

	A	B	C	D	E	F
1	<b>DOE Financial Operations Checklist</b>					
2	<b>Updated 4/14/08</b>					
3						
4	<b>TASK OR REQUIRED ACTION</b>	<b>FIELD/ CF10 DUE DATE</b>	<b>PMAs/ FERC DUE DATE</b>	<b>RESPONSIBLE ORGANIZATIONS</b>		
5				<b>EFASC/O RFSC</b>	<b>Field CFOs</b>	<b>All Other</b>
6	Financial statement footnote narrative reviewed and updated.	5/30/08				OFO
7	Financial statement analysis and footnote disclosure guidance issued	5/30/08				OFO
8	Summary of Cash Activity due by noon local time 1st workday	6/2/08				Integrated Contractors
9	Monthly transaction processing completed by COB Local Time 2nd Workday	6/3/08		EFASC	Field CFOs	
10	IC Files submitted in "Validate Only" Mode by Noon, 2nd workday.	6/3/08				Integrated Contractors
11	PO Module Confirmations that PRs and POs are in Approved status by – Confirm with Paulette Beall by COB Local Time 2nd Workday .	6/3/08		EFASC	Field CFOs	
12	Non-integrated contractor files posted by noon local time 2nd workday	6/3/08				
13	Inter-Office Balance confirmation reports available in STARS	6/5/08	6/13/08	EFASC	Field CFOs	
14	Cost Accruals-Automated (Imported, posted and reversed) by Morning of 4th workday (Reopen GL)	6/5/08		EFASC		
15	Cost Reports submitted to EFASC General Accounting Team at Costing@hq.doe.gov by noon local time last workday	6/30/08		EFASC	Field CFOs	
16	Ensure obligating documents are recorded in STARS as the correct accounting month (this is important when dual periods are open at the beginning of the next month).	6/30/08		EFASC	Field CFOs	

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4	<b>TASK OR REQUIRED ACTION</b>	<b>FIELD/ CF10 DUE DATE</b>	<b>PMAs/ FERC DUE DATE</b>	<b>RESPONSIBLE ORGANIZATIONS</b>		
17	Verify with the Procurement Organization that all approved procurement actions (Contracts/Grants/Purchase Orders) for the calendar month have been provided to the Finance or Budget Organization for obligation recording. Verify all current month obligating documents received from the Procurement Organization (referenced above) have been entered into STARS for the same accounting month as the signed obligating document.	7/1/08		EFASC	Field CFOs	
18	Summary of Cash Activity due by noon local time 1st workday	7/1/08				Integrated Contractors
19	Monthly transaction processing completed by COB Local Time 2nd Workday	7/2/08		EFASC	Field CFOs	
20	IC Files submitted in "Validate Only" Mode by Noon, 2nd workday.	7/2/08				Integrated Contractors
21	PO Module Confirmations that PRs and POs are in Approved status by – Confirm with Paulette Beall by COB Local Time 2nd Workday .	7/2/08		EFASC	Field CFOs	
22	Cost Accruals-Automated (Imported, posted and reversed) by Morning of 4th workday (Reopen GL)	7/7/08		EFASC		
23	Record Environmental Liabilities entries.	7/9/08				OFO
24	Trading partner variance & abnormal balance analysis and corrections completed	7/9/08		EFASC	Field CFOs	OFO
25	Financial statement analysis and footnote disclosures due	7/16/08	7/18/08	EFASC	Field CFOs	
26	GWA Account Statement reconciled to GL 1010 balances by 10th workday	7/15/08		EFASC		
27	Allocation cumulative YTD amounts in STARS reconciled to FDS allotments by control level	7/17/08			Field CFOs	OFO
28	Report on Receivables and supporting footnote narrative due via RECONS	7/17/08	7/17/08	EFASC	Field CFOs	
29	Prior Year Obligation adjustments weekly reconciliations	7/18/08			Field CFOs	OFO
30	Financial statements submitted to OMB	7/21/08				OFO

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	TASK OR REQUIRED ACTION	FIELD/ CF10 DUE DATE	PMAs/ FERC DUE DATE	RESPONSIBLE ORGANIZATIONS		
4						
31	Recast entries request to HQs	7/25/08			Field CFOs	
32	Financial statements and footnotes provided to KPMG	7/28/08				OFO
33	2108 certifications due	7/30/08		EFASC	Field CFOs	
34	Cost Reports submitted to EFASC General Accounting Team at Costing@hq.doe.gov by boon local time last workday	7/31/08		EFASC	Field CFOs	
35	Trial balance analysis of abnormal balances completed for prior month	7/31/08			Field CFOs	OFO
36	Summary of Cash Activity due by noon local time 1st workday	8/1/08				Integrated Contractors
37	Monthly transaction processing completed by COB Local Time 2nd Workday	8/4/08		EFASC	Field CFOs	
38	IC Files submitted in "Validate Only" Mode by Noon, 2nd workday.	8/4/08				Integrated Contractors
39	PO Module Confirmations that PRs and POs are in Approved status by – Confirm with Paulette Beall by COB Local Time 2nd Workday .	8/4/08		EFASC	Field CFOs	
40	Prior Year Obligation adjustments weekly reconciliations	8/4/08			Field CFOs	OFO
41	Cost Accruals-Automated (Imported, posted and reversed) by Morning of 4th workday (Reopen GL)	8/6/08		EFASC		
42	VIAS cost accrual adjustment	8/8/08		EFASC	Field CFOs	
43	Cost Reports submitted to EFASC General Accounting Team at Costing@hq.doe.gov by boon local time last workday	8/29/08		EFASC	Field CFOs	

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44	Summary of Cash Activity due by noon local time 1st workday	9/2/08				Integrated Contractors
45	Monthly transaction processing completed by COB Local Time 2nd Workday	9/3/08		EFASC	Field CFOs	
46	IC Files submitted in "Validate Only" Mode by Noon, 2nd workday.	9/3/08				Integrated Contractors
47	PO Module Confirmations that PRs and POs are in Approved status by – Confirm with Paulette Beall by COB Local Time 2nd Workday .	9/3/08		EFASC	Field CFOs	
48	Opening STARS Accounts Receivable Module by Third Workday.	9/4/08		EFASC		
49	Cost Accruals-Automated (Imported, posted and reversed) by Morning of 4th workday (Reopen GL)	9/5/08		EFASC		
50	IPAC (outgoing) through GOALS to other agencies and integrated contractors for September cutoff	9/23/08		EFASC	Field CFOs	
51	Interoffice balance confirmations	9/24/08	9/24/08	EFASC	Field CFOs	
52	Gov-Trip cutoff for approving vouchers in in order to be paid by end of fiscal year.	9/24/08		EFASC	Field CFOs	
53	Contractor billing of inter-entity and inter-contractor costs and transfers cutoff	9/24/08		EFASC	Field CFOs	
54	Recast entries request to HQs	9/24/08			Field CFOs	
55	Zero pay corrections cutoff to EFASC for year-end posting	9/25/08		EFASC	Field CFOs	

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4						
56	Cost re-alignment submission cutoff to EFASC for posting in September.	9/25/08		EFASC	Field CFOs	
57	Payment certification cutoff for September pay dates	9/29/08		ORFSC		
58	Cost Reports submitted to EFASC General Accounting Team at Costing@hq.doe.gov by noon local time last workday	9/30/08		EFASC	Field CFOs	
59	Interoffice transfers should be recorded and confirmed	9/30/08	9/30/08	EFASC	Field CFOs	
60	Travel authorization year-end cutoff in STARS	9/30/08		EFASC	Field CFOs	
61	Verify with the Procurement Organization that all approved procurement actions (Contracts/Grants/Purchase Orders) for the calendar month have been provided to the Finance or Budget Organization for obligation recording. Verify all current month obligating documents received from the Procurement Organization (referenced above) have been entered into STARS for the same accounting month as the signed obligating document.	10/1/08		EFASC	Field CFOs	
62	Summary of Cash Activity due by noon local time 1st workday	10/1/08				Integrated Contractors
63	Gov-Trip accounting values loaded for new year	10/1/08		EFASC	Field CFOs	
64	Run FDS interface to transfer FY2009 apportionments and allotments to STARS and post. (10/1-3/08).	10/1/08		EFASC		
65	Monthly transaction processing completed by COB Local Time 2nd Workday	10/2/08		EFASC	Field CFOs	
66	YN01 (Suspense) costs/payments cleared	10/2/08		EFASC	Field CFOs	
67	101002 and 101003 cutoff of cash entries for September business	10/2/08		EFASC	Field CFOs	
68	IC Files submitted in "Validate Only" Mode by Noon, 2nd workday.	10/2/08				Integrated Contractors
69	PO Module Confirmations that PRs and POs are in Approved status by – Confirm with Paulette Beall by COB Local Time 2nd Workday .	10/2/08		EFASC	Field CFOs	

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70	Cost true-ups cutoff to EFASC for posting in September	10/3/08			Field CFOs	
71	Pension/PRB rollforward reconciliation completed	10/6/08			Field CFOs	OFO
72	PP&E and inventory roll-forward reconciliations completed	10/6/08			Field CFOs	OFO
73	Cost Accruals-Automated (Imported, posted and reversed) by Morning of 4th workday (Reopen GL)	10/6/08		EFASC		
74	IC final September file due to EFASC	10/7/08		EFASC		Integrated Contractors
75	Commitments obligated or cancelled by year-end in PO Module	10/9/08			Field CFOs	
76	September transactions complete COB (local time)	10/9/08		EFASC	Field CFOs	
77	Remove cancelled Appropriations from books as of SEP-08	10/9/08		EFASC	Field CFOs	OFO

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4						
78	September transactions entered into STARS	10/10/08		EFASC	Field CFOs	
79	Inter-Office reconciliation completed	10/10/08	10/16/08	EFASC	Field CFOs	
80	Record Environmental Liabilities entries.	10/10/08				OFO

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4	SEP-08 Closed and SEPADJ01-08 opened.	10/10/08		EFASC		OFO
81						
82	Financial statements and footnotes provided to KPMG	10/15/08				OFO

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4	Financial statement analysis and footnote disclosures due	10/15/08	10/17/08		Field CFOs	OFO
83	Allocation cumulative YTD amounts in STARS reconciled to FDS allotments by control level	10/16/08			Field CFOs	OFO
84	2108 certifications due	10/17/08	10/17/08	EFASC	Field CFOs	
85						

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86	Subsequent events response to HQ.	10/20/08	10/20/08	EFASC		Program Offices
87	Subsequent events response to HQ.	10/20/08	10/20/08	EFASC		Program Offices
88	Financial statement analysis for Statement of Net Cost significant balance changes due	10/22/08			Field CFOs	OFO
89	NWF Financial statements and footnotes provided to KPMG	10/24/08				OFO
90	Financial statements and footnotes provided to KPMG	10/24/08				OFO
91	NWF final financial statements to KPMG	10/27/08				OFO
92	Year-end final audit adjusting entries posted	10/27/08				OFO
93	Financial statements and footnotes provided to KPMG	10/29/08				OFO

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94	Report on International Transactions due via ITRANS	10/31/08		EFASC	Field CFOs	
95	Report on Receivables and supporting footnote narrative due via RECONS	10/31/08	10/31/08	EFASC	Field CFOs	
96	Subsequent events response due	11/28/08	11/28/08	EFASC		Program Offices

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4						
	Subsequent events response to HQ.	12/7/08	12/7/08	EFASC		Program Offices
97						