Navy Financial Management Office Audit Readiness Reference and Checklist Materia

Tab Name (Hyperlinked)	Purpose - How Tabs Can Can Assist You in Audit Readiness	
1. Reference Test Steps by GLAC	When preparing a sample, this tab can be used to identify the steps to take to obtain and validate proper KSDs by GLAC. The reference and checklist material in the subsequent tabs is organized by GLAC rather than by business segment because auditors are going to perform their audits based on GLACs and not based on business segments.	
2. Reference KSDs by GLAC	This tab presents KSDs crosswalked to GLACs by the business events that need to be recorded in the general ledger. This document can be used to identify the sample's GLAC, business event, and then reference the required documentation for the sample.	
4221 & 4222 - Unfilled Customer Orders	GLACs - Test Step Checklists	The printable checklists can be used to check KSDs as they are obtained. The checklist identifies the procedures that will likely be performed by the auditor and that should be performed by DON personnel so issues can be identified before submission to the auditor. The checklist can be submitted as a coversheet to provide secondary reviewers a synopsis of the KSDs in the package. The checklist elements are extracted from the first tab "1. Reference Test Steps by GLAC". -**Item Present? Yes/No/NA**: This field may assist in organizing a package by identifying documents/data elements that are obtained, missing, or not applicable. Documents listed as "No" may result in exceptions during audit. "N/A" documents may require further explanation. -**Explanation if NO/NA**: Explaining why a KSD is not applicable helps secondary reviewers quickly understand why the document is missing or not provided, and may reduce the need for further questions and follow up to the Command for clarification. -**Impact on SBA/Command**: If the document is missing and no alternative documents are available, the Command and subsequent reviewers should note impact on the SBA, and the Command's ability to support an audit, from the perspective of the Command. For example: "The box of certified invoices supporting this disbursement was destroyed in a flood. These invoices support $2 Billion of disbursements, and may significantly impact the supportability of the 4901 and 4902 accounts. This situation impacted one location; all other invoices have been located and provided."
4251 & 4252 - Reimbursements		
4610 - Allotments		
4700 - Commitments		
4801 - Undelivered Orders Unpaid		
4802 - Undelivered Orders Paid		
4901 - Delivered Orders Unpaid		
4902 - Delivered Orders Paid		

Test steps by GLAC

4221	4222	4251	4252	4610	4700	4801	4802	4901	4902
Unfilled Customer Orders - W/O Advance	Unfilled Customer Orders - W/ Advance	Reimbursements and other income earned - Receivable	Reimbursements and other income earned - Collected	Allotments - Realized Resources	Commitments	Undelivered Orders - Unpaid	Undelivered Orders - Paid	Delivered Ordered - Unpaid	Delivered Orders - Paid

4221 — Unfilled Customer Orders - W/O Advance

1. Obtain a copy of the fully executed funding document.
• Fully executed refers to having all required signatures.
• For MIPR, that would be both authorizing and accepting signatures.
2. Obtain GL screenshots showing accounting transactions. These screenshots should show:
• SDN
• LOA
• Transaction execution codes (for STARS)
• Transaction posting dates
• Transaction posting amounts.
3. If the Reimbursable Agreement called for an Advance payment, obtain evidence of that collection.
4. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document or purchase request.
5. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP AND in compliance with FMR guidelines.
Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. approval of MIPR, letting of contract, cutting purchase request, etc.).

4222 — Unfilled Customer Orders - W/ Advance

1. Obtain a copy of the fully executed funding document.
• Fully executed refers to having all required signatures.
• For MIPR, that would be both authorizing and accepting signatures.
2. Obtain billing support (evidence of costs incurred such as certified timesheets, vendor billings, etc.)
3. Obtain collection support including IPAC Voucher (DFAS) and DCAS Billing File (DFAS)
4. Obtain GL screenshots showing accounting transactions related to the billing of costs incurred by the Performing Command in support of the reimbursable agreement and collection from the Granting Command or agency.
These screenshots should show the:
• SDN
• LOA
• Transaction execution codes (for STARS)
• Transaction posting dates
• Transaction posting amounts.
5. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.
6. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP AND in compliance with FMR guidelines.
-**Note:** U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. approval of MIPR, letting of contract, cutting purchase request, etc.)

4251 — Reimbursements and other income earned - Receivable

1. Obtain funding authorization document (FAD) showing allotments.
2. Ensure the FAD shows evidence of approval.
3. Obtain the DD577/DOA for the approver of the FAD to ensure appropriate authority is delegated.
4. Obtain FAD or other evidence of approved sub-allotment schedule.
5. Ensure the suballotment schedule or FAD noting suballotments has been approved.
6. Obtain the DD577/DOA for the approver of the FAD/suballotment to ensure appropriate authority is delegated.
7. Obtain GL screenshots showing the allotment or suballotment being recorded in the general ledger. These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.
8. Ensure the transaction was recorded in the GL in the proper accounting period.

4610 — Allotments - Realized Resources

1. Obtain a copy of the fully executed funding document.
• Fully executed refers to having all required signatures.
• For MIPR, that would be both authorizing and accepting signatures.
• For Contract, signature of contracting officer and supplier (if bilateral).
• For Vendor Pay, a copy of the purchase request should be sufficient.
Alternative Funding Documents to support an entry to GLAC 4700:
• NAVCOMPT Form 372 (Allotment)
• NAVCOMPT Form 2276 or 2276A
• DD Form 448
• Procurement Initiation Documents
• Approved Funding Document/Purchase Request
• Requisition and Invoice/Shipping Document DD Form 1149 or Order for Supplies or Services
• DD Form 1155
2. Obtain DD577s or Delegations of Authority for all Navy signers.
3. Verify the effective date of the delegation is before the date the funding document was signed.
4. Verify the effective date of the delegation is after the date signed by the delegating authority. If effective date of the delegation is before the date signed by the delegating authority, verify the delegating authority was in position to execute duties being delegated as of the effective date.
5. Obtain GL screenshots showing the accounting transaction. These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.
6. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.
7. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP AND in compliance with FMR guidelines.
Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. approval of MIPR, letting of contract, cutting purchase request, etc.).
Note: In case of MIPR, the commitment must not be recorded in the GL before the authorizing official at the granting Command has signed the funding document.

4700 — Commitments

1. Obtain a copy of the fully executed funding document.
• Fully executed refers to having all required signatures.
• For MIPR, that would be both authorizing and accepting signatures.
• For Contract, signature of contracting officer and supplier (if bilateral).
• For Vendor Pay, a copy of the purchase request is sufficient.

4801 — Undelivered Orders - Unpaid

1. Obtain a copy of the fully executed funding document.
• Fully executed refers to having all required signatures.
• For MIPR, that would be both authorizing and accepting signatures.
• For Contract, signature of contracting officer and supplier (if bilateral).
• For Vendor Pay, a copy of the purchase request is sufficient.
The following are suitable funding document alternatives:
• Contracts
• Funding document acceptance
• MILSTRIP requisitions
• P-Card requisitions
• Travel Orders/DTS
• TAC Documents
• Training Documents
• Miscellaneous Documents
• SF1449 (Solicitation/Contract/Order for Commercial Items)
• SF26 (Award/Contract)
• SF44 (Purchase Order-Invoice-Voucher)
• SF30 (Amendment of Solicitation/Modification of Contract)
2. If a contract awarded, obtain a copy of the warrant (SF1402) for the contracting officer.
3. If a contract modification, obtain first page of the basic contract.
4. Obtain DD577s or Delegations of Authority for all Navy signers.
5. Verify the effective date of the delegation is before the date the funding document was signed.
6. Verify the effective date of the delegation is after the date signed by the delegating authority. If effective date of the delegation is before the date signed by the delegating authority, verify the delegating authority was in position to execute duties being delegated as of the effective date.
7. Obtain GL screenshots showing accounting transactions recorded for the transaction lifecycle from intial accounting event through payment or collection. These screenshots should show the:
• SDN
• LOA
• Transaction execution codes (for STARS)
• Transaction posting dates
• Transaction posting amounts.
8. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.
9. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP AND in compliance with FMR guidelines.
-**Note:** U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. approval of MIPR, letting of contract, cutting purchase request, etc.)
-**Note:** The obligation transaction for the granting command must not be recorded in the GL until after the performing Command has accepted the MIPR or the contracting officer has signed the contract.
10. Obligation documentation requirements:
• For obligations based on estimates or models obtain documents supporting the estimate obligated.
• For obligations based on budget amounts, provide copy of approved budget
• For obligations based on contracts, provide a copy of the contract and the basis for allocation used to obligate. For example, if a monthly obligation amount is based on an annual contract with DISA for IT support, the auditor will expect the monthly amount is one-twelfth of the annual amount. If the monthly obligation is not this, the Navy must support any difference.
• For obligations based on expected use (for example fuel obligations based on anticipated flying hours), provide support in the form of models and emails that show the reviewed and approved flying hours plan

4802 — Undelivered Orders - Paid

1. Obtain a copy of the CHOOSE Report showing the disbursement, if applicable.
2. Obtain a copy of the DCAS Report showing the disbursement, if applicable.
3. If applicable, obtain a copy of the Travel Voucher showing the advance.
4. If a contract requiring an advance, obtain a copy of the MOCAS screenshot showing advance payment required.
5. Obtain GL screenshots showing accounting transactions recorded for the disbursment. These screenshots should show the
• SDN
• LOA
• Transaction execution codes (for STARS)
• Transaction posting dates
• Transaction posting amounts
6. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.
7. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP AND in compliance with FMR guidelines.
-Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. approval of MIPR, letting of contract, cutting purchase request, etc.)

4901 — Delivered Ordered - Unpaid

1. Obtain a copy of the fully executed funding document.
• Fully executed refers to having all required signatures.
• For MIPR, that would be both authorizing and accepting signatures.
• For Contract, signature of contracting officer and supplier (if bilateral).
• For Vendor Pay, a copy of the purchase request is sufficient.
This document will be used to verify that the LOA and SDN per the GL agrees to which costs are being recorded.
2. Obtain GL screenshots showing accounting transactions recorded for the transaction lifecycle from intial accounting event through payment or collection. These screenshots should show the
• SDN
• LOA
• Transaction execution codes (for or STARS)
• Transaction posting dates
• Transaction posting amounts.
3. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.
4. Obtain evidence of receipt and acceptance.
This may be in the form of a:
• DD250
• A WAWF combination invoice/DD250
• A vendor invoice with acknowledgement of receipt and acceptance or an inspection report.
5. Ensure description of items per invoice matches description of items to be procured in the funding document, purchase order or purchase request.
6. For accruals based on estimates, obtain supporting documentation for estimates which may include flying hours plans, civilian labor payroll journal, financial models, etc.
7. For estimates, gather evidence as to reasonableness of estimate based on support for underlying data elements, reasonabless of model factors and consideration of facts and circumstances' impact on model.

4902 — Delivered Orders - Paid

1. Obtain a copy of the fully executed funding document.
• Fully executed refers to having all required signatures.
• For MIPR, that would be both authorizing and accepting signatures.
• For Contract, signature of contracting officer and supplier (if bilateral).
• For Vendor Pay, a copy of the purchase request is sufficient.
2. Obtain evidence of receipt and acceptance.
This may be in the form of a:
• DD250
• A WAWF combination invoice/DD250
• A vendor invoice with acknowledgement of receipt and acceptance or an inspection report.
3. Ensure description of items per invoice matches description of items to be procured in the funding document, purchase order or purchase request.
4. Obtain GL screenshots showing the disbursement.
These screenshots should show:
• SDN
• LOA
• Transaction execution codes (for STARS)
• Transaction posting dates
• Transaction posting amounts
5. For disbursements, obtain copies of disbursement, which may be:
• DCAS
• IPAC
• SF1034 (Public Voucher)
• SF1080
• SF1081.
NOTE: SF1034 cannot act as both invoice and disbursement voucher
6. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP AND in compliance with FMR guidelines.
-Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. approval of MIPR, letting of contract, cutting purchase request, etc.)
7. Compare LOA, amount and date per disbursement support to GL to ensure disbursement was recorded to the proper LOA in the proper amount and in the proper period.

KSDs by GLAC

Business Event	Acceptable KSDs	4221 Unfilled Customer Orders - W/O Advance	4222 Unfilled Customer Orders - W/ Advance	4251 Reimbursements & other income earned-Receivable	4252 Reimbursements & other income earned-Collected	4610 Allotments-Realized Resources	4700 Commitments	4801 Undelivered Orders - Unpaid	4802 Undelivered Orders - Paid	4901 Delivered Orders-Unpaid	4902 Delivered Orders - Paid
Identify Need	Purchase Request Authorized MIPR (DD448, NC2276)	X	X				X				
Manifestation of Agreement	Approved Purchase Order Fully executed MIPR (DD448, NC2276) Contract DD1149 DD1155							X			
Review/Approval	DD577 (effective date before date business event was approved **AND** appropriate authority delegated) DOA (effective date before date business event was approved **AND** appropriate authority delegated) SF1402 (Warrant) SF1449 (Solicitation/Contract/ Order for Commercial Items) SF26 (Contract/Award) SF30 (Amendment of Solicitation/ Modification of Contract)						X	X			
Transaction Posted in GL	GL Screenshot that provides SDN, LOA, Date, execution code or account amount	X	X	X	X	X	X	X	X	X	X
Billing (A/R)	Billing Support (evidence of costs incurred such as certified timesheets, vendor billings, etc.) IPAC Voucher from DFAS DCAS Billing File from DFAS			X	X					X	
Receipt and Acceptance	DD250 DD1898 Dummy or Administrative Receipt (must have two signatures) Travel Voucher with receipts Packing slips Email acknowledging receipt/acceptance WAWF receiving report									X	X
Invoicing (A/P)	DD250 DD1898 Dummy or Administrative Receipt (must have two signatures) Travel Voucher with receipts Packing slips Email acknowledging receipt/acceptance WAWF receiving report Credit card statement									X	X
Accrual	DD250 DD1898 Dummy or Administrative Receipt (must have two signatures) Travel Voucher with receipts Packing slips Email acknowledging receipt/acceptance WAWF receiving report Credit card statement Estimation methodology for accrual (flying hours plan, budget, estimated usage, historical data,etc.)									X	
Collection	IPAC Voucher from DFAS DCAS Billing File from DFAS		X		X						
Disbursement	SF1034 (public voucher) SF1080/SF1081 (certified) CHOOSE DCAS IPAC screenshot								X		X
Recoveries of Prior Year Obligations/Downward Adjustment	SF133 (report on budget execution) (recoveries are reported on line 4) Purchase Order, Contract, Funding Document KSD, such as invoice, showing the amount paid is less than initial obligation KSD to show order was cancelled JV Package Trial Balance "before" and "after" GL screen shot							X			
Allotment and Suballotment	FAD Allotment Schedule (with evidence of approval) Sub-allotment Schedule with evidence of approval GL screenshots					X					

Test Steps Checklist

GLAC: 4221 and 4222
BSO:
Preparer:
Date Prepared:
Sample ID:

Audit Step	Item Present? Y/N/NA	Explanation if No or N/A	Impact on SBA/Command
1. Obtain a copy of the fully executed funding document. Fully executed refers to having all required signatures. For MIPR, that would be both authorizing and accepting signatures.			
2. Obtain GL screenshots showing accounting transactions. These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.			
3. If the Reimbursable Agreement called for an Advance payment, obtain evidence of the collection.			
4. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document or purchase request.			
5. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP **AND** in compliance with FMR guidelines. Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. approval of MIPR, letting of contract, cutting purchase request, etc.)			

Test Steps Checklist

GLAC: 4251 and 4252
BSO:
Preparer:
Date Prepared:
Sample ID:

Audit Step	Item Present? Y/N/NA	Explanation if No or N/A	Impact on SBA/Command
1. Obtain a copy of the fully executed funding document. Fully executed refers to having all required signatures. For MIPR, that would be both authorizing and accepting signatures.			
2. Obtain billing support (evidence of costs incurred such as certified timesheets, vendor billings, etc.)			
3. Obtain collection support including IPAC Voucher (DFAS) and DCAS Billing File (DFAS)			
4. Obtain GL screenshots showing accounting transactions related to the billing of costs incurred by the Performing Command in support of the reimbursable agreement and collection from the Granting Command or agency. These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.			
5. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.			
6. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP **AND** in compliance with FMR guidelines. Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. collection).			

Test Steps Checklist

GLAC: 4610
BSO:
Preparer:
Date Prepared:
Sample ID:

Audit Step	Item Present? Y/N/NA	Explanation if No or N/A	Impact on SBA/Command
1. Obtain funding authorization document (FAD) showing allotments.			
2. Ensure the FAD shows evidence of approval.			
3. Obtain the DD577/DOA for the approver of the FAD to ensure appropriate authority is delegated.			
4. For suballotments, obtain FAD or other evidence of approved sub-allotment schedule.			
5. Ensure the suballotment schedule or FAD noting suballotments has been approved.			
6. Obtain the DD577/DOA for the approver of the FAD/suballotment to ensure appropriate authority is delegated.			
7. Obtain GL screenshots showing the allotment or suballotment being recorded in the general ledger. These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.			
8. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP AND in compliance with FMR guidelines.			

Test Steps Checklist

GLAC: 4700
BSO:
Preparer:
Date Prepared:
Sample ID:

Audit Step	Item Present? Y/N/NA	Explanation if No or N/A	Impact on SBA/Command
1. Obtain a copy of the fully executed funding document. Fully executed refers to having all required signatures. For MIPR, that would be both authorizing and accepting signatures. For Contract, signature of contracting officer and supplier (if bilateral). For vendor pay, a copy of the purchase request should be sufficient. NAVCOMPT Form 372 (Allotment), NAVCOMPT Form 2276 or 2276A, DD Form 448, Procurement Initiation Documents, Approved Funding Document/Purchase Request, Requisition and Invoice/Shipping Document DD Form 1149 or Order for Supplies or Services DD Form 1155 are suitable funding documents sufficient to support an entry to GLAC 4700.			
2. Obtain DD577s or Delegations of Authority for all Navy signers.			
3. Verify the effective date of the delegation is before the date the funding document was signed.			
4. Verify the effective date of the delegation is after the date signed by the delegating authority. If effective date of the delegation is before the date signed by the delegating authority, verify the delegating authority was in position to execute duties being delegated as of the effective date.			
5. Obtain GL screenshots showing the accounting transaction. These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.			
6. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.			
7. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP **AND** in compliance with FMR guidelines. Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. approval of MIPR, letting of contract, cutting purchase request, etc.). Note: the Commitment should not be recorded in the GL until after the funding document is signed by someone with authority to Commit DON funds. For a MIPR, that would be when the granting command authorizes the MIPR. Note: DFARS 208.7004 requires that reimbursable funds be decommitted if the performing command has not accepted within 30 days.			

Test Steps Checklist

GLAC: 4801
BSO:
Preparer:
Date Prepared:
Sample ID:

Audit Step	Item Present? Y/N/NA	Explanation if No or N/A	Impact on SBA/Command
1. Obtain a copy of the fully executed funding document. Fully executed refers to having all required signatures. For MIPR, that would be both authorizing and accepting signatures. For Contract, signature of contracting officer and supplier (if bilateral). For vendor pay, a copy of the purchase request is sufficient. The following are suitable funding document alternatives: Contracts, funding document acceptance, MILSTRIP requisitions, P-Card requisitions, Travel Orders/DTS, TAC Documents, Training Documents, Miscellaneous Documents, SF1449 (Solicitation/Contract/Order for Commercial Items), SF26 (Award/Contract), SF44 (Purchase Order-Invoice-Voucher), SF30 (Amendment of Solicitation/Modification of Contract). For estimates, gather evidence as to reasonableness of estimate based on support for underlying data elements, reasonablness of model factors and consideration of facts and circumstances impact on model.			
2. If a contract award, obtain a copy of the warrant (SF1402) for the contracting officer.			
3. If a contract modification, obtain first page of the basic contract			
4. Obtain DD577s or Delegations of Authority for all Navy signers.			
5. Verify the effective date of the delegation is before the date the funding document was signed.			
6. Verify the effective date of the delegation is after the date signed by the delegating authority. If effective date of the delegation is before the date signed by the delegating authority, verify the delegating authority was in position to execute duties being delegated as of the effective date.			
7. Obtain GL screenshots showing accounting transactions recorded for the transaction lifecycle from intial accounting event through payment or collection. These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.			
8. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.			
9. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP **AND** in compliance with FMR guidelines. Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. acceptance of MIPR, finalization of contract, purchase order approval, etc.) Note: The obligation transaction for the granting Command must not be recorded in the GL until after the performing Command has accepted the MIPR or the contracting officer has signed the Contract. Note: The FMR requires that the granting Command's obligation transaction be recorded in the GL within 10 days of acceptance by the performing Command.			
10. Obligation documentation requirements: for obligations based on budget amounts, provide copy of approved budget; for obligations based on contracts, provide a copy of the contract and the basis for allocation used to obligate. For example if a monthly obligation amount is based on an annual contract with DISA for IT support, the auditor will expect the monthly amount is one-twelfth of the annual amount. If the monthly obligation is not this, the Navy must support any difference; for obligations based on expected use (for example fuel obligations based on anticipated flying hours), provide support in the form of models and emails that show the reviewed and approved flying hours plan.			

Test Steps Checklist

GLAC: 4802
BSO:
Preparer:
Date Prepared:
Sample ID:

Audit Step	Item Present? Y/N/NA	Explanation if No or N/A	Impact on SBA/Command
1. Obtain a copy of the CHOOSE Report showing the disbursement, if applicable.			
2. Obtain a copy of the DCAS Report showing the disbursement, if applicable.			
3. If applicable, obtain a copy of the Travel Voucher, Reimbursable Agreement, or other source document showing the advance (along with evidence of approval).			
4. If a contract requiring an advance, obtain a copy of the MOCAS screenshot showing advance payment required.			
5. Obtain GL screenshots showing accounting transactions recorded for the disbursement. These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.			
6. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.			
7. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP **AND** in compliance with FMR guidelines. Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. date of disbursement)			

Test Steps Checklist

GLAC: 4901
BSO:
Preparer:
Date Prepared:
Sample ID:

Audit Step	Item Present? Y/N/NA	Explanation if No or N/A	Impact on SBA/Command
1. Obtain a copy of the fully executed funding document. Fully executed refers to having all required signatures. For MIPR, that would be both authorizing and accepting signatures. For Contract, signature of contracting officer and supplier (if bilateral). For vendor pay, a copy of the purchase request is sufficient. This document will be used to verify that the LOA and SDN per the GL agrees to the underlying original transaction for which costs are being recorded.			
2. Obtain GL screenshots showing accounting transactions recorded for the transaction lifecycle from intial accounting event through payment or collection. These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.			
3. Ensure the key elements (SDN, LOA, JON, amounts) per the GL agree to the funding document.			
4. Obtain evidence of receipt and acceptance. This may be in the form of a DD250, a WAWF combination invoice/DD250, a vendor invoice with acknowledgement of receipt and acceptance or an inspection report.			
5. Ensure description of items per invoice matches description of items to be procured in the funding document, purchase order or purchase request.			
6. For accruals based on estimates, obtain supporting documentation for estimates which may include flying hours plans, civilian labor payroll journal, financial models, etc.			
7. For estimates, gather evidence as to reasonableness of estimate based on support for underlying data elements, reasonablness of model factors and consideration of facts and circumstances' impact on model.			

Test Steps Checklist

GLAC: 4902
BSO:
Preparer:
Date Prepared:
Sample ID:

Audit Step	Item Present? Y/N/NA	Explanation if No or N/A	Impact on SBA/Command
1. Obtain a copy of the fully executed funding document. Fully executed refers to having all required signatures. For MIPR, that would be both authorizing and accepting signatures. For Contract, signature of contracting officer and supplier (if bilateral). For vendor pay, a copy of the purchase request is sufficient.			
2. Obtain evidence of receipt and acceptance. This may be in the form of a DD250, a WAWF combination invoice/DD250, a vendor invoice with acknowledgement of receipt and acceptance or an inspection report.			
3. Ensure description of items per invoice matches description of items to be procured in the funding document, purchase order or purchase request.			
4. Obtain GL screenshots showing the disbursement These screenshots should show the SDN, LOA, transaction execution codes (for STARS), transaction posting dates and transaction posting amounts.			
5. For disbursements, obtain copies of disbursement, which may be DCAS, IPAC, SF1034 (Public Voucher), SF1080 or SF1081. NOTE: SF1034 cannot act as both invoice and disbursement voucher.			
6. Ensure the transaction was recorded in the GL in the proper accounting period per U.S. GAAP **AND** in compliance with FMR guidelines. Note: U.S. GAAP requires the transaction be recorded in the same accounting period (month) that the underlying business event (e.g. disbursement).			
7. Compare LOA, amount and date per disbursement support to GL to ensure disbursement was recorded to proper LOA in the proper amount and in the proper period.			