

Report Date: 24 Apr 2014

**Summary Report for Individual Task
805A-36B-3508
Clear the Analysis for Unmatched Transaction (AUT) Report
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You received the monthly Analysis of Unmatched Transactions (AUT) report. You have access to: 1. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation. 2. Data Element Management Accounting Reporting System (DELMARS) 302. 3. DoD Financial Management Regulation 7000.14-R, Volume 5, Disbursing Policy and Procedures. 4. SF 215, Deposit Tickets. 5. SF 5515, Debit Vouchers. 6. Standard Finance System (STANFINS). 7. Cash-Link. This task should not be trained in MOPP 4.

Standard: Reconcile the Analysis for Unmatched Transaction (AUT) Report without error prior to end-of-month cut off: 1. Recieve the Analysis of Unmatched Transactions (AUT) Report. 2. Gather Deposit Tickets and Debit Vouchers along with blank SF 215 and SF 5515. 3. Access Cash Link. 4. Review report for deposits, charge-backs, and change transactions not in agreement with treasury records. 5. Review the analysis and make corrections. 6. Cross-check discrepancies between this report and the SF 1219. 7. Verify each treasury line (T) has a matching station/finance line (S). 8. Create an adjustment document to match the "S" line to the "T" line. 9. Process the adjustment document through Deployable Disbursing System (DDS). 10. Verify "S" and "T" lines in Cash Link. 12. Annotate all actions taken on each line of the report.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: You received the monthly Analysis of Unmatched Transactions report. You have access to:

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Receive the Analysis of Unmatched Transactions (AUT) from DFAS accounting section.
2. Gather monthly deposit tickets and debit vouchers along with blank SF 215 and SF 5515.
3. Access cash link.
4. Review report for any deposits, charge-backs and change transactions not in agreement with treasury records.
5. Review the analysis and make corrections as needed.
6. Cross-check discrepancies between this report and the SF 1219. The corrections may include adjusting entries or copies of prior submission.
7. Verify each "T" (item from Treasury) line has a matching "S" (item from the Station/Finance) line, if not obtain copies of deposit ticket or debit vouchers. You will know the lines belong together by dollar amount, date of action and ticket number.
8. Create an adjustment document to match the "S" line to the "T" line.
9. Processed adjustment documents through DDS.
10. Ensured that if you have an "S" line with no "T" line go to cash link to verify that each deposit ticket or debit voucher has been received by the treasury. If so, no other action is required. If no entry in cash link was made contact the bank or Federal Reserve.
11. Ensured that if you have a "T" line with no "S" line verify cash link for the location of the debit voucher or deposit ticket. Obtained the debit voucher and details from cash link and process as needed; if missing a deposit ticket, identify which agent made the deposit and have them process transactions through DDS.
12. Annotate all actions taken on each line of the report.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: None

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received the Analysis of Unmatched Transactions (AUT) from DFAS accounting section.			
2. Gathered the monthly deposit tickets and debit vouchers along with blank SF 215 and SF 5515.			
3. Accessed cash link.			
4. Reviewed report for any deposits, charge-backs and change transactions not in agreement with treasury records.			
5. Reviewed the analysis and make corrections as needed.			
6. Cross-checked discrepancies between this report and the SF 1219. The corrections may include adjusting entries or copies of prior submission.			
7. Verified each "T" line (Treasury line) has a matching "S" line (Station/Finance), if not obtain copies of deposit ticket or debit vouchers. You will know the lines belong together by dollar amount, date of action and ticket number.			
8. Created an adjustment document to match the "S" line to the "T" line.			
9. Processed adjustment documents through DDS.			
10. Ensured that if you have an "S" line with no "T" line go to cash link to verify that each deposit ticket or debit voucher has been received by the treasury. If so, no other action is required. If no entry in cash link contact the bank or Federal Reserve			
11. Ensured that if you have a "T" line with no "S" line verify cash link for the location of the debit voucher or deposit ticket. Obtained the debit voucher and details from cash link and process as needed; if missing a deposit ticket, identify which agent			
12. Annotated all actions taken on each line of the report.			

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	No	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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805A-36B-4006	Manage a Limited Depository Account	805A - Financial Management (Individual)	Approved

805A-36B-3505	Process Irregularities	805A - Financial Management (Individual)	Obsolete
805A-36A-6001	Resolve Irregularities in a Disbursing Officer's Account	805A - Financial Management (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None