

Verification and Validation of Quarterly ABC Costs – Technical Draft – Conceptual Process Framework for FWS

A version of this proposed process will be implemented beginning in FY 2006. Unavoidable delays led to a schedule slip in the Fall of 2005.

Several Regions are already conducting parts of the proposed validation process. The effort to establish a consistent, Service-wide validation process will continue through FY 2006, with an expectation that a process will be fully in place for the start of FY 2007.

Fiscal Month	Task Owners			
	ABC Implementation Team	FWS Technical Experts Regions, Field, WO	Managers and Time Keepers	Finance Center
August 05	Distribute draft guidance on Validation Process for FY 06	Review guidance and provide feedback	Review guidance and provide feedback	Review guidance and provide feedback
September 05	Distribute guidance on validation process for FY06	Receive guidance	Receive guidance	Receive guidance
October 05	Develop and produce quarterly ABC Information <ul style="list-style-type: none"> • Prepare Validation Statement that shows: <ul style="list-style-type: none"> ○ Excluded cost information ○ Total costs in ABC model ○ Resource costs by region 	<ul style="list-style-type: none"> • Review cost against quarterly report and send signed verification of costs to PES • Begin monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account. • Identify any other costs 	Review and validate labor hours and non-labor transactions charged against ABC codes	Process RDS' Monthly

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		<p>that are coded incorrectly and provide to RDS lead</p> <ul style="list-style-type: none"> Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle 		
November 05	Publish quarterly ABC reports in ReportNet and PowerPlay	<ul style="list-style-type: none"> Review staff charges to ABC codes in PowerPlay – can view down to the person Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle 	Review and validate labor hours and non-labor transactions charged against ABC codes	Process RDS' Monthly
December 05		<ul style="list-style-type: none"> Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account Process RDS' 10 days prior to the close of the 	Review and validate labor hours and non-labor transactions charged against ABC codes	Process RDS' Monthly

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		FWS Technical Experts Regions, Field, WO	Managers and Time Keepers	Finance Center
		month to assure that costs will be correct for next quarterly cycle		
January 06	Develop and produce quarterly ABC Information <ul style="list-style-type: none"> • Prepare Validation Statement that shows: <ul style="list-style-type: none"> ○ Excluded cost information ○ Total costs in ABC model ○ Resource costs by region 	<ul style="list-style-type: none"> • Review cost against quarterly report and send signed verification of costs to PES • Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account • Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle 	Review and validate labor hours and non-labor transactions charged against ABC codes	Process RDS' Monthly
February 06	Publish quarterly ABC reports in ReportNet and PowerPlay	<ul style="list-style-type: none"> • Review staff charges to ABC codes in PowerPlay – can view down to the person • Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account • Process RDS' 10 days prior to the close of the 	Review and validate labor hours and non-labor transactions charged against ABC codes	Process RDS' Monthly

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		month to assure that costs will be correct for next quarterly cycle		
March 06		<ul style="list-style-type: none"> Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle 	Review and validate labor hours and non-labor transactions charged against ABC codes	Process RDS' Monthly
April 06	Develop and produce quarterly ABC Information <ul style="list-style-type: none"> Prepare Validation Statement that shows: <ul style="list-style-type: none"> Excluded cost information Total costs in ABC model Resource costs by region 	<ul style="list-style-type: none"> Review cost against quarterly report and send signed verification of costs to PES Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle 	Review and validate labor hours and non-labor transactions charged against ABC codes	Process RDS' Monthly

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May 06	Publish quarterly ABC reports in ReportNet and PowerPlay	<ul style="list-style-type: none"> Review staff charges to ABC codes in PowerPlay – can view down to the person Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle 	Review and validate labor hours and non-labor transactions charged against ABC codes	Process RDS' Monthly
June 06		<ul style="list-style-type: none"> Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account Process RDS' prior to the close of the month to assure that costs will be correct for next quarterly cycle 	Review and validate labor hours and non-labor transactions charged against ABC codes	Process RDS' Monthly
July 06	Develop and produce quarterly ABC Information <ul style="list-style-type: none"> Prepare Validation Statement that shows: 	<ul style="list-style-type: none"> Review cost against quarterly report and send signed verification of costs to PES 	Review and validate labor hours and non-labor transactions	Process RDS' Monthly

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Fiscal Month	Task Owners			
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	<ul style="list-style-type: none"> ○ Excluded cost information ○ Total costs in ABC model ○ Resource costs by region 	<ul style="list-style-type: none"> ● Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account ● Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle 	charged against ABC codes	
August 06	Publish quarterly ABC reports in ReportNet and PowerPlay	<ul style="list-style-type: none"> ● Review staff charges to ABC codes in PowerPlay – can view down to the person ● Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account ● Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle 	Review and validate labor hours and non-labor transactions charged against ABC codes	<ul style="list-style-type: none"> ● Process RDS' Monthly ● Update & validate default code tables annually (August) with technical experts by region and by program
September 06	Distribute guidance on validation process for FY07	<ul style="list-style-type: none"> ● Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's 	Review and validate labor hours and non-labor transactions	<ul style="list-style-type: none"> ● Process RDS' Monthly

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		allocation for each FFS subactivity can be held in this account • Process RDS' prior to the close of the month to assure that costs will be correct for next quarterly cycle	charged against ABC codes	
October 06	Develop and produce Quarterly Validation Report • Includes excluded cost information • Resource costs by region	• Review cost against quarterly report and send signed verification of costs to PES • Conduct monthly review of ABC suspense account XX – where no more than 1% of the Regional Program's allocation for each FFS subactivity can be held in this account • Process RDS' 10 days prior to the close of the month to assure that costs will be correct for next quarterly cycle	Review and validate labor hours and non-labor transactions charged against ABC codes	• Process RDS' Monthly

Additional Information Needed:

- Who are primary contacts in each Region and Program Area?
 - Technical Experts
 - Validation Signature
 - RDS Leads