

**C. ★DEPOT MAINTENANCE ACTIVITY GROUP (DMAG) - ORGANIC (AIR FORCE).**

NOTE: This section not applicable to ANG/Rome Lab.

INTRODUCTION:

★Depot Maintenance Activity Group-Air Force (DMAG-AF) is the Depot Maintenance industrial fund for the Air Force. It is comprised of two segments, Contract and Organic. The Contract segment is depot maintenance performed by contractors. The Organic segment is depot maintenance performed at government owned, government operated facilities located at Davis-Monthan AFB AZ, Hill AFB UT, Kelly AFB TX, McClellan AFB CA, Robins AFB GA, and Tinker AFB OK. DMAG-AF uses job order, absorption accounting. Sales prices are normally stabilized rates (planned workload) set 2 years prior to the current fiscal year; and unlike the stock fund, once the price is negotiated, it remains until the order is complete. The accounting system for the Depot Maintenance Activity Group is based on accrual accounting techniques, using double entry methods. The purpose of accrual accounting is to record income and expenses as they are incurred, without regard to when the payment has been or will be made or received. NOTE: Residual accounting is performed for Newark AFB at the Dayton OPLOC.

★Attachment 1 lists all General Ledger Account Codes (GLACs) and provides pro forma entries. These pro forma entries are not all inclusive; therefore, you must apply professional judgment when posting.

**1. ★TASK - Accounting for Equipment.**

**a. OPLOC:**

(1) ★Receive JV and review for reasonableness and supporting documentation for accuracy before posting JVs submitted by the FSO. NOTE: The cash disbursements JV will update the Intransit account for disbursements.

(2) ★Provide the amount of Intransit equipment recorded for the month to the FSO

(3) ★Receive, review, and post JV.

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**b. FSO:**

- (1) ★Maintain a subsidiary ledger for equipment Intransit which tracks by contract and CSN.
- (2) ★Coordinate with the equipment managers to properly classify additions and deletions (mistakes, transfers, etc.). The G017-A02 can be used to ensure all changes are received.
- (3) ★Reconcile the G017-A04 depreciation to what was accepted by G035A-HF3.
- (4) ★Coordinate with OPLOC DMAG Reporting Office on the amount of intransit equipment recorded for the month.
- (5) ★Prepare JV for monthly depreciation (5X730, 56735), loss on disposal (58200), transfers out (60210), transfers in (60110), additions (165XX), etc. The summary pages of the G017-A04 will be used to support the JV.
- (6) ★The G017-A02 and A04 must be retained at the ALC to support the trial balance.
- (7) ★Forward to OPLOC.

**2. ★TASK - Accounting for Facilities. Buildings and other structures used more than 50% by DMAG and Minor Construction.**

**a. OPLOC:**

- (1) ★Receive a JV for depreciation expense on a monthly basis from the FSO with depreciation schedules. As required, additions and deletions will be included in the JV with supporting documentation.
- (2) ★Review the H103 1R7 product or ad hoc queries monthly for minor construction expenditures. Post to GLAC 16410 within the H103 Cash Disbursements JV. The H103 1R7 or ad hoc queries will serve as the subsidiary ledger and will be filed with the JV.
- (3) ★Annually reconcile the 7115 USAF Real Property Inventory List to the general ledger. Request explanation of variance from FSO (Cost Accounting function) if not provided.
- (4) ★Provide to Funds Control and Financial Reports Branch the values of facilities recorded in the DMAG general ledger quarterly.

(5) ★Receive, review, and post JV.

**b. FSO:**

(1) ★Buildings (GLAC 16210) and Other Structures (GLAC 16230).

(a) ★Keeps in contact and coordinates with Civil Engineering regarding their schedule for new construction and demolition

(b) ★Review the SF022-003 for changes to the prior quarter.

(c) ★Requests supporting documentation for additions and deletions, e.g. AF Form 1441 or DD Form 1354, to support the changes.

(2) ★Minor Construction (GLAC 16210)

(a) ★Review the H103 1R7 or ad hoc queries monthly for completions. NOTE: CSN ULOs will be zero.

(b) ★Update the depreciation schedule.

(c) ★Verify that the minor construction amount is not recorded in the facilities amount.

(d) ★Provide the explanation of variance between the 7115 and the general ledger. (the 7115 and the explanation should be attached to the JV.

(3) ★Prepare JV and forward to OPLOC.

**3. ★TASK - Accounting for Management Information Systems (MIS). DMAG must account for unique ADPE software which it owns and controls.**

**a. OPLOC:**

(1) ★Receive and review JV for reasonableness and supporting documentation for accuracy before posting JVs submitted by the FSO. NOTE: The cash disbursements JV will update the software development account for disbursements.

(2) ★Provide the amount of software development recorded for the month to the FSO.

(3) ★Receive, review, and post JV.

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**b. FSO:**

(1) ★Must maintain a subsidiary ledger (contract number/MORD, CSN, DSD, Acronym, etc.) and amortization schedules for all DMAG MISs. Software may be for local use only or used ALC wide.

(2) ★Must Maintain a subsidiary ledger for systems in development (contract number/MORD, CSN, DSD, Acronym, etc.). Software may be for local use only or used ALC wide. Update the ledger as required by the amount recorded in the H103-1R7 compared to the amount recorded by the OPLOC.

(3) ★When the ULO for this effort is zero, inquire to the project officer as to whether the system has been implemented. If implemented, move from the “in development” subsidiary ledger to the “in use” subsidiary ledger.

(4) ★As part of year-end processing, ensure all “in use” systems are still operational.

(5) ★Provide OPLOC with JV for reclassification(s) and amortization. Supporting subsidiary ledgers should be attached to the JV.

**4. ★TASK - Trial Balance (TB) Reporting for Contract and Organic (DMAG-AF) HAF ACF(M)7107.**

★NOTE: One report is produced for each DMAG activity.

★Introduction: The DMAG-AF reports are being produced by a PC-based application-H069G (reference draft AFLC 170-412). H069G will run at the OPLOCs to produce accounting reporting; at DFAS-DE for consolidation and division level adjustments; at the base level for management reporting; and at HQ AFMC for consolidation of the management reporting.

**a. OPLOC:**

(1) Prepare Journal Vouchers (JV), (reference JV TASKS for details).

(2) ★Post JVs.

<b>Data</b>	<b>Card Columns</b>	
SMA	1	Must be alpha (A-Z)
Clerk Code	2	Must be filled
Trans no.	3-4	Must be filled
Julian date	5-7	Must be numeric (0-9)
	8-18	Leave blank

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Fund Code	19-20	Must be 6E
GLAC	22-24	Must be numeric (0-9) for fund code
GL subaccount	25-26	Must be numeric (0-9) if used; Cannot be zero filled (00); Can be blank
	27-48	No edit performed
Sales Code	49-50	Must be two position numeric, when used
Document Number	51-58	Must be filled (edited only if column 69 has 7, 8, 9)
	59-67	No edit performed
	68	Must be blank
Ledger Code	69	May be blank or contain 7, 8, 9,
Amt	70-79	Must be numeric (0-9) except column 79 can contain an X(11) over punch to indicate CR
Card identification	80	Must be W

(3) Submit preliminary 7107 and non-normal Balance Report (from H069G) to FSO to obtain necessary documentation for the footnotes.

(4) Validate TB:

(a) Proof of Accounts.

(b) ★Obtain and reconcile HAF ACF(M)7113 Disbursements and Collections Report. (Ensure TB & MAFR agree.)

(c) ★Prepare Footnotes, incorporating the FSO's input, for the following:

- 1 Abnormal balances
- 2 AEU's (contract DMAG).
- 3 Prior year adjustments.
- 4 Interoffice transfers.
- 5 Change in accounting policy.
- 6 Intra-AFWCF sales, expenses, accounts receivable (EOY), accounts payables, (EOY) WIP.

(d) ★Compare to source documentation to include: (Should normally be attached to the applicable JV)

- 1 Inquire to G072D & H103 & H069BQ.

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2 Inquire to G072A, H103, G004B, H069BQ, etc.

3 ★The Unliquidated Orders Outstanding (UOO) balances reflected in the financial statements should be reconciled to the applicable source documentation. For Material, the Material GLACs UOOs (GLFMs 94111 and 94151) should be reconciled to the Stock Fund General Ledger. The remaining UOOs should be reconciled to the H103 system. To reconcile these UOOs (GLFMs 94110, 94120, 94150, and 94160), the formula is:

4 ★Organic, Contract, FMP GLACs UOO - GLACs for advances paid to contractors + Duplicate AEU accruals = H103 Fund Code 6E ULO balances. While this computation should balance, the individual GLACs should be validated to ensure this accuracy and to ensure that they are not double accounted in the UOO balances.

(5) ★The following procedures relate to the reconciliation of project orders: The unproduced dollars in the incomplete work column of the Project Order Control System should be reconciled to the unfilled customer orders in GLFMs 94310 and 94320. GLAC 22510 Progress Billings - Customer - Progress Billing on Project Order Control Record less Revenue on Project Order Control Record considering accounts receivable (GLAC 13210) must equal GLAC 22510 at each month end. GLAC 94410 Customer Orders Comp US Gov't - Revenue on Project Order Control Record less revenue carryover from prior year must equal GLAC 94410 at each month. Also 94410 plus 94420 must equal revenue (excluding invested capital used and scrap revenue).

(6) ★Prepare, process, and sign the trial balance check list, attachment 3. Maintain the signed check list as part of the supporting documentation to the Trial Balance

(7) ★Submit 7107 (FGL28XXX.DAT) to Denver for consolidation. (9th workday). If actuals are not available, estimates will be used and the report will be submitted on time.

(8) ★Submit 7107 to FSO (FGL11A.DAT file and FGL11B.DAT). Request from HQ AFMC/FM are submitted to the FSO.

(9) ★Submit footnotes to DFAS-DE (11th workday).

(10) ★If an OPLOC discovers a problem, and determines there is a need to correct the trial balance after it has been submitted to DFAS-DE, that OPLOC should notify DFAS-DE by telephone. Provide a detailed nature of the problem, the amount of the adjustment, and the impact of the error. DFAS-DE will advise the activity if correction and retransmission can be made.

(11) **★Year End** - Review each GLAC and determine the FY-end balance to be supportable by documentation, as applicable resolve or remove any questionable values included in the balance prior to submission to the certified trial balance. H069G automatically closes nominal accounts, if they are properly annotated in the base's Cumulative General Ledger File (FGL11A.DAT). To ensure that these accounts do close to the proper closing account review the file maintenance screen according to AFMCM 170-412, and make any necessary changes.

**★NOTE:** Certain updates must be performed by DFAS-DE--HQ AFMC consolidated adjustments. DFAS-DE will post all entries to the General Ledger from a Journal Voucher (SF 1017-G). All JVs must be supported by appropriate backup material. Entries to the General Ledger will consist of: (1) entries recording transactions for the month, such as cash, or adjustments of these entries; (2) entries to record accrued expenditures unpaid (AEU), and Intransit from DFAS-DE and Detachment 41; (3) entries to adjust installation level accounts after their trial balances have been submitted, when authorized by DFAS-DE; (4) entries reversing prior month's reclassifications or adjustments; and (5) year-end closing entries.

**b. FSO:**

(1) **★Prepare JVs** as specified in the tasks for DMAG-AF and transmit to the DMAG-AF Section. JVs are to be signed by the preparer and reviewer with an effective date. **NOTE:** The OPLOC will assign the JV number.

(2) **★Receive preliminary TB** and do research to obtain explanation for the footnotes. FAX explanation to the OPLOC DMAG-AF Section (10th workday COB).

(3) **★Receive and Input final 7107** (FGL11X.DAT file) into the H069G (brings FSO data to current status for the month and allows for printout of the 7118 Financial Statements for local distribution). Prepare financial reports for local distribution (PDs and divisions).

(4) **★If an installation discovers a problem**, and determines there is a need to correct the trial balance after it has been submitted to DFAS-DE, that installation should notify DFAS-DE by telephone. Provide a detailed description of the nature of the problem, the amount of the adjustment, and the impact of the error. DFAS-DE will advise the appropriate activity if correction and retransmission can be made.

**5. ★TASK - Flash Report DD-COMP(M) 1445 (Due COB 6th Workday).**

**★NOTE:** One report is produced for each DMAG activity.

**a. OPLOC:**

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- (1) ★Prepare JVs for the following GLACs:
  - 133XX
  - 155XX
  - 21XXX
  - 221XX
  - 224XX
  - 22510
  - 602XX
  - 941XX

NOTE: Estimates must be input if actuals are not available.

- (2) Perform reasonableness check by comparing to last month's TB for unusual changes.
- (3) Perform research and corrective action if necessary for unusual balances.
- (4) Submit by COB 6th workday to DFAS-DE.
- (5) At EOM, compare Flash Report obligation total to the final TB obligation. If variance is in excess of 10 per cent, an explanation must be submitted to DFAS-DE. Additionally, the procedures will be examined and changed, if necessary, to prevent future material variances.

**b. FSO:**

Support the OPLOC by performing research and providing explanations. Reference items 3 and 5 above, as requested.

**6. ★TASK - Statement of Sources of Revenues Report (Due COB 9th Workday).**

★NOTE: This is an internal management product for HQ AFMC. (H069G will remain at the FSO and HQ AFMC for management reporting.)

**a. OPLOC:**

No action.

**b. FSO:**

- (1) ★Input entries to H069G.
- (2) Submit to HQ AFMC/FM for consolidation.

**7. \*TASK - Prepare the Repair Group Category (RGC) Report (Due 20th Calendar Day).**

\*NOTE: This is an internal management product for HQ AFMC. Also use RGC table.

**a. OPLOC:**

No action.

**b. FSO:**

Prepare input for H069G.

\*NOTE: RGC report is due on 20th calendar day of each month. The G072A-Z29 second run is needed to prepare the input for the report. Use the Z29 actual labor, material, operations overhead, general and administrative, other direct, earned hours, actual hours and revenue for the report. Use the G072A-N11 product total cost column for WIP for each RGC. After the grand totals all match, the report is ready for submission to HQ AFMC.

(1) Input entries to H069G and compare report to input.

(2) Submit to HQ AFMC and respond to their inquiries.

**8. \*TASK - LOG-ACF(M) 7118 Analysis of Financial Status Due COB 18th Workday.**

\*NOTE: This is an internal management product for AFMC.

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**a. OPLOC:**

No action.

**b. FSO:**

(1) Input budget targets annually or quarterly to H069G.

(2) Submit budgetary targets to HQ AFMC/FM (FGL54AXX.DAT).

(3) Breakout budget targets by Product Directorate (PD) for Inclusion in PD internal financial reports (profit and loss).

(4) ★Distribute 7118 financial reports to budget with additional schedules as required by local budget office.

(5) Budget submits report (narrative) to HQ AFMC by 18th workday.

**9. ★TASK - Perform Customer Order Update.**

**a. OPLOC:**

Liaison between the FSO and the Accounts Receivable and Government Branches.

**b. FSO:**

★Customer order acceptance is input to G004B and automated AFMC Form 181 system (reference, AFMCI 21-111).

**10. ★TASK - Customer Order Validation and Journal Voucher.**

**a. OPLOC:**

★Review JV for reasonableness and supporting documentation for accuracy before posting JVs submitted by the FSO.

**b. FSO:**

(1)★Establish Funds Classification Reference Number (FCRN) in the G004L based on documentation provided by the customer:

★Ensure G004B agree with the signed-accepted customer order.

- (2) ★Organic DMAG-AF maintains the Project Order by PCN/FY:
  - (a) ★Input into local maintained project order control system.
  - (b) Compare output from the control system to the G004B.
  - (c) Notify and maintain documentation requesting correction of discrepancies and follow-up.
  - (d) ★Prepare a letter listing G004B discrepancies and transmit to OPLOC DMAG-AF section requesting JV adjustment be input to the H069G. This will be reversed the first of the next month.
- (3) ★Prepare and submit worksheet detailing orders accepted to OPLOC DMAG-AF section for use in updating the general ledger. Prepare EOM JV and Post to G/L (GLACs 944xx, 943xx). Source: G004B.
- (4) ★Compare balances in G/L: Organic DMAG Use the G004B-FGA.
- (5) ★Reverse previous month's discrepancies.

**11. ★TASK - Prepare Accrual and Expense JVs by 3rd Workday for G035A Run. GLACs: 22XXX, 5XXXX.**

**a. OPLOC:**

- (1) Reverse prior month accruals.
- (2) Compute accruals and forward to the FSO for the following:
  - (a) ★Contract support (Examples: Equipment Maintenance, Ground Support Equipment (GSE), Facilities Maintenance). Source: H103, H069BQ and Contract
  - (b) ★Travel: Indirect only 55412, 56412 GLACs located in RCCC field. Source: H069BQ Retrieval.
  - (c) Training: Tuition books and fees. Source: DD Form 1556, Obligation from H103 or H069BQ.
  - (d) ★Civil Engineering Support (e.g., Base Utilities Maintenance, and Facility Maintenance). Source: Civil Engineering and WIMS.

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(e) ★Headquarters Support (Letters and MIPRs), DFAS Support, JLSC and MSG. Source: Letters from HQ AFMC/FM

(f) Base Operations Source: Memorandum of Agreement (MOA)/Inter-Service Support Agreement (ISSA).

(g) Hazardous Waste Source: Environmental Management (EM) letter to OPLOC.

(h) ★Communications/Printing & Reproduction. Source: MORD or MIPR provided by FM budget office.

(i) ★ADPE/Computer Support: Defense Megacenter (DMC) Source: MIPR from DISA for DMC and payment history.

(j) ★Vehicle Support Source: MORD/MIPR and/or payment history.

(k) ★Equipment Rental Source: Contracts.

(l) ★Custodial Services Source: Contracts.

(m) ★Contract Engineering Technical Support (CETS) Source: Contracts.

(n) ★Mission Travel Source: G072A-D15.

(o) ★Shop Office Rearrangement Source: MIPR/Contract.

(p) Major Real Property Maintenance and Repair (MRPM&R). Source: DMAG budget document.

(q) ★Workmen's Compensation Source: HQ AFMC/FM.

(r) ★OPM support Workforce Restructuring Act (\$80 per capita based on number of personnel on hand as of 31 March of each year as provided by local civilian personnel office). Source: Letter(s) from OPM.

(s) ★Cash Awards Source: Provided by budget office.

(t) Other accruals as required.

(3) Post expenses as payments are made. As payments are made, update 5XXXXX; at end of the month, the disbursements are recorded; update 21XXXX, 60260.

(4) Periodically, examine expenses to determine whether to accrue or adjust the accrual computation.

**b. FSO:**

Provide assistance as requested.

**12. \*TASK - Prepare Other Direct Costs JV.**

**a. OPLOC:**

\*Receive, review, and post JV.

**b. FSO:**

(1) \*Prepare JV to record direct travel expenses GLACs 524XX, 21120, 94120, 99000X. Source: G072A-D15. Most other direct costs are travel. The last eight digits of the JON is recorded in the order number field in H069BQ.

(2) \*If there are any contractual other direct costs, they will be recorded in H103.

(3) \*Contract Services. FMB is responsible for determining that a particular contractual service is direct and for determining the rate per direct product earned hour (DPEH) to be charged to the RCCC JON for which the contract support is required. To figure the rate per hour:

(a) \*From the official contract, obtain the total dollar value of the contractual support.

(b) \*Determine the workload and RCCC to which the contract support applies and obtain from the MAWW workloader the number of units and RCCC labor standard per unit to be produced during the period over which the contract is to be performed. Use this formula to figure the rate per hour:

(c) \*Total Contract Value - (Project Production Units X Labor Standard Per Unit) = Rate per DPEH. Retain for support of expense schedule in (5. F.) below.

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(d) ★From the G004L obtain the DPEHs for the JON/RCCC designated to receive the contractual support costs. This may involve the manual addition of DPEHs for several operation numbers.

(e) ★Multiply the rate from (2) above by the DPEHs from (3) above to figure the dollar value of contract support costs to be expensed for the accounting period.

(f) ★Repeat this procedure for each contractually supported workload to compile source data for preparing PDT entries for input to G072A WIP.

(g) ★Prepare a manual schedule showing the:

- 1 ★RCCC/JON
- 2 ★Workload identification (MDS/TMS/MSN/FSN)
- 3 ★Total contract value
- 4 ★Month/year
- 5 ★Monthly DPEH
- 6 ★Rate per DPEH to be expensed
- 7 ★Monthly amount expensed
- 8 ★Cumulative amount expensed
- 9 ★Remaining balance

(4) ★Review amount expensed on a quarterly basis and adjust the rate if needed to ensure complete expensing of the contract cost over the contract/workload period. Adjust the balance to zero upon completion of the supported workload.

(5) ★Coordinate cost classification with Cost Accounting so the cost can be properly recorded in General Ledger Account 52569.

**13. ★TASK - Prepare Revenue JV GLACs 4XXXX, 22510, 25110, 944X0, 943X0**

**a. OPLOC:**

★Review and post JV

**b. FSO:**

(1) Prepare the revenue JVs and forward to OPLOC.

(a) Source: G004B-S1B after reconciling to G072A

(b) Adjust for customer funding shortfalls

(2) ★Revenue reported by G072A or G004B which exceeds customer funding or any customer order with questionable funding can be suspended in GLAC 18120. If not suspended, revenue up to the customer funding will be recognized and the full costs will be recognized.

**14. ★TASK - Prepare the Work-In-Process (WIP) JVs for Allocated, Unallocated and Unfunded WIP.**

**a. OPLOC:**

(1) ★Review and post JV.

(2) ★Send copy of JV to FSO.

**b. FSO:**

(1) ★Prepare the current month and reversal of previous month's WIP JVs for allocated, unallocated, and unfunded WIP. Allocated and Unallocated GLACs 15111, 15112, 15113, 15131, 15132, 15133, and 57010. Unfunded GLACs 90112,, 90113, and 90114. Source: G072A-K11, K21, V06, N07, G035A-HOF and G004H-082 Local Manufacture Suspense, 084 Cost Question Suspense.

(2).

**15. TASK - Prepare Incremental Revenue Recognition (IRR) JV.**

**a. OPLOC:**

(1) Receive IRR with supporting documentation and post.

(2) Provide assistance as required.

**b. FSO:**

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(1) Prepare the IRR JV and the Reversal IRR for previous month and input to the GL GLACs 4XXXX, 1511X, 57010, 132XX, 22510, 25110. Source: G030 Retrieval from VAX.

(2) Send copy of JV, with supporting documentation, to OPLOC.

**16. \*TASK - Prepare JVs for Asset Capitalization Program (ACP)/Capital Purchases Program (CPP).**

\*NOTE: CPP is a Air Force Working Capital Fund (AFWCF) program to acquire equipment, MIS, and Minor Construction greater than the capitalization amount and with a life span greater than 2 years. It is treated as appropriated money.

**a. OPLOC:**

(1) \*Prepare the JVs for ACP/ CPP program authority GLACs 93XXX, 99500, 96XXX. Source: H103-1R7

(2) Update ULO and expenditures GLACs 93XXX, 95XXX, 96XXX.

(3) \*Move the amount of CPP disbursements from 60262 to 60261. Check to ensure net change for the month equals the net change for the 960X6 accounts.

(4) \*When Program Authority equals cumulative prior receipts (ACP) or AEP (CPP), prepare a JV to close the related accounts at EOY. Source: H103/CPAS.

**b. FSO:**

(1) \*Periodically receive Budget Authority Letter from HQ AFMC/FMRI for preparation of JV to establish/update the budget authority (GLAC 96XXXX).

(2) \*Receive retrieval from CPAS or the H103-1R7 to verify the totals against the Budget Authority recorded in the DMAG general ledger. Follow-up on variances.

(3) Provide assistance as required.

**17. \*TASK - Prepare Labor JVs for Input to G/L.**

**a. OPLOC:**

(1) ★Prepare JV for recording civilian payroll based on bi-weekly disbursement.. Forward the FSO a worksheet summarizing by EEIC. NOTE: This will include some off-line supplemental payments. GLACs 60260, 22XXX.

(2) ★Review and post JVs.

**b. FSO:**

(1) Provide assistance as required.

(2) ★Prepare JV to redistribute leave and benefits paid. GLACs 22XXX, 221XX.

(3) ★Prepare JV to record G037G civilian and military labor expenses. The labor must be broken out by WG, GS, GM, Officer and Enlisted based on G037G PC1. GLACs 5XXXX, 22110, 21111.

(4) ★Prepare JV to redistribute the leave and benefits accrual. 22110, 221XX.

(5) ★GLACs 22110, 221XX. Source: G037G-PC1 (acceleration amount) and Accelerated Labor Factor (percentages).

(6) ★Prepare JV to record unfunded military (Combat Logistics Support Squadron (CLSS)) labor based on G037G JB1 and H069BQ. GLACs 915XX, 99000 (Reference AFMCM 177-360 and AFMCM 177-5.)

(7) ★Prepare JV to record cash awards accrual based on annual target. GLACs 22110, 55150, 56150.

**18. ★TASK - Prepare JVs to Record Accounts Receivable to G/L.**

**a. OPLOC:**

(1) ★Receive JV to record accounts receivable, supported by the control register, received from FSO. GLACs 1322X, 22510, 25110, 25210.

(2) ★Prepare JV to move accounts receivable from unbilled to billed based on recording of bill number in H069BQ as a filled uncollected order.

(3) Prepare a JV to record collections of accounts receivable based on SF 1080 recorded in H069BQ. GLACs 60250, 22510, 25110, 132XX.

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(4) Prepare a JV to reclassify accounts receivable by age based on H069BQ schedule received from the Accounts Receivable Branch. GLACs 132XX.

(5) Prepare a JV to transfer to DFAS-DE uncollectable accounts receivable over 120 days delinquent on notification by A/R branch. GLACs 132XX.

(6) ★Accounts Receivable written off are recorded as a bad debts expense and are passed to the FSO to be recorded in G035A as a General and Administrative charge.

(7) ★Review and post JV.

REFERENCE: AFR 177-102.

**b. FSO:**

(1) ★Prepare progress billings based on G004B detail. Annotate SF 1080 as a progress billing.

(2) ★Prepare completion billings/FMS worksheets based on G004B and G072A-K15 (for FMS). Assign a six-digit bill number so as to link SAMIS reimbursement billing request.

(3) ★Annotate SF 1080 as a completion billing. Advise customers once a month of the amount that has gone from advanced billing to completion billing.

(4) ★Prepare advanced billing based on current AFWCF policy. Annotate SF 1080 to reflect advance billing.

(5) ★Prepare control register for each billing package (SF 1080) and forward with SF 1080s to OPLOC. Establish a unique control number for each control register consisting of the ALC, Julian date, and 3-digit sequence number (e.g., XX-ALC-7031-001).

(6) Provide assistance as required.

(7) ★Prepare and forward JV to record accounts receivable using the control register as support.

**19. ★TASK - Prepare JV for Unliquidated Orders Outstanding(UOO).**

**a. OPLOC:**

(1) Prepare JV to record ULOs in G/L based on H103-3H1 and H069BQ less accrued expenses and duplicated ULOs. GLACs 94110, 99000.

(2) ★Obtain outstanding invoices and accruals to adjust ULOs to UOOs and then prepare JV.

**b. FSO:**

Provide assistance as required.

**20. ★TASK - Prepare JV for Obligated Due-Outs**

**a. OPLOC:**

★Prepare JV for obligated due-outs based on stock fund trial balance (stock fund GLAC: 910, SC63) (DMAG GLACs 94111, 99000).

**b. FSO:**

Provide assistance as required.

**21. ★TASK - Prepare JV to Record Customer Orders Completed in G/L.**

**a. OPLOC:**

★Review and post JV.

**b. FSO:**

★Prepare JV to record customer orders completed based on G072A-R05. GLACs 944XX, 943XX.

**22. ★TASK - Prepare JV to Record Unfunded Pension Costs in G/L.**

**a. OPLOC:**

Input JV provided by FSO.

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**b. FSO:**

(1) Prepare JV to record unfunded pension expense based on percentage of Civil Service Retirement (CSR) personnel to total personnel times total monthly personnel costs times 14.29 per cent (provided by HQ AFMC/FM). GLACs 91100, 99000.

(2) ★Forward completed JV to DMAG/AF Section.

**23. ★TASK - Maintain Labor Costing Integrity (Reference AFMCM 177-360 and AFMCM 177-5).**

**a. OPLOC:**

(1) Provide oversight assistance as required.

(2) Review G037G products for problems of materiality and follow-up with FSO for appropriate action.

(3) Compute labor acceleration factor at beginning of fiscal year (BOFY) and submit to FSO for input to G037G. NOTE: The purpose of the labor acceleration factor is to annualize the leave and benefits expense to prevent monthly distortion Review at least quarterly for propriety.

(a) ★CIVILIAN BENEFITS ACCELERATION FACTOR FORMULA:

Regular Pay (Permanent + Temporary)  
(Use RCS: DD-COMP (AR) 1092 Totals for Previous FY) \$228,950

*GLAC 22151 (Annual Leave	\$ 19,171
*GLAC 22153 (Sick Leave)	10,300
*GLAC 22154 (Holiday)	8,769
*GLAC 22159 (Other)	514

Total Leave	\$ 38,754
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Regular Pay Less Leave	\$ 190,196
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Leave Factor	(38,754/190,196)	.2038
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\* Total credits to these GLACs for previous FY equal dollars paid for these services.

Total Benefits (GLACs 22121 - 22124) (FERS, TSP, Health, Life, CSR and FICA)	\$ 49,960
Benefits Factor (49,960/228,950)	.2182
FY Acceleration Factor	.422

(b) ★ACCELERATION FACTOR NOTES

1 ★The objective is for end-of-year expense dollars in 12 monthly increments to equal total annual dollars disbursed. The Acceleration Factor smoothes the monthly expense. For example:

- (i) ★60% of the Holidays occur in 33% of the year.
- (ii) ★Leave usage is heavy in November, December and January due to use-or-lose time frame.
- (iii) ★Two months each year have three pay periods.

2 ★The Acceleration Factor should stay constant for at least October through June, or until the second month when three pay periods occur (or a major ALC-unique condition is experienced).

3 ★When the need to change the Acceleration Factor occurs, estimate Expenses and Payments for the balance of the Fiscal Year. Adjust the Factor accordingly, and notify DFAS-DE/ANMC and the HQ AFMC Financial Services Office (FSO).

4 ★In determining expenses for the fourth quarter, the accrual for unpaid work and leave for that pay period must be taken into consideration. Year-end accrual in GLAC 22110 (Accrued Salary and Wages), and accruals in benefits, plus balancing GLAC 22151 (Funded Annual Leave) with the balance on the Summary page of the 6E Management Product One, are also very important.

(4) ★Adjust payroll accrued liabilities to actual for end-of-fiscal-year (EOFY). The balance in this account at FY-end will reflect the unpaid salaries and wages plus the estimate of salaries and wages for the last partial pay period plus an estimated amount for annual leave, sick leave, and other leave taken during the last partial pay period of the FY. The following adjusting entries are required:

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(a) ★To bring GLFM 22110 balance into agreement with the unpaid salaries of the payroll system at the end of the last full pay period of the FY when payroll balance exceeds the GLFM 22110 balance. Debit 52110/55110/56110 Credit 22110.

(b) ★To bring 22110 balance into agreement with the unpaid salaries of the payroll system at the end of the last pay period of the FY when the 22110 balance exceeds the payroll balance. Debit 22110 Credit 52110/55110/56110.

(c) ★To record the estimate of salaries for the last partial pay period of the FY. Debit 52110/55110/56110 Credit 22110.

(d) ★To record the estimate of annual leave taken during last partial pay period of the FY. Debit 22151 Credit 22110.

(e) ★To record the estimate of sick leave taken during the last partial pay period of the FY. Debit 22153 Credit 22110.

(f) ★To record the estimate of other leave taken during the last partial pay period of the FY. Debit 22159 Credit 22110.

(g) ★Accrued Annual Leave - Civilian. The FY-end balance in this account will reflect the amount of leave liability owed to employees through the last full pay period plus the estimated annual leave accrued for the last pay period less the estimate of annual leave taken during the last partial pay period of the FY. The following adjusting entries are required. Debit 56161 Credit 22151.

(h) ★Accrued Sick Leave - Civilian. This account does not reflect a liability to employees. The balance reflects the variance between estimated sick leave to be taken and actual sick leave taken. The following adjustments are required: Debit/Credit 22153 Debit/Credit GLFM 56162-- To zero FY-end balance

(i) ★Accrued Other Leave - Civilian. This account does not reflect a liability to employees. The balance reflects the variance between estimated other leave to be taken and actual other leave taken. The following adjustments are required: Debit/Credit 22159 Debit/Credit 56163-- To zero FY-end balance.

(j) ★2212X, Accrued Personnel Benefits - Civilian. This account will reflect unpaid amount of DMAG. Funds for personnel benefits as of the last full pay period plus the estimate for the last partial pay period of the FY. The following adjustments are required: Debit/Credit 2212X Debit/Credit 56170.

(k) ★Amount of accrued personnel benefits incurred for personnel loaned to another DMBA installation and are not paid by the borrowing

installation. Amount of accrued personnel benefits incurred for personnel loaned to another DMBA installation and are not paid by the borrowing installation. Debit 2212X Credit 60230.

(5) Process SFs 1080 forwarded by FSO. Record SFs 1080 in the H069G.

(6) Examine unusual/extraordinary mass movement of labor hours from direct to indirect and indirect to direct. Initiate corrective action as necessary.

(7) Review all labor disbursements for propriety seeking reimbursement or reclassification where appropriate.

(8) ★Coordinate and monitor system changes for impact on accounting procedures (G037G).

(9) ★When it is necessary to accomplish JON costing of actual direct labor, compute as follows:

(a) ★Get the actual hours by duty code (11,12) identification and RCCC from the G037G system.

(b) ★Get production count earned hour data from the G004L system.

(c) ★Determine a direct product actual hour (DPAH) vs direct product earned hour (DPEH).

(d) ★Apply the factor produced in c above to the JON earned hour accumulation received in b above. The result is the calculated actual hours for each JON. The formula for doing this is:  $DPAH (G037G)/RCCC = JON \text{ Application Factor}$ ;  $DPEH (G004L)/RCCC (JONAF)$ ;  $JON DPEH (G004L) \times JONAF = \text{Computed actual Labor; hours for Individual JON}$ .

(e) ★Apply the computed actual labor hours to the appropriate RCCC hourly rate; i.e., direct or indirect. The result is the amount of actual labor costs for the JON.

(f) ★These steps apply to both funded and unfunded costs.

**b. FSO:**

(1) ★Maintain labor costing integrity of Labor systems. Act as OPR for H117, and G037G.

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(2) Provide Time and Attendance (T&A) and G037G training as required to functional areas. Update training materials as needed.

(3) Perform periodic quality checks on labor input (reference AFMCR 170-10, chapter 8).

(4) Research, document, and submit discrepancy reports to system office of primary responsibility (OPR) when identified.

(5) ★Provide to DMAG-AF Section at the OPLOC the following G037G products: XF1 Exception Listing, G61 and G71 Labor Assignment reports, H41 Unmatched Labor to Payroll, H42 Payroll/Labor Reconciliation Evaluation List, H43 Unmatched Payroll to Labor, H31 Computed Pay Rates, E11 Labor Hour Summary, JB1 Duty Cost Code List, FD1 Labor Summary & Effectiveness Report End of Month, PC1 Civilian and Military Comprehensive Labor Report.

(6) Provide reorganization assistance (RCCC, FC, Skill Code, etc.).

(7) Update G037G distribution tables as appropriate.

(8) Provide liaison assistance between payroll and Depot Maintenance organizations.

(9) Work with budget personnel and product directorates to resolve labor/payroll mismatches.

(10) Review accepted transaction and daily-error suspense report and coordinate corrections. Adjust G037G as appropriate for labor errors uncorrectable through H117.

(11) Adjust G037G labor pay-rates as needed.

(12) Compute reimbursement for out-of-directorate loans based on actual hours and accelerated rate. Prepare and forward SF 1080 to Receivables Branch, DFAS-DE for processing after coordination with the borrowing organization.

(13) Responsible for scheduling runs in coordination with interfacing systems.

(14) Verify monthly that earned hours in G004L equal earned hours in G037G. During the last week of the month, verify that each RCCC has earned hours vs actual hours. Contact PD for corrective action.

(15) Examine unusual/extraordinary mass movement of labor hours from direct to indirect and indirect to direct. Initiate corrective action as necessary.

(16) Investigate/validate military personnel in G037G to military personnel flight records, and take corrective actions needed.

(17) Evaluate suggestions relating to system changes.

(18) Verify manual inputs using the G037G-R1 listing for errors and corrective action as needed.

(19) Provide assistance in development of labor rates and accrual factor as requested.

**24. \*TASK - Operate and Maintain Maintenance Material Costing System (Reference AFMCM 66-53)**

\*Material costs are identified to the RCCC in which the material is used as direct or indirect costs. Direct material costs are further identified to a JON representing the production item on which the item is used. Shop transactions are also identified as to source (Maintenance MIC/Pseudo MIC, DMSC or Direct Line Issue) by transaction register ID codes (TRID). Indirect material is identified to supplemental accounts by use of "U" prefixed control numbers in the transaction document. The same stock number cannot be treated as both direct and indirect material within the same RCCC.

The following provides the different categories of material and their relate cost code:

**Direct Expense Material (Funded).** This is expense material only, that is, material cost codes "A", and "R". It is costed at standard cost.

**Direct Exchange Material (Funded) (RSD).** This is made up of exchange material cost codes "B", "G". It is priced at exchange price (surcharge plus repair cost).

**Direct Exchange Material (Unfunded).** This is made up of material cost codes "E" or "J." It is priced at the latest average cost to repair the item.

**Direct Non-exchange Material (Funded) (RSD).** This is made up of material cost codes "S" or "U". It is priced at standard.

**Direct Exchange Material (Maintenance of DME, Funded) (RSD).** The material cost code is "K". It is priced at exchange price(surcharge plus repair cost).

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**Direct Exchange Material (Maintenance of DMBA DME, Unfunded).** The material cost code is "Y". It is priced at the latest average cost to repair item.

**Direct Expense Material (Maintenance of DMBA DME, Funded).** The material cost code is "W". It is costed at standard costs.

**Direct Material Other (Unfunded).** The cost basis for each of the following material cost codes (i.e., cost codes D, M, T, Z, and X with other than U in the first position of JON) is the full stock list price. (NOTE: cost code "X" could be free issued.)

**Indirect Material.** Expense material, cost code "L" (funded) and "X" (unfunded) with "U" prefix control number. Indirect material is that material which is required in the overall maintenance function but is not specified by a work authorization document for a particular job order.

**Indirect Production Material (U6100).** That production material that enters into or becomes a part of the functional characteristics of a product under depot maintenance or is consumed in the maintenance process, but cannot be readily identified to a specific product. Examples of such material are bolts, nuts, washers, common use paints, etc. The cost of such material is charged to all end items within a cost center on an apportionment basis. Those items that are excess and are not needed shall be returned to the inventory stock account.

**Shop Operating and Housekeeping Material (U6300).** Material required for RCCC operations: that is, used in operation of machinery, equipment and tools; supplies (not to include parts) for repair, modification, and manufacture of production items, and supplies for maintaining cleanliness of shops and production personnel.

**Office Operating Material (U6400).** Material which is required to perform administrative functions or maintain office operations, such as pencils, paper, adding machine tape, and diskettes

**Aviation Fuels Products (U6511).** Petroleum, oils and lubricant (POL) products issued by the Fuels Division, AFSF, and used in the depot maintenance repair/overhaul process other than those used in operation of shop machines, equipment, and tools. Includes ground POL products classified as General Support Division (GSD) material, and aviation fuels used in engine test and flight test.

**Ground Equipment POL (U6512).** Gasoline and oil consumed by maintenance vehicles and ground power equipment obtained from Fuels Division, AFSF.

**Special Fuels.** Under Shop Support (U6513).

**Tools and Equipment (U66XX).** Expense production tools, tools accessories, and equipment other than office equipment, having a unit cost of less than \$50,000.

U6610: All hand tools issued through the tool crib for mechanics tool kits and their accessories (all 5100 and 5200 stock class such as drill bits, hacksaw blades, rotary files, etc.).

U6620: Equipment and machinery type tools, tooling and accessories.

U6630: All others (Equipment).

**Office Equipment (U6700).** Expense office equipment having a unit cost of less than \$100,000.

**Defective Work and Spoilage (U6800/U6812).** Rework consists of restoring an end item to a serviceable condition when that item was repaired by the TRC, put into stock or service, and found to be defective due to the TRC workmanship or use of faulty or improper materials or mishandling. Charge the material used to do the restoration to service ability to control number U6800 with cost code L for those normally costed under codes A, L, or R; or to control number U6800 with cost code X for those items normally costed under codes D and M; and to control number 6812 for those items normally costed under codes B or G (blank job designator in all cases). Requests for material will include U6800 (or U6812 for exchange items) with the proper cost code and a "blank" job designator. Labor is charged to duty code .2614 within responsible RCCC.

Preventive Maintenance and Facility (U69XX).

Use U6910 for repair, modification, or construction support to plant management.

Use U6920 for material from or to contract Precision Measurement Equipment Laboratory (PMEL).

Use U6930 for material from or to contract Government Support Equipment (GSE).

Use U6999 for return of Command Reach Program (CRP material). CRP applies to those unused parts (i.e., rivets, screws, bolts) sorted from CRP material placed in trays and pallets throughout the maintenance work areas and stored awaiting disposition. Unused parts are identified to an NSN, part number, unit of issue, and quantity. This program recovers assets rather than processing them as scrap from production because the identity is not readily available. Also, no material can be issued against Control Number (U6999). Any excess CRP material will be turned into Supply by Maintenance CRP manager's per AFM 67-1, Vol III, Part 2, Chapter 4. CRP material documents will be prepared to turn into

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Supply using the Document Identifiers (D6A or D6M only), Control Number (U6999), and Cost Code (L). XD XRP material from G004H system valid/invalid lists.

Protective Clothing and Individual Equipment Items (U8000). Clothing and individual equipment items worn for protection or safety during the performance of assigned duties.

Hazardous Waste Minimization Program - Production Over/Head (Material) (U7000).

Hazardous Waste Minimization Program - G & A Over/Head (U7500).

Office Supplies - Production Over/Head - G & A (U7700).

Office Equipment - Production Over/Head - G & A (U7800).

**a. OPLOC:**

(1) Perform oversight review of G004H-081-DO-MDA, Actual Material Cost Valid Listing, for abnormally large amounts, D6RM transaction reversals with money amounts and D6AM transactions with unserviceable condition codes. Coordinate corrective action as necessary with FSO.

(2) ★Perform oversight review of G004H-084-DO-MDA, cost question suspense, to verify timely corrections are made. If corrections are untimely or suspense unusually large, request explanation from FSO for possible footnote to financial statements.

(3) Coordinate and monitor system changes for impact on accounting procedures.

★NOTE: Any material cash disbursements need to be posted to the general ledger and pass to FSO for input to cost system (material disbursements after the third workday will be recorded as unallocated WIP).

**b. FSO:**

(1) OPR for G004H Maintenance Material System.

(2) Monitor and request new "U" codes. (U codes indicate indirect material.)

(3) ★Verify daily D002A and D035K tape interfaces using the G004H-085-DO-MDA, Actual Material Checkpoint Data Listing. Check the Julian dates to ensure that there are no duplicate days or missing days. Schedule reruns as necessary. Use the D002A F09 interface listing for use in validating tape interface dates. NOTE: Reruns need to be coordinated with all users (e.g. VAX, CPPM).

(4) ★Review G004H-081-DO-MDA, Actual Material Cost Valid Listing, for abnormally large amounts (especially during the month of October), D6RM reversal transactions with money amounts, and D6AM transactions with unserviceable condition codes. Coordinate corrective action as necessary with appropriate maintenance activity.

(5) ★Verify manual inputs using G004H-011-DO-MDA, Actual Material Cost Card Inputs Checkpoint Listing for errors and initiate corrective action as needed.

(6) ★Verify beginning totals of G004H-081-DO-MDA, Actual Material Cost Valid Listing, are the same as the ending totals for the previous day. Previous total should be zero at the beginning of the month.

(7) ★Review/correct suspended transactions (CA in the corrections CORR CDE) in the G004H-084-DO-MDA, Cost Question Suspense List. Use the D002 F09 to make corrections to suspended transactions from the D002A. Delete the disallowed credits (e.g. FIA code 680). Delete the disallowed credits (e.g. FIA code 680) for the D035K suspended transactions.

(8) Provide guidance and training to Depot Maintenance personnel on types of errors frequently encountered on the Cost Question Suspense.

(9) ★Prepare and process the following manual inputs to the G004H or G035A: Transactions will be provided on AFMC Form 266, Actual Material Cost Worksheet or can be posted by using the format in KEYPLUS (Ref. TY SYSNM). These transactions represent intra-system corrections detected by Maintenance and Cost Accounting in reviewing the Actual Material Cost - Daily Valid (A-GOO4H-081-DA-8DA). Two hand scribed entries are required for each transaction to be corrected. The first entry will be hand-scribed from the Daily Valid Listing and will contain the appropriate action code (in columns 46-47) to reverse (R or blank in column 69) the original entry. The second entry will contain only those fields which are erroneous in the first entry and the appropriate action code to establish the proper entry. All other fields will be duplicated from the first line entry by Cost Accounting.

- (a) Local purchases (includes IMPAC, etc.).
- (b) Petroleum, Oils, & Lubricants (POL).
- (c) Special Fuels.
- (d) ★Medical/Dental

(10) ★Upon receipt of the Monthly Actual Material Cost Recap Summary (G004H-141-MO-8MO) and the Monthly Actual Material Cost (G004H-143-MO-8MO), reconcile the total costs on each report. (Compute the gross charges for the month by

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adding the daily valid charges and the ending Actual Material Cost Question Suspense (G004H-084-DA-8MA) and subtracting the Question Suspense Balance as of the end of the previous month.)

(11) ★Monitor system changes for possible impact on accounting procedures.

(12) ★Request Material History Interrogations as needed for the current month (indirect activity), and two year history for active JONs (direct material). Cost Accounting personnel will request data via the KEYPLUS (Data Entry System) or equivalent, in the following formats: actual material expense interrogation by JON (A-G004H-091-DA-8DA), NSN (A-G004H-092-DA-8DA), and RCCC (A-G004H-093-DA-8DA).

<u>Field Description</u>	<u>Chara</u>	<u>Card</u>	<u>Col</u>	<u>Instructions</u>
Card Identifier	3	1	"	lbb", "NSN", or "RCCC"
	2	4		Blank
Production Number	6AN	6		PAI
JON Suffix	3AN	12		"
RCCC	3AN	15		"
Operation Number	5AN	10		"
NSC	4AN	25		"
NIIN	9AN	29		"
MMC	2AN	38		"
Cost Code	1A	40		"
0601C Condition Code	1AN	41		"
MIC Year	2N	42		"
MIC Day	3N	44		"
Budget Code	1AN	47		"
Requesters Office Symbol	6AN	48		"
Requesters Name and Address	26AN	54		PAI
	1			Blank

★NOTE 1: Card Identifier (card column 1)  
lbb = Job Order Number Sequence  
NSN = National Stock Number Sequence  
RCCC = Resource Control Number Sequence

★NOTE 2: 0601C Condition Code (card column 41)  
1 = Serviceable  
2 = Repairable  
3 = Condemned

★NOTE 3: If a field is left blank, all of the values of the corresponding data elements will appear on the report.

★NOTE 4: Enter the information needed to identify the recipient of the requested data. This entry will be displayed verbatim in the lower right corner of each page answering the request and will be used for distribution.

(13) ★RCCC Conversion. Submit requests through KEYPLUS; or on AF Form 1530, in the following format (NOTE: This only works when all workload in one RCCC is transferred to the same New RCCC. If the workload is broken up, it must be accomplished manually):

Field Description	Characteristics	Card Column	Instructions
Card Identifier	8 AN	1	"RCCC-CONV"
	2	9	Blank
Old RCCC	5 AN	11	PAI
	5	16	Blank
New RCCC	5 AN	21	PAI
	5 AN	26	Blank
Production Number	6 AN	31	PAI or leave Blank
	44	37	Blank

(14) ★Review and update product distribution table as needed. Ensure OPLOC DMAG-AF section is on distribution for G004H-081, 082, and 084 EOM products.

(15) ★Research delinquent cross-reference (i.e., DF1 w/o D6 on D035J), document and request refund. Review D9B billings on the D035J-401 at EOM for validity of the charge. NOTE: Inquire the EPS to check if the D9B was a cross-reference, if so request billing reversal.

(16) ★Research material problems encountered to determine if there is a systemic problem. If necessary, initiate/submit DRs to appropriate local system OPR for corrective action. If there is a significant impact to the financial statements a footnote, citing DR#(s), should be provided to the OPLOC DMAG-AF section. NOTE: DR(s) are applicable to any system affecting material transactions.

(17) Develop, generate and forward system change requests to command system OPR.

(18) ★Reconcile material costing (G004H-143) to material billings (D002A-M05 & D035J-601) and manual inputs. Research and initiate corrective action. Expense those items for which corrective action cannot be obtained in GLAC 55699.

**25. ★TASK - Prepare Material JVs for Recording in G/L (Reference AFMCR 170-10, Chapter 9).**

**a. OPLOC:**

(1) ★Review JV for reasonableness and supporting documentation for accuracy before posting JVs submitted by the FSO. NOTE: The cash disbursements JV will update the material accounts for disbursements.

(2) ★Prepare a JV to record material payable based on D002A-M05, D035J-601-AR-L42. GLACs 21120, 14210. Forward a copy of the JV to the FSO.

**b. FSO:**

(1) ★The following JVs and supporting documentation will be forwarded to the OPLOC AF-DMAG:

(2) ★Prepare JV to record material expenses for the month based on G004H-143. GLACs 5XXXX, 14210.

(3) ★Prepare JV to record net backorder cancellations (F7A) and non-credit returns based on D035J data query retrieval. GLACs 55690, 55651, 14210

(4) ★Prepare an accrual JV to record special fuels expense based on documentation from the fuels office if G004H is not updated before closing. If the accrual JV is made, it must be reversed the following month. GLACs 55613, 22410.

(5) ★Prepare a JV to record changes to the Material Inventory Centers (MIC) balances (Awaiting Parts (AWP), courtesy storage, local manufacture(MX, MY, & MZ) based on D035K retrieval (reference AFMCR 66-53). Monthly, the D035K-A31-MO-L05 is used to adjust the MICs values. Quarterly, the D035K-B90-QR-L09 is used as the official inventory source for reconciliation. GLACs 14130, 14210, 55691, 55699.

(6) ★Prepare a JV to update floating stock balance monthly based on D035J data query retrieval (monthly) and D035K-B75-QR-L11 (quarterly). GLACs 14120, 14210, 55651, 55699.

(a) ★NOTE: Floating Stock/Spares. Floating stock are ERRC coded "XD2" items authorized for retention by depot maintenance to support job-routed maintenance production, or due in from maintenance/due out to maintenance(DIFM/DOTM) exchange. A floating stock item may be at the assembly, subassembly or component level of the end item being repaired. When the serviceable floating stock item is attached to the next higher assembly in the buildup/reassembly process, the unserviceable that originally

generated from the higher assembly earlier in the disassembly process becomes the floating stock asset, even though it is now in an unserviceable status. This unserviceable floating stock asset will then be either repaired or exchanged for a serviceable asset. In either case, the "new" serviceable floating stock asset then becomes the floating stock awaiting use. The floating stock asset may be a stock fund item which the DMBA must purchase or it may be an investment funded (alpha budget code) which is issued to the DMBA without charge (can be considered customer furnished materiel). The most common scenario is for depot maintenance to purchase floating stock using a "D7A" transaction with a type transaction "F". This transaction will establish a floating stock detail in D035K. A bill from the Supply Management Business Area (SMBA) to the DMBA for the purchase of the floating stock is generated in the D035J system. DMBA records this as an asset in GLAC 14120 at the standard price and reimburses the SMBA. At such time that it is decided to eliminate or reduce a floating detail, the floating stock is turned into supply using a "D6A" transaction with a type transaction "F."

(7) ★Prepare an annual JV to record stock list changes. Request a D035K data query after stock list changes have been processed in October for the new fiscal year. Compare balances to Sep 30 balances, excluding October transactions; difference is the price change. GLACs 14120, 14210, 55691.

(8) ★Prepare a JV to record value of material consumed in the statistical accounts based on G004H-143. GLACs 914XX, 99000.

(9) ★Prepare a JV to record unfunded exchangeable and expense material based on G004H-143. GLACs 917XX, 99000, 91800.

(10) ★Prepare a JV to record material purchases in statistical accounts based on D035J and D002A-M05. GLACs 980XX, 99000.

(11) ★Run a D035K data query for review and input to G004H of issues without control numbers; most will be MIC and floating stock but some will need to be input-if material.

## **26. ★TASK - Operate and Maintain Depot Maintenance Budget and Management Cost System (G035A)**

★Guidance and procedures contained in DoD, Air Force, and AFMC publications assist in determining and often mandate classification of cost as direct or overhead. Overhead cost is further classified depending on whether or not a cost can be directly and economically identified to a specific area of direct production effort. Costs meeting this criteria are production overhead costs. All other overhead costs are general and administrative overhead costs. REFERENCE: AFMCM 177-20.

### **a. OPLOC:**

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(1) Perform oversight review of G035A Depot Maintenance Budget and Management Cost System for unusual amounts. Coordinate corrective action as necessary with FSO.

(2) ★Provide the FGL11A.DAT and the FGL11B.DAT for G035A transaction updates.

(3) ★Reconcile the trial balance to the G035A-HF3 (attached to the JV). Differences are used for the unallocated WIP JV and subsequent input.

(4) Coordinate and monitor system changes for impact of accounting procedures.

**b. FSO:**

(1) Update and maintain Production Administration Table and Consolidation Table Master, due by 3rd WD.

(2) Act as OPR for the G035A system. Develop, generate, and forward system change requests to command system OPR. Update product distribution table as necessary.

(3) ★Update transaction file based on input from DMAG-AF section (OPLOC), F1, F4, and F7 input. An H069BQ retrieval should be used to validate the amounts.

(4) Notify programmer to update depreciation file (IDEAL).

(5) Prepare and complete G035A validation checklist to ensure all interfaces are processed correctly.

(6) Prepare and complete G035A to H069G reconciliation.

(7) Prepare and complete G035A to G072A reconciliation.

(8) Process interrogation requests and provide training as needed.

(9) ★Reconcile input to G035A-HFB. Differences are used for the unallocated WIP JV and subsequent input.

(10) ★Process Operating Cost Based Budgets (OCBB) in coordination with DMAG Budget Office.

(11) Validate system changes.

(12) ★Input building depreciation information into G035A for inclusion into the building depreciation data base (IDEAL). Source for new minor construction projects is the paid contract/work order in H103. Civil Engineers provide a report upon request for buildings and the ownership of the buildings. Use the current AFWCF policy on facilities and depreciation when updating the database.

★NOTE: The minor construction projects can be tracked by the Control Serial Number (CSN).

**27. ★TASK - Depot Maintenance Industrial Fund, Cost Accounting and Production Report-ALC (H036A).** .REFERENCE: AFMCM 171-226.

NOTE: This is an internal management report.

**a. OPLOC:**

No action required.

**b. FSO:**

(1) Request new weapons system codes from HQ AFMC/FM.

(2) Correct rejected transactions on File Maintenance Error List.

(3) Reconcile H036A recap to H069G General Ledger and explain all differences greater than two percent.

(4) ★Ensure G072D Contractor Facility Field Error List (L45) is worked. This monthly lists contracts which do not have a cage code and have accumulated cost greater than \$10,000.

(5) Send report to HQ AFMC/FM.

(6) Act as OPR for the H036A system. Develop, generate and forward system change requests to command system OPR. Update product distribution table as necessary.

**28. ★TASK - Equipment and Equipment Depreciation (G017), Management Information Systems (MIS) and Minor Construction.**

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**a. OPLOC:**

- (1) Maintain subsidiary ledger for equipment Intransit. Individual items are tracked by Control Serial Number (CSN).
- (2) Input equipment into the Intransit account based on payments from H103.
- (3) Remove equipment when picked up in the G017.
- (4) Coordinate costs of equipment with G017 monitor or equipment custodian through the FSO.
- (5) ★Initiate follow-up, in concert with the FSO, on equipment discrepancies.
- (6) Reconcile current month ending balance to obtain all needed General Ledger entries.
- (7) ★Ensure AFWCF policies are being followed.
- (8) ★Maintain subsidiary ledger for MIS and minor construction in development.
- (9) Additions are based on H103 disbursements. Deletions and reclassifications are based on the final bill.
- (10) Coordinate with the FSO for minor construction projects.

**b. FSO:**

- (1) Act as liaison to resolve problems between OPLOC and G017 monitor.
- (2) ★Coordinate reclassification actions on minor construction projects with Civil Engineers (CE) and DMAG plant management office in an effort to achieve consistency.
- (3) ★Non-local MIS additions are based on input from HQ AFMC/FM.

**29. ★TASK - Monitor and Update the Depot Maintenance Cost System (G072A).**

REFERENCE: Draft 66-105.

**a. OPLOC:**

(1) ★Record the other Direct Costs cash disbursements and forward a copy of the support to the FSO for KA16 input..

(2) ★Perform final coordination with the FSO before preparing JVs.

(3) Reconcile Z29 product to the General Ledger for significant differences. Research differences and make corrective action as appropriate.

(4) Reconcile Work-in-Process (WIP) in General Ledger to the G072A as follows. Compare Cost of Goods Sold computed as in Method I and Method II below. Any difference is unidentified WIP, which should be researched and explained if material.

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METHOD I

Beginning WIP (G/L)	XXXXXXXXXXXXXXXXXXXX
+ CY Production Costs	XXXXXXXXXXXXXXXXXXXX
= Total Cost to Account for	XXXXXXXXXXXXXXXXXXXX
G072A-N11 Allocated	XXXXXXXXXXXXXXXXXXXX
+ G072A-D03 Unallocated	XXXXXXXXXXXXXXXXXXXX
= Total Ending WIP	XXXXXXXXXXXXXXXXXXXX
Total Cost to Account for	XXXXXXXXXXXXXXXXXXXX
- Total Ending WIP	XXXXXXXXXXXXXXXXXXXX
= Cost of Goods Sold (COGS)	XXXXXXXXXXXXXXXXXXXX

METHOD II

Beginning WIP (G/L)	XXXXXXXXXXXXXXXXXXXX
+ CY Production Costs	XXXXXXXXXXXXXXXXXXXX
= Total Cost to Account for	XXXXXXXXXXXXXXXXXXXX
Cost of Goods Sold (G072A-Z27)	XXXXXXXXXXXXXXXXXXXX
+/- Adjustments	XXXXXXXXXXXXXXXXXXXX
= Total Cost of Goods Sold	XXXXXXXXXXXXXXXXXXXX
Total Cost to Account for	XXXXXXXXXXXXXXXXXXXX
- Total Cost of Goods Sold	XXXXXXXXXXXXXXXXXXXX
= Total Ending WIP	XXXXXXXXXXXXXXXXXXXX

NOTE: Examples of discrepancies rejected in file maintenance in G072A, reflect erroneous other direct costs.

**b. FSO:**

(1) Input unplanned Other Direct Costs, typically only mission TDY costs on permanent Job Order Numbers (JON). Due 2nd WD. (KA16 input format) Source: H069BQ, 524XX GLAC in the RC/CC field.

(2) ★Review the settlements vs estimated mission travel to determine whether a KA45 transaction is necessary.

(3) ★Reconcile “K” products to the “R” products.

(4) After G035A validation, notify surveillance programmer to continue G072A runs, job streams KA through NA (pre-file adjustments).

(5) Review G072A-K21 interface and validation review.

(6) Check that prior month EOM balances were the beginning month balances for the current month.

(7) Verify the Direct Product Earned Hours (DPEH) with the G004L.

(8) Verify the Direct Product Actual Hours (DPAH) with the G037G-D2.

(9) Verify Direct Labor costs with the G037G-JV1.

(10) Verify Actual Material Cost with the G004H-143.

(11) Verify Overhead costs with the G035A-H0G.

(12) Verify Other Direct costs with the G072A-D17.

(13) Initiate reruns with G072A monitor.

(14) Prepare and input sales adjustments as necessary (e.g., KA36 input format).

(15) Advise surveillance programmer to pick up file maintenance and continue job streams.

(16) Reconcile KA runs with the R runs.

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(17) ★Input file maintenance (KA45) within timeframes provided by the OPLOC (DMAG-AF). Estimates in G072A are overlaid with the actual TDY expenses in this process.

(18) Review G072A-V06 for file maintenance.

(19) ★Keep OPLOC DMAG-AF apprised of status of job streams.

(20) Act as liaison to G072A system monitor to ensure distribution of products.

(21) Forward list of sales adjustment actions to OPLOC.

(22) Reconcile "Z" products to the "R" products. Forward copy of the Z29 (first run) after reconciling for use in the G/L validation.

**30. TASK - Miscellaneous**

**a. OPLOC:**

(1) Provide assistance as requested. Participate as team member, such as BPR, IPT, PAT, etc.

(2) Evaluate suggestions.

(3) Perform internal control reviews.

(4) Perform End-of-Year (EOY) procedures per DFAS-DE.

(5) Provide briefings as required.

**b. FSO:**

(1) Provide assistance as requested. Participate as team member, such as BPR, IPT, PAT, etc.

(2) Evaluate suggestions.

(3) Perform internal control reviews.

(4) Request new GLACs to support mission requirements.

(5) Process reimbursements and refunds as necessary for things such as Foundry of the Future, PMEL, civilian workload.

(6) Provide briefings as required.

(7) Provide assistance in preparing budgets as requested.

**31. TASK - Provide Financial Coding Package to the OPLOC Accounts Management and Recon Branch**

**a. OPLOC:**

Coordinate the FSO's financial coding package.

**b. FSO:**

Develop, update, obtain OPLOC's coordination, and send financial coding package to the OPLOC Accounts Management and Recon Branch.

**32. \*TASK - End-Of-Year CLOSE-OUT.**

**a. OPLOC:**

(1) \*Receive close-out letter from DFAS-DE

(2) \*Coordinate close-out activities to include system run schedules and reporting with FSO

**b. FSO:**

\*Receive close-out letter(s) and initiate actions as required.

**33. \*TASK - End-Of-Year Procedures**

**a. OPLOC:**

\*Perform Year-End Labor Adjustment in coordination with the FSO to ensure year-end labor accruals reflect the actual liabilities.

**b. FSO:**

Provide labor adjustments to OPLOC for year-end liabilities (Management Product #1, biweekly product from payroll).

**34. \*TASK - Review of Vouchers for Correct GLAC.**

**a.. OPLOC:**

- (1) \*Monthly pull a random selection of vouchers.
- (2) \*Review the GLAC assigned (normally in the accounting classification).
- (3) \*If the wrong GLAC is used, correct the general ledger.
- (4) \*Pass to FSO to correct the process of assigning GLACs.

**b. FSO:**

- (1) \*Assist the OPLOC in determining if proper GLA is being used.
- (2) \*Take appropriate action when notified by the OPLOC.

**35. \*TASK - Prior Period Adjustments**

**a. OPLOC:**

\*The responsibilities and actions are the same for both the OPLOC and FSO. During the course of operations, the OPLOC or FSO may discover a transaction(s) which should have be recorded in a prior period. If material, a prior period adjustment will be requested from DFAS-DE/ANMC. DFAS-DE/ANMC will coordinate with HQ AFMC/FMRI and either grant or deny the request.

**b. FSO:**

\*The responsibilities and actions are the same for both the OPLOC and FSO. During the course of operations, the OPLOC or FSO may discover a transaction(s) which should have be recorded in a prior period. If material a prior period adjustment will be requested from DFAS-DE/ANMC. DFAS-DE/ANMC will coordinate with HQ AFMC/FMRI and either grant or deny the request.

**36. \*TASK - User Access Validation-Organic.**

**a. OPLOC:**

- \*None.

**b. FSO:**

(1) ★Yearly, obtain the User Access List from DISA on those systems for which you are OPR.

(2) ★Check to ensure listed users have a need for access to the system, have access to only those areas for which they have a need, and have the appropriate level of access.