

SUMMARY OF MONTHLY FAIMS/FFS RECONCILIATION PROCESS

	Action	Responsible Person	Time Frames *	Comments
1.	Obtain FAIMS and FFS Reports for month being reviewed (Exhibit 3 lists reports and data elements to be reviewed)	FA Fiscal Staff; FC Systems Staff	Days 1 - 3	FFS reports may not be available until Day 3
2.	Research discrepancies between FAIMS and FFS:	FA Fiscal Staff	Days 3 - 15	FA fiscal staff should consult with NBC and FC staff as appropriate.
2a.	For grant transactions that occurred after the FAIMS/FFS interface, follow established daily discrepancy resolution process (see Exhibit 1)			
2b.	For grant transactions prior to the FAIMS/FFS interface, perform the following resolution process:			
	If FAIMS correction required, make necessary changes in FAIMS			
	If FFS correction required: - Prepare reconciliation report to forward to NBC (Use standard Microsoft Excel format provided in Exhibit 4.) - Provide supporting documentation (see Exhibit 5 for documentation requirements for common types of corrections)			
3.	Submit Reconciliation Report to NBC using the excel file format agreed upon (hard copy via FedEx)	FA Fiscal Staff	No later than Day 15	Copies to: FA/WO; FC; Finance/WO
4.	Confirm receipt of Reconciliation Report to FA Fiscal Staff in each Region	NBC Finance Staff	Day 17	
5.	Perform initial review of Reconciliation Reports to determine: - Adequacy of documentation - Completeness of explanations	NBC Finance Staff	Days 17 - 20	

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6.	Contact FA staff for additional information as necessary	NBC Finance Staff	Days 15 - 30	
7.	Determine corrections that can be made without additional research, and enter adjustments in FFS	NBC Finance Staff	Days 15 - 30	
8.	Perform additional research on remaining corrections, and work with FC to resolve, as appropriate	NBC Finance Staff; DFC Accounting Operations Staff	Variable	Corrections involving adjustments to cash balances need to be forwarded by NBC to FC for review
9.	Notify NBC Finance Staff on status of corrections being researched by FC staff	FC Accounting Operations Staff	Day 29	
10.	Prepare report to FA Fiscal Staff in each Region on status of corrections, including: - corrections completed - corrections still pending from current report (and reasons) - corrections still pending from prior reports	NBC Finance Staff	Day 30	Use reconciliation report format with additional column explaining status of corrections.
11.	Provide report (via e-mail) to Chief, Division of Federal Aid Washington Office on status of reconciliations, including: - completed corrections to FAIMS and FFS - pending corrections, and additional required actions	FA Regional Division Chief (prepared by FA Fiscal Staff)	7 days after receipt of status report from NBC	Forwarding a copy of the Excel file received from NBC (Step 10 above) with comments and/or clarification would suffice.
12.	Follow up on issues remaining unresolved after 2 months with responsible officials in NBC, FC and FA Regions, as appropriate	Chief, FA Washington Office	7 days after receipt of reports from FA division chiefs	

* Time frames based on 30-day month. If the scheduled date falls on a nonbusiness day, the next business day applies.