

## REPORTS AND DATA ELEMENTS TO BE REVIEWED IN FAIMS/FFS RECONCILIATION PROCESS AND REVIEW APPROACH

### FAIMS Reports:

- Obligation and Expenditure Status Report for each State and all programs
- General Apportionment Ledger (Sport Fish and Wildlife Restoration) for each State
- Subsidiary Ledger Report by State and by subactivity
- Grant Obligation Report by Region by grant program
- Grant Obligation Report by State by grant program

### FFS Reports:

- FWS32501, Federal Aid Grant History Report by Subactivity
- FWS32001, Current Year Office Obligation Transactions Report (OOTR)
- FWS33001, Office Management Report (OMR)
- FWS32101, Outstanding Undelivered Orders Report (OUOR)
- FWS33101, Regional Subactivity Management Report (RSMR)
- FWS62001, Appropriation Fund Status Report (AFSR)

### Reconciliation Approaches:

FAIMS Obligation and Expenditure Status Report is compared with FFS's FWS32501, Federal Aid Grant History Report by Subactivity. The following data elements are compared:

FAIMS	FFS
grant no.	grant agreement number
grant program	subact
amount obligated	amount obligated
payment	cumulative disbursements
undrawn balance	outstanding undel orders

In some instances the grant agreement number in FFS can be found on one or several pages in the Federal Aid Grant History Report by Subactivity. The individual line items will have to be added together before the totals can be compared to the FAIMS line entry on the Obligation and Expenditure Status Report. Example: FAIMS grant no. F-101-D-4 will appear in FFS as TXF101D4, TX00F101D4 and TXF101D42025542.

The reconciliation process is for current activity in the FAIMS database. The FFS reports contain current activity plus grant segments, which have been closed but not purged from the FFS system. While comparing each line item in the Obligation and Expenditure Status Report against the Federal Aid Grant History Report by subactivity, note any discrepancies.

Compare each line in the Obligations and Expenditure Status report to the Federal Aid Grant History Report by Subactivity. Once this has been completed, review the FAIMS report to be sure each grant has been checked off. If there are any unchecked grants on the Obligation and Expenditure Status Report, this data is missing in FFS. Review the FFS report. If there is a line item with a balance and no check mark, review this and note it as a discrepancy.

Print the FAIMS Obligations and Payments report for each grant in which a discrepancy is noted. Usually any missing data in FFS (payments, obligations, de-obligations, credits) can be identified from this report. It may be necessary to substantiate payment data with an inquiry report from HHS. After each discrepancy has been researched and resolved, post this information to the monthly reconciliation report that will be provided to NBC and the Washington office by the 15<sup>th</sup> of each month in an Excel file format as agreed upon.

The FAIMS Enter/Edit Reconciliation screen can be verified to the FFS Office Obligations Transactions Report (OOTR) by checking off the GO entries and AA entries on the OOTR and the corresponding entries in FAIMS.

Next compare FAIMS Obligation and Expenditure Status report to FFS's Outstanding Undelivered Orders report (OUOR). Note discrepancies, research and resolve them, then add the discrepancies to the monthly reconciliation report.

Compare the total program obligations and recoveries in FAIMS and FFS. FAIMS General Apportionment Ledger by State, Subsidiary Ledger Report, and/or Grant Obligation Report by Region can be compared to FFS's Office Management Report (OMR), the Regional Subactivity Management Report (RSMR), and the Appropriation Fund Status Report (AFSR).