ARMY MEPRS PROGRAM OFFICE (AMPO)

HELPFUL HINTS

FOR MEPRS EAS IV

FINANCIAL RECONCILIATION

FY05, 21 September 2004 Version
MEPRS EAS IV Financial Reconciliation

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AMPO HELPFUL HINTS FOR FINANCIAL RECONCILIATION

This document is intended to assist MEPRS in their monthly requirement to reconcile MEPRS EAS IV Financial Data to the STANFINS 218 Report. It will provide explanations of the overall process and goal, to include an explanation of the different reports and how to extract specific data for the required spreadsheets. **Four EAS IV Reports required for a financial reconciliation are: Systems Interface Financial Pure, Systems Interface Personnel Pure, Personnel Accepted Report, and Direct Expense Accepted Report.**

A. STANFINS 218 REPORT:

This report is the raw data that has been processed by Budget through STANFINS, and it is available on the AVK-329 Report which is called the 218 Report. The 218 Report separates data by Obligation Year, Automatic or Direct, and Basic Symbol and Limitation.

The dollar values on the STANFINS 218 Report should be the SAME EXACT values that are imported and reflected on the EAS IV Systems Interface STANFINS Financial Pure Report since it is the same file. The only difference should be in the way the values are formatted and presented. This is why this is the first step in the financial reconciliation process. If you have any differences between your STANFINS 218 values and your EAS IV System Interfaces STANFINS Financial Pure Report values, then there is possibly a problem with the financial data that has been imported into EAS IV. **If you see a difference in these two reports, you should:**

1) Determine if the limitation, basic symbol, was on the EAS IV table for the fiscal year in question. Currently, it is a known problem that CNPO was not on the FY01 EAS IV tables, so this amount may not interface into EAS IV. If this occurs, then footnote the reason in the Step 1/2 Comment section to explain the difference. The FY01 CNPO amounts will have to be manually added to EAS IV, **but do not add personnel expenses or prior year obligations to EAS IV, or you will create an out of balance in your financial data.**

2) If you verify that there is no missing information on the EAS IV table, try to import the STANFINS file again. If the 2nd import still reports differences, then contact your OPLOC POC to discuss problem with the file. The OPLOC POC should be able to determine the problem and resend your financial STANFINS data. Please check these values immediately upon receipt of your financial file since it may be difficult to obtain a corrected STANFINS file later. If you are unable to resolve problem after contacting the OPLOC, please contact the AMPO or RMC POC immediately.

B. X YEAR FUNDS:

There are X Year Funds which have no obligation year, and are not accepted by EAS IV during the FTP process. Pending a software update in EAS IV that will allow the import of X Year Funds into EAS IV, the X Year Funds will need to be converted to reflect '7' in the obligation year field. Recent guidance issued by AMPO is provided as follows:

> **X Year Funds for Gifts Funds/Trust Fund Account** Army General Fund Administrative Limitation need to be accounted for in EASIV. The records with "No Year" funds are identified with an "X" in the FY field in the STANFINS file that is imported in EASIV. Under current business rules these files are not accepted when copying the STANFINS file into EASIV.
>
> Currently EASIV is not set up to recognize the X year, until it is added on the EASIV table, you will need to change those X year records in the Financial File and then re-import the file into EASIV. The method of identifying and getting these funds reported in EASIV requires a workaround to ensure accurate data is reported into EASIV and to complete financial reconciliation.

B. X YEAR FUNDS (Con't):

For 21X BS/L 8927.0000: Gifts Funds/Trust Fund Account Army General Fund Administrative Limitation does not require an AMSCO in STANFINS. These accounts are not specifically identified. When you get expenses, check with budget and see if they can tell you whom the funds were expensed out to. If they are unable to tell you then use the FCC EBAA - AMSCO 847700.51. In EASIV, only account for the expenses, do not report the obligation.

The method of identifying and getting these funds reported in EASIV requires a workaround to ensure accurate data is reported into EASIV and to complete financial reconciliation.

For 21X BS/L 8927.0000: Gifts Funds/Trust Fund Account Army General Fund Administrative Limitation does not require an AMSCO in STANFINS. These accounts are not specifically identified. When you get expenses, check with budget and see if they can tell you whom the funds were expensed out to. If they are unable to tell you then use the FCC EBAA - AMSCO 847700.51. In EASIV, only account for the expenses, do not report the obligation.

For 21X BS/L 8927.0001 thru 8927.0059: The extension of the Limitation, for example, .0051 is identified for GYN Oncology and you would use the FCC and AMSCO for that specialty. In EASIV, only account for the expenses, do not report the obligations.

For 97X0130.0000: This basic symbol/limitation has its AMSCO and should have a valid FCC assigned. In EASIV, only account for the expenses, do not report the obligations.

STANFINS/EAS IV FTP OF X YEAR FUNDS: Initially the STANFINS file is downloaded from the DFAS Corporate Server in **ASCII** format. The file is then copied and imported into EAS IV. If during the copy process the user gets a notification that "There was an error copying the file" this is an indication that there may be "No Year" funds records within the file.

1) In order to get the STANFINS file to be copied and imported into EAS IV, it will be necessary to identify the funds associated with these "No Year" records.

2) Download the STANFINS file from the DFAS Corporate Server as ASCll file and save file in predetermined folder.

3) Open the file and look in the eighth column (the FY field; since this is an ASCll file) to locate records with a FY of "X" and change the X in the (8th position) to a 7.

(See sample lines below).

```
FFDBA21X2020 1351970021T1000000015000{000000000000{747453D1202000019
FEBAA21X89270000000026RB000000002217E000000002217E747453D120200001Y
FEBFE21X892700000000252G000000000000{000000049400}747453D120200001Y
FEBFE21X8927000000002565000000014473H000000309672{747453D120200001Y
FEBFE21X89270000000026EB000000298806I000000058097E747453D120200001Y
FEBFE21X89270000000043PB000000000139F000000000139F747453D120200001Y
FXXXX21X89270000000025GY000000005810{000000000000{747453D120200511Y
```

B. X YEAR FUNDS (Con't):

STANFINS/EAS IV FTP OF X YEAR FUNDS (Con't):

4) Save the file and copy into EASIV. The procedure to open and view the STANFINS file is as follows:

a. Right-click on the Start button of the workstation that has the STANFINS file.
b. Select Explore.
c. Locate the STANFINS file in the directory where it is saved.
d. Double-click on the STANFINS file,
e. The file will open in the format as shown above.

C. GENERIC MEPRS CODES BEGINNING WITH 'X'. 'Y', OR 'Z':

There are generic MEPRS codes that interface from STANFINS that will need to be researched to determine treatment in MEPRS. Amounts that interface from STANFINS with MEPRS codes beginning with X***, Y***, or Z*** should be evaluated during the ECU Correction process to determine if these amounts should be added to EAS IV with a valid MEPRS code, or deleted from the EAS IV Financial data. If these amounts should be added to EAS IV, then a valid MEPRS code needs to be validated for these amounts so they will be reported in the Financial Direct Expense Accepted Report. Please make a footnote of the MEPRS Code Change on the Financial Transfer Section of the Adjustment Explanation tab in the Financial Reconciliation spreadsheet. If these amounts are deleted from the EAS IV Financial Pure, they will need to be entered on the Adjustment Explanation tab in the Financial Section for Items Deleted. AMPO is attempting to standardize some generic codes for consistent reporting within the AMEDD so please coordinate with local Budget personnel to provide them with current generic MEPRS code mapping on the Budget Master APC Table.

D. EAS IV SYSTEMS INTERFACE FINANCIAL PURE:

It is very important to understand there are financial amounts that interface from the STANFINS 218 Report into the EAS IV Systems Interface STANFINS Financial Pure Report **that will be automatically deleted by EAS IV**. Currently, there is no audit trail that documents the amounts deleted by EAS IV so it is important to verify that these amounts are no longer in the Financial Direct Expense Accepted Report when you are trying to understand why your dollar values have changed.

1) All STANFINS civilian payroll values (current and prior year) in the EAS IV Systems Interface Financial Pure Report are deleted by EAS IV because the civilian payroll values **from UCAPERS** will be used in the final EAS IV financial data.

2) All prior year obligation amounts in the EAS IV Systems Interface Financial Pure Report are deleted by EAS IV, and **only current year obligations** are used in the final EAS IV financial data.

***It is important to note that all expenses from all obligation years are used in EAS IV even though only current year obligations are used in EAS IV.** There are some hidden conversions for expired EORs that have a one-to-one crosswalk with a current fiscal year EOR. There are very few EORS that can be mapped to only one specific EOR in the current fiscal year, but EAS IV maps these EORS when possible. The Army EORs are also converted to standardized DOD SUEEs.

D. EAS IV SYSTEMS INTERFACE FINANCIAL PURE (Con't):

When an EOR has expired, and EAS IV cannot do an automatic mapping to a current fiscal year EOR, then EAS IV indicates that the EOR is expired but not mapped by EAS IV by including the EOR in the '# Empty' 'Schedule Type Field' on the EAS IV Systems Interface Financial Pure Report. In order to process final and accurate EAS IV financial data, these amounts will need to be corrected/updated during the ECU process. *Always coordinate with the local MTF Budget Officer to validate the appropriate EOR that should be used in the current fiscal year.

E. CIVILIAN PAYROLL:

Please do not get confused with the different Civilian Payroll amounts reported/used within EAS IV. Civilian Pay on the STANFINS 218 Report equals the Civilian Pay on the EAS IV System Interface Financial Pure Report ONLY. These are amounts that were processed by Budget by APC. UCAPERS/DMHRS will prorate the payroll amounts to the work centers which reported manhours for each person. The STANFINS civilian payroll amounts will be deleted by EAS IV and will not be used in the final EAS IV financial data. Since these amounts will be deleted, it explains why invalid EORs/SUEEs in the Financial Pure Report DO NOT HAVE TO BE CORRECTED. **If you attempt to adjust EAS IV for an expired payroll EOR in the EAS IV Systems Interface Financial Pure data or for a payroll EOR that is not on the EAS IV tables, then you will create an out of balance in your EAS IV financial data.** All civilian pay from UCAPERS/DMHRS automatically maps to SUEE 11AB in EAS IV. Expired Payroll EORs reported in the financial data in the #Empty Schedule Type in the Systems Interface Financial Pure should be noted in the Financial Section, Items Deleted, Adjustment Explanation tab of the Financial Reconciliation spreadsheet. This is due to the fact that EAS IV considers these amounts a part of the 'financial' data in EAS IV Systems Interface Financial Report AFTER the initial import, but when EAS IV deletes the STANFINS civilian payroll, these amounts are later considered civilian pay and deleted.

> **There are two different ways to filter for civilian payroll when you are extracting data from the EAS IV Systems Interface Financial Pure Report, but the amounts should equal each other no matter which way you filter.**
>
> 1) Filter on all EORs beginning with a '1' with the **exception of EORS for Civilian PCS moves; i.e., 122B, 124B, 126B**, etc because the Civilian PCS EORS are Financial Data, not Personnel data.
>
> 2) Filter on the Schedule Type Column for 'P' only. This will automatically exclude the Civilian PCS move EORs. Civilian pay with expired EORs is included with financial data in the financial reconciliation since they default to # Empty Schedule Type.

Filter only on SUEE, 11AB, if you try to filter on Civilian Payroll in the Personnel Pure, Personnel Accepted, or the Direct Expense Accepted Report.

Note: If you have erroneously entered salary for a free receipt in UCAPERS/DMRHS or in the EAS IV Personnel Adjustment Screen, the data will create an erroneous obligation for the free receipt salary. Once a Free Receipt with a salary is imported into EAS IV, or erroneously added in the Personnel Adjustment Screen, EAS IV automatically creates an erroneous obligation for a free receipt which cannot be deleted from EAS IV. The erroneous free receipt obligation amounts will need to be footnoted on the financial adjustment explanation tab. If you find an obligation in 111F, you have an error.

F. EAS IV SYSTEMS INTERFACE PERSONNEL PURE:

Civilian Pay on the EAS IV System Interface Personnel Pure Report should equal the civilian pay interfaced from UCAPERS/DMHRS and will be the amount of civilian pay used in the final EAS IV financial data. The civilian pay amounts on the EAS IV Personnel Pure Report should equal the amounts on the EAS IV Personnel Accepted Report **unless adjustments are made in EAS IV**. The civilian pay amounts in the EAS IV Personnel Accepted Report should equal the civilian pay amounts in the EAS IV Direct Expense Accepted Report Month Net amounts and is the final financial data used in allocation. The Army EORs are converted to the standardized DOD SUEEs on the Direct Expense Accepted Report.

If the civilian payroll values on the EAS IV Personnel Accepted Report do not equal the Month Net values on the EAS IV Direct Expense Accepted Report, then you may have a software problem. If this happens, contact the AMPO or RMC POC immediately.

G. PERSONNEL SALARY SUEEs:

SUEEs used to report payroll amounts in the Personnel Pure Report, Personnel Accepted Report, and the EAS IV Direct Expense Accepted Report are:

1) 11AB = All Civilian Payroll

2) 1190, 119A, etc. = Military Pay (These amounts interface from UCAPERS/DMHRS and are not on the EAS IV Systems Interface Financial Pure Report)

3) A420 = Borrowed Military Pay (These amounts interface from UCAPERS/DMHRS and are not on the EAS IV Systems Interface Financial Pure Report)

H. MANUAL ENTRIES ON THE EAS IV DIRECT EXPENSE ACCEPTED REPORT:

There is a problem in EAS IV when you transfer, add, change, etc., any value in the Financial portion of EAS IV to a new MEPRS code that is not in the EAS IV Systems Interface STANFINS Financial Pure Report. EAS IV mistakenly interprets entries to new MEPRS code combinations that are not on the Financial Pure Report as a manual entry that is being added to the total Financial data and moves these amounts to the Manual section of the EAS IV Direct Expense Accepted Report. This makes financial reconciliation more difficult because the user needs to remember that the **Manual section also contains actual financial data from STANFINS/EAS IV Pure Financial Report.**

If for some reason, the MEPRS office needs to re-import the STANFINS Financial File, this may create double entries for the true financial data in EAS IV because when STANFINS is re-imported, EAS IV only updates and overlays financial data in the EAS IV Systems Interface Financial Pure Report. When a financial file is re-imported, EAS IV does not update/change any financial data in the 'Manual' section reflected in the Direct Expense Accepted Report. EAS IV may report these amounts twice: once in Financial and once in Manual. As a result, EAS IV can become out of balance. **The most common financial out of balances in EAS IV are created by E0011 ECU errors, or manual adjustments to move data to a MEPRS/AMSCO/EOR combination which was not in the EAS IV Systems Interface Financial Pure Report.**

Always calculate and perform financial adjustments as YTD, and not Month-Net. All financial data is YTD, and Month-Net entries can accidentally make you out-of-balance in EAS IV.

H. MANUAL ENTRIES ON THE EAS IV DIRECT EXPENSE ACCEPTED REPORT (Con't)

When attempting to reconcile EAS IV financial data, always remember that financial data in the Manual section of the Direct Expense Accepted Report will need to be included with the financial data in the Financial section to determine the actual final financial data in the Direct Expense Accepted Report. **Because true financial data can be shifted to the Manual section of the EAS IV Financial Direct Expense Accepted Report, it is important to identify 'true' Manual entries by filtering on the Basic Symbol/Limitation Field for Free Receipts and Depreciation; i.e., 0130.FREE and 0130.DEPR.** MEPRS personnel should **NEVER filter on the MANUAL section of the Direct Expense Accepted Report** when trying to reconcile either the manual entries or true financial data imported from STANFINS, and they should always use the Basic Symbol/Limitation Field to identify the financial data they wish to reconcile.

I. PERSONNEL SALARY FREE RECEIPTS:

NEVER record any Free Receipt Salary amount in the Personnel Adjustment Screens within EAS IV or in UCAPERS/DMHRS. All free receipts for personnel salaries MUST be entered through the Financial Adjustment Screen. If you accidentally enter a free receipt salary amount in UCAPERS/DMHRS or in the Personnel Adjustment screen in EAS IV, then EAS IV automatically creates a personnel obligation which cannot be deleted/corrected in EAS IV.

J. TIPS ON HOW TO FILTER DATA AND UTILIZE IMPORTANT EAS IV REPORTS:

1) EAS IV SYSTEMS INTERFACE FINANCIAL PURE REPORT:

Whenever there is a reference to EAS IV STANFINS Financial Pure or Systems Interface Financial Pure Data, go to SYSTEMS INTERFACES IN EAS IV: After you log into System Interfaces, Select Pure File Data, Select STANFINS as the Source Data Systems Name, Select CALENDAR Month, Select CALENDAR Year, select PRINT (even though you are not going to print). By selecting the Print function, you can filter the Financial Pure data multiple ways**. Before attempting to filter any data, ALWAYS remove all sorts, filters, breaks, etc.**

a) If you filter on the **Schedule Type of 'P'**, you will receive the Financial Pure values for the STANFINS Civilian Payroll that will be deleted by EAS IV. This will give you the personnel salary amounts that will be deleted by EAS IV.

b) If you filter on **Schedule Type of 'F'**, you will receive the values for Financial Pure data with current EORs, and values do not include Civilian Pay.

c) If you filter on Schedule Type of '# Empty', you will receive the values for Financial Pure data with expired EORs that do not have a mapping within EAS IV.

d) To select all **Financial data by Obligation year**, filter on the Obligation Year column, and you can select one fiscal year at a time to enter data in Tab 1 of the Financial Reconciliation Model.

e) To identify **Prior Year Obligations**, Filter ONLY on F and # Empty in the Schedule Type. Then filter on Obligation Year, and select all obligation years EXCEPT current fiscal year. This will give you the prior year obligation amounts that will be deleted by EAS IV.

J. TIPS ON HOW TO FILTER DATA AND UTILIZE IMPORTANT EAS IV REPORTS (Con't):

2) DIRECT EXPENSE ACCEPTED REPORT:

The Direct Expense Accepted Report is the FINAL financial report that has ALL final financial, personnel, and manual data. It can be located in EAS IV in Standard Reports. Before starting to reconcile or filter any data in this report, it is important to remove ALL filters, breaks, sorts, sums, etc. (to include the sorts and breaks on Financial, Personnel, Manual, DMIS, etc. It is important to remember that EAS IV erroneously moves some of the financial data into the Manual section of the Financial Direct Expense Accepted Report if a correction/adjustment is made to create a new MEPRS code/AMSCO/EOR combination. **For this reason, NEVER try to reconcile your financial data by filtering on the Manual Section.**

a) **To verify Manual Depreciation amounts,** filter ONLY on 0130.DEPR in the Basic Symbol and Limitation column. This is how to verify the Depreciation amounts that must be documented in the Adjustment Explanation Tab of the Financial Reconciliation model. If you have obligations in the Depreciation amounts, you have an error.

b) **To verify Manual Free Receipts amounts**, filter ONLY on 0130.FREE in the Basic Symbol and Limitation column. There are three Source Of Funds (SOF) in the Free Receipt are: (D) direct, (R) reimbursable, and (S) resource sharing. This is how to verify the Free Receipt amounts that must be documented in the Adjustment Explanation Tab of the Financial Reconciliation model**. If you have obligations in the Free Receipt section, you have an error.**

c) **To verify Financial Civilian Payroll in this report**, Filter on the 11AB SUEE ONLY. You can verify and filter both Month Net and Year To Date Civilian Personnel Salaries with SUEE 11AB for entries required for the Financial Reconciliation model. Since EAS IV creates matching obligations for the civilian pay imported from UCAPERS/DMHRS, the civilian pay obligations should always match the civilian pay expenses**. If they do not match, you have an error.**

d**) To verify Military Personnel Salary Amounts in this report**, Filter on the 1100, 1190, 119A, A420, etc., SUEEs ONLY. You can verify and filter both Month Net and Year To Date Military Personnel Salaries with these SUEEs for entries required for the Direct Expense Accepted Report in the Financial Reconciliation model. **Military Pay should not have obligations. If you have obligations reported in any Military Pay SUEE, you have an error.**

3) EAS IV SYSTEMS INTERFACE PERSONNEL PURE REPORT:

As previously discussed, after the STANFINS file is imported, EAS IV deletes the civilian payroll salaries which are included in the Systems Interface Financial Pure Report. **All final EAS IV civilian payroll, military payroll, and borrowed military payroll are imported from UCAPERS/DMHRS and are reported in the Systems Interface Personnel Pure Report. There should not be any 'NONAVAILABLE' FTEs or SALARY for Borrowed Military in A420.** To view the Pure Personnel data from UCAPERS/DMHRS, go to System Interfaces, then Pure File Data, Select UCAPERS as the Source Data System Name, enter Calendar Month, enter Calendar Year, and select PRINT even though you do not plan to print data.

Selection of the PRINT function will allow you to sort/filter data in multiple ways.

J. TIPS ON HOW TO FILTER DATA AND UTILIZE IMPORTANT EAS IV REPORTS (Con't):

4) EAS IV PERSONNEL ACCEPTED REPORT:

The values from the EAS IV Pure Personnel report are validated and create the EAS IV Personnel Accepted Report. Any adjustments to the EAS IV Pure Personnel data are reflected in the EAS IV Personnel Accepted Report and the Direct Expense Accepted Report, and should be located in the Personnel Audit Report. If you wish to view the EAS IV Personnel Accepted Report in (MEPRS) alphabetic order, you must remove all sorts, breaks, and filters (starting at the top of the first page) for DMIS ID codes. You can filter on SUEEs, MEPRS, Available FTEs, Available Salary, Nonavailable FTEs, & Nonavailable FTEs as needed.

- The UCAPERS EAS IV Data Audit Report creates the Systems Interface Personnel Pure Report.
- Adjustments made to the Systems Interface Personnel Pure data added to the Systems Interface Personnel Pure data creates the EAS IV Personnel Accepted Report.
- The salary amounts in EAS IV Personnel Accepted Report (which is a month-net report) create the month-net salary amounts in the EAS IV Direct Expense Accepted Report.
- The month-net salary amounts in the EAS IV Direct Expense Accepted Report are added to the previous month's year-to-date salary amounts to create the current year-to-date salary amounts.

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV:

1) EAS IV PERSONNEL SALARY:

a) **Did you 'refresh' the Personnel Accepted and Direct Expense Accepted Reports? To be certain, refresh these two reports every time you access them to make sure you have the most up-to-date and current data.**

b) If there is a difference between the EAS IV Systems Interface Personnel Pure Report and the EAS IV Personnel Accepted Report, it is easy to identify the MEPRS code, SUEE, FTE, available, and nonavailable salary differences. These two reports should be compared to each other in alphabetic MEPRS code order. A comparison of salary amounts by MEPRS code is a guaranteed method of reconciling personnel salary amounts. **To find any out of balance amounts that need explanation on the Adjustment Explanation Tab**, remove all filters, sorts, breaks, by DMIS codes on both reports. Then perform a SORT, BREAK, and SUM for available and non-available salaries 'by MEPRS code' for both reports and compare the overall totals by MEPRS code.

Any adjustments to Personnel Salaries MUST be explained and documented in the Adjustment Explanation Tab, Reference Step 5 - 6. The salary differences between the EAS IV Systems Interface Personnel Pure and the Personnel Accepted Report are linked to the Adjustment Explanation tab which requires documentation of adjustments.

c) In Step 2, verify that you have entered the correct amount for all STANFINS personnel salary expenses and obligations which can be filtered by selecting the Schedule Type of 'P' in the Systems Interface Financial Pure. These amounts will be deleted by EAS IV and are linked to more than one area within the financial reconciliation model.

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV (con't):

1) EAS IV PERSONNEL SALARY (con't):

d) Verify that expired Civilian Pay EORs which appear in the Systems Interface Financial Pure Report in '# Empty' are not included in any Personnel data on the financial reconciliation model and that the expired EORs are documented in the Financial Items Deleted section of the Adjustment Explanation tab, Reference Steps 10 – 11. Never make an adjustment in EAS IV for an expired civilian pay EOR. If you do, you will create an out-of-balance.

e) Verify that the 'month-net' salary expense and obligation amounts from the Direct Expense Accepted Report were entered correctly in the financial reconciliation spreadsheet in Step 6. Remember that EAS IV automatically creates obligations for civilian pay that should match the civilian pay expenses in the Personnel Accepted Report. There should be NO differences between the civilian pay expenses and obligations. If there is a difference, then there is an error:

- Did you enter a personnel free receipt salary amount in UCAPERS prior to import into EAS IV? If so, this will create an erroneous obligation for a free receipt personnel salary which cannot be deleted in EAS IV.
- Did you enter a personnel adjustment or personnel free receipt salary amount in the personnel adjustment screen? If so, this will create an erroneous obligation which cannot be deleted in EAS IV.

f) In Step 8, Verify the Civilian Pay year-to-date Salary Expense and Obligation amounts. These amounts are linked to other areas within the spreadsheet, and if they are not correct, they can create an out-of-balance. The year-to-date expense and obligation amounts should be extracted from the Direct Expense Accepted Report. Civilian Pay should only be recorded in 11AB in the Direct Expense Accepted Report.

g) In Step 11, verify the Military pay year-to-date Salary Expense amount. There should be NO military pay obligation amounts. These amounts should be extracted from the Direct Expense Accepted Report.

h) Check the Adjustment Explanation Tab to make sure that all personnel salary differences have been explained.

2) FINANCIAL DATA:

a) Have you verified that all personnel data is in balance as explained in K. (1) above?

b) **Are you using financial data from a 'refreshed' Personnel Accepted Report and Direct Expense Accepted Report?** Always refresh both reports to be sure you are working with final, accurate data.

c) In Step 1, check Columns K & L (amber highlighted difference columns) to make sure there are no differences between the STANFINS 218 Report and the EAS IV Systems Interface Financial Pure Report. Do you have a typo? If not, do you have a Basic Symbol/Limitation combination in the STANFINS 218 Report which did not interface into EAS IV? If so, confirm if EAS IV is missing financial data which did not interface from the 218 Report. If the EAS IV table is missing the Basic Symbol/Limitation, then contact your RMC or MEDCOM Analyst for assistance.

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV (con't):

2) FINANCIAL DATA (con't):

d) In Step 2, check the amber highlighted difference rows to make sure there are no differences between the STANFINS 218 Report and the EAS IV Systems Interface Financial Pure Report. The differences from Columns K & L referenced above are linked and reported again in Step 2. In Step 2, verify that you have entered the correct amount for all STANFINS expenses and obligations for all Schedule Types of 'P', 'F', and '# Empty' in the Systems Interface Financial Pure Report. These amounts are linked to more than one area within the financial reconciliation model and updates other calculations.

e) Compare the differences reflected in the amber highlighted areas on the Monthly Personnel Reconciliation tab (Steps 3 through 7) to the differences on the Adjustment Explanation tab to ensure that all differences have been documented and explained**. Step 6 should have no differences.**

f) In Step 8, verify that you entered the correct civilian pay year-to-date expense and obligation amounts from the Direct Expense Accepted Report which has been refreshed. **Civilian Pay should only be recorded in 11AB SUEE.** This amount is linked to other areas in the financial reconciliation spreadsheet and updates other calculations.

g) In Step 9, verify that you have entered the correct amount for year-to-date Prior Year Obligations for Schedule Types of 'F' and '# Empty' Only. You should not include 'personnel' prior year obligation amounts in Step 9 because they are already reported in Step 2, and they are linked to Step 8 to document STANFINS personnel salary amounts which are deleted by EAS IV. **If the prior year obligation amount is a negative amount, please be sure that you entered a negative sign (-) before the number. Failure to record the prior year obligations as a negative (-) value in Step 9 is the most common error made in reconciling obligations.** This section is linked to other areas in the financial reconciliation and updates the final calculations.

- Also check the Adjustment Explanation tab, Reference Steps 10 – 11 where amounts which were deleted or added have been documented. Verify that the obligation amounts are **CURRENT year obligation amounts ONLY**, and do not include prior year obligation amounts. **Another common error in EAS IV is created when accidentally adjusting a prior year obligation amount in the financial adjustment screen.** Once an adjustment is made to a prior year obligation amount, EAS IV reclassifies this obligation as a current year obligation amount on the Direct Expense Accepted Report.

h) Filter on Basic Symbol/Limitation of 0130.DEPR in a refreshed Direct Expense Accepted Report and compare to the amounts you have documented on the Adjustment Explanation tab, Reference Steps 10 – 11. Also verify PECs and SUEEs. **Depreciation should not have any obligations**. Make sure that you did not erroneously enter any obligations for Depreciation. This section is linked to other areas in the financial reconciliation model and updates other calculations in Step 11.

i) Filter on Basic Symbol/Limitation of 0130.FREE in a refreshed Direct Expense Accepted Report and compare to the amounts you have documented on the Adjustment Explanation tab, Reference Steps 10 – 11. Also verify Source of Funds, PECs, and SUEEs. **Free Receipts should not have any obligations.** Make sure that you did not erroneously enter any obligations for Free Receipts. Record Personnel Free Receipts for 111F in this section, and make sure there are no obligations. This section is linked to other areas in the financial reconciliation model and updates other calculations in Step 11.

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV (con't):

2) FINANCIAL DATA (con't):

j) **Did you enter any amounts in the Adjustment Explanation tab, Miscellaneous Items Added to Financial Pure Data section, Reference Steps 10 – 11? This section should rarely be used,** and it is reserved for amounts which did not interface from the STANFINS 218 report into EAS IV; e.g., a Basic Symbol/Limitation that was in the 218 Report, and has to be manually added to EAS IV. This section is linked to other areas in the financial reconciliation spreadsheet and updates other calculations.

- If you entered an amount in the Miscellaneous Items Added to the Financial Pure data Section of the Adjustment Explanation tab, you have increased the overall YTD Expense and Obligation amounts. If you have used this section, your entry will probably result in EAS IV reporting MORE financial data than the EAS IV Systems Interface Financial Pure. **If you use this section, you need to contact your RMC or MEDCOM Analyst to discuss.** MEPRS personnel should not increase the overall amounts reported in the Systems Interface Financial Pure Report which were processed and approved by local Budget personnel.

k) Did you enter any amounts in the Adjustment Explanation tab, YTD Miscellaneous Items Deleted From the Financial Pure Data Section, Reference Steps 10 – 11? **There are 'some' valid reasons that the STANFINS data which was interfaced into EAS IV should be deleted, but each and every instance should be approved by your RMC and MEDCOM Analyst.** This section is linked to other areas in the financial reconciliation spreadsheet and updates other calculations on the final EAS IV reconciliation tab.

MEPRS personnel should not have expense and obligation amounts reported in XXXX in the EAS IV Systems Interface Financial Pure Report. If there is an expense and/or obligation which is reported in XXXX in the EAS IV Systems Interface Financial Pure Report, it means that a Budget APC was not given a MEPRS code, and STANFINS created a default of XXXX to ensure that the financial data interfaced into EAS IV. MEPRS personnel should coordinate with local Budget personnel to identify costs reported in XXXX, and provide an accurate MEPRS code to local Budget personnel for future expenditures.

- **Examples of approved deletions of STANFINS data in the EAS IV Financial Pure are:**

1) **MEPRS should only report the costs of a fixed MTF**, and should not include the expenses and obligations of higher HQs. **If higher HQs financial data is included on the MTF Budget Resource Summary, then a MEPRS code which begins with a Z*** should be created for this data.** This includes HQs costs for RMCs, Major Command, etc.

2) **Expired Civilian Pay EORs in '# Empty**' which will be deleted from the Systems Interface Financial Pure Report by 'EAS IV'. An entry must be made on the Financial Adjustment Explanation tab, Financial Items Deleted Section, Reference Steps 10 – 11 to document the deletion by EAS IV.

3) Budget APCs for DHP Inventories should have a **MEPRS code of BYRIN** to easily and consistently identify these costs which should be deleted in EAS IV by MEPRS personnel.

4) Budget APCs for Bad Debt on Collections should have a **MEPRS code of BYBAD** to easily and consistently identify these costs which should be deleted in EAS IV by MEPRS personnel.

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV (con't):

2) FINANCIAL DATA (con't):

l) If you still have an out-of-balance reflected in Step 11 in the Amber Colored Cell in the EAS IV Final Reconciliation tab, AND you have verified that you have no differences/unreconciled/unexplained amounts reported in ANY of the AMBER COLORED CELLS throughout the financial reconciliation spreadsheet, you need to proceed to the comparison of the 'true' 'Pure' financial data in the Systems Interface Financial Pure Report and 'true' 'Pure' financial data in the final, refreshed Direct Expense Accepted Report.

m) The goal in comparing 'pure' financial data from the EAS IV Systems Interface Financial Pure Report to the 'pure' financial data in the 'refreshed' Direct Expense Accepted Report is to exclude all personnel, free receipts, and depreciation from both reports, and sort both reports by MEPRS code. Steps Provided Below:

1) Go to SYSTEMS INTERFACES IN EAS IV: After you log into System Interfaces, Select Pure File Data, Select STANFINS as the Source Data Systems Name, Select CALENDAR Month, Select CALENDAR Year, select PRINT. By selecting the Print function, you can filter the Financial Pure data in multiple ways**. Before attempting to filter any data, ALWAYS remove all sorts, filters, breaks, etc.**

2) To print out the Systems Interface **Financial Pure Report for Current Year YTD Obligations ONLY,** first filter and select the Schedule Types of 'F' and '# Empty' ONLY (make sure you exclude Personnel Schedule Type), then filter on Obligation Year, and select ONLY the current fiscal year. Then SORT, BREAK, and SUM on FCC/MEPRS code. Do not perform a SUM on the EXPENSE COLUMN. This will prevent confusion from accidentally using the Expense amounts which will not be correct totals when only the current year obligation is selected. Make sure the report has a break and sum on MEPRS code and Obligations, and make sure the report is completely in alphabetic order. Print hard copy of the current year obligations in this format. Sample provided in Exhibit 1 on page 15.

3) Next, to print out the Systems Interface **Financial Pure Report for YTD Expenses ONLY**, first remove all existing filters, sorts, breaks, and sums. Then filter on Schedule Types of 'F' and '# Empty' ONLY (exclude Personnel Schedule Type). Then sort, break, and sum on FCC/MEPRS code YTD Expenses ONLY. Do not perform a SUM on the OBLIGATION COLUMN since this would erroneously include all obligation years. Make sure the report has a break and sum on MEPRS code and YTD Expenses, and make sure the report is completely in alphabetic order. Print hard copy of the YTD expenses in this format. Sample provided in Exhibit 2 on page 16.

Using FY03 as the Current Fiscal Year, a sample of the how the **EAS IV Systems Interface Financial Report 'current year obligations'** report should look is provided in Exhibit 1, Page 15. A hard copy of the current year obligations needs to be printed so the amounts can be compared to the obligations by MEPRS Code in the Direct Expense Accepted Report.

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV (con't):

2) FINANCIAL DATA (con't):

m. (2) Printing the Systems Interface Financial Pure Report Current Year-to-Date Obligations (con't):

Expense Assignment System IV
Financial Pure Data Report
SAMPLE MTF SYSTEMS INTERFACE FINANCIAL PURE REPORT
Calendar Year: 2003 Calendar Month: January

Fiscal Year	Fiscal Month	DMIS ID	RC/CC	FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Schedule Type	Obligation Fiscal Year	Expense Year-to-Date	Obligation Year-to-Date
2003	04	0000		AAXE	0130.1881	84770012	26ER	D	F	2003	$48,204.99	$59,155.73
2003	04	0000			0130.1881	84770012	26GI	D	F	2003	$1,520.84	$1,941.23
2003	04	0000			0130.1881	84770012	26RB	D	F	2003	$1,863.09	$1,863.09
				AAXE							**Sum:**	**$62,960.05**

Fiscal Year	Fiscal Month	DMIS ID	RC/CC	FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Schedule Type	Obligation Fiscal Year	Expense Year-to-Date	Obligation Year-to-Date
2003	04	0000		AAXF	0130.1881	84770012	26ER	D	F	2003	$72,393.09	$88,532.40
2003	04	0000			0130.1881	84770012	26GI	D	F	2003	$1,309.02	$1,548.70
2003	04	0000			0130.1881	84770012	26RB	D	F	2003	$1,470.17	$1,470.17
				AAXF							**Sum:**	**$91,551.27**

Total For Parent DMIS ID: $154,511.32

Please note that ONLY current obligation years have been included, and ONLY the Obligation Year-to-Date column has a SUM. This report has been formatted to filter out Schedule Type of 'P', and to SORT on the FCC Column so that the MEPRS codes are in alphabetic order. You will be able to compare the total by MEPRS code to the total by MEPRS code on the Direct Expense Accepted Report. This method easily identifies differences between the Systems Interface Financial Pure Report and the Direct Expense Accepted Report. ALWAYS REMEMBER THAT AMOUNTS ON THE PURE REPORT ARE CORRECT. Amounts on the Direct Expense Accepted Report must match the amounts on the Financial Pure Report.

SAMPLE OF CURRENT YTD 'OBLIGATIONS' IN SYSTEMS INTERFACE FINANCIAL PURE REPORT

EXHIBIT 1

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV (con't):

2) FINANCIAL DATA (con't):

m. (3) Printing the Systems Interface Financial Pure Report Year-to-Date Expenses (con't):

Using FY03 as the Current Fiscal Year, a sample of the how the EAS IV Systems Interface Financial Report Year-to-Date Expenses should look is provided in Exhibit 2, Page 16. A hard copy of the year-to-date expenses needs to be printed so the amounts can be compared to the expenses by MEPRS Code in the Direct Expense Accepted Report.

Expense Assignment System IV
Financial Pure Data Report
Parent DMIS ID: 0000 MTF ANYWHERE, USA
Calendar Year: 2003 Calendar Month: January

Fiscal Year	Fiscal Month	DMIS ID	RC/CC	FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Schedule Type	Obligation Fiscal Year	Expense Year-to-Date	Obligation Year-to-Date
2003	04	0000		AAXE	0130.1881	84770012	26ER	D	F	2002	$5,219.83	$2,313.36
2003	04	0000			0130.1881	84770012	26ER	D	F	2003	$48,204.99	$59,155.73
2003	04	0000			0130.1881	84770012	26GI	D	F	2002	$25.71	$76.53
2003	04	0000			0130.1881	84770012	26GI	D	F	2003	$1,520.84	$1,941.23
2003	04	0000			0130.1881	84770012	26RB	D	F	2003	$1,863.09	$1,863.09
				AAXE						Sum:	$56,834.46	

Fiscal Year	Fiscal Month	DMIS ID	RC/CC	FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Schedule Type	Obligation Fiscal Year	Expense Year-to-Date	Obligation Year-to-Date
2003	04	0000		AAXF	0130.1881	84770012	26ER	D	F	2002	$6,776.83	$3,335.58
2003	04	0000			0130.1881	84770012	26ER	D	F	2003	$72,393.09	$88,532.40
2003	04	0000			0130.1881	84770012	26GI	D	F	2002	$-3.98	$26.56
2003	04	0000			0130.1881	84770012	26GI	D	F	2003	$1,309.02	$1,548.70
2003	04	0000			0130.1881	84770012	26RB	D	F	2002	$975.72	$975.72
2003	04	0000			0130.1881	84770012	26RB	D	F	2003	$1,470.17	$1,470.17
2003	04	0000			0130.1881	84770012	31EJ	D	F	2002	$-331.08	$-331.08
				AAXF						Sum:	$82,589.77	

Total For Parent DMIS ID: $139,424.23

Please note that ONLY the Year-To-Date Expense column has a SUM. This report has been formatted to filter out Schedule Type of 'P', and to SORT on the FCC Column so that the MEPRS codes are in alphabetic order. You will be able to compare the total by MEPRS code to the total by MEPRS code on the Direct Expense Accepted Report. This method easily identifies differences between expenses on the Systems Interface Financial Pure Report and on the Direct Expense Accepted Report. ALWAYS REMEMBER THAT AMOUNTS ON THE PURE REPORT ARE CORRECT.

SAMPLE OF YTD 'EXPENSES' IN SYSTEMS INTERFACE FINANCIAL PURE REPORT

EXHIBIT 2

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV (con't):

2) FINANCIAL DATA (con't):

n) Next, a hard copy of the Direct Expense Accepted Report must be created for comparison to the two separate Systems Interface Financial Pure Reports by MEPRS codes. **After refreshing the Direct Expense Accepted Report,** you will need to remove ALL filters, sorts, breaks, sums, etc. You will not need to print two Direct Expense Accepted Reports to compare YTD Expenses and YTD Obligations.

1) The goal is to be able to sort the entire Direct Expense Accepted Report by MEPRS code (alphabetically) and to exclude all data that is not also included on the 'Pure' Financial data on the Systems Interface Financial Pure Report. This means that you will need to EXCLUDE ALL Personnel Data, Depreciation, and Free Receipts.

2) First, after refreshing the Direct Expense Accepted Report, start at the top of the first page of the Direct Expense Accepted, and carefully select each field (in order of their appearance on the first page) to remove each and every sort, filter, or break. **Be especially careful when you remove the sorts and breaks on the Parent DMIS ID and DMIS ID Name Fields, as well as the Financial, Personnel, and Manual Schedule Type Fields**. Although you will remove the sort and break on the Schedule Type Fields of Personnel, Financial, and Manual, they will still appear at the top of each page. **IGNORE THE SCHEDULE TYPES IN THE DIRECT EXPENSE ACCEPTED REPORT COMPLETELY.**

3) After removing all filters, sorts, breaks, and sums on the Direct Expense Accepted Report, filter on all Basic Symbol/Limitations, but **EXCLUDE 0130.FREE and 0130.DEPR**.

4) Next, filter on SUEEs that begin with a '2', '3', '4', and the civilian PCS SUEEs of 122B, 124B, 126B, etc.

5) Next SORT & BREAK on the FCC (MEPRS Code) column.

6) Then perform a SUM calculation ONLY on the YTD Expense and YTD Obligation Columns. Do not perform a SUM on the Month Net Columns since this can create confusion.

7) **Send the reformatted Direct Expense Accepted Report to the printer so you have a hard copy to compare to the Systems Interface Financial Pure Reports. Sample provided below in Exhibit 3, page 18.** Check the YTD Expenses and YTD Obligations separately. If there is a difference, make a written note on the reports (recommend red ink pen) and proceed checking through all of the reports.

8) Hard Copy Printout Sample of Direct Expense Accepted Report which has been formatted per steps above is provided below in Exhibit 3, Page 18.

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV (con't):

2) FINANCIAL DATA (con't):

n. (8) Sample of Direct Expense Accepted Reports (con't):

Using FY03 as the Current Fiscal Year, a sample of the how the EAS IV Direct Expense Accepted Report should look is provided in Exhibit 3, Page 18. A hard copy of this report is used to compare to the separate Systems Interface Financial Pure Report for YTD Expenses and YTD Current Year Obligations. Compare totals by MEPRS code. Financial data in the Direct Expense Accepted Report must equal the financial data in the Systems Interface Financial Pure Report.

Expense Assignment System IV

Direct Expense Accepted Report

PARENT DMIS ID:0000 MTF ANYWHERE, USA

Calendar Year: 2003 Calendar Month: January

Schedule Type: Financial

FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Expense Year-to-Date	Expense Net Month	Oblg Year-to-Date	Oblg Net Month
4th Leve	Service-Un	Service-U	Service-	Sourc	Expense Year-to	Expense Net Mc	Oblg Year-to-Dat	Oblg Net Month
AAXE	0130.1881	84770012	26ER	D	$53,424.82	$19,095.29	$59,155.73	$14,576.51
	0130.1881	84770012	26GI	D	$1,546.55	$530.41	$1,941.23	$523.39
	0130.1881	84770012	26RB	D	$1,863.09	$0.00	$1,863.09	$0.00
AAXE				**Sum:**	**$56,834.46**	**Sum:**	**$62,960.05**	
4th Leve	Service-Un	Service-U	Service-	Sourc	Expense Year-to	Expense Net Mc	Oblg Year-to-Dat	Oblg Net Month
AAXF	0130.1881	84770012	26ER	D	$79,169.92	$24,391.95	$88,532.40	$19,419.69
	0130.1881	84770012	26GI	D	$1,305.04	$494.71	$1,548.70	$341.61
	0130.1881	84770012	26RB	D	$2,445.89	$0.00	$1,470.17	$0.00
	0130.1881	84770012	31EJ	D	-$331.08	-$331.08	$0.00	$0.00
AAXF				**Sum:**	**$82,589.77**	**Sum:**	**$91,551.27**	
				Totals:	$139,424.23	Sum:	$154,511.32	
			Grand	Totals:	$139,424.23	Sum:	$154,511.32	

The Direct Expense Accepted Report has been formatted to EXCLUDE 0130.FREE AND 0130.DEPR, and all Personnel SUEEs. The report above has a SORT and BREAK on the FCC Column so that the MEPRS codes are in alphabetic order. MEPRS personnel should perform a SUM calculation ONLY on the YTD Expenses and YTD Obligations columns. You will be able to compare the totals by MEPRS code on the Direct Expense Accepted Report to the separate YTD Expense and YTD Obligation totals by MEPRS code on the Systems Interface Financial Pure Reports. ALWAYS REMEMBER THAT THE AMOUNTS ON THE PURE REPORT ARE ALWAYS THE CORRECT VALUES.

SAMPLE OF YTD EXPENSES AND YTD OBLIGATIONS ON THE DIRECT EXPENSE ACCEPTED REPORT

EXHIBIT 3

K. TROUBLESHOOTING 'OUT-OF-BALANCE' IN EAS IV (con't):

3) SAMPLE OUT-OF-BALANCE WORKSHEET FOR YTD EXPENSES:

After identifying all differences between the Systems Interface Financial Pure Report and the Direct Expense Accepted Report, it is strongly recommended that you make sure that you have identified all out of balances. Normally out-of-balances are the result of adjustments made to the financial data. Assuming a scenario that you have an out-of-balance of ($251,807.47) in YTD Expenses, you can create a spreadsheet to determine if you have identified all out-of-balances **BEFORE** you make any financial adjustments in EAS IV. After you make your required adjustments, make sure you refresh your Direct Expense Accepted Report, and enter the adjusted Total (no filters) in Step 11. The Amber Colored Cell in Step 11 should be zero (0). If you have any out-of-balances in YTD Obligations, you can create the same type of sample worksheet to identify differences BEFORE you make any financial adjustments in EAS IV.

A SAMPLE WORKSHEET TO IDENTIFY OUT-OF-BALANCE YTD EXPENSE AMOUNTS IS PROVIDED BELOW IN EXHIBIT 4.

SAMPLE YTD EXPENSE - OUT OF BALANCE WORKSHEET

MEPRS CODE	FINANCIAL PURE	DIRECT EXPENSE ACCEPTED	DIFFERENCE
ADBA	$0.00	$18,211.53	**$18,211.53**
TOTAL A:	**$0.00**	**$18,211.53**	**$18,211.53**
BAAA	$51,620.49	$168,538.92	**$116,918.43**
TOTAL B:	**$51,620.49**	**$168,538.92**	**$116,918.43**
DDBA	$0.00	$141,723.00	**$141,723.00**
DGEB	$0.00	$8,622.43	**$8,622.43**
TOTAL D:	**$0.00**	**$150,345.43**	**$150,345.43**
GAAE	$10,000.00	($10,000.00)	**($20,000.00)**
GAAF	$116,918.43	($116,918.43)	**($233,836.86)**
GDAF	$141,723.00	($141,723.00)	**($283,446.00)**
TOTAL G:	**$268,641.43**	**($268,641.43)**	**($537,282.86)**
TOTAL FY03 YTD EXPENSE OUT OF BALANCE:			**($251,807.47)**

NOTE: Using Example that the YTD Expense Out-of-Balance amount of ($251,807.47) is reported in the final out-of-balance cell in STEP 11. This sample worksheet identifies all differences between MEPRS codes. When the user is determining what corrections to make, it is important to remember that the final, total amounts in the Direct Expense Accepted Report cannot exceed the total amounts in the Systems Interface Financial Pure Report. The amounts in both reports exclude Personnel, Free Receipts, and Depreciation so that only actual 'financial' data is compared. This is the area where most errors occur in EAS IV.

EXHIBIT 4

L. TROUBLESHOOTING 'OUT-OF-BALANCE' IN UCAPERS:

1) UCAPERS EAS ACCUMULATOR AND EAS IV DATA AUDIT REPORT:

The EAS IV Pure Personnel Total Available and Non-available Salary amounts, the EAS Accumulator Total MTF Salary Amount, and the UCAPERS EAS IV Data Audit Report Total Available and Non-available Salary Amounts should all equal each other since this SHOULD BE the same data. The values from these three reports must be compared and reconciled as part of the financial reconciliation model.

There have been noted software and user problems with the UCAPERS data that can create a difference between the EAS Accumulator and the UCAPERS EAS IV Data Audit Report. If you have a difference between these two reports that is greater than $25, then you should:

a) Review the UCAPERS Work Center Distribution Exception Report produced by UCAPERS. This report will provide a listing of ID codes that did not distribute correctly in the UCAPERS EAS IV Data Audit Report. There are documented cases where the Work Center Distribution distributed a different amount in the Data Audit Report which is greater/less than the amounts reported in the EAS Accumulator.

b) Check for amounts that were adjusted in the EAS Accumulator without the required adjustment to the EAS USM. These amounts may not have interfaced into the UCAPERS EAS IV Data Audit Report.

c) Any adjustments to the EAS Accumulator for an ID code that is not current on the UCAPERS Master Personnel File will not be processed and interfaced to the UCAPERS EAS IV Data Audit Report.

d) UCAPERS will delete Borrowed Military FTE salaries for two reported hours or less, and EAS IV will generate an ERROR when the FTEs are imported without salaries, so the Borrowed Military salaries will have to be manually added back to EAS IV.

e) Some personnel have only non-available FTEs with no salary; i.e., records with LWOP, AWOL, etc., and when these records interface into EAS IV with non-available FTEs with no salary, an error is generated by EAS IV. You can delete these non-available FTEs in EAS IV, or add $.01 to EAS IV to eliminate the errors.

NOTE: There is a section in the Adjustment Explanation Tab of the Financial Reconciliation model that documents the differences between the EAS Accumulator and the EAS IV Data Audit Report. This section references Step 3 of the Month Net Personnel Reconciliation model. It is important to note that explanations in this section do not identify ANY ADJUSTMENTS MADE IN EAS IV, but this section allows a workspace to document and identify differences that OCCURRED ONLY IN UCAPERS. All of these differences may or may not be added/adjusted in EAS IV. Any adjustments actually made in EAS IV have to be documented in the Adjustment Explanation Tab that references Steps 5 & 6 of the Month Net Personnel Reconciliation Tab.

MANY PEOPLE CONFUSE DOCUMENTATION OF THE DIFFERENCES/ERRORS WHICH OCCURRED IN UCAPERS WITH PERSONNEL ADJUSTMENTS MADE IN EAS IV. THESE ARE TWO SEPARATE ACTIONS SO PLEASE DO NOT MAKE THIS MISTAKE.

M. DESCRIPTION OF STEPS IN THE EAS IV FINANCIAL RECONCILIATION MODEL:

A revised EAS IV Financial Reconciliation format has been developed that provides a Step-by-Step process. This spreadsheet also provides a section for reconciling month net personnel salary expenses. This spreadsheet has pre-built formulas that will eliminate duplicate entries throughout the financial reconciliation process. This spreadsheet has developed links between tabs that will automatically update several fields. **The only fields that require data entry are colored LIGHT TURQUOISE.** A color-coded guide/explanation and helpful tips are provided through out the actual spreadsheet.

RECOMMEND STRONGLY THAT ALL FIRST TIME USERS PRINT OUT THE ENTIRE FINANCIAL RECONCILIATION MODEL PRIOR TO USING THE FIRST TIME SO THEY CAN SEE ALL REQUIRED DATA ENTRY FIELDS. Some users have made the mistake of only entering data that is present on the screen. Please do not make this mistake.

An explanation of the different spreadsheets and STEPS in the EAS IV Financial Reconciliation workbook is provided below.

1) 218 & EAS IV PURE RECONCILIATION:

Includes Steps 1 – 2. The goal of Steps 1 and 2 is to verify that the 218 STANFINS amounts and the EAS IV Systems Interface Financial Pure amounts equal each other. This step reconciles the interface of all STANFINS financial data into EAS IV.

STEP 1: Requires the data entry of STANFINS 218 amounts by Basic Symbol and Limitation Amount; i.e., 97.0130 1881 within Obligation Year. Both YTD Expense and YTD Obligation and YTD Deobligation amounts must be entered.

The same comparison by Basic Symbol and Limitation within Obligation Year is required with the EAS IV Systems Interface Financial Pure Report. Both the YTD Expense and YTD Obligation amounts must be entered in the section marked EAS IV Financial Pure.

Any differences between the 218 and the EAS IV Financial Pure Reports for YTD Expenses and YTD Obligations MUST be researched and explained. There is a discussion of possible of both of these reports above.

STEP 2: This section also requires the separation and reporting of the EAS IV Financial Pure Report by Schedule Type of 'P', 'F', and '#Empty'. The model summarizes and totals the EAS IV Financial Pure amounts by Schedule Type and compares to the overall 218 Total Amounts. If there is a difference in Step 2, and there was no difference in Step 1, you probably have a typo and keying error for Schedule Type totals.

All required EAS IV filters needed to complete Steps 1 & 2 are provided on-line in the Financial Reconciliation model with BLUE TEXT. Check all Amber Colored Cells to make sure you have no unresolved differences before proceeding to the next step.

Many users find it useful to print a hard copy of this spreadsheet to write down amounts before entering data into the model.

M. DESCRIPTION OF STEPS IN THE EAS IV FINANCIAL RECONCILIATION MODEL (Con't):

2) MONTH NET PERSONNEL RECONCILIATION:

STEPS 3 THRU 7. The goal of Steps 3 through 7 is to reconcile your month net personnel data from the UCAPERS Source System to the final Direct Expense Accepted Report. This section helps to identify both software and user problems so all differences should be researched and resolved. Differences in this section must also be documented on the fourth worksheet tab labeled Adjustment Explanations. There is a link between the Month Net Personnel Reconciliation and the Adjustment Explanation Tab which allows users to document differences in the different personnel reports.

STEP 3: Compares the Total Salary Expense from the EAS Accumulator to the UCAPERS EAS IV Data Audit Report. This step documents problems that occurred in UCAPERS, and there is a section in the Adjustment Explanation Tab that requires documentation and explanation of the UCAPERS errors/differences. Rounding differences do occur between these reports, but amounts greater than $25 should be researched for either software or user problems. **Examples and tips on identifying UCAPERS errors are provided in L. (1) above. When a user documents differences on the Adjustment Explanation tab for Step 3 (UCAPERS) differences, no adjustments have been made in EAS IV.**

> **NOTE: MEPRS personnel have to decide if the differences which occurred in UCAPERS between the EAS Accumulator and the UCAPERS EAS IV Data Audit Report will need to be adjusted in EAS IV. If it is determined that the edits in UCAPERS accurately deleted FTEs and associated salaries, and these amounts should not be added to EAS IV, then document the entry with the explanation: Not Added To EAS IV. This will allow persons who review the reconciliation to understand what the user is trying to do.**

STEP 4: The Total Available and Non-available Salary amounts in the UCAPERS EAS IV Data Audit Report are compared to the Total Available and Non-available Salary Amounts in the EAS IV Personnel Pure Report. THERE SHOULD BE NO DIFFERENCES IN THESE TWO REPORTS SINCE THE UCAPERS EAS IV DATA AUDIT REPORT IS THE DATA USED TO IMPORT INTO EAS IV. IF YOU HAVE A DIFFERENCE IN THIS SECTION, YOU POSSIBLY HAVE A SOFTWARE ERROR.

STEP 5: This step compares the Available and Non-available Salary Amounts for Military Pay and Civilian Pay on the Personnel Pure Report to the Personnel Accepted Report. Any differences between these two reports must be explained and documented in the Adjustment Explanation Tab, Reference STEP 5 & 6. **This section represents ACTUAL entries made to Personnel in EAS IV. All differences must be explained because these differences represent entries made in the Personnel Adjustment screen in EAS IV and changes the UCAPERS source data.**

STEP 6: This step compares the Month Net Direct Expense Accepted Report Totals for Civilian Pay and Military Pay to the Totals (which are Month Net) on the Personnel Accepted Report. There should be no differences on this comparison. **Any differences in this step are probably the result of a user or system problem.**

STEP 7: SUMMARY OF ALL DIFFERENCES NOTED IN STEPS 3 THROUGH 6.
No data entry is made in this step. This step summarizes all differences in the worksheet so the user can look at the overall differences.

M. DESCRIPTION OF STEPS IN THE EAS IV FINANCIAL RECONCILIATION MODEL (Con't):

3) EAS IV FINAL RECONCILIATION:

INCLUDES STEPS 8 THRU 12: This section incorporates all data from all the other spreadsheets to determine if the EAS IV financial data is in balance.

STEP 8: Differences in the UCAPERS and STANFINS Civilian Pay that is (+/-) 5% must be explained in the monthly narrative.

STEP 9: This step documents the amounts that are automatically deleted by EAS IV.

STEP 10: Step 10 of this worksheet requires final completion of the Adjustment Explanation worksheet. The EAS IV final reconciliation cannot be completed until all adjustments/entries have been entered and explained.

STEP 11: **This step reports the final reconciliation difference/out-of-balance. There is an Amber Colored Cell which shows the total out of balance between the amounts that have been documented and the final Direct Expense Accepted Report. There should be no differences in the Amber Colored Cell in Step 11.**

The Amber Colored Cell labeled 'OUT OF BALANCE DIFFERENCE IN EAS IV' must be zero. If you have a difference on this line, then:

a) **Have you refreshed your Direct Expense Accepted Report to enter the most current amount? The Direct Expense Accepted Report does not automatically update itself to report all recent adjustments unless it is refreshed.**
b) **Review all LIGHT TURQUOISE fields to make sure that you have entered data in all of these required fields.**
c) **Review your Adjustment Explanation tab to make sure you have documented all adjustments to your data.**
d) **Review all Amber Colored Cells to make sure you have no unresolved differences.**
e) **If you are unable to determine why you are out of balance, refer to Paragraph L and K above – Troubleshooting 'Out-of-Balance' In EAS IV and Troubleshooting 'Out-of-Balance In UCAPERS.**

STEP 12: CERTIFICATION:

Certification is required by the person who completed the final financial reconciliation model. There is also a signature block for the Comptroller who will approve and certify the accuracy of the financial reconciliation worksheet. The user cannot use electronic signature in the Excel spreadsheet so the names of the persons who have certified the accuracy of the data are required. Actual signatures should be made on hard copy retained at each office. **A completed financial reconciliation must be submitted to AMPO and RMC prior to any transmission, or the MEPRS office will not receive credit for the initial transmission. If the MEPRS office needs to retransmit any month, a recertified financial reconciliation must also be sent to AMPO and RMC prior to retransmission. An adjustment folder should be maintained for each month. This folder can be used for audit purposes, and provided to the Comptroller if additional documentation is requested.**

M. DESCRIPTION OF STEPS IN THE EAS IV FINANCIAL RECONCILIATION MODEL (Con't):

4) ADJUSTMENT EXPLANATIONS:

The Adjustment Explanation worksheet has links to the Month Net Personnel Reconciliation Tab and the EAS IV Final Reconciliation Tab. All differences reported in Amber Colored Cells must be explained and/or resolved. The section for UCAPERS/DMHRS differences occurred in UCAPERS/DMHRS, and not in EAS IV. MEPRS personnel will need to evaluate differences in UCAPERS/DMHRS reports to determine if an adjustment will need to be made in EAS IV.

The Financial section of the Adjustment Explanation worksheet has three sections which update the EAS IV Final Reconciliation Tab: ITEMS ADDED, ITEMS DELETED, AND ITEMS TRANSFERRED. Be especially careful with these areas.

Miscellaneous Items Transferred: This section is available in both the Personnel and Financial section. Amounts entered in this section DO NOT link and update the EAS IV Final Reconciliation since they should not change the overall financial balance. An example of an entry that would be entered in this section would be the transfer of data from one MEPRS code to another.

N. FINANCIAL AND PERSONNEL AUDIT REPORTS IN EAS IV:

1) When you make an adjustment in EAS IV, EAS IV creates entries into future months to duplicate the entry. If you review your Financial and Personnel Audit Report by Fiscal Year/Month, you may see entries in current months that you did not make in current month. The entry may have been made by a user in a previous month**, and EAS IV created entries into future months. If you check the bottom left corner of the entry in the Financial Audit Report, you can verify the exact date and time of adjustment so you can confirm when the entry was actually made.**

2) If you are trying to research an entry, you can use the Financial and Personnel Audit Report to filter on user, MEPRS code, date and time of entries, etc. However, you need to be aware that if you have multiple entries, and reimport your financial file, EAS IV leaves the old entries for the previous import in the Audit Reports (Personnel and Financial) and the Audit Reports can become huge and cumbersome as entries are added. But, the Audit Reports have some value so please remember that any changes between the Pure and Accepted Reports are documented in the Audit Reports, and complete explanations of adjustments should be made.

3) Be careful when using the Financial and Personnel Audit Reports in EAS IV since they can be confusing. Do not use these reports to reconcile. Refer to Paragraph K for guidance on troubleshooting out-of-balance amounts in EAS IV.

O. MANUAL EAS IV FINANCIAL WORKSHEET DESKSIDE AIDE:

A manual worksheet has been developed as a desktop aide to use as you proceed through the processing of financial data in the month. This simple manual worksheet is intended to be a 'working document' which allows the MEPRS staff to have a ready reference for documenting changes made to the financial data as entries are made in EAS IV. The manual Financial worksheet is intended to be a manual document that will easily allow MEPRS personnel to have a centralized document to record all changes made to EAS IV throughout the month. Please see below:

MANUAL FINANCIAL WORKSHEET FOR MTF NAME: _____
FOR THE MONTH/YEAR OF: _____

DESCRIPTION:	**YTD EXPENSES**	**YTD OBLIGATIONS**
218 TOTALS:	_____	_____
EAS IV FINANCIAL PURE **NO Filters Applied**	_____	_____
DIFFERENCES:	_____	_____

NOTE: Differences must be resolved before Proceeding To the Next Step.

EAS IV FINANCIAL PURE: **Same values as above.**	_____	_____
MINUS STANFINS:		
1) CIVILIAN PAYROLL: **(Schedule Type of 'P')**	_____	_____
2) PRIOR YEAR OBLIGATIONS: **(Do not include Personnel Prior Year)**	_____	_____
SUBTOTAL: **Pure Financial Data less:** **Prior Year Obligations and** **Stanfins Civ Pay**	_____	_____

DELETED FROM FINANCIAL PURE:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL DELETED:	_____	_____

SUBTOTALS:	_____	_____

MANUAL FINANCIAL WORKSHEET FOR MTF NAME: _____
FOR THE MONTH/YEAR OF: _____

DESCRIPTION:	YTD EXPENSES	YTD OBLIGATIONS
ADDED TO FINANCIAL PURE:		
PLUS DEPRECIATION:	_____	N/A
PLUS FREE RECEIPTS:		
CENTRAL CONTRACTS	_____	N/A
CENTRAL CONTRACTS	_____	N/A
CENTRAL CONTRACTS	_____	N/A
CENTRAL CONTRACTS	_____	N/A
CENTRAL CONTRACTS	_____	N/A
CENTRAL CONTRACTS	_____	N/A
_____	_____	N/A
_____	_____	N/A
_____	_____	N/A
_____	_____	N/A
VET NAF	_____	N/A
MISCELLANEOUS ADDs:	_____	N/A
_____	_____	N/A
TOTAL OF ALL ADDITIONS:	_____	N/A
SUBTOTALS:	_____	_____

ADD PERSONNEL ACCEPTED VALUES:

CIVILIAN PAYROLL (11AB)	_____	_____
"MILITARY PAY (1190, 119A, etc)"	_____	_____
BORROWED MILITARY (A420)	_____	_____
TOTAL PERSONNEL ACCEPTED:	_____	_____

MANUAL FINANCIAL WORKSHEET FOR MTF NAME: _____
FOR THE MONTH/YEAR OF: _____

DESCRIPTION:	**YTD EXPENSES**	**YTD OBLIGATIONS**
SUBTOTALS:	_____	_____

TOTAL DIRECT EXPENSE ACCEPTED:		
(No Filters Applied)	_____	_____

DIFFERENCES:	_____	_____

NOTE: ALL DIFFERENCES MUST BE RESOLVED/RECONCILED

SPECIAL ADJUSTMENTS/TRANSFERS COMMENT SECTION:

CHANGE MEPRS/AMSCO/EOR CODES:

FCC/AMSCO/EOR	**YTD EXP**	**YTD OBL**