Accounting Transaction Requests Review Process

ACED ACEN (FMS) System Accounting Transaction Request Form is a PDF Request form (also available on OFP's internet site) that will be used by VA Administrations and staff offices to request action to the ACED/ACEN table. The requester will be responsible for correctly completing the request form, ensuring that all applicable fields are populated (including the requester's digital signature), and forwarding the form to their supervisor for review and digital signature (the row directly beneath the transactions fields) *(NOTE: The requester and supervisor may be the same person)*. The supervisor will forward the request form via e-mail to "FSC Transaction Review" Outlook mail group with a cc to VACO Office of Financial Policy (OFP) contact and "Transaction Review" group.

After the FSC Transaction Review group reviews, researches, and verifies the transaction, the group will send its recommendation for approval to VACO OFP contact. If additional information is needed, the FSC reviewer will contact the requester via e-mail. The FSC reviewer will work with the requester to resolve any questionable issues to ensure the transaction is established / updated correctly in the Financial Management System (FMS).

After the OFP group receives, reviews, researches, and verifies the transaction, the group will send its approval on the request to VACO FMS contact with a cc to "VACO 047e7" mail group. If additional information is needed, the OFP reviewer will contact the FSC via e-mail. The FSC reviewer will work with the requester to resolve any questionable issues.

After FMS Services receives the approved form, the request will be processed in FMS. Based on the confirmation from the system, the FMS Services contact will inform the requester, FSC Review group, OFP group and "Transaction Review" group of the status, "Processed" or "Need Action", via e-mail.

Please Note: The latest version of the request form that must be used is ACEN_ACED_rev6.pdf (December 2010). To fill out these forms correctly, we highly encourage the use of the "Proforma Transaction Advanced Query List" located at https://vaww.fmsaccountresource.fsc.va.gov/. Click on Resource Lists to select the list you wish to use.

All applicable fields must be completed. Below is a description of the required fields for the ACED/ACEN request form.

1. Name of Person Making Request – Last Name, First Name, Initial

2. Requester E-Mail Address

3. Requester Work Phone Number

4. Date of Request
5. Type of Request – Place an “X” in the appropriate box – New, Update, Delete
6. Area – Place an “X” in the appropriate box – Production or Test, and if Test, then list the Test Region
7. Reason for Entry or Change – Enter information to help explain why the transaction is needed.
8. TC – List Transaction Code that will be assigned to the transaction.
9. TT – List the Transaction Type that will be assigned to the transaction.
10. VC – List the Vendor Category that will be assigned to the transaction if applicable.
11. BOCT – List the BOC that will be assigned to the transaction if applicable – Check the BOCT table to see if the BOC needs to be posted as indicated by the BOC POST FLAG. If no BOC is needed, then that field should be left blank. Note: Revenue Source Codes (RSC) are not posted on the ACED/ACEN table. If the transaction will require an RSC, the requester needs to ensure the RSC exists on the RSRC table in FMS. If it does not exist, a ticket should be submitted via UniCenter requesting the action.
12. FCAT – List the Fund Cat that will be assigned to the transaction.
13. Entry – Accounting Entry ID – If an entry for the GLs and ACEV already exist, list that entry and add an * behind the Entry ID. If one does not exist, leave it blank – FMS Services will assign an Entry ID to the transaction.
14. ACEV – List the ACEV entry that will be assigned to the transaction.
15. Description – List a description that identifies the action the transaction performs.
16. DR/CR – List the debits and credits that the transaction will hit. Notes – VA lists their debits and credit in the following order – Proprietary, Budgetary, and Subsidiary.
17. Name of Supervisor/Title – Type in the supervisor’s name and their title. Supervisor should fill in this information when request has been received from the requester.
18. Signature of Supervisor – Type in the supervisor’s name. Supervisor should fill in this information when request has been received from the requester.

19. Date Signed – Type in the date. Supervisor should fill in this information when request has been received from the requester.

20. Requester Digital Signature – Include the requester digital signature – then forward the document to the supervisor for their digital signature. **NOTE:** If digital signature is missing, the request form will be returned.

21. Supervisor Digital Signature – Once the supervisor reviews and verifies the request, they should include their digital signature and send the form to the mail groups listed above.

22. Comments/Notes - Any additional information may be added to the NOTE section.