UNMATCHED EXPENDITURES

INTRODUCTION

- This training will help you become knowledgeable in processing Ship's Store unmatched expenditure listing.

TOPIC LEARNING OBJECTIVE

- Upon successful completion of this topic, you will be able to:

- 1. Explain what an unmatched expenditure is and how they are created?

- 2. Describe the procedures for processing ship stores unmatched expenditures, to include:

- a. Ships Action Code.

- b. Accounting Adjustments

- 3. Describe the procedures for processing transmittals of receipts to DFAS.

What is an Unmatched Expenditure?

- An unmatched expenditure occurs when a payment to a vendor and OSO summaries do not match the corresponding receipt documents.

- The listing contains expenditure differences for a one-month period. A cumulative listing is generated at the end of each four-month reporting cycle.

What causes an Unmatched Expenditure?

- Material never received.

- Error in amount received.

- Shipping Charges / Discounts

- Receipt documents never received or lost by DFAS.

- Cost Prices

Several methods to avoiding an Unmatched Expenditure.

- Communication with the Vendor and other ships (OSO).

- Audit packing / shipping documents and invoices against 1155's. Check for Shipping Charges and Discounts.

What are the columns on the Unmatched expenditure list?

- Entry Date – Month and year DFAS posted entry.

- JUL/Serial – Ship's Procurement number.

- Rec Type – OSO or receipt from Purchase.

- Rec Num – Ship's Receipt number.

- Month / Year – Month and year ship's receipt document was received by DFAS.

What are the columns on the Unmatched expenditure list?

- Receipt amount – Reported by Ship.
- Exp Type – Type of payment made by DFAS.
- Expended Amount – Amount paid to vendor by DFAS.
- Paying / Iss Act – UIC of paying activity.
- Voc Num – Voucher number of payment

What are the columns on the Unmatched expenditure list?

- Payment date – Month and Year payment was made to the vendor.

- Difference – The difference between the receipt amount and the expended amount.

- Action Code – Column used by ship to tell DFAS what is being done to correct Discrepancy.

Processing Ships Store Unmatched Expenditures

- Upon receipt, the listing will be reconciled in conjunction with the ships retained returns, purchase order log and requisition log.

- Return the original to DFAS within 30 days and file the copy in WF3 File.

Ships Action Codes

- Code 1 – Material received or shipments partially received. Vendor has or will be contacted.

- 1. Request a Credit Invoice to Fwd to DFAS and cancel the order.

- 2. Contact vendor to find out when or how the shipment was made.

Ships Action Codes

- Code 2 - Material received. Receiver's Number ___ in the amount of $____ forwarded in ____ transmittal of receipts.

- 1. Tell DFAS all applicable info that's required to be filled in.

- 2. Send DFAS another copy of the receipt document. (Invoice and Receiving report)

Ships Action Codes

- Code 3 – Cannot identify transaction. If valid charge, furnish copy of paid OSO summary / Voucher Invoice.

- 1. Request DFAS provide documentation in the form of an 1155 if the transaction does not belong to your ship.

Ships Action Codes

- Code 4 – Discrepancy due to quantity difference. Copy signed delivery ticket attached. Request DFAS recoup overpayment.

- 1. Contact the vendor to request a credit Invoice for the difference.

- 2. If you cannot obtain a credit invoice, you will need to do an accounting adjustment.

Ships Action Codes

- Code 5 – Discrepancy due to deduction of Credit Memo_____ in the amount of $___ from receipt but not from payment. Copy of credit memo attached. Request DFAS take appropriate action on credit memo.

- 1. Attach a copy of Credit memo, invoice, shipping document and 1155.

Ships Action Codes

- Code 6 – Julian date / serial number appears to be incorrect. Receiver's number ___ in the amount of $___ forward in the ____transmittal under Order number___. Request DFAS research and advise.

- 1. Normally occurs on OSO transfers (cargo).
- 2. May need to attach copy of receipt document.

Ships Action Codes

- Code 7 – Ship's action code___information previously furnished on unmatched listing for ____.

- 1. This may occur due to responding back to DFAS prior to the ship sending back the previous unmatched expenditure.

Ships Action Codes

- Code 8 – Other (Specify details)

What to do with the Unmatched Expenditure Listing?

- If the difference is less than $10.00. Do nothing the amount only appear for information purposes only on the listing and will remain there until aged six months.

- If the difference is more than $10.00. Reconcile the difference with the vendor, and if the ship owes the difference conduct an Accounting Adjustment.

Processing Transmittals of Receipts to DFAS.

- All transmittals of receipts will be process within 7 calendar days.

- DFAS will receive a copy of all Receiving Reports from receipts.

- If there are no receipts for the month a negative report will be sent to DFAS.

SUMMARRY

- An unmatched expenditure will occur if there is a difference in the receipt and expanded amount valued at $10.00

- Contact the vendor, obtain a credit or conduct an accounting adjustment to cover the amount listed.

- Forward the unmatched back to DFAS within 30 days.

- Forward transmittals to DFAS within 7 calendar days.