

Figure A7.C2.F7. FMS Case Review and Reconciliation Checklist

<b>FMS Case Identifier: (XX-X-XXX)</b>	
<b>Reviewer Name:</b>	
<b>Reviewer Title/Position:</b>	
<b>Data 'As of' Date:</b>	
<b>Review Event: (check one)</b>	<b>Anniversary of basic case implementation</b>
	<b>Preparation for FMS review with Purchaser</b>
	<b>Case value adjustment</b>

Item #	Checklist Item	Item Verified (Circle One)	Remarks
<b>Section 1: General Case Data</b>			
1	LOA values in DSAMS, DIFS and IA systems equal.	YES NO N/A	
2	LOA line values and associated CAS and LSC in DSAMS, DIFS and IA systems equal.	YES NO N/A	
3	Commitments posted.	YES NO N/A	
4	Commitments, obligations and expenditures reviewed.	YES NO N/A	
5	OA received does not exceed adjusted net case value.	YES NO N/A	
6	Obligations do not exceed OA received.	YES NO N/A	
7	Cumulative from inception (CFI) obligations in DIFS FIF2 equal CFI obligations recorded in IA system.	YES NO N/A	
8	DSAMS/DIFS/IA system rounding variances corrected.	YES NO N/A	
<b>Section 2: Delivery-Related Data</b>			
9	Delivery quantities compared.	YES NO N/A	
10	All deliveries reported in an accurate and timely manner.	YES NO N/A	

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<b>Item #</b>	<b>Checklist Item</b>	<b>Item Verified (Circle One)</b>	<b>Remarks</b>
11	Deliveries reported to correct line; DSCs, appropriation indicators, pricing elements, price codes and other variables verified.	YES NO N/A	
12	DIFS deliveries compared with IA deliveries.	YES NO N/A	
13	SDRs resolved.	YES NO N/A	
<b>Section 3: Expenditures/Disbursements</b>			
14	Admin, CAS, SCML and royalty fee disbursements do not exceed estimated Admin, CAS, SCML and royalty fees.	YES NO N/A	
15	LSC disbursements do not exceed estimated LSC.	YES NO N/A	
16	Accessorial costs in DIFS do not exceed estimated accessorials.	YES NO N/A	
17	DIFS disbursements compared with IA disbursements.	YES NO N/A	
18	DIFS FIC1 reconciled with DIFS FIS2.	YES NO N/A	
19	Adverse Financial Condition (AFC)/ Financially Troubled Case (FTC) issues resolved.	YES NO N/A	
20	Problem disbursements resolved.	YES NO N/A	
21	Billings and current information obtained on all reimbursable documents.	YES NO N/A	
22	All travel orders/vouchers liquidated.	YES NO N/A	
23	Current information on contracts obtained.	YES NO N/A	
24	Ensure SEC 21 LIQ plus SEC 22 LIQ delivered values equal PRG PMT RPT with the only difference allowable due to LSC LIQ	YES NO N/A	

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Item #	Checklist Item	Item Verified (Circle One)	Remarks
25	No credit values exist in DIFS.	YES NO N/A	
<b>Section 4: Summary Financial Review</b>			
26	Payment schedule reviewed	YES NO N/A	
27	FMS review data prepared	YES NO N/A	

**LOA Document Revision**

As a result of this review, the following LOA document revision information applies:

A new modification was prepared	YES NO N/A	If YES, cite mod # _____
A new amendment was prepared	YES NO N/A	If YES, cite amendment # _____

**Verification**

I certify that the above information is true and correct, to the best of my knowledge:

\_\_\_\_\_

Reviewer Signature

\_\_\_\_\_

Date Review Completed

**Attachments**

List each separately, as applicable

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**Distribution**

FMS case file (mandatory repository)  
 Other (list separately, as applicable)

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