

CHAPTER 14**STATEMENT OF TRANSACTIONS (FMS FORM 224)**1401 GENERAL

This chapter provides guidance to be followed by NASA in the monthly preparation and submission of the Financial Management Service (FMS) Form 224 Statement of Transactions. The FMS 224 Statement of Transactions is an application of the Government On-Line Accounting Link System II (GOALS II). This application provides Federal Program Agencies (FPAs) that utilize FMS Regional Finance Centers for their disbursing activity the capability to submit their monthly statement of transactions to FMS.

1402 USE OF AGENCY LOCATION CODES (ALC)

Each Federal agency that prepares an FMS Form 224 will be identified by an 8-digit ALC. The first two digits of the symbol identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining four digits identify the particular agency accounting station within that bureau. The ALC must be shown on all correspondence, forms, and other documentation forwarded to financial institutions, FMS, other Federal agencies, and to Treasury Regional Finance Centers (TRFCs). It is the responsibility of NASA to provide the FMS with the name, telephone number, and address of one contact person per designated ALC. This information must be current at all times. In order to establish, change, or delete an ALC, NASA or the TRFC representative must contact FMS in writing. Correspondence to establish, change, or delete an ALC must be received by FMS at least 30 days before the requested effective date. The FMS contact to establish, change, or delete an ALC is as follows:

Manager, Budget Reports Branch
Reports Management Division
Financial Management Service
Department of the Treasury
3700 East-West Highway (Room 518D)
Hyattsville, MD 20782
(Telephone 202-874-9900)

1403 REQUIREMENTS

140301. Preparation of FMS Form 224. Each reporting office will prepare the FMS Form 224 directly from its accounts promptly at the close of each accounting month. A column-by-column description of the information to be reported on the FMS Form 224 is contained in [Appendix 1 of I TFM 2-3300](#). Agencies are required to submit an FMS Form 224 for accounting periods in which no transactions occur. The FMS Form 224 should state “no transactions.”

140302. Source Data Used to Prepare Monthly FMS Form 224. The monthly FMS Form 224 will be prepared on the basis of vouchers paid by TRFCs, and on the basis of cash collections received for deposit on SF 215: Deposit Ticket. See [Section 330.10](#) of I TFM 2-3300 for additional details.

140303. Distribution of FMS Form 224. The FMS Form 224 must be transmitted, via telecommunications, by each reporting office as promptly as possible, but no later than the 5th working day following the close of the accounting month to FMS at the following address:

Manager, Budget Reports Branch
Reports Management Division
Financial Management Service
Department of the Treasury
3700 East-West Highway (Room 518D)
Hyattsville, MD 20782
(Telephone 202-874-9900)

A signed copy of the FMS Form 224 will be retained at the reporting office for use in site audits.

140304. FMS Form 224 Report Due Dates.

A. Monthly 224 reports are due no later than the 3rd working day following the close of the accounting month.

B. A year-end schedule for the preparation and submission of FMS Form 224 is transmitted by a TFM Yearend Closing Bulletin.

140305. Correction of Errors in FMS Form 224

After preparation and submission of the FMS Form 224, a supplemental FMS Form 224 may be submitted to make adjustments to the original FMS Form 224. The supplemental FMS Form 224 adjusts the original FMS Form 224; it does not replace the original FMS Form 224. Only adjustments should be reported on the supplemental FMS Form 224. Supplemental FMS Form 224s must be reported to FMS no later than the 8th working day following the close of the accounting month.

1404 VERIFICATION OR RECONCILIATION OF DISBURSEMENTS

140401. FMS Verification of Section II of FMS Form 224. Section II, Line 1, of the monthly FMS Form 224 requires a separation of TRFC transactions according to the month accomplished. FMS compares the data reported by each reporting office with control totals for each reporting office reported by TRFC at the ALC level (I TFM 2-3100).

140402. Differences in TRFC Transactions. Differences disclosed in the comparison with respect to TRFC transactions will be furnished to the reporting office on FMS Form 6652: Statement of Differences Disbursing Office Transactions, for resolving the

difference in cooperation with the appropriate TRFCs. A full explanation of the procedures used to resolve differences is located at [ITFM 2-3350.20](#))

1405 DEPOSITS IN- TRANSIT SYSTEM

The deposits-in-transit (DIT) system is an automated method used to compare total net deposits entered by reporting offices on FMS Form 224s with reporting of transaction data received daily by FMS through the banking system. This monthly comparison is made on a month-presented or mailed-to bank basis, as shown in block 2 of the SF 215 and SF 5515 documents. The bank reporting consists of the total deposits reporting offices have entered in block 4 on the SF 215 documents, less any SF 5515 documents, and is compared with reporting office summary level reports of these same transactions. A full explanation of the Deposits In Transit System is available in [ITFM 2-3360](#). The following sections summarize some of the provisions included within the TFM reference.

140501. NASA Reporting of Deposit Transactions to Treasury. NASA must report all deposit transactions to FMS on FMS Form 224 according to the date entered in block 2 of SF 215 and SF 5515 to ensure timely processing.

140502. Treasury Reporting of Deposit Transactions to NASA. Each month, FMS compares deposits that reporting offices recorded on FMS Form 224 to deposit data captured from the original copies of SF 215 and SF 5515 received through the banking system. An automated summary level total comparison is made between the two sets of deposit data. An FMS Form 6652: Statement of Differences Deposit Transactions (Appendix 2), is then generated each accounting month for each presented/mailed month, if there is a difference. The FMS Form 6652 will show the difference between the monthly total submitted by the reporting office and the totals submitted through the banking system.

140503. NASA Reconciliation of Deposit Differences. To maintain control of funds and ensure that all funds are properly recorded, NASA is responsible for performing an item-by-item detailed reconciliation of deposit differences. The reconciliation process should be performed daily or at least weekly via accessing the CASHLINK Agency Access system using a personal computer or a host-to-host interface. Additional details on the reconciliation of deposit differences may be obtained at [ITFM 2-3360.40](#).

140504. Unreconciled Deposit Differences. If differences are not reconciled within 6 months after the presented or mailed date as reported on FMS Form 6652, FMS will automatically charge back the unreconciled differences to the budget clearing account (-F3878). Thereafter, FMS will monitor the -F3878 account for clearance by the reporting office. Agencies reporting offices will clear the difference from -F3878 by preparing an internal journal voucher form to charge or credit the -F3878 account and offset the proper appropriation, fund, or receipt account.

140505. Inspector General Notification. FMS will notify the NASA Office of the Inspector General (OIG) and the NASA Chief Financial Officer regarding differences that are not cleared. The NASA OIG routinely examines internal control systems for faults and

vulnerabilities. Any suspicions of fraud should be immediately reported to the NASA OIG for investigation.