

REVIEW OF FINANCIAL REPORTS

1. PURPOSE

This Directive prescribes the policy and responsibilities for review of financial reports.

2. DEFINITIONS

- a. Agency fundholder. Any GIPSA manager or supervisor that receives a budget allocation.
- b. Billing Rate Code Report (BRCR). A financial report accessed via Brio/Hyperion software from the FDW. This report details the bill for services transactions for the Federal Grain Inspection Service.
- c. Detailed Transaction Report (DTR). A financial report accessed via Brio/Hyperion software from the Financial Data Warehouse (FDW). This report details all non-payroll related transactions and is located in the spending reports category on the FDW website.
- d. Payroll Reports. Financial reports accessed via Brio/Hyperion software from the FDW. These reports detail all payroll-related transactions and are located in the payroll reports category on the FDW website.
- e. Unliquidated Obligation History Report (UOH). A financial report accessed via Brio/Hyperion software from the FDW. This report details all unliquidated obligations and is located in the spending reports category on the FDW website.

3. POLICY

It is GIPSA policy that Agency fundholders will:

- a. Review their respective financial reports each month.
- b. Review their respective financial reports for accuracy, and, if accounting errors are identified, will execute corrective actions which may include accounting adjustments. See GIPSA Directive 2100.1, Accounting Adjustments, dated 9/29/06.

4. RESPONSIBILITIES

- a. Review. Agency fundholders will review their respective DTR, UOH, Payroll, and BRCR reports for accuracy on a monthly basis;
- b. Identification. Agency fundholders will identify incorrect accounting data during review of their financial reports.
- c. Determination. Agency fundholders will:
 - (1) Review financial reports and determine if incorrect accounting data exists. If incorrect accounting data is identified, the Agency fundholder will execute corrective actions which may include accounting adjustments. See GIPSA Directive 2100.1, Accounting Adjustments.
 - (2) Review the UOH report and determine if deobligation is required. See GIPSA Directive 2140.1, Unliquidated Obligations, dated 9/29/06.
- d. Certification. Agency fundholders will:
 - (1) Certify each month that their financial reports have been reviewed,
 - (2) Execute and verify corrective actions were taken for all accounting errors, and
 - (3) Sign the report for retention.
- e. Retention. The Agency fundholder must retain signed financial reports for 6 years. Reports are subject to financial reviews and audits.

5. INQUIRIES

- a. Direct inquiries to the Agency Budget Officer, Budget and Planning Staff, at (202) 720-0231.
- b. This Directive is available on the Internet at <http://www.aphis.usda.gov/library/gipsa/GIPSA.html>

/s/
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Administrator