Department of Commerce
CFO Review Procedures Checklist – Part I

Note: This Checklist is a multi-purpose form for bureaus and OFM. Initials signify that the procedure was performed without exception or explanation has been attached for any differences found.

Procedure	Description	Initials
RPC	Review following pages of the **Review Procedures Checklist** and provide comments and/or explanations to OFM.	
ANB	Anomaly report has been reviewed (e.g., credit balance in a normally debit balance account or financial statement line item or vice-versa) and all explanations of highlighted trial balance anomalies in the report have been provided to OFM. N/A for Q1.	
NPA	Review Net Position Analyses for differences and provide comments/explanations of differences to OFM. Threshold: $500K. N/A for Q1 and Q2.	
132	Review Statement of Budgetary Resources (St of BR) vs. OMB SF-132s and explanations of differences provided to OFM, if applicable. Bureaus will be responsible to supply explanations of differences **on only the applicable lines**. All differences should be understood. Threshold: $1.0M For Quarter 1– OFM Analysis ONLY. OFM will follow up with bureaus on a case-by-case basis, if necessary.	
IC	Review Hyperion Intra-Commerce TSRs to ensure consistency with manual Intra-Commerce TSR and provide comments/explanations of differences and checklist have been delivered to OFM **(Bureau procedure only)**	
ICTP	Review TBSIMPLE3 and ensure that all intra-commerce transactions have been reported with both the bureau code and fund code.	
IG	Review Hyperion Intragovernmental TSRs to ensure consistency with manual Intragovernmental Providing/Receiving TDR or Access TSR and provide comments/explanations of differences and checklist to OFM	
TP	Review GZAttrChk (exceptions highlighted) report, if generated, (exceptions only) to ensure accuracy of Trading Partner (TP) coding (all balances held against the General Fund (G) of the Treasury have trading partner 099 and non-reciprocal trading partner (Z) balances have no trading partner code in HFM.)	
FUND ADD/DEL	Fund additions/deletions have been verified, and all required information submitted to OFM. Refer to Financial Statements Guidance Attachment K, Exhibit 1.	
GL	Ensure ETBs (Expanded Trial Balances) are consistent with general ledger.	
APB	Ensure following payroll related accruals are included, check appropriate box below and attach an explanation if "no" Gross Payroll **221000N/610000N** □ **yes** □ **no** Employer TSP **221300N/610000N** □ **yes** □ **no** Employer Retirement (CSRS/FERS/NOAA Corps) **221300F.024/640000F.024** □ **yes** □ **no** Employer Health (FEHB/NOAA Corps) **221300F.024/640000F.024** □ **yes** □ **no** Employer Life (FEGLI) **221300F.024/640000F.024** □ **yes** □ **no** Employer Social Security/Medicare **221300F.099/640000F.099** □ **yes** □ **no** Unfunded Leave **222000N/680000N** □ **yes** □ **no**	

	Funded Leave (just a few bureaus) **221000N/610000N□ yes □ no □ n/a** Other Unfunded Employment Related Liability **229000N or F/680000N or F □ yes □ no □ n/a** **Note: The above list is in numerical order not in posting (Dr/Cr) order.**	
UR	Ensure Unearned Revenue accounts: 231000 - Liability for Advances and Prepayments, 232000 - Other Deferred Revenue, 240000 - Liability for Nonfiduciary Deposit Funds, and Undeposited Collections have been adjusted to actual, and 241000 – Liability for Clearing Accounts	
AL	Ensure following Accrued Liabilities are included if applicable, check appropriate box below and attach an explanation if "no": Accrued Grants **211000N/610000N □ yes □ no □ n/a** Other Accrued Liabilities **219000N or F/610000N or F □ yes □ no □ n/a**	
SD	Ensure **all required** BS and St of CNP split SGL accounts (see Financial Statements Guidance, Attachment K – HFM Data Submissions and Reports) are included in supplemental data submissions loaded into Hyperion.	
ETB-P	Review Tie-Points report to ensure that for each fund group, proprietary (all accounts except 400000 series) SGL accounts foot to zero. Threshold: $0.	
ETB-B	Review Tie-Points report to ensure that for each fund group, budgetary (400000 series) SGL accounts foot to zero Threshold: $0.	
PC	Review Tie-Points report to ensure that, **for each fund group**, Pre-Close account 310000 (Unexpended Appropriations Cumulative), Pre-Close account 331000(Cumulative Results of Operations), and Pre-Close account 420100 (Total Actual Resources-Collected) agrees with the prior year's PostClose account 310000, PostClose account 331000, and PostClose account 420100 Threshold: $0.	
BS	Review Tie-Points report to ensure that Total Assets agrees to Total Liabilities and Net Position on BS. Threshold: $0.	
NP-1	**This tie-point is only applicable to appropriated funds.** Review Tie-Points report to ensure that Net Position-Unexpended Appropriations on BS agrees with Ending Net Position-Unexpended Appropriations on the SCNP. Threshold: $0.	
NP-2	Review Tie-Points report to ensure that Net Position-Cumulative Results of Operations on BS agrees with Ending Net Position-Cumulative Results of Operations on St of CNP Threshold: $0.	
AU	**This tie-point is only applicable to appropriated funds.** Review Tie-Points report to ensure that Appropriations Used on St of CNP is reported in equal and opposite directions in Cumulative Results of Operation column and Unexpended Appropriations columns. Threshold: $0.	
BR	Review Tie-Points Report to ensure Total Budgetary Resources equals Total Status of Budgetary Resources on St of BR**.** Threshold: $0.	

SCA	Review account balances for custodial activity to ensure that they sum to zero.	
ICDIF	Review Tie-Points report to ensure that at bureau level, each of bureau's "ICDIFF" accounts (an account balance represents total amount of out-of-balance condition for a bureau's intra-bureau transactions reciprocal relationship, e.g., receivables vs. payables) are **less than $250 thousand**.	
IFC	Review Tie-Points report to ensure that Imputed Financing account 578000 by Trading Partner agrees with Imputed Costs account 673000 by Trading Partner (most bureaus will have an amount in these accounts). Threshold: $0.	
NCO-1	Review Tie-Points report to ensure that Net Cost of Operations on St of CNP and St of NC agree. Threshold: $0.	
OPM	Review OPM (Trading Partner 024) Confirmation Report to ensure that breakdown of SGL account 640000F Funded Benefit Expense entered into confirmation schedule agrees with balance of SGL 640000F Threshold: $0.	
JF	Account balances in SGL accounts 578000 Imputed Financing and 673000 Imputed Costs for Trading Partner 020 (Treasury) include Judgment Fund payments per memoranda e-mailed to bureaus. Threshold: $0.	
DOL	Review Tie-Points report and DOL Confirmation Report to ensure account balances in SGL accounts 640000F Funded Benefit Expense and 685000F Unfunded Benefit Expense for Trading Partner 016 (DOL) agrees to Hyperion DOL Confirmation and verify that required data has been entered in confirmation schedule (such as FECA and Unemployment Insurance portions included in 640000F.016 and 685000F.016). Note: TP 51_01 (DM S&E) is used with SGL 640000 as it relates to unemployment insurance for all bureaus. The applicable HFM forms/reports have been updated to accommodate this. Threshold: $0K.	
NEA-1	Review Tie-Points report to ensure Non-entity Assets equals corresponding liabilities entered into non-entity assets schedule. N/A for Q1 and Q2. Threshold: $0.	
AF	Review Tie-Points report to ensure: **a)** Account balance in SGL account 265000N Actuarial FECA Liability agrees to OFM Excel spreadsheet - Unaudited Estimated Actuarial FECA Liability as of **prior year-end** **b)** Difference in Actuarial FECA Liability from prior year to current year, if any, per same OFM Excel spreadsheet, is recorded in SGL account 760000 Changes in Actuarial Liability (Note: OFM prepares a reconciliation to proof the differences if SGLS 261000 & 262000 beginning and ending balances are posted to SGL 760000 creating a variance.) Threshold: $0.	
449000/ 459000/ 469000	Review Tie-points report to ensure anticipated resources are recorded in status accounts correctly: 403400, 404400, 404700, 404800, 406000, 407000, 412000, 416000, 418000, 418300, 421000, 421500, 431000D$$, and 431000R$$ resource accounts vs. 449000D$$, 449000R$$, 459000D$$, 459000R$$, 469000D$$, and 469000R$$ status accounts. Threshold: $300k.	

88F	Review Tie-Points report to ensure that related memorandum accounts properly net to zero for purchase from federal entities. Threshold: $0.	
88N	Review Tie-Points report to ensure that related memorandum accounts properly net to zero for purchase from Other than Intragovernmental entities. Threshold: $0.	
SPL-1	Review Split Accounts Validation report to ensure that BS Split SGL Accounts (supplemental data submission) agrees with applicable SGL accounts. Threshold: $0.	
SPL-2	Review Split Accounts Validation report to ensure that St of CNP Sheet Split SGL Accounts (supplemental data submission) agrees with applicable SGL accounts. Threshold: $0.	
UB	Review Tie-Points report to ensure that Unobligated Balance, Beginning of Period on St of BR agrees with aggregate of Unobligated Balance - Available and Unobligated Balance - Unavailable on prior year's St of BR. Threshold: $0**.**	
OB	Review Tie-Points report to ensure that Obligated Balance, Net, Beginning of Period on St of BR agrees with Obligated Balance, Net, End of Period on prior year's Statement of Budgetary Resources. Threshold: $0.	
ACOI	Review the Apportionment Categories of Obligations Incurred to ensure that it agrees to Obligations Incurred, Direct and Obligations Incurred, Reimbursable per St of BR, Status of Budgetary Resources section Threshold: $0.	
FBTSBR1	Review Tie-Points report to ensure that FBWT footnote – Unobligated Balance, Available and Unobligated Balance, Unavailable is consistent with applicable SBR data. Bureaus should determine any valid reconciling items (i.e., clearing or deposit accounts for which there are no budgetary entries and resolve any remaining differences. This tie-point will only generate correctly if data is input into FBT form line "Obligated Balance not yet Disbursed." OFM will follow up with bureaus on a case-by-case basis. N/A for Q1 and Q2.	
FBTSBR2	Review Tie-Points report to ensure that FBWT footnote – Obligated Balance, Not Yet Disbursed is consistent with applicable SBR data. Bureaus should determine any valid reconciling items (i.e., clearing or deposit accounts for which there are no budgetary entries and resolve any remaining differences. This tie-point will only generate correctly if data is input into FBT form line "Obligated Balance not yet Disbursed." OFM will follow up with bureaus on a case-by-case basis. N/A for Q1 and Q2.	
F999	Review Hyperion Federal Trading Partner "F999" Report to ensure that all balances included for Federal Trading Partner "999" (unknown) are immaterial; explain, by fund, all amounts over $100 thousand and 10% of each SGL account with "F" attribute.	
G099	Review General Fund Trading Partner G099 Report to ensure that all amounts over $100K for each SGL **except** 1010000, 310100, 310600, 310700, 310710, 570000, and 570010 have explanations.	
IA/TR	The Treaties and International Agreements template has been filled out completely and accurately along with an applicable risk of loss assessment related to Contingent Liabilities. N/A for Q1 and Q2.	

BAR-1	Ensure Federal/Intragovernmental column Net Cost of Operations per BAR agrees to Intragovernmental Net Cost of Operations per Statement of Net Cost. Ensure Other than Intragovernmental Net Cost of Operations column per BAR agrees to Intragovernmental Net Cost of Operations per Statement of Net Cost Ensure Total Net Cost of Operations column per BAR agrees to Total Net Cost of Operations per Statement of Net Cost. N/A for Q1. Threshold: $0.	
BAR-2	Ensure that Federal Outlays, Net per BAR equal Federal Outlays, Net per SBR line 4190. Ensure that Other than Intragovernmental Outlays, Net per BAR equal Other than Intragovernmental Outlays, Net per SBR line 4190. Ensure Total Outlays, Net per BAR equal Total Outlays, Net per SBR line 4190. IMPORTANT: Do not solely focus only on the total difference. Review each of the three differences lines to identify Federal/Non-federal differences. Differences over $300K must be explained with journal entry coding sent to OFM. For any amounts entered in the BAR_Supp form, explanations only must be submitted to OFM using the BAR-Supp Form Explanation template (i.e., no JEs for form entries). Threshold: $300K. N/A for Q1.	

BUDGETARY PROPRIETARY TIE-POINTS (BP TIE-POINTS) (N/A for Q1)

Notes:

- Explanations are required for all quarters that we are not operating under a Continuing Resolution (CR). For quarters under a CR, OFM will review the BP tie-points and request explanations, as necessary.
- There is a $750 thousand threshold unless otherwise noted.
- Most of BP Tie-Points are only applicable for appropriated funds.
- Miscellaneous receipt funds, deposit funds, and other fund groups that do not book budgetary transactions may be reconciling items.

Procedure	Description	Initials
BPFBWT1	Review Tie-Points report to ensure that for each fund group, total of undisbursed budgetary status accounts (438300, 439800, 442000, 443000, 445000, 451000, 461000, 462000, 465000, 470000, 480100, 483100, 487100, 488100, 490100, 493100, 497100, and 498100) agree to proprietary Fund Balance with Treasury account (101000 and 109000) for funded transactions. Note**:** • Unfunded disbursements or collections (e.g., deposits paid) reflected in Fund Balance with Treasury account balance (101000 and 109000) would be valid reconciling items. If applicable, bureaus will quantify and explain these as valid reconciling items. • There could be valid reconciling items for anticipated or estimated reimbursements/recoveries included in accounts 404700, 406000, 407000, 412000, 414000, 414500, 414900, 416000, 421000, 421500, 422100, 425100, 428300, 428700, 431000, and 449000. If applicable, bureaus will quantify and explain these as valid reconciling items. • Imprest Funds – SGL account 112000 is a valid reconciling item. This account will appear as a valid reconciling item for the tie-point. If applicable, bureaus will quantify and explain this circumstance as a valid reconciling item. • BPFBWT1 and BPFBWT2 are two different methods being used to test the same tie-point for Fund Balance with Treasury. Purpose**:** To ensure that undisbursed budgetary status accounts agree to proprietary Fund Balance with Treasury for funded transactions. This tie point will only generate correctly if data is input into FBT form line "Obligated Balance not yet Disbursed." OFM will follow up with bureaus on a case-by-case basis.	

BPFBWT2	Review Tie-Points report to ensure that for each fund group, total of undisbursed budgetary accounts (undisbursed resource accounts 411100, 411200, 411400, 411500, 411700, 411800, 411900, 412800, 414800, 415000, 415100, 415200, 415700, 415800, 416700, 416800, 417000, 417300, 417500, 417600, 419000, 419500, 420100, 421200, 422200, 423100, 425200, 425300, 425400, 425500, 426000, 426100, 426200, 426300, 426400, 426500, 426600, 426700, 427100, 427300, 427500, 427600, 427700, 439200, 439300, 439600, 439700, and 439703 reduced by paid status accounts 480200, 483200, 487200, 488200, 490200, 497200, and 498200) agree to proprietary Fund Balance with Treasury account (101000 and 109000) for funded transactions. This tie point will only generate correctly if data is input into FBT form line," Obligated Balance not yet Disbursed." OFM will follow up with bureaus on a case-by-case basis. Note**:** • Unfunded disbursements or collections (e.g., deposits paid, or deposits collected) reflected in Fund Balance with Treasury account balance (101000 and 109000) would be valid reconciling items. If applicable, bureaus will quantify and explain these as valid reconciling items. • Imprest funds (SGL account 112000) are valid reconciling items. If applicable, bureaus will quantify and explain this circumstance. • BPFBWT1 and BPFBWT2 are two different methods being used to test the same tie-point. Purpose**:** To ensure that undisbursed budgetary accounts agree to proprietary Fund Balance with Treasury for funded transactions	
BPREC	Review Tie-Points report to ensure that for each fund group, total of budgetary receivable accounts (412600, 422500, 423200, 423300, 423400, 425100, 428100, 428300, 428500, 428600, and 428700) agrees to total of proprietary, federal receivable accounts (131000 Federal, 132000 Federal, 132500 Federal, 133000 Federal, 133500 Federal, 134000 Federal, 134100 Federal, 136000 Federal, and 137000 Federal) for funded transactions. NOTE: For this tie-point, only proprietary federal receivables have been included, because revenue from the public is generally not recognized as a budgetary resource until collected. For bureaus that record budgetary resources for receivables from the public, bureaus will quantify and explain these as valid reconciling items (please include in your explanation why budgetary resources are recorded for the receivables from the public). Purpose: To ensure that budgetary receivables equal proprietary receivables (excluding allowance accounts, which are normally unfunded) for funded transactions.	
BPUDOPD	Review Tie-Points report to ensure that for each fund group, total of budgetary, paid undelivered orders accounts (480200, 483200, 487200, and 488200) agree to total of proprietary advances to others/prepayments accounts (141000) for funded transactions. Perform this checking by reviewing the differences in both: a) Federal; and b) Other than Intragovernmental lines. Note: Unfunded disbursements (e.g., deposits paid) would be valid reconciling items. If applicable, bureaus will quantify and explain these as valid reconciling items. Purpose: To ensure that budgetary undelivered orders – paid agree to proprietary advances to others/prepayments for funded transactions. Threshold: $0	

BPPAY	Review Tie-Points report to ensure that for each fund group, total of budgetary payables/accrued expenses accounts (490100, 493100, 497100, and 498100) agree to total of funded portions of proprietary payables/accrued expenses accounts (211000, 212000, 213000, 214000, 214100, 215000, 215500, 216000, 217000, 217900, 218000, 219000, 221000, 221100, 221300, 221500, 221600, 221700, 221800, 222000, 222500, 229000, 261000, 262000, 265000, 291000, 292000, 294000, 295000, 296000, 297000, 298000, 299000, and 299500) less total of unfunded portion of SGL balances per LIABNTGL. Purpose: To ensure that budgetary delivered orders – unpaid agree to funded portions of proprietary payables/accrued expenses.	
BPUFCO	Review Tie-Points report to ensure that for each fund group, total of budgetary Unfilled Customer Orders with Advance account (422200) agrees to total of 231000, *Liabilities for Advances and Prepayments.* Perform this checking by reviewing the differences in both: a) Federal; and b) Other than Intragovernmental lines. Purpose: To ensure that budgetary unfilled customer orders with advance agrees to proprietary Other Deferred Revenue. Threshold: $300K	
BPREV	Review Tie-Points report to ensure that for each fund group, total of budgetary revenue accounts (421200, 425100 less 425100 Beginning, 425200, 425400, 426000, 426100, 426300, 426400, 426600, 426700, 427300, 427700, 428700, less 428700 Beginning) agree to total of proprietary revenue from services or goods provided accounts (exchange portions of 510000, 510900, 520000, 520900, 53xxxx, 540000, 540900, 550000, 550900, 590000, 590900) for funded transactions. Note: A valid reconciling item could be revenue from the public that are receivable(s), as, generally, revenue from the public should not be recognized as a budgetary resource until collected. If applicable, bureaus will quantify and explain this circumstance as a valid reconciling item. Purpose: To ensure that budgetary revenue agrees to proprietary revenue for funded transactions. Threshold: $300K	
BPDO	Review Tie-Points report to ensure that for each fund group, total of budgetary delivered orders accounts (490100 Ending less Beginning Balance, 490200, 497100, 497200, 498100, and 498200) agree to total of proprietary expense accounts for funded transactions (610000, 619000, 619900, 631000, 632000, 633000, 640000, 650000, 660000, 661000, 690000, 880300 and 880400). Note: A valid reconciling item is capitalized purchases (880200, 880300, 880400). An additional reconciling item could be account 650000 to the extent transactions posted to account 650000 are unfunded transactions. Purpose: To ensure that budgetary delivered orders equal proprietary funded expenditures. Threshold: $300k	

BPDIRDO	**This tie-point is only applicable to appropriated funds.** Review Tie-Points report to ensure that for each fund group, total of budgetary, direct delivered orders accounts (490100DIR less 490100DIR Beginning, 490200DIR, 497200DIR, 498100DIR, and 498200DIR) agree to proprietary expended appropriations account (570000, 570010). Purpose: To ensure that budgetary, direct delivered orders is consistent with proprietary expended appropriations.	
BPAR	**This tie-point is only applicable to appropriated funds.** Review Tie-Points report to ensure that Appropriations Received accounts on St of CNP (310100) agrees with Appropriations Received on St of BR accounts (405000, 411100, 411200, 411300, 411400, 411500, 411700, 411800, 411900, 412000, 412100, 412300, 412400, 412500, 412600 less 412600 Ending, 412700 less 412700 Ending, 412800, 412900, 413000, 413500, 413600, 413800, 414000, 415000, 415100, 415400, 415500, 415700, 415800, 416000, 424000, 437000, 438200, 438300, 438400 less 438400 Ending, 438700, 438800, 439100 if Debit Balance, and 439200, 439300, 439400 less 439400 Ending, 439500, 439700 less 439700 Ending). Exceptions might be: • Appropriated dedicated and earmarked receipts (dedicated and earmarked receipts, typically in special and non-revolving trust funds, are to be accounted for as either exchange or non-exchange revenue in accordance with SFFAS No. 7) **NOTE: THIS INCLUDES ACCOUNT 411400.** • Rescissions • Continuing resolution All differences must be explained, except for SGL 411400 412000, 412800, 416000, 424000, 438200, 439200, 439300, 439400 less 439400 Ending, 439500, 439700, 439700 less 439700 Ending, which will show as a valid reconciling item in the Hyperion Tie-Points Report Purpose: To ensure that the proprietary account in the net position section for *Unexpended Appropriations - Appropriations Received* equals the sum of related budgetary source accounts.	
BPTRANS	Review Tie-Points report to ensure that for each fund group, total of budgetary, transfer accounts (412800, 412900, 415100, 415200, 417000, 417500, 417600, 419000, 419100, 419200, 419300, 419900, 423200, 423300, 423400) agree to proprietary transfer accounts (310200F, 310200C, 310300C, 310300F, 301300C, 574000F, 574000C, 575000F, 575000C, 575500F, 575500C, 576000F, 576000C, 576500F, 576500C, 576600F, 576600C, 599700F, 599700C). Note: A valid reconciling item would be Intra-Bureau transactions that are reflected in the SBR, but are not reflected in the SCNP (575000C, 576000C, and 576500C) Purpose: To ensure that budgetary transfers are consistent with proprietary appropriation transfers and proprietary transfers without reimbursement.	

HYPERION FOOTNOTE REPORTS (N/A for Q1 and Q2)

Ensure submissions are complete and agree Hyperion footnote schedules to applicable financial statement line items.

Threshold: $0

Procedure	Description	Initials
FBT	Using the report, verify that the total of amounts entered on the FBT form tie to the total from ETB on the report and the *Fund Balance with Treasury* line in the Assets (Intragov.) section of the Balance Sheet.	
ACCT_REC	Verify that the net figures for (1) Intragovernmental and (2) Other than Intragovernmental on the report tie to the figures for *Accounts Receivable* in both subsections of Assets on your balance sheet.	
MONETARY	Using the report, verify that the total of amounts entered on the MONETARY form tie to the total from ETB line on the report and *Cash* line in the Assets section (Other than Intragovernmental) of Balance Sheet.	
INVENTOR	Using the report, verify that the total of amounts entered for both (1) *Inventory* and (2) *Materials and Supplies* on the INVENTOR form tie to the total from ETB lines. Verify the report total matches the Balance Sheet line for *Inventory Materials, and Supplies, Net*.	
PPE	Using the report, verify that the total of amounts entered on the PPE form tie to the total from ETB line and the *General Property, Plant, and Equipment, Net line* of the Balance Sheet.	
PPE Recon	Using the report, verify that the total of amounts entered on the PPE Recon agree to the Ending Balances of the Cost Column, the Accumulated Depreciation column, and the Net Book Value column to the same columns of the General PP&E HFM footnote (PPE).	
671000 BD	Using the report, verify that the total of amounts entered on the SGL 671000N_Breakdown – Depreciation, Amortization, and Depletion form tie to the total from ETB line.	
OTHRASST	Using the report, verify that the total of amounts entered on the OTHRASST form tie to the total from ETB line and that both subtotals, *Intragovernmental* and *Other than Intragovernmental* match the *Other* line for both subsections of Assets.	
NOENTITY	Using the report, verify that the total of amounts entered for non-entity assets on the NOENTITY form ties to the total of corresponding non-entity liabilities entered by account on the form (no statement match).	
DEBT	Using the report, verify that the total of amounts entered on the DEBT form tie to the total from ETB line and match the amount on the *Debt to Treasury* line under Intragovernmental Liabilities on the Balance Sheet.	
LIAB_BUR	Using the report, tie the total lines for (1) *Intragovernmental* and (2) *Other than Intragovernmental* to the *Other Liability* lines in both parts of the liability section of the Balance Sheet. Be sure the Total and ETB Total columns match.	
FEDEMPLBEN	Verify that the total amount on the report ties to the Federal Employee Benefits Payable line (Other than Intragovernmental) on the Balance Sheet.	
CLEANUP	Using the report, verify that the total of amounts entered on the CLEANUP form tie to the total from ETB line (NOAA, NIST).	
AC_LEASE	Using the report, verify that the total of amounts entered on the AC_LEASE form tie to the total from ETB line.	
OP_LEASE	Using the report, verify reasonableness by comparing rough amounts to prior quarters' figures for operating leases.	
INVEST	If the report for investments in Treasury securities is **not** blank, verify figures directly with the source and tie the figure to the *Investments* line in the Intragovernmental part of the Assets section for the Balance Sheet.	

LIABNTGL	**Review Procedure:** Review all populated balances, per the two methods below, and determine if there are any edits that need to be made to the bureau data, to capture bureau liabilities not covered by budgetary resources completely and accurately. Background: This report is populated by: 1. For certain USSGL accounts, the bureau inputted (into the related HFM form) portion or entire balance of the USSGL account that the bureau has determined is the dollar amount of the USSGL account that represents liabilities not covered budgetary resources; and 2. For certain USSGL accounts, the entire USSGL account balance has been automatically programmed by OFM into the form (based on research performed), with the intent that the USSGL account fully or materially*** represents the dollar amount that represents liabilities not covered by budgetary resources. ***There may be an immaterial bureau exception(s) to the programming of the entire balance of certain USSGL accounts into the report. The known exception(s) to OFM have been communicated to the applicable bureau(s). Please let OFM know if there is a new exception not previously communicated to OFM.	
UDO	Using the report, verify that the total of amounts entered in the UDO form tie to the totals from ETB lines for UDOs; the difference between HFM (which uses the totals from each individual bureau's ETB), and the amounts entered in the form by each bureau for UDO Paid and UDO Unpaid must equal zero at the bottom of the report.	
BAR	Investigate differences in the *BAR* report in HFM. Use the crosswalk report, ** BAR_XW**, to troubleshoot differences. If there are material differences between the Fed and Non-fed breakout, contact the bureau (cc Sean) to ensure they are researching and planning on providing an explanation / JE. Threshold: $300K.	

<u>Manual Checks</u>

Procedure	Description	Initials
FBWT	Review bureaus 101000 balances and verify that bureaus have assigned Trading Partner 099 General Fund for all their FBWT amounts.	
NAF	Review **non-appropriated funds** to ensure that SGL accounts **310000 through 310900** (Unexpended Appropriations type accounts) do not have any balances, or that there is a valid reason(s) for the balances. One valid exception is when a non-appropriated fund receives a transfer-in of unexpended appropriations from another fund (in most cases, would be an appropriated fund). In this situation, the receiving non-appropriated fund is required to treat and account for the funds as appropriations. (**See Attachment G for current MAF**)	
NEA-2	Review Non-entity Assets Schedule to ensure that classifications of corresponding Liabilities appear reasonable. Run the HFM report NONENT1 (Tie Points folder). Compare the balance with the corresponding fund FBwT (SGL 101000 plus 109000). Note: Please analyze SGL 240000 as this account is not always non-entity liability. N/A for Q1 and Q2.	

BNP	Ensure Beginning Net Position on the SCNP agrees with Net Position on prior year's BS per prior year's Accountability Report. Threshold: $0 (except for minor rounding differences)	
FTM	Review Footnotes Text Matrix submitted to OFM to ensure accuracy and completeness. N/A for Q1 and Q2.	
MRSI	Review Manual RSI (Deferred Maintenance, Segment Information) for completeness and accuracy. N/A for Q1 and Q2.	
PPA	Review Hyperion Major Trial Balances to determine if there are balances in following accounts 310800, 310900, 570800, 570900, 740000, and 740100 (if so, agree the balances to Prior Period Adjustments Excel footnote file and review explanations for accuracy and completeness) At year-end, immaterial balances must be reclassed from above PPA accounts to applicable 500000, 600000, or 700000 series accounts Note**:** Prior Period Adjustments should be recorded to prior period adjustments accounts during the fiscal year. At third quarter and again at year-end, a materiality analysis should be performed for recorded balances, and immaterial prior period adjustments should be reclassified so that **only material prior period adjustments remain at third quarter and again at year-end.**	
NPR	This tie-point will check the that the Balance Sheet (BSFACEBU) Net Position lines ties to Statement of Changes in Net Position (NPFACEBU). Net Position Unexpended Appropriations- Dedicated Collections Net Position Unexpended Appropriations- Other Funds Cumulative Results of Operations –Dedicated Collections Cumulative Results of Operations – Other Funds	
LR	Agree Loans Receivable line item on BS to Loans Receivable Footnote Excel file, GL Summary tab. Threshold: $0. N/A for Q1 and Q2.	
AJE	OFM to include information in Review Comments Template regarding Hyperion on-top adjusting journal entries prepared by OFM (AJE # and Instructions to Bureau)	
SAB	Stand-Alone Bureau Only: Compare Hyperion financial statements, and footnotes to stand-alone financial statements for consistency (**USPTO only**)	

Certification Section

Reporting Entity:	
Financial Manager Signature:	