

United States Department of Agriculture  
Research, Education, and Economics

**ARS   CSREES   ERS   NASS**

***Bulletin***

**Title:** Change in Processing Reimbursable Type 61 and 63

**Number:** 05-305

**Date:** July 15, 2005      **Expiration:** July 14, 2006

**Originating Office:** FFIS Operations Branch, Financial Management Division,  
AFM/ARS

**Distribution:** All ARS Employees

This Bulletin establishes a change in depositing checks for Reimbursable type 61 and 63.

## **Purpose**

The purpose of this bulletin is to notify the Areas and Locations of a change in our current business practice of sending checks for type 61 and 63 reimbursable to the lockbox for deposit. The revised process for these types of reimbursables provides the mechanism to ensure the financial integrity associated with ARS financial statements is satisfied.

## **Policy**

During fiscal year 2005, it became apparent that checks from the cooperators submitted to the lockbox were causing problems in capturing adequate financial data in the Foundation Financial Information System (FFIS). The Administrative Billings and Collections System (ABCO), generates bills and establishes account receivables within the FFIS application. When a check from an ABCO generated bill is deposited into the lockbox, it does not flow through the ABCO process of liquidating the receivable. This causes an overstatement of receivables in our financial reports.

In an effort to address this problem, the Areas and Locations should discontinue sending checks to the lockbox and instead submit checks directly to the ARS Operations Section (ARS Ops) for deposit.

In order to ensure adequate recording of financial data in FFIS, this is a **mandatory process** for everyone to follow.

## **Steps in the Process**

In accordance with Bulletin 03-309, Billings and Collections Process for Incoming Reimbursable Funds for Federal and Non-Federal Cooperators, the current steps in processing type 61 and 63 reimbursable will continue with the exception of the location for submitting checks.

Send checks for type 61 and 63 reimbursable directly to:

USDA – OCFO, COD, APRB, ARS Operations  
P. O. Box 53326  
New Orleans, LA 70153

## **Checks should be accompanied by Form ARS 326-1, Record of Public Funds Received and Transmitted for Deposit.**

This change will be incorporate into the future release of the new Reimbursable Policy and Procedure (P&P). Upon release of the P&P, this bulletin will be rescinded.

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Director  
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