

# FFIS Documents and SUSF Management Responsibilities

Document Type	Document Description	Source (Feeder/Manual)	Responsible Organization for Processing Rejected Documents	FFIS Inquiry Table(s)
A0	ABCO Standard Voucher - Standard Voucher Document	ABCO	NFC-FSD-Billings and Collections Branch	JVLT
A1	ABCO Billing Document – Billing Document	ABCO	NFC-FSD-Billings and Collections Branch	ARHT, ARLT
A2	ABCO Cash Receipt Document – Cash Receipt Document	ABCO	NFC-FSD-Billings and Collections Branch/SBFO	CRHT, CRLT
A3	ABCO Voluntary Collection – Cash Receipt Document	ABCO	NFC-FSD-Billings and Collections Branch/SBFO	CRHT, CRLT
A4	ABCO Write Off Document – Write Off Document	ABCO	NFC-FSD-Billings and Collections Branch	CRHT, CRLT
A5	ABCO Refunds – Payment Voucher	ABCO	NFC-FSD-Billings and Collections Branch	PVHT, PVLT
A6	ABCO Interagency Transfer – Direct Disbursement Document	ABCO	NFC-FSD-Billings and Collections Branch	JVLT
A7	ABCO Bank Service Charge - No Check Disbursement Document	ABCO	NFC-FSD-Billings and Collections Branch	CRHT, CRLT
A8	ABCO Suspense Postings - Standard Voucher Document	ABCO	NFC-FSD-Billings and Collections Branch	JVLT
A9	ABCO Unapplied Postings - Standard Voucher Document	ABCO	NFC-FSD-Billings and Collections Branch	JVLT
AA	Appropriation/Apportionment	MANUAL	BPMS	APPR, APOR, SUSF*
AG	ABCO History/Closed	ABCO	NFC-FSD-Billings and Collections Branch	JVLT
AH	ABCO History/Closed	ABCO	NFC-FSD-Billings and Collections Branch	JVLT
AM	CPAIS	CPAIS	NFC Property Reconciliation Branch/ALMS	JVLT
B2	Standard Voucher Accounting Adjustment	MANUAL	SBFO/Location/ARS Operations	JVLT
BB	Beginning Balances (PD 00)	Yr End Close	None	None
BE/AC	Budget Execution Allocation	MANUAL	BPMS	ALOC, SUSF*
BL	Budget Execution Allotment	MANUAL	SBFO/Location	ALLT, SUSF*
BD	Billing Document	MANUAL	N/A	ARHT, ARLT
BP	PCAS Bill	PCAS	N/A	ARHT, ARLT
C8	GOALS Cash Receipt Document - Cash Receipt Document	GOALS	NFC-FSD-Billings and Collections Branch	CRHT, CRLT
CE	Closing Entries (PD 17)	Annual Close	None	None
CR	Cash Receipt	MANUAL	N/A	CRHT, CRLT
CX	Check Cancellation or EFT Cancellation	MANUAL	NFC-FSD-Billings and Collections Branch	CXLT, CHKH
DD	Direct Disbursement	MANUAL	NFC-FSD-Administrative Payments Branch	PVHT, PVLT
DF	FTSP OPAC Disbursement (Obsolete Mar 2005)	FTSP	NFC-FSD-Administrative Payments Branch	PVHT, PVLT
DM	MPOL OPAC Disbursement (Obsolete Mar 2005)	MPOL	NFC-FSD-Administrative Payments Branch	PVHT, PVLT
DR	Debit Voucher	ABCO	NFC-FSD-Billings and Collections Branch	CRHT, CRLT
DV	PROP Standard Voucher	PROP	NFC-FSD-Accounting Reconciliation Branch	JVLT
EA	PRCH Type 40 Receiver	PRCH	SBFO/Procurement	RCHT, RCLA
FO	FEDS Obligation	FEDS	NFC-FSD-Administrative Payments Branch	OBLH, OBLT
FV	FEDS Payment Voucher	FEDS	NFC-FSD-Administrative Payments Branch	PVHT, PVLT
G1	GVTS Payment Vouchers - Payment Voucher Document (#1)	GVTS	FMD	PVHT, PVLT
G2	GVTS Travel Invoice – Travel Invoice Document (#3)	GVTS	SBFO/Travel	TNHT, TNLT, PVHT, PVLT
G3	GVTS Standard Voucher – Standard Voucher Document (#2)	GVTS	SBFO/Travel	JVLT
GA	PRCH Type 40 Obligation	PRCH	SBFO/Procurement	OBLH, OBLT
GB	PRCH Type 41 Obligation	PRCH	SBFO/Procurement	OBLH, OBLT
GC	PRCH Type 42 Obligation	PRCH	SBFO/Procurement	OBLH, OBLT
GD	PRCH Type 43 Obligation	PRCH	SBFO/Procurement	OBLH, OBLT
GP	PACS Liability for Employee Withholding	PACS	SBFO/Human Resources	JVLT
GS	PACS Default Accounting for Salary and Expense	PACS	SBFO/Human Resources	JVLT
GW	PACS Default Accounting for Withholding	PACS	SBFO/Human Resources	JVLT
GX	PACS Liability for Employee Withholding	PACS	SBFO/Human Resources	JVLT
IP	PCAS Internal Voucher	PCAS	N/A	IVLT
IR	CPAIS (WIP) Adjustment Document	MANUAL	NFC-Property Reconciliation Branch/ALMS/FFISOB	JVLT
IT	Travel Interest Payment Voucher	MANUAL	HQ Travel Section	PVHT, PVLT
IV	Internal Voucher	MANUAL	N/A	IVLT
JV	Journal Voucher	MANUAL	ALMS	JVLT
KA	PRCH Type 40 OPAC Disbursement	PRCH	NFC-FSD-Administrative Payments Branch	PVHT, PVLT
KB	PRCH Type 41 OPAC Disbursement	PRCH	NFC-FSD-Administrative Payments Branch	PVHT, PVLT
KD	PRCH Type 43 OPAC Disbursement	PRCH	NFC-FSD-Administrative Payments Branch	PVHT, PVLT
MO	Miscellaneous Order - Obligation - Referencing	MANUAL	PWA & SP Area Offices, FD, FMD, ARS Ops	OBLH, OBLT
M1	Miscellaneous Order - Obligation - Non-referencing	MANUAL	PWA & SP Area Offices, FD, FMD, ARS Ops	OBLH, OBLT
MP	PACS Self Reversing for M-cycles	PACS	SBFO/Human Resources	JVLT
MS	PACS Self Reversing for M-cycles	PACS	SBFO/Human Resources	JVLT
MT	PACS Self Reversing for M-cycles	PACS	SBFO/Human Resources	JVLT
MW	PACS Self Reversing for M-cycles	PACS	SBFO/Human Resources	JVLT
NC	No Check	MANUAL	NFC-FSD-Administrative Payments Branch	PVHT, PVLT
ND	Direct Disbursement (Disb. Made Outside of FFIS)	MANUAL	NFC-FSD-Admin Payments/ARS Operations/FOB	PVHT, PVLT
NO	No Obligation Payment Voucher	MANUAL	PWA & SPA Area Offices and ARS Ops	PVHT, PVLT
O2	OTRS-SV to reverse OS document (manual entry)	MANUAL	NFC-FSD-Administrative Payments Branch	JVLT

OD	FEDS OPAC Disbursement	FEDS	NFC-FSD-Administrative Payments Branch	PVHT, PVLT
OE	Out-Of-House Estimated Receivables	ABCO	NFC-FSD-Billings and Collections Branch	JVLT
OS	OTRS Standard Voucher Document	OTRS	NFC-FSD-Accounting Reconciliation Branch	JVLT
OT	Out-Of-House Transmitted Collections	ABCO	NFC-FSD-Billings and Collections Branch	JVLT
PA	Apportionment Approval/Pending	MANUAL	BPMS	APPR/APOR/SUSF*
PD	Project Distribution - Commitments	PCAS	N/A	FPRJ
PR	Property Adjustment	MANUAL	ALMS	JVLT
PV	Payment Voucher	MANUAL	PWA & SPA Area Offices/ ARS Ops / FMD	PVHT, PVLT
PY	PACS Standard Voucher	PACS	SBFO/Human Resources	JVLT
RA	PCAS Customer Agreement Set-up Document	MANUAL	N/A	CAHT/CALT
RN	PACS Payroll Recertification	MANUAL	NFC-FSD-Accounting Reconciliation Branch	PVHT, PVLT
RQ	Requisition	MANUAL	SBFO/Location/ARS Operations	REQH, REQL
RV	PRCH Foreign Currency Payment Voucher	PRCH	NFC-FSD-Accounting Operations Branch	PVHT, PVLT
SA	Suballotment	MANUAL	SBFO	ALOC, SUSF*
SE	TELE Accrual	TELE	SBFO/Telecommunications	JVLT
SF	FEDS Standard Voucher (Obsolete)	FEDS	NFC-FSD-Administrative Payments Branch	JVLT
SP	PRCH Standard Voucher	PRCH	NFC-FSD-Administrative Payments Branch	JVLT
SU	UTVN Accrual Document – Standard Voucher Document	UTVN	SBFO	JVLT
SV	Standard Voucher	MANUAL	NFC/ARS OPS	JVLT
SW	CAPS Payment Voucher - Payment Voucher Document	CAPS	SBFO	JVLT
T1	TRAN Invoice (July 1 - Obsolete)	TRAN	SBFO/Travel/Procurement	TNHT, TNLT, PVHT, PVLT
T2	TRAN Third Party Payment Voucher (July 1, 2003 Obsolete)	TRAN	SBFO/Travel/Procurement	PVHT, PVLT, TPLT
TA	Appropriation Transfer Request	MANUAL	BPMS	APPR/SUSF*
TC	Approved Appropriation Transfers	MANUAL	BPMS	APPR/SUSF*
TG	Obligation - Training > 2500	MANUAL	N/A	OBLH, OBLI, TROH
TN	Transportation Invoice Document Record tickets/GTR, pay common carrier (Replaces T1)	MANUAL	SBFO/Location	TNHT, TNLT, PVHT, PVLT
TP	Travel Related Payment Voucher (Formerly TRAN - RELO GBL Invoice Replaces T2)	MANUAL	SBFO/Location	PVHT, PVLT, TPLT
TW	PACS Liability for Employee Withholding	PACS	SBFO/Human Resources	JVLT
UV	UTVN Payment Vouchers – Payment Voucher Document	UTVN	SBFO	PVHT, PVLT
V2	PCMS Payment Voucher	PCMS	FMD	PVHT, PVLT
V5	PCMS Standard Voucher - Cardholder Modification	PCMS	SBFO/Cardholder	JVLT
V8	PCMS Standard Voucher - Cardholder Details	PCMS	SBFO/Cardholder	JVLT
VA	PRCH Type 40 Payment Voucher	PRCH	SBFO/Procurement	PVHT, PVLT
VB	PRCH Type 41 Payment Voucher	PRCH	SBFO/Procurement	PVHT, PVLT
VC	PRCH Type 42 Payment Voucher	PRCH	SBFO/Procurement	PVHT, PVLT
VD	PRCH Type 43 Payment Voucher	PRCH	SBFO/Procurement	PVHT, PVLT
VE	PRCH Type 45 Payment Voucher	PRCH	SBFO/Procurement	PVHT, PVLT
VF	FTSP Accruals/Suspense (Obsolete Mar 2005)	FTSP	NFC-FSD-Administrative Payments Branch	JVLT
VM	MPOL Suspense (Obsolete Mar 2005)	MPOL	NFC-FSD-Administrative Payments Branch	JVLT
VS	Interest Related to payment documents	FEEDER	N/A	
VT	TELE Payment Voucher	TELE	SBFO/Telecommunications	PVHT, PVLT
VY	SUBI Billing Document	SUBI	n/a	ARHT, ARLT
WR	Write Off	ABCO/Manual	NFC-FSD-Billings and Collections Branch/ALMS	CRHT, CRLT
XA	TRVL Advance	TRVL	SBFO/Travel	TADV
XC	TRVL Cash Receipt (Advance Collection)	TRVL	SBFO/Travel	CRHT, CRLT
XD	TRVL Advance	TRVL	SBFO/Travel	TADV
XE	TRVL HIT/OASDI Matching Agency Expense	TRVL	SBFO/Travel	JVLT
XG	TRVL Guest Treasury Symbol Voucher	TRVL	SBFO/Travel	JVLT
XI	TRVL Advance from Imprest Fund (Replenish Cashier)	TRVL	SBFO/Travel	IFHT, IFLT
XN	TRVL Standard Voucher	TRVL	SBFO/Travel	JVLT
XO	TRVL Travel Order	TRVL	SBFO/Travel	TOHT, TOLT
XP	TRVL Payment Voucher (Relo) (TP clone)	TRVL	SBFO/Travel	PVHT, PVLT, TPLT
XR	Check Cancellation - Automated Disbursements	MANUAL	NFC-FSD-Billings and Collections Branch	CXLT, CHKH
XT	TRVL Travel Voucher (TDY)	TRVL	SBFO/Travel	TVHT, TVAT, PVHT, PVLT
XV	TRVL Travel Voucher (Relo)	TRVL	SBFO/Travel	TVHT, TVAT, PVHT, PVLT
XW	TRVL Withholding Tax Voucher	TRVL	SBFO/Travel	JVLT
XZ	TRVL Payroll Zap	TRVL	SBFO/Travel	CRHT, CRLT
X7	Conversion Document - Posts GL accounts not covered by Open Items/Estimates entered during conversion	MANUAL	N/A	JVLT
YA	PACS End of Period Accruals	PACS	SBFO/Human Resources	JVLT
YE	Year End Accruals	MANUAL	SBFO/Location/ARS Operations	JVLT
Z7	Conversion Document ADJUST 1410 BALANCE	MANUAL	N/A	JVLT