



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:
FWS/DFM

FEB 10 2004

Memorandum

To: Regional Budget and Finance Officers, Regions 1 - 7
Washington Office

From: Chief, Division of Financial Management

Subject: Policy on Clearing Suspense File in FFS

The DOI Custom Document Suspense (SUSF) table in FFS will be cleared of all transactions that are not accepted into the system. The FFS Coordinator (or their designee) will go into the SUSF table on a monthly basis and delete all items that are not on the accept status in FFS. These documents and batches include obligations, FO's, OF's, M\$'s, MO's, field payments, CP's, FP's and field redistributions, FV's .

These transactions should be reviewed on a daily basis by the initializing location, verified that the transaction has been accepted into FFS, and cleared from the SUSF table in a timely manner when documents are no longer valid or in error.

Enforcement of this policy is the responsibility of the Budget and Finance Officers in each Region. An attachment has been included with this memorandum, devised by the COT, supplying valid suggestions and recommendations for this new policy.

Should you have any questions, please contact Samuel Juzbasich at (703) 358-2049.

Christopher P. Jensen
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Attachment