



# United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer to:  
FWS/DFM

**DEC 23 2003**

## Memorandum

To: Service Directorate  
Attn: Regional Finance Officers

From: Assistant Director – Business Management and Operations and Chief  
Financial Officer

Subject: Desktop Guide for Federal Financial System Acceptance Dates

New procedures for entering dates into the Federal Financial System are presented in the attached Desktop Guide for Federal Financial System (FFS) Dates. This document is intended to provide guidance on usage of acceptance, log and invoice dates that are utilized by the FFS in paying bills of the Service.

Audit work in this area has shown inconsistencies in the usage of acceptance, log and invoice dates between the various Regions and program offices. This document outlines standard procedures for all Service employees to comply with the guidelines contained in it.

If you have any questions, please contact Michael Conkey, Chief, Financial Operations, Division of Financial Management, at 303-984-6821.

Attachments