligations for reimbursable agreements.
DESCRIPTION	This report shows current month and year-to-date reimbursements and obligations and year-to-date plans and staff years by accounting code within appropriation.
AVAILABILITY	FOCUS Report
GENERAL DISTRIBUTION	There is no automatic distribution. Fund holder creates the report as needed.

OBSUM REPORT OF REIMBURSEMENTS, OBLIGATIONS, AND  
DISBURSEMENTS

(See Exhibit 9-22)

PURPOSE	This report tracks cumulative obligations and reimbursements by accounting code. For reimbursable agreements, the fund holder can monitor disbursements as compared with obligations to ensure that obligations are being paid.
DESCRIPTION	This report shows year-to-date and project-to-date reimbursements and obligations and project-to-date disbursements by accounting code within fund. It is subtotaled by region, fund, program, and fiscal year.
AVAILABILITY	FOCUS Report
GENERAL DISTRIBUTION	There is no automatic distribution. Fund holder creates the report as needed.

A1SUMRMS OBLIGATIONS AS OF [MONTH-END, YEAR]

(See Exhibit 9-23)

PURPOSE	This data is used as a starting point for producing the status of funds.
DESCRIPTION	Current month and year-to-date obligation, and year-to-date non-recurring obligations are reported by object class. The report is subtotaled by major object class, by project. There is a page break at each fiscal year.
AVAILABILITY	FOCUS Report
GENERAL DISTRIBUTION	There is no automatic distribution. Fund holder creates the report as needed.

**Sample CADI Reports**

CASF70 DETAIL PAYMENTS REPORT (SALARY AND BENEFIT PROJECTION REPORT)

(See Exhibit 9-24)

PURPOSE	This report assists the fund holders in determining salary and benefit costs for the entire fiscal year.
DESCRIPTION	This report list employees' salary and benefit costs, by pay period. Costs are actual through the current pay period and projected to the end of the fiscal year. The report produces a total by employee and a grand total for the organization.
AVAILABILITY	CADI hard copy report. From the CADI main menu, select Funds Control Reports (2), Projections (13), and Salaries and Benefits (1).
GENERAL DISTRIBUTION	There is no automatic distribution. Fund holder creates the report as needed.

CASF70-3 DETAIL EMPLOYEE DATA AND ACTIVITY DETAILS

(See Exhibit 9-25)

PURPOSE	This report shows the various “what if” scenarios (promotions, vacancies, new hires, etc.) the fund holder entered to create the projection report above.
DESCRIPTION	The report shows the SSN, date beginning and ending of the projection; the type of action performed, the retirement code; type of employee (full-time, part-time, etc.); the accounting code assigned; the plan, step, and series; total hours; ceiling indicator; employee action code; base salary; and source of the data for each employee in the organization.
AVAILABILITY	CADI hard copy request
GENERAL DISTRIBUTION	There is no automatic distribution. Fund holder creates the report as needed.