

A large, stylized dollar sign (\$) is positioned on the left side of the page, rendered in a lighter shade of blue than the background. It is partially obscured by the text on the right.

FINANCIAL AID

A Resource for Key Financial Activities

September 2007



Financial Aid: A Resource for Key Financial Activities

	Controls References	Key Financial Activities
Liquid Assets Physically Controlled	Limit employee's access to the unit cash reserve. FAP 1502.5, 1508.1	The Unit Cash Reserve is assigned to an individual, the custodian, who is directly accountable. Assignment and accountability are documented by the completion of Postal Service (PS) Form 3369, <i>Consigned Credit Receipt</i> . When circumstances warrant, the unit cash reserve custodian may reassign all or part of the unit cash reserve using PS Form 3369. These reassigned funds must not be mixed with other accountable credits assigned to the employee.
	Close inactive stamp/cash credits. FAP 202.3, 1502.3, 1503.8, 1509.3	Stamp and cash credits not used at least once in a month must be cancelled. (POS ONE offices: Compare the Employee Roles Report and Clerk Balance List as pulled by the POS ONE Administrator. Names that appear on the Roles Report that have no balances and are no longer in the unit should be deleted.) No tolerance exists when closing a credit.
	Secure cash/stamp drawers. FAP 302; PO-209 6-8	Cash/stamp drawers are used for storing accountable paper and postal funds and must be secured at all times. Offices on POS ONE must use the POS ONE cash drawers. Ensure that postal funds are inaccessible to the public and concealed from view. All funds should be kept below the counter away from the line of sight of customers. Drawers should be secured and locked during temporary absences of the Retail Associate (RA) from the counterline. RAs should not have access to one another's cash/stamp drawers. No funds should remain at the counterline overnight, the funds should be locked in a safe or vault. Place stamp credits in a locked container and store in a security container, safe, or vault following the RA's tour of duty.
	Properly follow close-out procedures. FAP , 501-508.1; PO-209 14-3, 6-11.3.5; POS ONE Procedures Guide v1.02, Sections 8 & 9	Close-out employees should ensure that the daily financial activity has supporting documentation and that the unit is in balance. Close-out employees should verify that each AIC has the required supporting documentation. After the office closes and Retail Associates have left the area, place the vinyl deposit bag with the three bait money orders on top of the security container, in an unlocked counterline drawer, or on the Postmaster's or Supervisor's desk.
	Properly prepare bank deposits. FAP 901; PO 209: 4-1, 6-8, 14-1-3	Retail Associates and the close-out employee should make independent counts when submitting funds for deposit. Funds should be inaccessible to the public and concealed from view. Each RA should count the funds and record the information. Then the close-out employee must perform an independent count of the same funds, record the information and compare the results of the two counts. Total unit remitted funds must be consolidated with a witness, for deposit to the bank. After witnessing the counting, closing and sealing of the bank deposit envelope, both must sign the unit copy of the deposit slip and the envelope's flaps or seals. If no witness is available, the deposit slip must be endorsed with "No witness available (NWA)". Advance deposits should be made when funds exceed normal operating needs. Bank deposits should be registered.
Field Payables Properly Approved	Verify disbursement transactions (local) are supported. FAP 2501-2507, 2201.5	All disbursements should be properly supported. Disbursements may include refunds (PS Form 3533), stamp envelope discounts (PS Form 3220), employee reimbursements (PS Form 1164), local supplies and services (PS Form 8230 with vendor's invoice), and local utilities (PS Form 8230 with utility invoice). Purchases and payment hierarchy are as follows: eBuy, SmartPay Purchase Card, PS Form 8230, <i>Authorization for Payment</i> and PS Form 8232, <i>Payment for Personal Services Contractors</i> submitted to the Scanning and Imaging Center, No-Fee Money Order for emergency one-time local expense, not to exceed \$500, and Cash for emergency one-time local expense, not to exceed \$25.
	Update the Voyager master PIN list. Voyager Web Handbook; Site Fleet Card Guide 2.2	Personal Identification Numbers (PINs) are confidential 4, 5, or 6-digit numbers randomly assigned by Voyager to Postal vehicle operators and Site Managers, and are used to authorize purchases made with Voyager cards. Only one employee should know and use a single PIN. The Site Manager maintains the site's PIN list, and is responsible for its security. Site Managers must notify Voyager when a driver is no longer assigned to their area, or when a new driver needs to be added to the roster. If an employee leaves the Postal Service, Voyager should be notified to cancel that employee's PIN. PINs should never be reissued.
	Secure the Voyager master PIN list. Voyager Web Handbook; Web Version of Site Fleet Card Guide, 3.2	Personal Identification Numbers (PINs) are confidential 4, 5, or 6-digit numbers randomly assigned by Voyager to Postal vehicle operators and Site Managers, and are used to authorize purchases made with Voyager cards. The Site Manager maintains the site's PIN list, and is responsible for its security. Only one employee should know and use a single PIN. PIN information must be kept separate from the cards. PINs are never to be written on Voyager cards or on any receipt or invoice. PINs should be memorized. PIN information is personal, confidential, and must be kept private and secure.
	Ensure Voyager transactions are supported with receipts. AS-709: 422.1, 422.5; Voyager Web Handbook	Every card purchase must be accompanied by a receipt or invoice. The vehicle number must be written on all receipts and invoices. All receipts, invoices, and printed reports are to be kept on file for 2 years. Purchases without receipts should be investigated by questioning the driver on the report.
	Reconcile monthly Voyager purchases. Site Fleet Card Guide, part 4.1, 5: Voyager Web Handbook	Site managers should be electronically verifying, reconciling (and indicating this reconciliation by "checking" the appropriate block in the eFCS System), and filing receipts and invoices at least monthly. At least monthly, the Site Manager is responsible for ensuring that their driver receipts are reconciled with the applicable Invoice Report available through the USPS Electronic Fleet Card System (eFCS). Receipts and invoices for Maintenance Reserve Vehicles (loaned vehicles) are to be sent to the VMF for reconciliation with the Voyager invoice reports by the VMF site manager. Further, if there is a problem with an individual charge, the Site Manager only has 60 days to dispute the transaction (reference Part 5 of the guide). In accordance with USPS requirements, records documenting payment reconciliation must be retained for 2 years.
	Ensure SmartPay (IMPAC) transactions are supported with receipts. AS-709: 335, 421.21, 421.51	Cardholders should support all purchases with the required supporting documentation (what was ordered, was approved, was received and was paid). Cardholders must maintain a file to document all purchases, including Receipts, Approved Purchase Requests (eBuy and/or PS Forms 7381), Charge and Credit Receipts, Credit Card Buying Log or eBuy Credit Card Log, Delivery Documentation, U.S. Bank Statement of Account, San Mateo ASC Credit Card Payment Report, and/or other documentation. All purchases must be reasonable business expenses and supported with an approved eBuy, Requisition for Supplies, Services and Equipment, or another acceptable purchase request.

Executing these activities supports the integrity of financial reporting and demonstrates accountability and ownership of controls.





Financial Aid: A Resource for Key Financial Activities

Retail Sales and Cash Reconciled Daily

Controls References	Key Financial Activities
<p>Remit all funds from retail operations.</p> <p>FAP 901.2; PO 209, 4-1, 6-8, 14-1-3</p>	<p>Retail Associates must remit all funds received for the sale of stamps and other postal products and services by using PS Form 1412-A, <i>Daily Financial Report</i>, supported by required documentation, on a daily basis. At the unit level, funds received after the last deposit has been made, should be retained and the total entered in AIC 753, Cash Retained, for PS Form 1412 reporting units. Register to the safe overnight and include these funds in the next deposit. Make no more than one deposit a day unless security requires more frequent deposits or the bank requires separate deposits for checks and currency.</p>
<p>Restrict access to Postal Service information resources to authorized employees (POS ONE).</p> <p>NCR R27.0 POS ONE Procedures Guide, 16, 40; AS-805, 9-4.1.3</p>	<p>Access to information resources should be based on the individual's roles and responsibilities and POS ONE security roles should be assigned based on those roles and responsibilities. Only authorized employees should have access to the POS ONE system. An updated active employees list should be maintained in POS ONE and only active employees should have access to the POS ONE.</p>
<p>Adequately separate duties (POS ONE).</p> <p>FAP 203</p>	<p>Only authorized employees should have access to the POS ONE system and each POS ONE duty should be performed by the employee authorized to hold and perform that role in the POS ONE system. For all units, adequate internal controls must be in place to separate the duties of personnel who handle cash or accountable paper from the duties of personnel who record and establish responsibility for financial transactions.</p>
<p>Monitor or reconcile master trust account balances.</p> <p>FAP 1904.1- 3, 2102</p>	<p>Totals of individual trust accounts should be equal to the totals on the PS Form 3083, <i>Trust Accounts Receipts and Withdrawals</i>, master trust balances should equal balances from the Accounting Data Mart (ADM) and the monthly Narrowcaster Report. Balances should be monitored and differences reconciled.</p>
<p>Monitor employee items or promptly clear them.</p> <p>FAP 1801.1-3; PO-209, 11-6.3.2</p>	<p>There should be a process in place to verify that entries to AICs 057, 068, 754, 755, 764, and 767 (employee overages and shortages) are tracked and monitored for local payment. A master control of all employee items should be maintained and the items should be promptly resolved and cleared.</p>
<p>Monitor or resolve financial differences.</p> <p>FAP 802-806</p>	<p>There should be a process in place to verify that entries to AICs 247 and 647 (financial differences) are tracked, monitored, promptly resolved and cleared. A detailed record of each item must be maintained.</p>
<p>Properly follow close-out procedures.</p> <p>FAP 501-508.1; PO-209 14-3, 6-11.3.5; NCR R26.0 POS ONE Procedures Guide v1.02, 8, 9</p>	<p>Close-out employees should ensure that the daily financial activity has supporting documentation and that the unit is in balance. Close-out employees should verify that each AIC has the required supporting documentation. After the office closes and Retail Associates have left the area, place the vinyl deposit bag with the three bait money orders on top of the security container, in an unlocked counterline drawer, or on the Postmaster's or Supervisor's desk.</p>
<p>Properly prepare bank deposits.</p> <p>FAP 901; PO 209: 4-1, 6-8, 14-1-3</p>	<p>Retail Associates and the close-out employee should make independent counts when submitting funds for deposit. Funds should be inaccessible to the public and concealed from view. Each RA should count their funds and record the information. Then the close-out employee must perform an independent count of the same funds, record the information and compare the results of the two counts. Total unit remitted funds must be consolidated with a witness, for deposit to the bank. After witnessing the counting, closing and sealing of the bank deposit envelope, both must sign the unit copy of the deposit slip and the envelope's flaps or seals. If no witness is available, the deposit slip must be endorsed with "No witness available (NWA)". Advance deposits should be made when funds exceed normal operating needs. Bank deposits should be registered.</p>

Time Records Approved Before Payroll Submission

<p>Have adequate documentation to support payroll transactions.</p> <p>F- 21: 142.22-25, 142.32, 146.22-23, 146.25, 312.40, 313.50, 353.3, 363; ELM: 516.23, 517; F-401 5.K.2</p>	<p>Documentation to support time worked and leave requested and/or taken must be maintained. This includes time cards, and PS Forms 2240 for time/leave adjustments. Absences of duty should be documented on PS Form 3971, <i>Request for and Notification of Absence</i>. All leave requests for military duty are documented on PS Forms 3971 and 3973, <i>Military Leave Control</i>, with a copy of the military orders attached. Employee absences while serving jury duty should be documented on PS Form 1224, <i>Court Duty-Statement of Service</i>. A court printed record of service will serve as a facsimile of the PS 1224. PS Form 1017-A, <i>Time Disallowance Record</i>, must be established at the first occurrence of disallowed time and should be maintained for each additional disallowance. When appropriate, time cards must also be documented for disallowed time.</p>
<p>Complete Postal Service Form 1723, Assignment Order, to support higher level authorization.</p> <p>F-21: 421.3, 585.1</p>	<p>Assignment of employees to perform higher level duties, or to duties other than those of their permanent position, should be documented on PS Form 1723, <i>Assignment Order</i>.</p>





Financial Aid: A Resource for Key Financial Activities for BMEUs

	Controls References	Key Financial Activities
Business Mail and Periodical Mail acceptance controls in place and transactions properly recorded in the financial records	Verify that the mailer's sections of the permit/business mail postage statement are complete. DM-109, Section 352	Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and notate the correction.
	Complete the U.S. Postal Service sections of the permit/business mail postage statement. DM-109, Chapter 3	Acceptance employees must complete and sign postage statements and immediately input the data into <i>PostalOne!</i> or the applicable manual system. Clerks should not be batching statements into <i>PostalOne!</i> .
	Round stamp and sign the permit postage statement. DM-109, Chapter 3	Acceptance employees must complete and sign postage statements and immediately input the data into <i>PostalOne!</i> or the applicable manual system. Clerks should not be batching statements into <i>PostalOne!</i> .
	Post data from the permit/business mail postage statement to the mailer's account within a reasonable amount of time. DM-109, Chapter 3	Acceptance employees must complete and sign postage statements and immediately input the data into <i>PostalOne!</i> or the applicable manual system. Clerks should not be batching statements into <i>PostalOne!</i> .
	Attach PS Form 3607, <i>Weighing and Dispatch Certificate</i>, to the permit/business mail postage statement. DM-109, Section 244	When the acceptance function is co-located with a plant, there must be a process in place to identify mailings as paid before being released to Operations. Some facilities may use PS Form 3607 or placards for this purpose.
	Accept mailings according to Postal Service instructions at the BMEU. DM-109, Section 321	Acceptance employees must follow the initial verification process, which includes verifying that funds are on deposit, fees are paid, authorizations are correct, indicia is correct, endorsements are correct, and that the mail piece is eligible for the classification claimed. Acceptance employees must also complete and sign postage statements and immediately input the data into <i>PostalOne!</i> or the applicable manual system. Clerks should not be batching statements into <i>PostalOne!</i> .
	Ensure the BMEU is properly secured. ASM 274.1, 271.2, 271.31-32, 271.344	Installation heads are responsible for ensuring the safety of on-duty postal employees, as well as the security and integrity of the mails, and all postal property entrusted to them. Employee involvement and participation in the security of their workplace should be encouraged.
Customer accounts reasonably and fairly presented in the financial records	Close inactive Business Mail, periodicals, and BRM/PD advance deposit accounts and/or refund balances. FAP 1907, 2006	Administering offices must have a process in place to ensure that inactive customer trust accounts are closed and that funds are refunded as required.
	Reconcile master trust balances in ADM with balances maintained by unit. FAP 1904.1, 2004.1; <i>PostalOne!</i> reconciliation instructions on ASC Web site	Balances in <i>PostalOne!</i> and manual ledgers must be reconciled with the Accounting Data Mart (ADM) trust funds-customer report. For <i>PostalOne!</i> sites, the system generated PS Form 3083, <i>Trust Accounts Receipts and Withdrawals</i> , is used to make the comparison. In manual offices, an adding machine tape should be run for each sub-ledger account and compared to the consolidated page. That information is compared to the PS Form 3083 and the ADM trust funds-customer report.
Special Postage Payment Systems controls in place and transactions reasonably and fairly presented in financial records	Comply with SPPS agreements and VAR mailings. DM-109, Chapter 7	Postage Payment Agreements for manifest mailing systems, alternate mailing systems, optional procedure mailings and value added refunds must be current and contain standard operating procedures (SOP). Agreements must be on file at both the acceptance office and the DMU, if applicable, and acceptance employees must follow the SOP as specified in the agreement.
	Sample manifest mailings at the prescribed frequency. DM-109, Chapter 7	Manifest Mail System (MMS) agreements must be current and acceptance employees must follow the standard operating procedures cited in the agreement. Sampling procedures must also be followed as specified in the MMS agreement. Note: Some BMEUs may use <i>PostalOne!</i> to perform eMMS sampling.

Executing these activities supports the integrity of financial reporting and demonstrates accountability and ownership of controls.





Accounting Web Site

To access the Accounting Web Site:

- Type **BLUE** in the address line of the Postal Service intranet
- Click on **Inside USPS** Tab
- Under **Headquarters – Finance**, click on **Accounting**

Here you will find policies, procedures, processes, training, and more!

Field Accounting Procedures (FAP) Guidebook

- Go to the Accounting Web Site
- FAP is located directly on the front page

You can print this draft (in PDF or Word format), which includes up-to-date Handbook procedures for F-1, *Post Office Accounting Procedures*, and subsequent updates in the *Postal Bulletin*.

Ask! Online Accounting Help

To find help for Accounting Services:

- Type **BLUE** in address line of the Postal Service intranet
- Click on **Inside USPS** Tab
- Click on **Accounting**
- Click on **Accounting Help**
- Click on **Accounting Online Help**

Here you can ask questions, get status updates, get AIC assistance, or AIC/GLA information.

Accounting Help Desk (AHD)

Phone: 1-866-9SHARED (1-866-974-2733)

E-mail: helpdeskaccounting-st.louismo@upsp.gov

Hours: 7 am – 7 pm; M – F CST

AHD only handles accounting issues, including POS related finance issues, but not hardware problems. Supporting information you need to provide when you contact AHD:

Field Sales	Caller must have district, finance, and unit ID
Transmission Assistance	For POS, IRT, RCU, eMOVES, SPORT, APC, and <i>PostalOne!</i> – Caller must state the system
Payroll	Callers must have employee's SSN
Refunds and Payments	Caller must have vendor name, TIN or SSN, invoice date, and amount
Money Orders	Caller must have Money Order Serial Number
Indemnity Claims	Caller must have Claim Mailing Receipt Number

Be sure to get a ticket number when you call.

No call, no ticket, no problem!

ADM – Postmaster Folder

To access Postmaster Folder:

- Go to Accounting Web Site
- Click on **ADM Help**
- Click on **Postmaster** folder

Here you will find numerous Accounting reports with descriptions including when and how to use them.

Training

The Accounting Web Site has numerous training links. Look around in each of these pages:

- Click on **Training**
- Click on **Financial Accountability and Reporting**
- Look in **Online Training and Training CDs**

ADM also has extensive training:

- Go to Accounting Web Site
- Click on **ADM Help**
- Click on **ADM Web Site** and look around!