

**CHAPTER 6**  
**STATEMENT OF TRANSACTIONS**  
**SF1220**

**PURPOSE:**

To provide screen navigation for creating/updating the SF1220 report, executing and viewing SF1220 reconciliations, and generating/printing reports.

**BACKGROUND:**

The SF1220 Statement of Transactions classifies an agency's monthly collection and disbursement activity by appropriation, fund, and receipt accounts. It is prepared by disbursing offices that are responsible for submitting the SF1219 Statement of Accountability. Both forms are submitted at the same time and must agree.

**DUE DATE**

The SF1220 is due at the UFC on the 6th calendar day of the current month for the previous accounting month. If the 6th calendar day of the current month falls on a weekend or holiday, the SF1220 is due the work day before. Agencies are required to submit an SF1220 for all accounting periods, even when there are no financial transactions to report. This enables the UFC to account for all reporting agencies.

System must be open for submission. If not a message will appear at the bottom of the screen.

User can only create report for current accounting period.

SF1220 report must be submitted and accepted prior to submitting the SF1219 report.

**ACCESS PERMISSIONS:**

- a. User must have create/update permissions for the applicable FOA in order to create or update report data, execute or view reconciliation/edit reports, and generate or view reports.
- b. User must have generate/view permissions for the applicable FOA in order to generate or view reports only. This does not allow the

user to create or update report data.

c. User must have view permissions for the applicable FOA in order to view only reports already generated. This does not allow the user to create or update or generate reports.

d. District Report Level users can only perform functions for the specific FOA or District. Division Report Level users can only perform functions for the specific Division. Command Report Level users can generate reports for the entire command. UFC Command Report Level users can perform functions for the entire command.

#### **ADDITIONAL INFORMATION:**

The SF1220 primarily consists of header information and three columns. The header contains the agency name and address, the ALC and the accounting month for which the statement is prepared.

Column 1, Appropriation, Fund, or Receipt Symbol, is used to list accounts with financial activity for the reporting month.

Column 2, Receipt and Revolving Fund Repayments, is used to report the net dollar amount of deposits for receipt accounts and the dollar amount of repayments to revolving funds. Data comes from SF215 Deposit Tickets and SF5515 Debit Vouchers.

Column 3, Net Disbursements, is used to report the net dollar amount (disbursements less refunds and reimbursements) of monthly activity for each expenditure account. Disbursements and offsetting collections are reported in column 3 for expenditure accounts. Data comes from checks issued by the disbursing office, the SF1081 Voucher and Schedule of Withdrawals and Credits, and OPAC transactions.

The transactions in columns 2 and 3 are added to determine their respective "Columnar Totals". The Columnar Total for Column 2 is subtracted from the Columnar Total for Column 3 to provide the Total Net Disbursements for the accounting period. This figure will be reported on Line 4.10 of the SF1219 each month.

#### **REFERENCES:**

1. Treasury Financial Manual, Volume 1.
2. OMB Circular A-34 Report on Budget Execution.
3. Automated SF1219/20 Gateway System Users Manual, 10/12/92.

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## ACCOUNT SYMBOLS

### RECEIPT ACCOUNTS

Receipt accounts are used to report agency collections. Usually contain six digits. The first two digits identify the agency reporting the receipt and the last four digits identify the receipt account within a main fund group.

### FUND

### RANGE

#### GENERAL FUND GROUP

TAXES	0100-0199
CUSTOMS DUTIES	0300-0399
RECEIPTS FROM MONETARY POWER	0600-0699
FEES FOR REGULATORY AND JUDICIAL SVCS	0800-0899
FINES, PENALTIES AND FOREITURES	1000-1099
RESTITUTIONS, REPARATIONS AND RECOVERIES UNDER MILITARY OCCUPATION	1100-1199
GIFTS AND CONTRIBUTIONS	1200-1299
INTEREST	1350-1499
DIVIDENDS AND OTHER EARNINGS	1600-1699
RENT, INCLUDING BONUSES	1800-1899
ROYALTIES	2000-2099
SALE OF PRODUCTS	2200-2299
FEES AND OTHER CHARGES FOR SVCS	2400-2499
SALE OF GOVERNMENT PROPERTY	2600-2900
REALIZATION ON LOANS UPON INVEST	2800-2900
RECOVERIES AND REFUNDS	3000-3220
CLEARING ACCOUNTS	3800-3899
<b>SPECIAL FUNDS</b>	5000-5999
<b>TRUST FUNDS</b>	8000-8999

## **EXPENDITURE ACCOUNTS**

Expenditure accounts are used to report agency disbursements made either by issuing payments (checks or EFT) or by using the interagency transfer capability of the OPAC system. An example of expenditure accounts is an account that receives funding at the beginning of the fiscal year to make outlays for the remainder of the year. Normally contain seven or more digits. The first two digits identify the agency reporting the disbursement. The next position identifies the period of availability for obligation. The last four digits identify the expenditure account within a main fund group.

General Fund Group - Accounts in this range are used to record amounts appropriated by Congress to be spent for general support of the government, ie Salary and expenses, equipment, and travel.

Consolidated Working Fund - Accounts used by an agency to collect and later disburse advance payments from other agencies and bureaus for purchasing goods and services.

Revolving Fund - Accounts used by an agency to finance continuing cycle operations.

Special Fund - Accounts established to allow an agency to receive appropriated funds from special receipt accounts to spend for special programs according to specific provisions of law.

Deposit Fund - Accounts used by an agency to record funds that do not belong to the government.

Trust Fund - Accounts used to record amounts appropriated from receipt accounts earmarked "trust fund receipts".

<b><u>FUND</u></b>	<b><u>RANGE</u></b>
<b>GENERAL FUND GROUP</b>	0000-3899
<b>CONSOLIDATED WORKING FUND</b>	3900-3999
<b>REVOLVING FUND:</b>	
PUBLIC ENTERPRISE	4000-4499
INTRA-GOVERNMENTAL	4500-4999
<b>SPECIAL FUND</b>	5000-5999

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DEPOSIT FUND

6000-6999

TRUST FUND

8000-8999

**SUSPENSE (CLEARING) ACCOUNTS**

Suspense (clearing) accounts are used by an agency to temporarily classify financial transactions that occur and cannot be appropriately classified. Suspense accounts are identified by an "F" preceding the four digit fund group.

"F" clearing accounts are also used by FMS to assign agency discrepancy amounts that have aged six months or more. For unreconciled deposit discrepancies, the account is F3878. For unreconciled disbursement discrepancies, the account is F3879.

F3810	Undistributed proceeds from sale of foreign currency
F3820	Unidentified cash collections, federal tax deposits, Internal Revenue Service
F3845	Proceeds of sales, personal property
F3870	Undistributed intergovernmental payrolls, Health and Human Services
F3875	Budget clearing account (suspense)
F3878	Deposits in transit differences (suspense)
F3879	Undistributed and letter of credit differences (suspense)
F3880	Unavailable check cancellations and overpayments (suspense)
F3885	Undistributed intergovernmental payments

SUMMARY ACCOUNT TYPES/TRANSACTIONS  
SF1220 COLUMNS 2 - 3

RECEIPTS AND REVOLVING FUND  
REPAYMENTS

NET DISBURSEMENTS

AVAILABLE RECEIPT ACCOUNTS	APPROPRIATION ACCOUNTS
UNAVAILABLE RECEIPT ACCOUNTS	GENERAL FUND ACCOUNTS
"F" CLEARING ACCOUNTS FOR RECEIPT TRANSACTIONS	CONSOLIDATED WORKING FUND ACCOUNTS
REVOLVING FUND ACCOUNTS - RECEIPTS (4000-4499 AND 8400-8499 SERIES)	SPECIAL FUND ACCOUNTS
BORROWINGS FROM THE PUBLIC (ISSUING AGENCY)	TRUST FUND ACCOUNTS
SALES OF FEDERAL SECURITIES (BY INVESTING AGENCY)	"F" CLEARING ACCOUNTS FOR DISBURSEMENT TRANSACTIONS
LOAN REPAYMENTS	REVOLVING FUND ACCOUNTS - DISBURSEMENTS (4000-4499 & 8400-8499 SERIES)
	REDEMPTION OF FEDERAL SECURITIES (BY ISSUING AGENCY)
	LOAN DISBURSEMENTS
	DEPOSIT FUND ACCOUNTS (6000 SERIES)
	INVESTMENTS IN FEDERAL SECURITIES

## OPAC TRANSACTIONS

### **PROCEDURE:**

#### **COLLECTION/DEPOSIT PROCESS:**

- A. The agency collects cash and checks from the public.
- B. A SF215 Deposit Ticket is prepared and the collected cash and checks are deposited in the bank.
- C. The Federal Reserve Banks (FRBs) and other depositories send daily deposit reports to Treasury through the CA\$HLINK system. These deposits may be viewed by agencies using the agency access portion of the CA\$HLINK system.
- D. At the end of each month, agencies report deposits to Treasury on the SF1219/1220 via the GOALS system. This function is performed by the UFC. USACE activities submit to the UFC.
- E. STAR (FMS's database system) accumulates deposit information and compares agency reports with those of the FRBs and depositories via CA\$HLINK.
- F. Treasury reports deposit information in publications to Congress and the public.

#### **DISBURSEMENT PROCESS:**

- A. A SF1166 or EFT payment schedule is prepared by the agency and sent to the agency's disbursing office to issue payments.
- B. Payments are issued to the public.
- C. SF1219/1220 disbursement information is transmitted to Treasury via GOALS system. This function is performed by the UFC. USACE activities submit to the UFC.
- D. Each week a check-issue file is transmitted directly to Treasury via DFAS or through Federal Reserve Banks. This function is performed by the UFC. USACE activities submit to the UFC.
- E. STAR(FMS's database system) accumulates and compares information from banks, FRBs, and agencies.
- F. Treasury reports disbursement information in publications to Congress and the public.

**CHAPTER 6 - SECTION A  
TO CREATE SF1220 REPORT**

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0),

**ENTER CHOICE**

Select 3 - Civil Accounting Functions. Press Enter.

Select 3 - Create/Update Reports. Press Enter.

Press Enter to select SF1220 Report.

**OR**

Press CTRL F1 to move to smart code field.

**SMART CODE**

Enter CC1220. Press Enter.

**OR**

all

Press F4 for a list of the smart codes available to select from.

**OR**

Press CTRL F1 to move to the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use. User can:

**USE UP OR DOWN ARROW KEYS**

Use these keys to move up or down the list in the pop up window to the desired selection.

**PRESS TAB**

Use the tab key to move

cursor to the find field.  
Once in the find field  
enter a value and press  
enter to execute the  
query.

**PRESS END**

Use the end key to  
select the choice.  
System will automatically  
move to the appropriate  
screen to continue on.

**PRESS F10**

Use the F10 key to exit  
the pop up window and  
return to the previous  
screen with no action.

You are now at screen HQ1.3.1.1 - SF1220 Statement of Transactions

**FOA CODE**

Enter the applicable  
reporting FOA Code. User  
will automatically be  
taken to the SF1220  
report form pop up window  
screen.

**OR**

Press F4 for a list of  
all the valid FOA codes.  
Press Enter or CTRL F1 to  
go to the pop up window  
screen.

If the FOA code entered is not valid or the user is not authorized  
to create/update report data for the FOA code, an error message  
will appear at the bottom of the screen. Enter FOA code again.

All the report header information (DSSN, F&A Officer, FOA Address,  
POC, POC telephone number and accounting period) will automatically  
populate when the FOA Code was entered.  
You are now at the SF1220 Pop Up Window Screen.

**APPROPRIATION DEPARTMENT**

Automatically populated  
with '96'. This

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represents USACE Civil Works. Skips to next field.

**APPROPRIATION TRANSFER DEPT**

Enter the transfer department number if this is a transfer appropriation. Press Enter to populate with NA if not applicable. Skips to next field.

**APPROPRIATION FISCAL YEAR**

Enter the appropriation fiscal year: R, S, X, F or two digit year. Skips to next field.

- X No year appropriations.
- F Clearing Account Appropriations
- R Receipt Account Appropriations
- S Special Fund Account Appropriations

**APPROPRIATION BASIC SYMBOL**

Enter the appropriation basic symbol. Skips to next field.

For TRAVEL and IMPREST FUND use basic symbol 9999.

**APPROPRIATION LIMITATION**

Automatically populates with 0000 limitation. Press Enter to accept.

**OR**

Enter the 4 digit limitation.

For appropriation symbol 8862 use limitation 0000 for disbursements and 1000 for receipts.

If appropriation is valid, cursor will move to the appropriate receipt or disbursement column to enter amounts.

If appropriation is invalid, a message will appear at the bottom of the screen and cursor will return to the transfer dept field to reenter.

**RECEIPT AND REVOLVING FUND REPAYMENT**

Automatically populated with zero. Press Enter to accept.

**OR**

Press F6 to clear field and enter new amount. Press Enter.

Format is \$\$\$\$.\$\$\$. No commas are required. Form automatically inserts commas and decimals where necessary. To report cents, be sure to enter the decimal point.

Column will automatically total when values are entered.

**NET DISBURSEMENTS**

Automatically populated with zero. Press Enter to accept.

**OR**

Press F6 to clear field and enter new amount. Press Enter.

Format is \$\$\$\$.\$\$\$. No commas are required. Form automatically inserts commas and decimals where necessary. To report cents, be sure to enter the decimal point.

Column will automatically total when values are entered.

**NET TOTAL**

Automatically populates with the sum of disbursements less the receipts as the values are entered.

If this amount is not correct, user must edit the detail record above.

NOTE: User cannot enter an appropriation twice on the form. An error message will be displayed at point of commit. Cursor will move to the record in error. Press SHF5 to delete the record.

Press END to commit.

Press CTRL F1 to return to SF1220 report header screen.

Press F10 to exit form. If user did not press END to commit prior to pressing the F10 key, a box will appear asking to commit data entered or cancel. Press Y to commit, N to exit with committing, or C to cancel and remain in form.

Once the SF1220 has been committed, the report status has been set to 'SUBMITTED'. User must now execute and view the reconciliation/edit report in order to have the report 'ACCEPTED'.

**CHAPTER 6 - SECTION A  
TO UPDATE SF1220 REPORT**

Follow guidance established under Create SF1220 report for Screen Navigation.

Once FOA code is entered for same accounting period, a query is performed and the information is retrieved and populated in the form.

Move cursor with up or down arrow key or enter key to the field in error. Press F6 to clear field or Press SHF5 to delete record in its entirety.

Press END to commit change.

Press F10 to exit form.

Execute and View Reconciliation/Edit Report.

**CHAPTER 6 - SECTION B  
TO EXECUTE SF1220 RECONCILIATION/EDIT REPORT**

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0),

**ENTER CHOICE**

Select 3 - Civil Accounting Functions. Press  
Enter.

Select 5 - Execute Recon/Edit Reports. Press  
Enter.

Press Enter to select SF1220 Report.

**OR**

Press CTRL F1 to move to smart code field.

**SMART CODE**

Enter RCONCX. Press Enter.  
You are now at Screen  
HQ1.3.4. Press Enter to  
select SF1220 Report.

**OR**

all

Press F4 for a list of  
the smart codes available  
to select from.

**OR**

Press CTRL F1 to move to  
the enter choice field.

If the F4 key is used, a pop up window will appear that contains  
all the valid smart codes the user has been granted access to use.  
User can:

**USE UP OR DOWN ARROW KEYS**

Use these keys to move up

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or down the list in the pop up window to the desired selection.

**PRESS TAB**

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

**PRESS END**

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

**PRESS F10**

Use the F10 key to exit the pop up window and return to the previous screen with no action.

You are now at screen HQ1.3.5 - Reconciliation Request Screen - SF1220 RECON.

**CHOICE**

Enter 1,2,3, or 4. Skips to FOA field.

Choice 1 - Enter if executing a SF1220 reconciliation for one specific FOA.

Choice 2 - Enter if executing a SF1220 reconciliation for all FOAs in a specific Division. Use must have at least Division level access.

Choice 3 - Enter if executing a SF1220 reconciliation for all FOAs in the Command. Use must have at least Command level access.

Choice 4 - Enter to exit the form.

**FOA**

Enter the applicable FOA code for Choice 1. Press Enter.

**OR**

Enter the first position  
of the applicable  
Division Code for Choice  
2 or enter any FOA code  
within that Division.  
Press Enter.

Report will now execute and user will be taken to a blank screen.  
When report is complete, user will be prompted to return to menu.  
Press Enter.

Press CTRL F1 to move to Choice Field and enter another choice.

Press F10 to exit.

**NOTE:**

Reconciliation reports write to only one file. If another choice  
is selected prior to reviewing the results of the first one, this  
file is overwritten with the next report.

**CHAPTER 6 - SECTION C  
TO VIEW SF1220 RECONCILIATION/EDIT REPORT**

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0),

**ENTER CHOICE**

Select 3 - Civil Accounting Functions. Press Enter.

Select 6 - View Recon/Edit Reports. Press Enter.

Press Enter to select SF1220 Report.

**OR**

Press CTRL F1 to move to smart code field.

**SMART CODE**

Enter RCONCV. Press Enter.  
You are now at Screen HQ1.3.4. Press Enter to select SF1220 Report.

**OR**

all

Press F4 for a list of the smart codes available to select from.

**OR**

Press CTRL F1 to move to the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use. User can:

**USE UP OR DOWN ARROW KEYS**

Use these keys to move up or down the list in the

pop up window to the desired selection.

**PRESS TAB**

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

**PRESS END**

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

**PRESS F10**

Use the F10 key to exit the pop up window and return to the previous screen with no action.

Report will now execute and appear on screen. If report is larger than screen, user can press CTRL plus right or left arrow keys to move left or right, press enter to move to next page or press q to quit. At EOF marker, press enter. User will be prompted to return to menu. Press Enter.

Press F10 to exit.

**NOTE:**

If Division Reconciliation Report was executed, then a list of all FOA codes not included in the report will appear first in the file. Press Enter to page down.

**CHAPTER 6 - SECTION D  
TO GENERATE SF1220 REPORT**

**BACKGROUND:**

Prior to generating any SF1220 reports, user must have executed the

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SF1220 reconciliation/edit report and received a status of 'ACCEPTED'.

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0),

**ENTER CHOICE**

Select 8 - Reports. Press Enter.

Use down arrow key to select Civil Accounting Reports. Press Enter.

Use down arrow key to select SF1220 Report.

**OR**

Select 3 - Civil Accounting Functions. Press Enter.

Select 7 - Reports. Press Enter.

Use down arrow key to select Civil Accounting Reports. Press Enter.

Use down arrow key to select SF1220 Report.

**OR**

Press CTRL F1 to move to smart code field.

**SMART CODE**

Enter GC1220. Press Enter.  
You are now at Screen HQ1.8.2.

**OR**

Press F4 for a list of all the smart codes available to select from.

**OR**

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Press CTRL F1 to move to the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use. User can:

**USE UP OR DOWN ARROW KEYS**

Use these keys to move up or down the list in the pop up window to the desired selection.

**PRESS TAB**

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

**PRESS END**

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

**PRESS F10**

Use the F10 key to exit the pop up window and return to the previous screen with no action.

You are now at Screen HQ.1.8.2 - CEEMIS Report Selection Screen - Statement of Transactions (SF1220).

**FOR PERIOD ENDING**

Enter the accounting period for the report to be generated. Format must be MMY. Skips to next field.

**REPORT LEVEL**

Enter the report level.  
DIS for District  
DIV for Division  
LAB for Laboratory  
CRP for Command.

Skips to next field.

**OR**

all  
available

Press F4 for a list of  
the report levels  
to select from.

**FOA**

Enter FOA Code. Skips to  
next field.

FOA

If DIV was entered in  
report level, enter any  
code within the division.

**FSN**

Automatically populates  
when FOA Code was  
entered. Skips to  
PRINT/LIST WHEN PRODUCED  
FIELD.

**DSSN**

Automatically populates  
when FOA Code was  
entered. Skips to  
PRINT/LIST WHEN PRODUCED  
FIELD.

**ASN**

Automatically populates  
when FOA Code was  
entered. Skips to  
PRINT/LIST WHEN PRODUCED  
FIELD.

**OPERATING AGENCY**

Automatically populates  
when FOA Code was  
entered. Skips to  
PRINT/LIST WHEN PRODUCED  
FIELD.

**PRINT/LIST WHEN PRODUCED**

Enter P, L, or N.

P - Send to printer  
immediately.

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L - List to screen without printing. User can then send to printer after viewing.

N - Generate Report without printing. User can then send to printer at a later date or view at a later date by using the print/list/delete already generated reports menu option.

## **COPIES**

Defaults to 1. Press Enter or enter the number of copies wanted. Up to 999 can be entered. Press Enter.

Press SHTAB to move to the left or right.

## **PRINTER**

Enter the printer site name where the output will be sent. Press Enter.

If L was entered in previous field, the printer site should be populated so report could be sent to the printer immediately after listing it to the screen. Otherwise you will not be able to print at that time and will have to go through the print/list/delete already generated reports selection to print.

**OR**

Press F4 for a list of all the report sites

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available to select from.

Press SHTAB to move to the left or right.

#### RETENTION DAYS

Defaults to a required number of retention days.

Press Enter or enter the number of retention days wanted. Up to 999 can be entered. Press Enter.

Press SHTAB to move to the left or right.

#### OK TO PROCEED?

Enter Y or N. Press Enter. Acknowledge message by pressing Enter again.

Y - Report criteria is correct and report is ready to be generated. Report is executed in the background.

N - Report criteria is not correct or user desires at this time to not generate the report. Cursor will move back to period ending field to reenter data.

If 'L' was selected to list the report to the screen, the report is generated in the background and when done it will list to the screen. Press enter to view. If report is larger than screen, follow the commands at the bottom of the screen to move from left to right or down a page or up a page or quit. Once user quits the view, the system will prompt to send the report to the printer (y/n). Answer prompt, press return. Another prompt will appear to delete the report (y/n). Answer prompt, press return. Press Enter again.

User is returned to Civil Reports Section Menu.

Press F10 to exit.

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