

NJCFS Newsletter

OFFICE OF MANAGEMENT AND BUDGET

CHARLENE M. HOLZBAUR, DIRECTOR

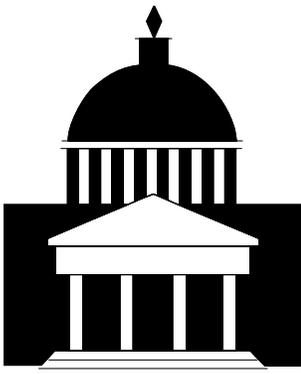
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FEDERAL GRANT RECONCILIATIONS



The Department of the Treasury is making a concerted effort to ensure that all agencies record federal expenditure and revenue dollars in the proper accounts. Circular Letter 05-02-OMB implemented the requirement that agencies must prepare reconciliations of their federal grants on a quarterly basis. OMB monitors agencies' compliance with this requirement.

Federal grant expenditures should reconcile to the federal expenditures on Financial Status Reports (SF-269) or equivalent reports submitted to the federal government. OMB allows agencies to prepare reconciliations in a format most conducive for the agency. Questions regarding the federal grant reconciliation process should be directed to Joe Borbone at (609) 984-5206.

NEW PER DIEM RATES

The federal government has issued new per diem rates for hotel and meal expenses effective October 1, 2005. These rates apply to the federal fiscal year 2006. The State of New Jersey continues to adhere to the federal per diem rate schedule for all employee travel. Federal per diem rates can be found on the Internet at <http://www.gsa.gov>

This site is updated by the federal government annually; in addition, periodic individual changes are posted throughout the year.

OMB ESTABLISHING TASK GROUP FOR GRANTS ISSUES

OMB is in the process of creating an informal task group comprised of representatives from all State agencies to address issues raised by the National Grants Partnership (NGP). The NGP was established in November 2004 to bring together government and non-government individuals with an interest in improving the grants process in the United States. It is a cooperative initiative among federal, state, local and tribal governments, and nonprofit organizations. To accomplish its mission, the NGP is pursuing a number of specific projects on issues relating to grants administration and management, and will need input from its membership.

It would be in NJ's best interests to have a representative group in place to communicate to NGP the State of NJ's unique perspectives. William Maughan from OMB's Accounting Bureau is the State of New Jersey's liaison to NGP and the lead individual to the task group. Agencies interested in being involved in this initiative should contact Bill at (609) 292-5004.



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PROMPT PAYMENT

In accordance with the Prompt Payment Act, the annual Prompt Payment summary report has been sent to agencies that incurred Prompt Payment interest for calendar year 2005. Agencies must indicate on the report the reason why the interest charge was not avoided. The Prompt Payment Reason Table (PPRE) lists the most frequently used reasons for incurring interest. The report must be returned to OMB by April 10, 2006.

It is important for agencies to monitor the Prompt Payment Interest Table (PPIN) on a daily basis. Daily monitoring of PPIN will minimize the risk of interest checks being issued in error. If agencies have reason to stop the interest payment, they should do so by entering **H** in the status field and **98** in the reason code field. A memo indicating the reason the vendor is not entitled to the interest and a screen print of the violation on the PPIN should be faxed to: Cheryl Schwartz at (609) 984-5210. If a vendor is entitled to receive the interest, the agency should enter a reason (found on the PPRE) in the reason code field on the PPIN. By assigning the reason at the time of the violation, the additional step of supplying the reasons on the year-end summary report can be avoided.

LAWSUIT AWARDS AND SETTLEMENTS

Treasury Circular Letter 02-08-OMB, Tort Claims and Claims for Indemnification – Lawsuit Awards and Settlements, explains the criteria to be used in determining whether an award or settlement is taxable. It also notes the object codes to be used.

Object code 5811, Lawsuit Awards and Settlements-Taxable, is to be used when the payment is taxable and made directly to the claimant. Object code 5812, Lawsuit Awards and Settlement Fees-Taxable, is to be used when the payment is taxable and made to the claimant's attorney. Object code 5813, Lawsuit Awards and Settlements-Non-Taxable, is to be used when the payment is non-taxable and made to the claimant or the attorney.

Any questions regarding the circular letter may be directed to Michael Henry at (609) 292-0051.

CONFIDENTIALITY OF DATA AND PROPER SAFEGUARDS

NJCFS contains confidential data. As an online user of NJCFS, you have been granted authority to view and make use of this data solely for work-related purposes. You have been given this authority based on the security access form completed and signed by you, your supervisor, and your agency's security representative. All data related to federal tax IDs, social security numbers, addresses, and other personal information should be especially safeguarded because of the possibility of identity theft. Remember not to share your NJCFS user ID and password with anyone and to sign off from the system when not working at your terminal.

If requests for financial data come from the public, please forward the request to your agency's Open Public Records Act coordination office for guidance and direction.

PRIOR YEAR LIABILITIES AND CLAIM CITATIONS

The Fiscal Year 2006 Appropriations Act contains provisions authorizing the Director, OMB to process payments to liquidate prior year liabilities from current year appropriations and to pay claims. When these types of transactions are submitted to OMB for approval, they should include the following citation information:

Prior Year Liabilities - P.L. 2005, Chapter 132, Section 31
Claims - P.L. 2005, Chapter 132, Section 38

The accounting transactions used to make these payments **should not be fully approved** by the agency. OMB will apply the final level of approval to the transaction when the Director, OMB authorizes payment. Documentation packages for these transactions should be submitted to Michael W. Henry, OMB - Accounting Bureau, 33 West State Street - 5th Floor, P.O. Box 221, Trenton, NJ 08625. Questions related to these payments should be directed to Michael at (609) 292-0051.

QUESTION AND ANSWER

TVs Against Prior Year Travel Authorizations



Q: I need to make a Travel Voucher (TV) payment against a prior year travel authorization, but when I looked up the Employee Travel Authorization Requisition (TE) on the Open Requisition Header and Line tables (ORQH/ORQL) I saw that OMB closed it out with an Agency Order (AO). What can I do?

A. AOs are used at year-end to encumber remaining balances on open TE/THs. OMB automatically converts all open balances on TE/THs to AOs on 7/31 of each year.

When settling a trip when the TE/TH has been converted to an AO, it is necessary to reference the TE/TH **and** the AO.

When the TV is processed, the related TE/TH must be entered in the Ref Travel Document fields in the *Header* portion of the document, as follows:

TRANS CD - Enter the TE/TH transaction code that this voucher references. **(In this example, TE.)**

TRANS AGY - Enter the agency code from the TE/TH that this voucher references. **(In this example, 082.)**

TRANS NUMBER - Enter the ID number of the TE/TH that this voucher references. **(In this example, 2040000002.)**

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FUNCTION:          DOCID: TV 082 20400000001 02/14/06 04:12:08 PM
STATUS: PEND2     BATID:          ORG:
                TRAVEL VOUCHER INPUT SCREEN
DATE: 02 14 06   ACCTG PRD:      BUDGET FY: 06 ACTION: E TYPE: S
CMNTS:          PP START:        SCH PAY DT: 02 14 06 STATUS FLAG: 0
REF TRAVEL DOCUMENT: TRANS CD: TE TRANS AGY: 082 TRANS NUMBER: 2040000002 ←
CHECK CAT:      SINGLE CHECK FLAG: TRIP DATES: FROM: 02 02 06 TO: 02 06 06
EMPLY ID: 123456789 00 TRV ASGT CLS: VENDOR:
NAME: JOHN DOE          NAME:
:                       :
ADDR: 33 W STATE ST    ADDR:
:                       :
: TRENTON              NJ 08625
EVENT FY: 06 EVENT CODE: B1NA DESCRIPTION: NATL AGRICULTURAL EDU IN-SERV
SELLER: FUND: AGENCY: ORG: APU: ACTY: OBJECT:
MILEAGE: I/D: AMOUNT: 0.00
AIR/RAIL AMT: 0.00 I/D: CAR RENTAL AMT: 0.00 I/D:
HOTEL AMT: 200.00 I/D: GROUND TRANS AMT: 0.00 I/D:
MEALS AMT: 100.00 I/D: REGISTRATION AMT: 0.00 I/D:
FEES AMT: 0.00 I/D: TUITION AMT: 0.00 I/D:
MISC EXP AMT: 0.00 I/D: ADVANCE AMT: 0.00 I/D:
TOTAL ACTUAL AMT: 300.00 CALCULATED DOC TOTAL: 300.00
    
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(See "Question and Answer" continued on Page 4)

("Question and Answer" from Page 3)

In the *Line* portion of the document, the AO should be entered, as follows:

CD – Enter the transaction code of the AO that this travel voucher references.

NOTE: When a prior year AO is referenced, all codes in the accounting distribution must be valid for the prior year.

AGY – Enter the agency code of the AO that this payment references. **(In this example, 082.)**

NUMBER - Enter the ID number of the AO that this payment references. **(In this example, 20400000003.)**

LN - Enter the line number from the AO that this payment references. **(In this example, 01.)**

TE/TH LINE - Enter the line number from the referenced TE/TH that was entered in the Header portion of the document. **(In this example, 01.)**

FUNCTION:		DOCID: TV 082 20400000001		02/14/06		04:14:32 PM				
STATUS: PEND2		BATID:		ORG:		001-001 OF 001				
TRAVEL VOUCHER INPUT SCREEN										
LN - ORD/REQ REFERENCE --				PAYEE REFERENCE						
NO	CD	AGY	NUMBER	LN	TE/TH LINE					
----	----	----	-----	----	-----					
FND	AGCY	ORG	SUB ORG	APPR	UNIT	ACTY	OBJT	SUB OBJ	JOB NO	RPT CAT
----	----	----	-----	----	-----	----	-----	-----	-----	-----
			BSAC	DESCRIPTION		AMOUNT		I/D	P/F	TXT
			----	-----		-----		----	----	----
01-	01	AO	082 20400000003	01	01	NJ CONF ON TV COMPLETION				
	100	082	2040		004	RSMT	3020			
						TEST		300.00		
02-		010								
03-		010								