

**Summary Report for Individual Task  
805A-36B-3504  
Reconcile Daily Accountable Transactions  
Status: Approved**

---

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** You are assigned to a disbursing office and have just received a complete daily business for your disbursing office. You have access to: 1. DoD Financial Management Regulation 7000.14-R, Volume 5, Disbursing Policy and Procedures. 2. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation. 3. DD Form 2664, Currency Exchange Record. 4. DD Form 2665, Daily Agent Accountability Summary. 5. SF 1081, Voucher and Schedule of Withdrawals and Credits. 6. Paper Check Conversion (PCC) Batch List. 7. Electronic Funds Transfer (EFT) and check writer daily business. This task should not be trained in MOPP 4.

**Standard:** Consolidate your disbursing office's Daily Accountable Transactions with 100% accuracy: 1. Collect the daily business from the cashier. 2. Collect the daily business from the Electronic Funds Transfer (EFT) and the check writer. 3. Organize the daily business.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

<b>Task Statements</b>
------------------------

**Cue:** You have just received a complete daily business for your disbursing station.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Collect the daily business from the cashier.
  - a. Gather all documents (collection, disbursement vouchers) from the cashier to include all DD Form 2664's, cashier's DD Form 2665 and SF 1081 for the business day.
  - b. Use these documents to verify the cashier business is in balance by verifying the beginning balance, total advances, total collections, total disbursements and total returns for correctness.
  - c. If steps "a" and "b" are correct you will continue to step 2. If they are not correct or balanced you will return back to the cashier for correction.
  
2. Collect the daily business from EFT and Check Writer.
  - a. Gather the EFT detail report and all payment vouchers and check for correctness and accuracy.
  - b. Gather the check register and all payment vouchers and check for correctness and accuracy.
  
3. Organize the daily business.
  - a. Consolidate the Cashier business by making sure all DD Form 2664's are followed by all Disbursement vouchers on top and collection vouchers on top of them.
  - b. You will then make sure the PCC batch list, DD Form 2665 and SF 1081 are on top.
  - c. On top of the Cashier's business you will place the EFT and Check payment vouchers on top with EFT detail report and check register on top of all vouchers. (order should be: check register, EFT detail report and then the Cashier's business)
  - d. Give daily business to the Deputy Disbursing Officer.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** None

**Evaluation Preparation:** None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Collected the daily business from Cashier.			
a. Gathered all documents from Cashier.			
b. Used the documents to verify the Cashier business.			
2. Collected the daily business from EFT and Check Writer.			
a. Gathered the EFT detail report and all payment vouchers and checked for correctness and accuracy.			
b. Gathered the check register and all payment vouchers and checked for correctness and accuracy.			
3. Organized the daily business.			
a. Consolidated the Cashier business.			
b. Ensured the PCC batch list, DD Form 2665 and SF 1081 were on top.			
c. Placed documents in order: check register, EFT detail report then Cashier's business.			
d. Gave daily business to the Deputy Disbursing Officer.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Food and drink are not allowed near or around electrical equipment (CPU, file servers, printers, projectors,ect.) due to possible shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of an electrical storm, you will be instructed to power down equipment.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805A-36B-3503	Prepare a Daily Statement of Accountability (DD Form 2657)	805A - Financial Management (Individual)	Obsolete

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None