

Instructions:

ITA Estimated Accrual Worksheet Instructions

1. The worksheet must be completed for all estimated accruals and provided to ITA OFM for review.
2. For each estimate record a new line item in the attached worksheet for the following items:
 - Bankcard Expense Flag
 - Obligated Expense Flag
 - CFS Obligation Number
 - Release No
 - Invoice Number
 - Reference Number
 - Bureau Code
 - Vendor Name
 - Item No.
 - MDL No.
 - Fiscal Year
 - Project Code
 - Task Code
 - Organization Code (1-7)
 - Object Class Code
 - Amount
 - Description
3. Bankcard Expense Flag - Select 'Y' to indicate if the accrual is for bankcard and an 'N' if the accrual is not for bankcard purchases.
4. Obligated Expense Flag - Select 'Y' to indicate if the accrual is obligated and an 'N' if the accrual is not for an obligation.
5. If you are recording an estimated accrual for obligated expenses you will need to provide information from the CBS Portal UDO by Line Item report.
5. CFS Obligation No. - If the accrual is for an obligated expense record the number here, leave blank if for bankcard or non-obligated accruals.
6. Release No. - The release number should be zero.
7. Invoice No. - A number to identify the accrual with format <LAST NAME><ACCRUAL TYPE><1> (ex: SMITHSEPTCARD1, SMITHSEPTCARD2).
8. Reference No. - A program and type identifier for the accrual (up to 20 characters), <Program Area><Type of Purchase> (ex: MAS Office Supplies)
9. Bureau Code - All ITA estimates will have a bureau code equal to 55
10. Vendor Name - Record the vendor name for non-obligated accruals. For bankcard accruals the vendor name will default to 'Citibank'. Obligated accruals, the vendor name will default from the obligation that exists in the system.
11. Item No. - Will almost always be 1, for obligated accruals it would be the item number from the CBS Portal reports.
12. MDL No. - Will almost always be 1, for obligated accruals it would be the item number from the CBS Portal reports.
13. Fiscal Year - 2008
14. Project Code - Provide the seven digit project code.
15. Task Code - Provide the three digit task code (will almost always be '000' unless 996 or NAFTA related).
16. Organization Code - Provide all seven levels of the organization code for the accrual.
17. Object Class - Provide the first two levels of the object class. For a complete listing of available object classes the Object Class lookup report can be generated from the CBS Portal. Accruals cannot be recorded for object classes 11, 12, and 21. Payroll accruals will be recorded through a different worksheet.
18. Amount - Identify the amount of the estimated accrual. Follow the threshold guidelines provided by OFM Accounting.
19. Description - Enter a description pertaining to the item being accrued.

** If you need any assistance regarding this worksheet please contact:

ITA OFM Budget - Program Area Budget Analyst

NIST - Contact the CIC@nist.gov or call them at 301-975-5375.