



Material transmitted

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Material superseded

Chapter 3-20	(pages 1 - 12	: 95.1).
Exhibit 3-20-A	(pages 1 - 2	: 95.1).
Exhibit 3-20-B	(pages 1 - 2	: 95.1).
Exhibit 3-20-C	(page 1	: 95.1).
Exhibit 3-20-D	(pages 1 - 2	: 95.1).
Exhibit 3-20-E	(page 1	: 95.1).
Exhibit 3-20-F	(page 1	: 95.1).
Exhibit 3-20-G	(page 1	: 95.1).
Chapter 3-30	(pages 1 - 12	: 88.7).
Exhibit 3-30-A	(page 1	: 88.7).
Exhibit 3-30-B	(page 1	: 88.7).
Chapter 4-20	(pages 1 - 4 and 6 - 7	: 95.1).
	(page 5	: 97.2).
Exhibit 4-20-B	(page 1	: 95.1).
Exhibit 4-20-C	(Pages 1 - 2	: 95.1).
Exhibit 4-20-D	(page 1	: 95.1).
Exhibit 4-20-E	(page 1	: 95.3).
Exhibit 4-20-F	(pages 1 - 2	: 92.3).
Exhibit 4-20-G	(page 1	: 92.3).
Chapter 4-30	(pages 1 - 7	: 97.1).
Exhibit 4-30-A	(page 1	: 88.7).
Exhibit 4-30-B	(page 1	: 88.7).
Exhibit 4-30-C	(page 1	: 88.7).
Exhibit 5-80-C	(page 1	: 85.1).

Background

Revised record layouts needed to update Departmental Financial Systems Standards to meet the year 2000 (Y2K) requirements were issued by memo dated April 30, 1998. This transmittal incorporates the Y2K revisions into the various Departmental Accounting Manual (DAM) chapters and exhibits, reflecting a 4-digit fiscal year identifier instead of a 2-digit identifier. In addition the DAM chapters and exhibits have been revised to refer to HHS entities as OPDIVS instead of OPDIV/Agency/OS. Details of the revisions made follow:

CHAPTER 3-20 AND 3-20 EXHIBITS

All references to "OPDIV/Agencies/OS" changed to "OPDIV" to reflect current organizational status of HHS entities. HHS Exhibit 3-20-G has been revised to reflect current HHS OPDIV entities.

This chapter and exhibits also describes the data elements and codes to be included in the standard accounting transaction record. These records are used when transactions are transmitted between accounting systems and central systems (i.e., PMS and Payroll).

The major changes to the standard accounting records are date fields and amount field. The date fields are changed to reflect the use of a 4 digit year identifier and the amount field is changed to 15 digits to accommodate HCFA and PMS.

The Effective Date, Award Date - Beginning, and the Award Date - Ending field reflects the use of a four digit year identifier to be used with the two digit month and the two digit day. Total number of characters in the effective date field will be eight.

Record type "4" Batch Dollar Total changed from 15 characters to 17 characters.

The fiscal year prefix to the CAN is now four characters which reflects the fiscal year of the availability of funds obligated, or the current fiscal year for receipt account, general ledger adjustments, etc.

The Batch Date/Batch Identification field is expanded to 9 characters to reflect the use of a 4-digit year identifier. The year identifier will be used with the 2-digit month and the 2-digit day along with a 1-digit serial number to identify the various batches transmitted in a day.

The chapter now contains one record type "2", where previously the chapter contained a record type "2" for standard accounting records and another for payments from PMS. These changes do not increase the length of the records however, the position of the records changed as a result of field length increasing.

HHS Exhibit 3-20-A, Standard Accounting Transaction Record (Record Type "2"), is changed to reflect the new number of characters in the effective date, fiscal year, award date-beginning, and award date-ending fields. The record positions will reflect the adjustments as a result of these modified fields; e.g. effective date will now be record position 2-9.

HHS Exhibit 3-20-B, Transaction Record for Awards Paid by the PMS (Record Type "7"); HHS Exhibit 3-20-C, Computer generated record to the PMS (Record Type "9"); and HHS Exhibit 3-20-A, Transaction Record of Payments from the PMS (Record Type "2"); will be changed to reflect the new number of characters in the effective date, fiscal year, award date-beginning, and award date-ending fields. The record positions will reflect the adjustments as a result of these modified fields.

HHS Exhibit 3-20-D, Transaction Record for Charging Distribution (Record Type "6"), was added to show an optional record format used by PMS to provide accounting transactions for grant advances to HCFA. Future implementation will use record type " 2" for advance transactions.

HHS Exhibits 3-20-E and 3-20-F, Batch Header Record (Record Type "1") and Batch Trailer Record (Record Type "4"), will change to reflect the new 8 character date field (YYYYMMDD). The field positions in the records reflect the adjustments as a result of these modified fields.

CHAPTER 3-30 AND 3-30 EXHIBITS

All references to "OPDIV/Agencies/OS" changed to "OPDIV" to reflect current organizational status of HHS entities and references to organizational entities have been updated and all references to Merged ("M") accounts deleted, HHS Exhibit 3-30-B, Codes Assigned to Categories of Funds Within Each Major Type of Fund, modified to reflect consolidation of "015 to "025" and "025 to 029" into "015 to 029."

HHS Common Accounting Number Table changed to show a 4 digit Fiscal Year Range.

This Chapter describes the data elements and codes that are represented by the Common Accounting Number (CAN) Identification Code. It tells how these codes, linked with a unique identifying CAN, are stored in a computer table for use in processing each accounting transaction

The fiscal year range of the CAN Table will reflect the use of an 8 character range. The From Fiscal Year, will be four digits and the To Fiscal Year, will be four digits.

The examples of the new date ranges will be reflected in the narrative describing the use of the fiscal year for example 2001 through 2002.

HHS Exhibit 3-30-A, HHS Accounting Number Table, changed to reflect the four digit from and to Fiscal year. It also shows the "EIS" Code.

CHAPTER 4-20 AND CHAPTER 4-20 EXHIBITS (EXCLUDING 4-20-A)

All references to "OPDIV/Agencies/OS" in the chapter and exhibits changed to "OPDIV" to reflect current organizational status of HHS entities.

HHS Exhibit 4-20-D (Standard General Ledger Record Layout), HHS Exhibit 4-20-F (Fiscal Year/Can/Sub-Object Class Data Elements Definition), and HHS Exhibit 4-20-G (Fiscal Year/Can/Sub-Object Class Record Layout) changed to show 4-digit Fiscal Year identifier.

CHAPTER 4-30 AND EXHIBIT 4-30-A

All references to "OPDIV/Agencies/OS" changed to "OPDIV" to reflect current organizational status of HHS entities.

This chapter prescribes the common accounting number (CAN). The concept of the CAN is discussed, along with its relationship to the philosophy and logic of the HHS standard accounting system. This chapter sets forth the structure of the CAN and identifies key codes that serve as its data elements. The principles and data element code structure prescribed in this chapter are applicable to all accounting systems within the Department.

Each CAN used in the input transaction record must be prefixed with a 4-digit fiscal Year identifier.

HHS Exhibit 4-30-A, Identification of HHS Regional Offices and the States Served, has been update to reflect the current address for the HHS regional offices.

EXHIBIT 5-80-C

Exhibit 5-80-C, FARS Record Layout, expanded to 100 positions to accommodate 15 character outlay amount, 20 character Grant ID Code.

The Fiscal Year field changed to a 4-digit FY identifier.

The Award Start Date and Award Ending Date changed to reflect the use of a four-digit FY identifier used with a two-digit month and two-digit day. Total number of characters in the effective date field will be eight. The Date Format will be (YYYYMMDD).

Filing Instructions

Remove superseded material and replace it with the new material. Post receipt of this transmittal to the HHS Checklist of Transmittals and file this transmittal in sequential order after the checklist.

signed

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