

Roles and Responsibilities for
DISCAS Month End Processing and for SF-224 Month End Processing

PWS Task Reference (as applicable)	Task	Comments	Currently Assigned to	Assigned to in FY 2005 (Proposed)	Transition Plan	
1 5.8.2	Run DISCAS and MARS Edits (done simultaneously) and notify DISCAS users of edit kickouts that need to be corrected.	CAC - Twice a week during the month and daily the last week of the month and through the third workday.	Laura Gurganus (CAC)	Laura Gurganus (CAC)	NNSA will continue through first quarter FY2005.	
			Frank Cintron (SNR)	Frank Cintron (SNR)		
			Hui Lee (PNR)	Hui Lee (PNR)		
			Mark Fiffles (CH)	Laura Gurganus (CAC)		
			(AL) - Lori Galemore, Locidee Har	Kathy Schanck		
			(ID) - Jim Cotterell	Kathy Schanck		
			(GO) - Lori Galemore, Locidee Har	Kathy Schanck		
			(OR) - Angela McKinney, Bill	Jim Schanck		
			(SR) - Donna Roberts	Jim Schanck		
			(OH) - Carol Eyermann	Jim Schanck		
			(OSTI) - Angela McKinney, Bill	Jim Schanck		
			(NETL) - Kirby Rothrock	Jim Schanck		
			(RL) - J. J. Dippel	Jim Schanck		
			(SPRO) - Gary Durel	Jim Schanck		
2	Prepare card files for other-than-integrated contractor data correction, CP transactions, etc.		CAC payment related correcting entry card files are prepared by OR, all other card files prepared by field offices.	Payment related correcting entry card files will be prepared by OR. Nuclear Material related correcting entry card files will be prepared by NNSA. EFASC will prepare all other card files unless they are for entries (or corrections to entries) that MEO field liaison accountants are assigned responsibility in the MOU. PNR and SNR prepare their own card files.		
3	Load card files created in 2 above into DISCAS	CAC - As needed during the month.	Laura Gurganus (CAC)	Laura Gurganus	NNSA will continue through first quarter FY2005.	
			AL - Create and load	(AL) - Thu Pastor, Steven Presley		Kathy Schanck
			ID - As needed during the	(ID) - Jim Cotterell		Kathy Schanck
			OR - Satellite offices load	(OR) - Angela McKinney, Bill		Satellite offices load except
4	Monitor Invalid DISCAS transactions	CAC - As needed during the month.	Laura Gurganus (CAC)	Laura Gurganus	NNSA will continue through first quarter FY2005.	
			AL	(AL) - Lori Galemore		Kathy Schanck
			ID -JINVFUND.IDJOB &	(ID) - Laurie Acosta		Kathy Schanck
			OR	(OR) - Accounting Operations Br.		Jim Schanck
5	Change the month in Global-MM (FIS Submittal) in DISCAS at month end.	CAC - Last workday	Laura Gurganus (CAC)	Laura Gurganus	NNSA will continue through first quarter FY2005.	
			AL - Third Workday	(AL) - Thu Pastor, Steven Presley		Kathy Schanck
			OR - Third Workday	(OR) - Angela McKinney, Bill		Jim Schanck

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6	Prepare zero pay entries for current month corrections as necessary	As necessary through the month	Payroll (CAC) - LDS 986	Payroll and Budget Execution Team - TBD	
			Accounts Receivable (CAC)	Special Accounts & Reconciliation Team - TBD	
			Treasury Payments (OR)	Payments Division (OR) - TBD	
			IPAC Payments	General Accounting Team - TBD	
			Working Capital - Kathy Schanck - (CAC)	Payroll and Budget Execution Team - TBD	
			Reimbursable Work - Dewight Perkins - (CAC)	Special Accounts & Reconciliation Team - TBD	
			Special Accounts (CAC)	Special Accounts & Reconciliation Team - TBD	
			Prior Month Adjustment - Sandy Iseman (CAC)	General Accounting Team - TBD	
			Zero Pay DCS (CAC) - 700 series SNR-797/PNR-761	Individuals - (CAC)	
			Zero Pay DCS (CH) - GOGO does zero pay.	Individuals - CH	
			Zero Pay DCS (AL)	Individuals - AL	
			Zero Pay DCS (ID) - Laurie Acosta. We have a specified series of zero pay DCS	Individuals - ID	
			Zero Pay DCS - (NETL) for Contract Payment Adjustments and corrections	Individuals - NETL	
			Zero Pay DCS - Inter-Entity - Requires DCS Standardization	Individuals - All SC's	
Zero Pay DCS (OR) - Accounting Operations Br.	Individuals - OR				
7	Verify Zero Pay Schedules equal zero; notify preparers of any out of balances	CAC - First three workdays	Steve Rosenberry (CAC) using DataNow report	Financial Reporting Team - TBD	
		NNSA - First three workdays	(AL) Marcos Garcia using A224R19.ALQUIZ report		
		OR	(OR) - Accounting Operations Br.		
8	Compare Treasury reports for month (ASAP/IPAC/Agency Confirmation Report/deposits) to G/L for month by creating Excel spreadsheet	CAC - Second workday - DataNow	Steve Rosenberry (CAC)	Financial Reporting Team - TBD	
		AL - Second workday - ALQUIZ	(AL) - Marcos Garcia		
		OR - GL224TK;JPAYNCOL	(OR) - Accounting Operations Br.		
9	Input disbursement/collections into DISCAS using a non-224 summ-class-code to record DFAS monthly payroll entries	CAC - First three workdays	Steve Rosenberry (CAC)	Payroll and Budget Execution Team - TBD	

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10	Integrated Contractors submit Payments/Collections Report via email/fax to EFASC Field Staff; EFACS Field Staff forwards copy to EFASC, HQ. Richland will submit copies of <u>non-integrated</u> contractor payments/collections to ORFSC (as is currently done) and to EFASC, HQ.	By noon Third workday - (NOTE: AL is currently receiving integrated data by cob Second workday.) CH sends spreadsheets to Steve Rosenberry. AL/ID - Standardized form (Wheeler, Garcia, Cook). OR - Hughie Thomas receives files and worksheets and provides report.	Bonnie Schissler (SNR) Lockheed Martin	Bonnie Schissler (SNR)	NNSA will continue through first quarter FY2005. NNSA will not be responsible for tiepoints.
			Hui Lee (PNR) Bectel Bettis	Hui Lee (PNR)	
			Mark Fiffles (CH) Univ Research Assn,	Mark Fiffles (CH) Univ	
			Mark Fiffles (CH) Princeton Univ, PPPL	Mark Fiffles (CH) Princeton	
			Mark Fiffles (CH) Iowa State Univ -	Mark Fiffles (CH) Iowa	
			Mark Fiffles (CH) Univ of Chicago - ANL	Mark Fiffles (CH) Univ of	
			Mark Fiffles (CH) Associated	Mark Fiffles (CH)	
			Mark Fiffles (CH) LBNL	Mark Fiffles (CH) LBNL	
			Mark Fiffles (CH) SLAC	Mark Fiffles (CH) SLAC	
			(AL) BWXT Pantex - Wheeler/Garcia	(AL) BWXT Pantex - Wheeler/Garcia	
			(AL) LANL - Wheeler/Garcia	(AL) LANL - Wheeler/Garcia	
			(AL) SNL - Wheeler/Garcia	(AL) SNL - Wheeler/Garcia	
			(AL) NREL - Wheeler/Garcia	(AL) NREL - Wheeler/Garcia	
			(AL) Honeywell - Wheeler/Garcia	(AL) Honeywell - Wheeler/Garcia	
			(AL) LLNL - Wheeler/Garcia	(AL) LLNL - Wheeler/Garcia	
			(AL) BWXT Pantex - Wheeler/Garcia	(AL) BWXT Pantex - Wheeler/Garcia	
			(AL) Bechtel NV - Wheeler/Garcia	(AL) Bechtel NV - Wheeler/Garcia	
			(AL) Bechtel SAIC -Wheeler/Garcia	(AL) Bechtel SAIC - Wheeler/Garcia	
			(ID) Bechtel B&W - Reed Cooke	Reed Cook, ID	
			(OR) UT Batelle	Acctg. Ops. Br.. ORFSC	
			(OR) Bechtel Jacobs	Acctg. Ops. Br.. ORFSC	
			(OR) BWXT - Y12	Acctg. Ops. Br.. ORFSC	
			(OR) OR Assoc. Universities	Acctg. Ops. Br.. ORFSC	
(OR) PNNL	Acctg. Ops. Br.. ORFSC				
(SR) Westinghouse SR	(SR) Rita Carter				
(SPRO) Dynmcdermott	(SPRO) - Leslie Ricardo				
(OH) West Valley Nuclear Services -	(OH) Carol Eyermann				
11	Coordinate/prepare/consolidate contractor card file information and edit it; notify Financial Systems Team of availability of file.	CAC - 2:00 third workday, AL - COB second workday, OR - Noon third workday	Frank Cintron (SNR) Lockheed Martin -	Frank Cintron (SNR)	EFASC Field Staff edits and feed CAC loads and provides file names
			Hui Lee (PNR) Bectel Bettis	Hui Lee (PNR)	
			Mark Fiffles (CH) Univ Research Assn,	Mark Fiffles (CH) Univ	
			Mark Fiffles (CH) Princeton Univ, PPPL	Mark Fiffles (CH) Princeton	
			Mark Fiffles (CH) Iowa State Univ -	Mark Fiffles (CH) Iowa	
			Mark Fiffles (CH) Univ of Chicago - ANL	Mark Fiffles (CH) Univ of	
			Mark Fiffles (CH) Associated	Mark Fiffles (CH)	
			Mark Fiffles (CH) LBNL	Mark Fiffles (CH) LBNL	
			Mark Fiffles (CH) SLAC	Mark Fiffles (CH) SLAC	

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			(AL) BWXT Pantex - Presley (AL) LANL - Presley (AL) SNL - Presley (AL) NREL - Presley (AL) Honeywell - Presley (AL) LLNL - Presley (AL) BWXT Pantex - Presley (AL) Bechtel NV - Presley (AL) Bechtel SAIC - Presley (ID) Bechtel B&W - Jim Cotterell (OR) Bechtel Jacobs - (OR) BWXT - Y12 - Farsoun/Systems (OR) OR Assoc. Universities - (OR) PNNL - Farsoun/Sytems (SR) Westinghouse SR - Paul Lovick (SP) Dynmdermott (OH) West Valley Nuclear Services -	(AL) BWXT Pantex - (AL) LANL - Presley (AL) SNL - Presley (AL) NREL - Presley (AL) Honeywell - Presley (AL) LLNL - Presley (AL) BWXT Pantex - Presley (AL) Bechtel NV - Presley (AL) Bechtel SAIC - Presley (ID) Bechtel B&W - Jim Cotterell Farsoun/Systems (OR) Farsoun/Systems (OR) Farsoun/Systems (OR) Farsoun/Systems (OR) (SR) - Donna Roberts (SPRO) - Leslie Ricardo (OH) Carol Eyer mann	
12	Compare Treasury Ca\$hlink reports for month to Integrated Contractor data for month	CAC - Third workday AL - Third workday (Q224R20 and Q224R28 reports) OR - Third Workday	Steve Rosenberry (CAC) (AL) - Marcos Garcia (OR) - Accounting Operations Br.	Steve Rosenberry (CAC)/Financial Reporting	RL has non-integrated LOC. Send OR and Financial Reporting worksheet.
13	Perform DCA check	AL - Third workday - QTBDCAUT.NSQUIZ report CAC - Third Workday	(AL) - Marcos Garcia (CAC) - Steve Rosenberry	Steve Rosenberry (CAC)	AL will continue through first quarter FY2005.
14	Receive, edit and load consolidated contractor card files. Notify field sites when card files are successfully loaded.	CAC - No later than noon Third Workday	Laura Gurganus (CAC) (AL) - Thu Pastor, Steven Presley (ID) - (OR) - Angela McKinney, Bill McSpadden	Laura Gurganus Kathy Schanck Jim Schanck	AL will continue through first quarter FY2005.
15	Run Integrated Cost Update in DISCAS.		(CH) Mark Fiffles (PNR) Hui Lee (SNR) Frank Cintron (AL) (ID) - Jim Cotterell (OR)	(CH) Mark Fiffles (PNR) Hui Lee (SNR) Frank Cintron All satellite offices (ID) Jim Cotterell All satellite offices	

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16	Generate a 224 report from each DOE financial service centers' system; these reports should include integrated contractor card files submitted by noon Third Workday. Note: Zero pay activities will not zero out by cluster.	CAC - Third Workday - "Distribution of Appropriations Report" (DISCRPT)	(CAC) - Steve Rosenberry	Financial Reporting Team - TBD	AL will update their report for the new DCS numbers.
		AL - Third Workday - Q224R30.ALQUIZ	(AL) - Marcos Garcia		
		OR - DISCAS query reports	(OR) - Hughie Thomas/Accounting Operations Br.		
17	Consolidate and transmit one SF-224 for ALC 89000001 via GOALS II to Treasury	By midnight Third Workday	Steve Rosenberry (CAC)	Financial Reporting Team - TBD	NNSA: NNSA won't have access to reports from Treasury for tiepoints.
			(AL) - Marcos Garcia		
			(OR) - Accounting Operations Br.		
18	Run Contractor Payment Split program or input manual entries in DISCAS and validate entries.	CAC - After contractors card files are loaded on third workday. (NOTE: AL currently runs split program prior to submitting MARS data.) (NOTE: OR runs by end of second workday.)	Mark Fiffles (CH) - Runs DISCAS	Mark Fiffles (CH) - Runs	
			Hui Lee (PNR) - manual entries	Hui Lee (PNR) - manual	
			Frank Cintron (SNR) - manual entries	Frank Cintron (SNR) -	
			(AL) - Steven Presley	(AL) - Steven Presley	
			(OR) - Accounting Operations Br.	(OR) - Accounting	
			(OH) West Valley Nuclear Services - Darryl McFarland/Carol Eyermann	(OH) Carol Eyermann/D. McFarland	
			(SPRO) -?	(SPRO) - ?	
			(SR) - Maggie Duncan	(SR) - Lisa Campbell	
19	Submit Data to MARS (DCA entries are generated at this time)	CAC - After contractors card files are loaded on third workday. (NOTE: NNSA currently runs split program prior to submitting MARS data.)	Laura Gurganus (CAC)	Laura Gurganus	NNSA will continue through first quarter FY2005.
			(AL) - Thu Pastor, Steven Presley	Kathy Schanck	
			(OR) - Accounting Operations Br.	Jim Schanck	
20	Receive edits on data submitted to MARS on third workday and contact appropriate personnel to correct	CAC - Fourth Workday	Laura Gurganus (CAC)	Laura Gurganus	NNSA will continue through first quarter FY2005.
			(AL) - Thu Pastor, Steven Presley	Kathy Schanck	
			(OR) - Rosemary Farsoun	Jim Schanck	
21	Feed edit corrections to MARS	CAC - Fourth Workday	Laura Gurganus (CAC)	Laura Gurganus	NNSA will continue through first quarter FY2005.
			(AL) - Thu Pastor, Steven Presley	Kathy Schanck	
			(OR) - Systems Br.	Jim Schanck	
22	Generate and issue Master File Edits and contact appropriate personnel at each site to correct kickouts	CAC - After MARS is closed for the month.	Donald Martus	Donald Martus	NNSA will continue through first quarter FY2005.

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23	Correct Master File Edits		Each field site	Each field site	
24	Run DISCAS/MARS Comparison report and research/correct problems with assistance from field sites.	CAC - After MARS is closed for the month.	Laura Gurganus (CAC) Frank Cintron (SNR) Hui Lee (PNR) Mark Fiffles (CH) (AL) - Thu Pastor, Steven Presley (ID) - Jim Cotterell (OR) - Systems Br. (SR) - Paul Lovick (OH) - ? (RL) - J. J. Dippel (NETL) - Kirby Rothrock (SPRO) - ?	Laura Gurganus (CAC) Frank Cintron (SNR) Hui Lee (PNR) Laura Gurganus (CAC) (AL) - Pastor/Presley (ID) - Jim Cotterell (OR) - Systems Br. (SR) - Donna Roberts (OH) - Darryl McFarland/ Carol Eyermann (RL) - Liza Guzman (NETL) - Kirby Rothrock (SPRO) - ?	NNSA will continue through first quarter FY2005.
25	Coordinate/prepare entries for DISCAS clean-up.	All DISCAS clean up will be accomplished by the originating offices.	All Sites	All Sites	