

<b>OTHER GENERAL ACCOUNTING TEAM TRANSITION PLAN (DOE Inter and Intra Entity Cost and Contract Transfers)</b>				
<b>PWS/Transition Planning Steps</b>	<b>Assignee</b>	<b>Target Date</b>	<b>Comments</b>	<b>Status</b>
<b>5.1.5.1&amp;2</b>	<b>Cost transfers issued &amp; received</b>	<b>Smith</b>	<b>8/1/2004</b>	<b>Open</b>
<b>1</b>	Obtain PWS volume information	Smith	5/24/2004	See tab "Volume Info" (Attachment 4) Closed
<b>2</b>	Obtain STARS process documentation	Smith	5/24/2004	Received Closed
<b>3</b>	Obtain STARS tutorials	Smith	8/31/2004; TBD	Sent an e-mail to Lajos on 5/24; drafts received Open
<b>4</b>	Obtain final Cost Transfer guidance (Accounting Handbook Ch. 12) from Financial Policy	Smith/Olsen	9/15/2004; TBD	George Tengan - draft pro forma accounting Open
<b>5</b>	Determine whether or not FICOR will lift edits related to FT=YZ while we're in DISCAS environment.	Smith/Loyd	9/15/2004	Sent an e-mail to FICOR on 8/30/04 Closed; edits exclude 14xx accounts
<b>6</b>	Reconcile all inter-entity work transfer activity.	All	9/30/2004	Per J. Campbell's 5/20 memo - no complete due to lack of documentation at Field; CAC usec smart-coded tsk numbers to fill fields In process - Field Offices are working together
<b>7</b>	For non-Russian Payments Program - Liquidate all advances related to inter-entity work	All	7/31/2004	Per J. Campbell's 5/20 memo - still waiting on a waiver for Russian Payments Program Closed
<b>8</b>	Place moratorium on cost transfers	All	7/31/2004	Per J. Campbell's 5/20 memo Closed

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<b>9</b> Coordinate the obligation/deobligation of the 7/31/04 uncosted IWO/MPO transfer funds	All	9/30/2004	Per J. Campbell's 5/20 memo	In process
<b>10</b> Convert all 82 & 84 B&R activity to YN19	All	9/30/2004	AL and ORO are near completion as of 9/10/04	In process
<b>11</b> Assign Order Numbers to all YN19 activity	All	9/30/2004	Per J. Campbell's 5/20 memo - CAC is on track to have it all done by August	In process; some offices are using cost center
<b>12</b> Ensure that all IWO/MPO transfer related accounts have zero uncosted balances	All	9/30/2004	Per J. Campbell's 5/20 memo	Open
<b>13</b> Obtain comments from STARS on George Tengan's YN19 proposal and pro forma entries	STARS	8/31/2004	SGL Implementation Team provided a counter-proposal; universal opposition to moving things to 112Q	Closed
<b>14</b> Determine STARS requirements for issuing transfer vouchers. For example, determine special funding citations (such as B&R equivalent) required on the issuing documentation for the STARS system.	Smith/Lajos	TBD	Pending UAT 2 and availability of tutorials	Open
<b>15</b> Determine the names of the STARS reports available to Accounting Branch necessary to research and reconcile out-of-balance conditions.	Smith/Lajos	TBD	Pending UAT 2 and availability of tutorials	Open
<b>16</b> Determine the STARS procedures for initiating and recording AFP changes.	Smith/Lajos	TBD	Pending UAT 2 and availability of tutorials	Open

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<b>17</b> Determine the need for a central list of authorizing officials for internal control purposes.	All	9/15/2004	Determined that there is no need for this	Closed
<b>18</b> Document site-specific requirements (i.e., Lab Advances for Russian Payments)	All	9/30/2004	WA has a need to accommodate the IPP program	Open
<b>19</b> Obtain and review any current desk procedures in existence	All	9/30/2004	Some field offices developing procedures for previously unwritten procedures	In process
<b>20</b> Develop a strawman process workflow document - <b>see IWO tab</b>	Smith	7/15/2004	<b>See IWO Process tab (Attachment 2)</b>	Closed
<b>21</b> Dessiminate strawman workflow document to Team for comment	Smith	7/15/2004; 09/10/04	Includes feedback from J. Payne; B. Grover.	Closed
<b>22</b> Develop Standard Operating Procedures Manuals - see Analysis Guidance	Smith	9/30/2004	Compendium of site-specific field procedures is being developed based on site-specific procedures	In process
<b>23</b> Dessiminate functional employee directory along with fax numbers and e-mail addresses	Smith/Miller	9/30/2004		In process
<b>5.2.4.8</b> <b>Contract transfers</b>	<b>Smith</b>	<b>7/31/2004</b>		<b>Open</b>
<b>1</b> Obtain current procedures from HQ	Smith	6/30/2004		Closed

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2 Develop process work flow document including the transfer of accounting records <b>see Contract Wkflw tab</b>	Smith	5/28/2004	<b>See Contract WKFlw tab</b>	Closed
3 Disseminate workflow document to Team members for comment	Smith	5/28/2004		Closed
4 Obtain and review STARS process documentation and determine how the transactions will be processed in STARS environment	Smith	TBD	Pending STARS tutorials.	Open
5 Develop a list of contacts at each Field Office and Procurement Office	Smith	7/15/2004		Closed
6 Develop functional procedures that cover major MEO processes	Smith	10/31/2004	Pending STARS tutorials and UAT 2; revamp procedures for DISCAS environment	Open

<b>Other General Accounting Transition Team</b>			
<b>Description of MEO Tasks to be covered by OGA Team</b>		<b>EFASC Division</b>	<b>Source: PWS</b>
5.1.2.1.1	Establish vendor profile information	FS and Field Liaison	CID, # of days for pmt and payment method
5.1.2.1.2	Record reservation, dereservation, obligation, deobs	FS and Field Liaison	Not later than 3 business days following receipt of obligating document
5.1.2.1.3	Process and resolve errors from automated interfaces	FS and Field Liaison	Process, resolve and validate data in automated systems that interface with [STARS]
5.1.5.1	Cost transfers issued	Acctg Branch	Prepare, record, issue, and obtain confirmation of cost transfers to intra and inter DOE entities including integrated and non-integrated contractors by the 20th of the month
5.1.5.2	Cost transfers received	Acctg Branch	Receive, review, analyze, record, confirm, and reconcile cost transfers from DOE entities on the 1st business day.
5.1.13	Treasury Warrants and Recissions	FRAD/PBET	Record by appropriation and fund type within 2 business days
5.1.15.4	Undelivered orders	Acctg Branch	Conduct quarterly reconciliation of undelivered orders to ending uncosted obligations not later than 10 business days following the close of quarter. Retrieve and compare data differences on the FMS 2108; transmit differences to DOE offices for correction

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5.1.17	Consent Order Tracking System activities	Acctg Branch	Establish files in COTS at least once a week - interest earned, disbursements and receipts
5.2.4.1	Special Fund Payments	SART/Payments	Process COTS payment file not later than 5 business days following receipt of the file
5.2.4.5	Deobligation review	PBET and Field	Complete current year deob review of the previous year's outstanding obligations by April 30th
5.2.4.6	Contract closeout	PBET and Field	Close out all contracts not later than 30 calender days after receipt of closeout notification document from Procurement
5.2.4.7	Non-contract closeout	PBET and Field	Perform an annual retirement of non-contract CIDs with no current year activities not later than the end of the 1st quarter of the new FY for the previous year.
5.2.4.8	Contract transfers	PBET and Field	Perform contract transfers as directed by DOE handbook Chapter 12.
5.2.4.9	Treasury Offset Program	PBET and Field	Review and update DISCAS to record invoices paid by DOE that have been offset by TOP not later than 2 business days following receipt of report

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5.2.5.1.1&2	Establish vendor profiles	PBET and Field	Create and update vendor routine, moderate, and complex profiles and input normal and expedited payment modifications not later than 3 business days following receipt of modification requirements into DISCAS. This includes ensuring that vendors receive their 1099s
5.2.6.1 .2	Individual cardholder reconciliation	GA and Field Liaison	Upon receipt of approved statements from individual cardholders, review and validate accuracy of accounting data on the statement and forward statement to FSC not later than 5 business days prior to payment date.

<b>DOE Inter &amp; Intra Cost Transfers Workflow - Strawman based on anticipated Accounting Handbook Ch. 12 changes</b>									
		<b>EFASC Service Center</b>	<b>NNSA Service Center</b>	<b>ORO Service Center</b>	<b>Field Offices &amp; Satellites</b>	<b>Auth Entity</b>	<b>Perform Entity</b>	<b>Ref</b>	<b>Comments</b>
<b><u>Pre-October Business</u></b>									
1	To the extent possible, Field offices and contractors will reconcile their inter-entity work activity by 09/30/04 and thereafter as needed	x	x	x	x			Jim Campbell's 5/20 memo	complete
2	Request program offices to reconcile and validate their unpaid balances for each contract financed using field funds	x	x	x	x			Team Decision	complete
3	Request field office assistance in collecting unpaid obligation balances related to commitment memoranda.	x	x	x	x			Team Decision	complete
4	Field Offices will begin the process of liquidating inter-entity advances to move towards a reimbursable system that is acceptable in STARS	x	x	x	x			Jim Campbell's 5/20 memo	Russian Payments waiver requested
5	Identify new map codes that will accommodate the recording of YN1901 transactions and that will require program task order numbers and OPI codes	x	x	x	x			Team Decision	complete - SGL Team
6	All B&R 82 and 84 transfer activity will be closed out by 09/30/04. The original deadline of 7/31 was intended for running edits on August data prior to STARS deployment.	x	x	x	x			Jim Campbell's 5/20 memo	need confirmation
7	Field Offices will de-obligate uncoded balances on existing IWOs, but will continue to work under existing IWOs.	x	x	x	x			Dean's 7/29 e-mail	need confirmation
8	Set up Fund Type YZ aligned to an appropriate Treasury Account Symbol	x	x	x	x			Team Decision	complete

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	<b>EFASC Service Center</b>	<b>NNSA Service Center</b>	<b>ORO Service Center</b>	<b>Field Offices &amp; Satellites</b>	<b>Auth Entity</b>	<b>Perform Entity</b>	<b>Ref</b>	<b>Comments</b>
9	Update Program Task Number Table in DISCAS	x	x	x	x		Team Decision	Open - some offices are using cost center
10	During August 2004, record a credit obligation to FT YZ against YN1902 that is equal to uncosted IWO/MPO balances.	x	x	x			Jim Campbell's 5/20 memo	complete; credit obs will be processed concurrent with obligation
11	During August 2004, obligate the 7/31/04 uncosted IWO/MPO balances using FT YZ and B&R YN1901.	x	x	x	x		Jim Campbell's 5/20 memo	need confirmation
12	Processing of invoices will be temporarily put on hold until balances are moved to YZ			x			Team Decision	need confirmation
13	Starting in Sept. and for each month thereafter, record credit obligation in GL (under FT=YZ) for expected IWO activity. This excludes integrated contractors who will record transactions in memo accounts only and are not subject to FT=YZ.	x					Jim Campbell's 5/20 memo	TBD
14	To the extent possible, Field Offices shall use the AFP process for inter-entity work between contractors	x	x	x	x	x	Jim Campbell's 7/14 memo	TBD
15	Where an AFP is not practical, sites will use subcontracts with performing contractors				x	x	Jim Campbell's 7/14 memo	TBD
16	For work performed by contractors and exceeding \$1M, approved IWOs will be submitted to the cognizant Field CFO.	x	x	x	x	x	Jim Campbell's 7/14 memo	

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		<b>EFASC Service Center</b>	<b>NNSA Service Center</b>	<b>ORO Service Center</b>	<b>Field Offices &amp; Satellites</b>	<b>Auth Entity</b>	<b>Perform Entity</b>	<b>Ref</b>	<b>Comments</b>
17	For work less than \$1M and performed by contractors, official DOE approval is not required and accounting will be handled through the integrated contractor feed.	x				x	x	Jim Campbell's 7/14 memo	
18	When a DOE Field Office is performing, obligational authority will come from YN1901 under FT=YZ.	x	x	x	x	x	x	Jim Campbell's 7/14 memo	
19	When using FT=YZ, costs will be billed and collected via IPAC until ALC consolidation occurs on 10/1	x	x	x	x			Jim Campbell's 7/14 memo	
20	Service Centers will attempt to close all open receivables and obligations in FT=YZ so that it nets to zero at month-end.	x	x	x				Jim Campbell's 7/14 memo	Edits will exclude the 14XX activity
21	In the event that there are open receivables, FICOR will lift edits associated with YZ to allow for data acceptance	x	x	x				Team Decision	Pending R. Loyd's approval; edits exclude 14XX activity
22	In the event that there are open receivables and FICOR denies request to lift edits associated with YZ, Service Centers will move balances to Treasury account 112Q in accordance with George Tengan's pro forma entries (see tab "George"). Alternatively, AR balances could be moved to "pre-dominant" fund type.	x	x	x				Team Decision	Pending R. Loyd's approval; resolved
23	Early in Sept. 04, EFASC employees begin the process of obtaining access to ORO and NNSA DISCAS Systems	x	x	x				Team Decision	In process

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24	At beginning of September, record credit obligation in GL (unique FT YZ) for expected IWO activity	x	x	x			x	Accounting Handbook Ch. 12	complete; credit obs will be processed concurrent with obligation
<b><u>October Business</u></b>									
1	MEO Field Liaisons will record a negative obligation entry in FT=YZ for amount of anticipated inter-office work	x			x	x	x	Team Decision	TBD; credit obs will be recorded concurrently with obligations
2	Inter-entity work between integrated contractors will be treated like subcontract work and will not involve a DOE Field Office.			x		x	x	Team Decision	
3	<b><u>Inter-entity work between DOE field offices will be processed using accounting entries and non SF-224 payments</u></b>	x	x	x	x			Team Decision	
3a	Authorizing DOE Office will issue authorizing document to performing office requesting work and cost estimate					x		Team Decision	
3b	Authorizing DOE Office will record reservation and obligation entries against the programmatic funding source					x		Team Decision	
3c	Performing DOE Office will record YN1901 and YN1902 reservation and obligation entries recognizing the acceptance of work						x	Team Decision	

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	<b>EFASC Service Center</b>	<b>NNSA Service Center</b>	<b>ORO Service Center</b>	<b>Field Offices &amp; Satellites</b>	<b>Auth Entity</b>	<b>Perform Entity</b>	<b>Ref</b>	<b>Comments</b>
3d As the performing DOE office executes the work scope, the EFASC records the cost in the YN1901 B&RC by order number (designates authorizing entity and performing entity) as part of the MEO work scope.	x						Team Decision	
3e Payment entry associated with the cost (whether actual payment by ORO or IPAC recorded by EFASC) is recorded against the YN1901 B&RC by order number			x				Team Decision	
3f Monthly, EFASC records the recognition of the YN1902 revenue by order number for costs recorded in #7 above and a debit to the Accounts Receivable account (BSC 1435)	x						Team Decision	
3g EFASC records a collection of the AR balance (BSC 1435) by order number as a zero pay transaction against the YN1902	x						Team Decision	
3h EFASC will log into the correct cluster database for the authorizing DOE office (by OPI code) and record the cost and a zero pay transaction against the programmatic fund source requesting the work being performed	x						Team Decision	
4 <b><u>Inter-entity work performed by a DOE field office for another office's integrated contractor will result in a 1435 entry and subsequent billing and collection via cash exchange.</u></b>	x	x	x	x	x	x	Team Decision	

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4a	Authorizing Integrated Contractor will issue authorizing document to the performing DOE office requesting work and cost estimate				x		Team Decision	
4b	Authorizing Integrated Contractor will establish a purchase order and commit funds against the programmatic fund source needing the work performed for accomplishment of its mission				x		Team Decision	
4c	Performing DOE Office will record YN1901 and YN1902 reservation and obligation entries recognizing the acceptance of performing this work	x					Team Decision	
4d	As the performing DOE office executes the work scope, the EFASC records the cost in the YN1901 B&RC by order number (designates authorizing entity and performing entity) as part of the MEO work scope.	x					Team Decision	
4e	Payment entry associated with the cost (whether actual payment by ORO or IPAC recorded by EFASC) is recorded against the YN1901 B&RC by order number	x		x			Team Decision	
4f	Monthly, EFASC records the recognition of the YN1902 revenue by order number for costs recorded in 4d above and a debit to the Accounts Receivable account (BSC 1435)	x					Team Decision	

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4g	As the Integrated contractor receives the monthly invoice from EFASC, they issue a check to EFASC and record costs and payments against the programmatic fund source sponsoring the work.	x						Team Decision	
4h	EFASC records a payment collection of the AR balance (BSC 1435) from the Integrated contractor by order number and records the payment entry to the YN1902 account with deposit of the funds to Treasury.					x		Team Decision	
5	<b><u>Inter-entity work performed by an integrated contractor for a DOE Office will be treated like a subcontract and check payment will be processed through ORO using electronic invoicing</u></b>	x						Team Decision	
5a	Authorizing DOE Office will issue authorizing documentation to the performing Integrated Contractor requesting work and a cost estimate					x		Team Decision	
5b	Authorizing DOE Office will record reservation and obligation entries against the programmatic fund source needing the work performed for accomplishment of its mission					x		Team Decision	

DOE Inter & Intra Cost Transfers Workflow - Strawman based on anticipated Accounting Handbook Ch. 12 changes								
	EFASC Service Center	NNSA Service Center	ORO Service Center	Field Offices & Satellites	Auth Entity	Perform Entity	Ref	Comments
5c	The Performing Integrated Contractor will record BSC 9931 and BSC 9932 memo entries as the work is being performed and the monthly cost amount incurred by the contractor will be recorded in an Accounts Receivable account by each month end MARS submission					x	Team Decision	
5d	Monthly, the Integrated Contractor bills the authorizing DOE Office by order number (via Vipers consolidated to one bill per DOE Cluster) to Oak Ridge for the balance in the Accounts Receivable account (BSC 1435)					x	Team Decision	SGL compliant
5e	ORO issues a payment to the Integrated Contractor and records the cost and payment against the programmatic fund source needing the work performed.			x			Team Decision	
5f	Integrated Contractor records the receipt of the payment as a collection for their Accounts Receivable.					x	Team Decision	
6	All documentation related to inter-entity transactions recorded by EFASC will be maintained in a central storage area to be determined by the cognizant Team Leader	x					Team Decision	

Contract Workflow - Strawman based on anticipated Accounting Handbook Ch. 12 changes								
		EFASC	Initiating Program Office	Initiating Proc Office	Receiving Program Office	Receiving Proc Office	Budget Office	Reference
1	Field Offices will not transfer any contracts from 6/30 to 10/31		X	X	X	X		McSlarrow's 6/30 Memo
2	October (FY05) entries will not be applicable due to moratorium on transfers		X	X	X	X		McSlarrow's 6/30 Memo
3	Initiation of contract transfer		x					Ch 12 Accounting Handbook
4	Receive concurrence from receiving office		x		x			Ch 12 Accounting Handbook
5	Submit DOE F 4200.33 "Procurement Request"		x	x				Ch 12 Accounting Handbook
6	Prepare AFP change and forward to Office of Budget		x				x	Ch 12 Accounting Handbook
7	Provide written notification of the impending transfer to receiving office and EFASC		x					Ch 12 Accounting Handbook
8	Obtain copies of contract transfer notification in #5	x						Ch 12 Accounting Handbook
9	Coordinate cutoff date with transferring accounting office and receiving procurement office	x				x		Ch 12 Accounting Handbook

	<b>Contract Workflow - Strawman based on anticipated Accounting Handbook Ch. 12 changes</b>							
		<b>EFASC</b>	<b>Initiating Program Office</b>	<b>Initiating Proc Office</b>	<b>Receiving Program Office</b>	<b>Receiving Proc Office</b>	<b>Budget Office</b>	<b>Reference</b>
10	Ensure that program office initiates no transfers to be effective 45 days or less before the end of the FY or 45 days or less after the end of the FY unless concurrence on all sides	x						Ch 12 Accounting Handbook
11	Coordinate and advise the transferring and receiving program, budget and accounting offices of the contract transfer			x			x	Ch 12 Accounting Handbook
12	Establish effective date for the transfer	x		x				Ch 12 Accounting Handbook
13	Establish a cutoff date for processing invoices	x	x	x	x	x	x	Ch 12 Accounting Handbook
14	Notify contractor			x				Ch 12 Accounting Handbook
15	Ensure no contracts are transferred that are within 90 days of closure	x	x	x	x	x		Ch 12 Accounting Handbook
16	Ensure that contract numbers are not changed	x	x	x	x	x		Ch 12 Accounting Handbook
17	Update central Procurement system			x				Ch 12 Accounting Handbook

<b>Contract Workflow - Strawman based on anticipated Accounting Handbook Ch. 12 changes</b>								
		<b>EFASC</b>	<b>Initiating Program Office</b>	<b>Initiating Proc Office</b>	<b>Receiving Program Office</b>	<b>Receiving Proc Office</b>	<b>Budget Office</b>	<b>Reference</b>
18	Transfer files on SF 30 to receiving procurement office			x				Ch 12 Accounting Handbook
19	Receive contract files from transferor					x		Ch 12 Accounting Handbook
20	Arrange with the receiving accounting office for the transfer to the accounting records	x						Ch 12 Accounting Handbook
21	Ensure that all prior obligations, unliquidated obligations, and disbursement adjustments coincide with AFP change and effective dates	x						Ch 12 Accounting Handbook
22	Initiate action to ensure that the transfer of accounting records is accomplished within the same month as the effective date of the contract transfer	x						Ch 12 Accounting Handbook
23	Reconcile all support documents with the balances shown on the financial reports prior to the transfer	x						Ch 12 Accounting Handbook
24	Prepare CR F 2260.1 "Transfer of Unpaid Obligations" on the unpaid prior-year balances to be included with the accounting records	x						Ch 12 Accounting Handbook

	<b>Contract Workflow - Strawman based on anticipated Accounting Handbook Ch. 12 changes</b>							
		<b>EFASC</b>	<b>Initiating Program Office</b>	<b>Initiating Proc Office</b>	<b>Receiving Program Office</b>	<b>Receiving Proc Office</b>	<b>Budget Office</b>	<b>Reference</b>
25	Coordinate transfer of the accounting records with the receiving accounting office and ensure adjusting entries are processed in the same month	x						Ch 12 Accounting Handbook

**Estimated Inter-Entity Work Processing**

<u>Field Office</u>	Anticipated Monthly Volume		<u>Site specific procedures</u>
	<u>Low estimate</u>	<u>High Estimate</u>	
1 Casper	0	0	NA
2 CH	30	30	Floria Brown
3 GO	0	0	Included in NNSA
4 ID	150	200	Requested
5 NETL	30	40	Yes
6 NNSA	50	60	No
7 OH	13	13	Yes
8 ORO	100	150	Tanisha Smith
9 RL	70	100	Yes
10 SPRO	0	0	NA
11 SRS	20	30	In process
	<u>463</u>	<u>623</u>	

