

Figure AP7.C2.F6. FMS Case Review and Reconciliation Checklist Preparation Guidelines

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

General comment: Refer to "case review and reconciliation matrix" for a description of what exactly to review, what systems and source documents pertain, when does the individual item no longer need to be reviewed, and how to resolve issues that arise. Include in the "remarks" column below corrective actions taken to reconcile discrepancies discovered during the review; this would, unless otherwise noted below, apply to any checklist item for which the reply shown is no.

Item #	Checklist Item	Item Verified (Circle One)	Expected Response	Guidelines
Section 1: General Case Data				
1	LOA values in DSAMS, DIFS and IA systems equal.	YES NO N/A	YES	Systems interfaces should identify discrepancies immediately.
2	LOA line values and associated CAS and LSC in DSAMS, DIFS and IA systems equal.	YES NO N/A	YES	Systems interfaces should identify discrepancies immediately.
3	Commitments posted.	YES NO N/A	YES	N/A is acceptable if no requirements identified thus far.
4	Commitments, obligations and expenditures reviewed.	YES NO N/A	YES	All entries must be reviewed for accuracy, even if the amounts equal zero.
5	OA received does not exceed adjusted net case value.	YES NO N/A	YES	If OA received, this is a business rule that cannot be violated. N/A is acceptable if no OA received thus far.

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6	Obligations do not exceed OA received.	YES NO N/A	YES	If obligations exist, this is a business rule that cannot be violated. N/A is acceptable if no OA issued thus far.
7	Cumulative from inception (CFI) obligations in DIFS FIF2 equal CFI obligations recorded in IA system.	YES NO N/A	YES	Obligations should match except for active cases. N/A is acceptable if no obligations posted thus far.
8	DSAMS/DIFS/IA system rounding variances corrected.	YES NO N/A	YES	Systemic rounding differences between DSAMS and DIFS are being worked.
Section 2: Delivery-Related Data				
9	Delivery quantities compared.	YES NO N/A	YES	Delivered quantity cannot exceed ordered quantity. Quantities must be compared, even if the values equal zero.
10	All deliveries reported in an accurate and timely manner.	YES NO N/A	YES	N/A is acceptable if no physical deliveries or service performance occurred.
11	Deliveries reported to correct line; DSCs, appropriation indicators, pricing elements, price codes and other variables verified.	YES NO N/A	YES	N/A is acceptable if physical deliveries or service performance occurred.
12	DIFS deliveries compared with IA deliveries.	YES NO N/A	YES	Deliveries should match; only exception is to accommodate lag time for reporting of deliveries to DIFS.
13	SDRs resolved.	YES NO N/A	YES or NO	N/A if no outstanding SDRs; NO is acceptable if open SDRs exist. YES is acceptable if all previously open SDRs were completed.
Section 3: Expenditures/Disbursements				
14	Admin, CAS, SCML and royalty fee disbursements do not exceed estimated Admin, CAS, SCML and royalty fees.	YES NO N/A	YES	N/A would not typically apply since the front-load admin is normally disbursed upon basic case implementation.

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15	LSC disbursements do not exceed estimated LSC.	YES NO N/A	YES	N/A is acceptable if LSC does not apply to any deliveries reported thus far.
16	Accessorial costs in DIFS do not exceed estimated accessorials.	YES NO N/A	YES	N/A is acceptable if accessorials are not incurred thus far.
17	DIFS disbursements compared with IA disbursements.	YES NO N/A	YES	Systems must be compared.
18	DIFS FIC1 reconciled with DIFS FIS2.	YES NO N/A	YES	Records should be in agreement. N/A is acceptable if no disbursements and progress payments reported thus far.
19	Adverse Financial Condition (AFC)/ Financially Troubled Case (FTC) issues resolved.	YES NO N/A	YES	Business rule that cannot be violated. N/A is acceptable if no AFC/FTC issues exist.
20	Problem disbursements resolved.	YES NO N/A	YES	Problem disbursement resolution timeline of NTE 120 days applies. N/A is acceptable if no problem disbursements exist.
21	Billings and current information obtained on all reimbursable documents.	YES NO N/A	YES	N/A is acceptable if no reimbursable documents processed.
22	All travel orders/vouchers liquidated.	YES NO N/A	YES	N/A is acceptable if no travel orders/vouchers processed.
23	Current information on contracts obtained.	YES NO N/A	YES	N/A is acceptable if case is not supported by contracts (i.e., SOS for all lines = 'S' and no progress payments reported in DIFS).
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	YES	N/A is acceptable if no progress payments reported thus far.
25	No credit values exist in DIFS.	YES NO N/A	YES	Business rule that should not be violated. N/A is acceptable if no credit values exist.

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Section 4: Summary Financial Review				
26	Payment schedule reviewed	YES NO N/A	YES	Business rule that cannot be violated.
27	FMS review data prepared	YES NO N/A	YES	YES must apply if the event for this case review is in preparation for an FMS review. NO or N/A are acceptable if other events are checked as the basis for this case review.