This chapter establishes the Department of Veterans Affairs’ (VA) financial policies and procedures related to period-ending procedures necessary to meet VA’s financial accounting and reporting requirements. Financial reports and statements are prepared at different intervals throughout any fiscal year. Some of the major period-ending activities are performed to allow VA to prepare its reports and statements under the accrual basis of accounting. Using accrual accounting procedures and estimating techniques, VA records revenues when earned and expenses when incurred, even though collections and disbursements are not recorded until funds are collected and paid. Use of the accrual method is mandated by 31 U.S.C. 3512(e).

Accrual accounting can contribute materially to effective financial control over resources and cost of operations. The accrual method applies to: (1) all costs, however classified, deferred or disposed of, (2) current expenses – operating costs, reimbursable costs, inventory costs, prepaid costs and advances or fixed asset costs; and (3) all revenue, whether appropriation reimbursements or miscellaneous receipts are involved. Accruals shall be recorded in the appropriate accounts on a periodic basis whether monthly, quarterly or annually.

Federal agencies traditionally prepare financial reports to monitor and control the obligation and expenditure of budgetary resources. With the enactment of the Chief Financial Officers (CFO) Act of 1990, the Government Management Reform Act (GMRA) of 1994 and subsequent accountability laws, Congress called for the production of audited financial statements that (1) disclose a Federal entity’s financial position and results of operations; and (2) provide information, not only for the effective allocation of resources, but also for use by Congress, agency managers, the public and others to assess management performance and stewardship.

This chapter focuses primarily on five major activities performed at different intervals during the fiscal year. These activities are critical to the financial reporting process and include the following:

A. Intra-Governmental and Intra-Departmental Accounts/Eliminations Allocations;
B. Adjustments;
C. Accruals, Actuarial Assumptions and Estimates;
D. Periodic Closing of the General Ledgers; and
E. Financial Statement and Management Reporting.

VA is responsible for establishing sound financial management practices to provide excellence in patient care, Veterans’ benefits, burial, and customer satisfaction. VA’s Financial Management System (FMS) serves as the central accounting system for all of VA. Financial statements are prepared using extracts from FMS general ledger data, Trust Oversight data, and journal voucher entries through the Management Information
Exchange (MinX) system⁴, which generates the Quarterly and Annual Consolidated Financial Statements.

**0802 POLICIES**

General

080201 VA will comply with the U.S. Department of the Treasury (Treasury) reporting requirements to provide required financial information to be incorporated into Treasury reports in accordance with the accrual basis of accounting.

A. Timely analyses and reconciliations will be performed to ensure VA’s internal and external financial reporting requirements are accurate and complete.

B. Period-ending financial reports and statements during the fiscal year will be prepared on the same basis as VA’s annual consolidated financial statements.

C. Policies and procedures will be adhered to that require the preparation of journal entries to reflect the impact of accruals and other adjustments and to reverse such journal entries at the beginning of the next reporting period, except the FMS service order accrual which does not reverse at year-end.

Intra-Governmental and Intra-Departmental Accounts/Elimination Allocations

080202 VA will identify, analyze and reconcile its intra-Governmental transactions requiring elimination for financial reporting purposes. This includes reporting for intra-Governmental transactions in the Governmentwide Financial Report System (GFRS) and Federal transactions in its quarterly and annual financial reports, and performing the eliminations of intra-Departmental transactions correctly. For additional information on intra-Governmental and intra-Departmental activities, refer to VA Financial Policies and Procedures, Volume VII, Chapter 5, Intra-Governmental Activity and Reconciliations, dated June 2012.

Adjustments

080203 VA will use journal vouchers to make various adjustments to the financial statements, as follows:

A. When an FMS transaction can be corrected in FMS with an approved standard journal voucher.

B. When used to correct abnormal balances that cannot be corrected with standard FMS (journal entries) transactions.

¹VA has implemented a Hyperion-based Management Information Exchange (MinX) reporting system to automate the preparation of the consolidated financial statements.
C. When a journal voucher is made each quarter and at year-end as part of the financial statements preparation using VA’s MinX system.

Accruals/Actuarial Assumptions/Estimates

080204 VA will include period-ending accruals for liabilities and expenses, some of which will be based on estimates and others based on actuarial assumptions, in its annual and quarterly financial statements.

A. Accruals and actuarial estimated liabilities will be initially recorded prior to year-end close, as necessary, and reversed in the subsequent fiscal period.

B. Year-end accruals and actuarial estimated liabilities will be recorded either in FMS or MinX.

Period Closing of General Ledgers

080205 VA will perform an annual FMS year-end process that closes all prior fiscal year activity reflected in VA’s general ledgers, and prepares the FMS application for the new fiscal year activity.

Financial Statement and Management Reporting

080206 VA will prepare financial statements and related footnotes, the SF 133, Report on Budget Execution and the Accounts Receivable Due from the Public on a monthly, quarterly and annual basis, as required by the Office of Management and Budget (OMB) and Treasury.

0803 AUTHORITY AND REFERENCES

080301 Chief Financial Officers (CFO) Act of 1990

080302 Government Management Reform Act (GMRA) of 1994

080303 31 U.S.C. 3512(e) - Accounting and Collection

080304 OMB Circular A-11, Preparation, Submission and Execution of the Budget

080305 OMB Circular A-123, Management’s Responsibility for Internal Control over Financial Reporting

080306 OMB Circular A-127, Financial Management Systems

080307 OMB Circular A-136, Financial Reporting Requirements - Revised
080308 Statement of Federal Financial Accounting Standards (SFFAS) No.1, Accounting for Selected Assets and Liabilities

080309 SFFAS No. 4 – Managerial Cost Accounting Standards and Concepts

080310 Department of the Treasury, Treasury Financial Manual, Volume 1


**0804 ROLES AND RESPONSIBILITIES**

080401 The Assistant Secretary for Management and Chief Financial Officer (CFO) oversees all financial management activities relating to the Department’s programs and operations, as required by the CFO Act of 1990 and 38 U.S.C. 309. Specific responsibilities include the direction, management and provision of policy guidance, and oversight of VA’s financial management personnel, activities, and operations. The CFO establishes financial policy, systems and operating procedures for all VA financial entities, and provides guidance on all aspects of financial management.

080402 Under Secretaries, Assistant Secretaries, Chief Financial Officers, Fiscal Officers, Chief Accountants and other key officials are responsible for ensuring compliance with the policies and procedures set forth in this chapter.

080403 The Office of Financial Policy (OFP) prepares VA’s annual Consolidated Financial Statements and other comprehensive financial reports such as the OMB reports and Treasury reports. In addition, OFP works with the Office of Inspector General’s (OIG) independent auditors on VA’s annual Consolidated Financial Statements audit. A key service within OFP is the Management and Financial Reports Service (MFRS), which has the direct responsibility for preparing, reviewing and disseminating VA’s consolidated financial reports and other information to OMB and Treasury. MFRS consists of a Financial Reports Division (FRD) and a Management Controls Division (MCD).

080404 The Office of Finance’s OFP is responsible for developing, coordinating, reviewing, evaluating, and issuing VA financial policies, including those that impact financial systems and procedures for compliance with all financial laws and regulations.

080405 The Office of Budget (OB) serves as the primary liaison with OMB and Congressional committees to defend and promote VA’s program plans and budget estimates. OB ensures that VA funds are spent in compliance with the law, guidance and directives from OMB and Congress, as well as Departmental policies and plans.
The Office of Performance Management (OPM) produces the Department’s statutorily required Performance and Accountability Report (PAR) and Annual Performance Plan, while leading VA’s efforts to implement the performance improvement initiative as directed by the President at http://www.Performance.gov/.

The Veterans Benefits Administration’s (VBA) Accounting Policy and Reporting Division (APRD) is the VBA’s lead finance and accounting organization for accounting policies, adequate financial documentation, reports and statements, financial oversight, accounting systems and the development and implementation of the VBA Managerial Cost Accounting System. APRD reviews VBA financial data for the monthly, quarterly and annual financial statements prior to their actual submission to OFP in order to ensure the statements are accurate.

The Austin Information Technology Center (AITC) hosts VA’s FMS and is responsible for interfaces between VA’s FMS and other systems that feed financial information into it. AITC runs daily, monthly and year-end reports critical to VA’s FMS and financial reporting sub-processes.

FMS Services, AITC, and the Financial Services Center (FSC) maintain VA’s FMS, from which financial reporting information is derived. FMS Services and the FSC have significant direct involvement in many of VA’s financial reporting sub-processes (e.g., general ledger maintenance, adjustments, accruals, periodic closing of the general ledger, financial statement and management reporting).

VA Central Office (VACO) has a significant role in the Financial Reporting process. OFP, FSC, VBA’s Financial Services (a component of VBA’s Office of the CFO), the Veterans Health Administration’s (VHA) Accounting Operations and Reports Section (a component of VHA’s Office of the CFO) and the Office of Financial Systems make significant contributions to VA’s financial reporting process.

**0805 PROCEDURES**

Preparation of all period-ending procedures, including accrual journal entries, requires professional judgment and should take into account the nature of the underlying transactions, information collected from field activities, data available as of the cut-off date for any specific accrual, and any historical knowledge of the types of transactions for which documentation is not received by due dates. When actual values are not available, estimating techniques should be used to develop period-ending journal entries. The techniques used should be consistently applied from period to period to ensure that the estimated accruals do not materially distort the underlying accounts in support of the financial statements and produce period comparable results.

**Intra-Governmental and Intra-Departmental Accounts/Elimination**

VA will use the following systems relating to intra-Governmental reporting:
A. Intra-Governmental Reconciliation and Analysis System (IRAS)

B. Intra-Governmental Fiduciary Confirmation System (IFCS)

C. Governmentwide Financial Report System (GFRS)

080502 VA will use the following reports to facilitate intra-Governmental and intra-Departmental accounts/eliminations:

A. Buy/Sell Report is a Statistical Abstract Supplement (SAS) file abstract from FMS consisting of transaction numbers, transaction amounts, fund where the transactions took place, vendor number, and station number.

B. Accounts Payable/Receivable Report consists of accounts payable/accounts receivable data for each trading partner, intra-VA, and commercial vendors.

C. Advance Report lists all funds that were advanced to other agencies by VA.

D. Treasury Reconciliation Report is a summary by fund and the Standard General Ledger of all VA transactions, including business with commercial vendors, other Federal agencies and intra-VA transactions.

080503 VA will use the Treasury’s IRAS to facilitate the reconciliation between VA and its trading partners.

A. The Treasury Summary Report is used as the starting point in the IRAS reporting process. VA adds other information, such as Judgment Fund and Treasury borrowing income and interest expense data, and ensures that the data agree with Treasury before forwarding the final IRAS report to the MFRS Director for review, and approval to submit to Treasury. Once approved, the IRAS data is submitted to Treasury via an Excel spreadsheet. The data is uploaded and Treasury provides VA with a confirmation of receipt.

B. VA downloads the following Treasury-generated variance reports:

1. Material Difference/Additional Explanation Report;

2. Detail by Reciprocal category Report;

3. Reciprocal Categories Report; and


C. VA will research material differences with its trading partners, obtain trading partners’ explanation for differences and provide Treasury with a Material Difference Reconciliation report.
1. Each quarter, the Associate Deputy Assistant Secretary for Financial Policy or designee reviews the reconciliation report for accuracy and completeness before approving and transmitting to Treasury.

2. In addition to the normal IRAS submission, at year-end, the intra-Governmental data is submitted through the GFRS as part of the VA closing package. The GFRS submission is reviewed by the Director, MFRS, and the CFO or designee.

080504 VA will use Treasury’s IFCS, an Internet-based tool designed to reconcile fiduciary transactions, to enter its intra-Governmental transactions before formal submission to Treasury. IFCS reports are prepared for the following four areas:

A. Investments in Treasury securities with the Bureau of the Public Debt (BPD).

B. Borrowings from Treasury with BPD and the Federal Finance Branch (FFB).

C. Federal Employees Compensation Act (FECA) transactions with the Department of Labor.

D. Employee benefits transactions with the Office of Personnel Management (OPM).

080505 VA will initially process cost allocations being incurred by one program for another (e.g., costs incurred by VHA for support to VBA). This is essentially an intra-Administration reclassification of costs.

A. Once the initial allocations are completed, general, overhead and General Administration expenses are allocated by Administration.

B. Any costs that cannot be reasonably associated by Administration are allocated to the Non-Program Costs category in the Statement of Net Cost (SNC).

Adjustments

VA will make adjustments by preparing, correcting, and adjusting journal entries to VA’s FMS that are not routinely made through other key business processes. Adjustments made normally result from analysis of periodic trial balances and/or preparation of quarterly/annual financial statements. However, some adjustments are attributable to entries that cannot be made through standard entries associated with other key business processes. The OFP, the FSC, and VBA will review and post the journal vouchers for financial reporting.

080506 VA will use two types of journal voucher transactions (1) an FMS journal voucher (JV) transaction that is used to correct abnormal balances, and (2) a JV transaction that involves journal vouchers prepared at the end of each quarter and at year-end, and are only made as part of the financial statement preparation.
A. The first type is reflected in the general ledger and is completed throughout the year, as needed. This JV transaction cannot be corrected with a standard FMS voucher. This transaction allows the user to select the general ledger accounts to be posted to the general ledger tables. Use of this transaction requires an extensive knowledge of the General Ledger and VA’s FMS tables, so user access is tightly controlled (i.e., only five people are authorized to enter these journal vouchers Departmentwide).

B. The second type involves a JV made at the end of each quarter and at year-end and is only made as part of the financial statement preparation, using the MinX system to accumulate the adjustments to the accounting data for financial reporting.

080507 The FSC will work with the appropriate responsible field station to research the cause of any abnormal balance or other problem identified by a field station and obtain backup documentation to support the problem.

A. The FSC will work with the appropriate field station to determine the adjusting entries and assist with the preparation of a JV form.

B. The FSC will ensure a standard FMS transaction does not exist to correct the problem.

C. The FSC will maintain a log of FMS adjustment transactions, whose sequential numbers are created at the FSC, but will exclude any adjustments created by field stations that use a different sequence of transaction numbers. These stations will maintain their own logs or records.

D. The FSC’s approving official will review the recommended JV package and determine the appropriateness of the adjustment. If approved, the JV transaction will be entered in VA’s FMS and is subject to FMS edit/error checking processes.

E. The FSC will scan the approved JV adjustment into a document management system and check to ensure that the scanning was proper.

Accruals/Actuarial Assumptions/Estimates

080508 The FRD will develop period-ending accruals and perform other analyses to produce the quarterly and annual consolidated financial statements.

A. The FRD includes period-ending accruals for liabilities and expenses, some of which are based on estimates and others based on actuarial assumptions.

1. Estimated accruals include those for workers’ compensation, annual leave, VA employee retirement benefits, contingent liabilities emanating from contractual and personnel litigation and estimated environmental, legal, and other contingent liabilities.
2. Estimated liabilities based on actuarial assumptions include compensation, pension and burial benefits, and medical malpractice. VA also has actuarial reserve liabilities for its insurance programs.

080509 VA will report its actuarial liability for future compensation payments and burial benefits at the present value of expected future payments.

VA provides certain Veterans or dependents with pension benefits, based on annual eligibility reviews that recognize event changes such as a Veteran’s death or a non-service-related disability. The actuarial present value of this future liability must be disclosed in the footnotes to the annual statements.

080510 VA will record accruals and actuarial estimated liabilities directly into FMS prior to year-end close, if available, and will enter transactions in MinX as part of the financial statement preparation process. For additional information on the MinX JV Preparation and Approval Process, refer to VA Financial Policy, Volume VII, Ch 2, Consolidated Financial Statements, dated June 2012.

A. VBA provides actuarial estimates that require accrual entries to be made, because benefits to Veterans represent future liabilities which must be included in quarterly and annual financial statements.

1. VBA’s accrual entries are reviewed by a supervisor prior to submission to the FRD.

2. VBA reviews the actuarial model underlying the actuarial estimates annually to ensure the methodology remains sound and the estimates are reliable.

B. The FRD computes quarterly adjustments to the actuarial liabilities and expenses, using the same process employed at year-end.

080511 VBA will compute actuarial reserve liabilities for its insurance programs, using the Actuarial Valuation System (AVS).

A. Life insurance reserve calculations are based on appropriate assumptions of mortality and interest for each insurance program.

B. Assumptions comprising the reserves are periodically updated and the underlying formulas are modified to reflect desired changes.

C. The completeness of the quarterly reserve computations is validated through a reconciliation process.

D. An annual fluctuation analysis of the reserve computation is performed that compares current and prior year amounts, looking for and researching any unusual deviations.
E. Using the validated AVS reserve calculation, the proper journal entries are prepared and posted to MinX.

Annual Closing of General Ledgers

080512 VA will perform its annual closing procedures in accordance with Treasury and OMB guidance.

080513 VA’s Annual Close Coordinator will send an Annual Close Memo by August 1st of each year. The memorandum provides dates, guidance and updates in closing processes for the fiscal year. Annual close questions should be submitted to the VA Annual Close Coordinator at vaannualclosecoordinator@va.gov.

080514 VA will implement both a mock2 and real annual year-end closing process of its general ledgers. VA will close all current fiscal year activity and prepare the FMS application for the next fiscal year.

A. Pre-closing activities related to the general ledgers and other processes ensure that the actual closing of VA’s FMS is properly planned and can be executed with minimal problems.

B. The FSC and the AITC maintain detailed schedules of activities necessary to close VA’s FMS.

C. The FSC generates an annual close processing list and makes task assignments to be completed by various offices.

D. The annual close processing list will detail the issues that need to be resolved, the persons responsible for completing the actions and a description of the issues. Tasks and procedures will change from fiscal year to fiscal year based on transactions that occurred during the year and lessons learned from the prior fiscal year.

E. Representatives from primary offices will complete tasks assigned to them, using the FSC list as a guide. As tasks are completed, the annual close coordinator indicates the completion of the task on the annual close processing list. The trial balance is used to verify that the procedures and tasks listed on the annual close processing list are executed properly.

080515 VA will enter transaction information into FMS for Periods 13, 14, 15, and 00, distinct from the basic Periods 1 through 12 during the year.

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2The objective of the mock close is to see if there are any problems with the closing process that can be rectified before the actual close on September 30. The procedures for the mock close include a review of large jobs run manually so they can be stopped. On the other hand, the process for the annual close is fully automated via schedules.
A. Period 13 is used for adjustments on October 1 and is open only to the Annual Close Team. During this period, significant adjustments requested by the field stations with approval from VACO program offices, and selected annual close processing list adjustments, are completed. The trial balances from Period 13 are used for annual certification letters and for the audited financial reporting.

B. Period 14 is used for financial reporting adjustments interfaced to FMS from MinX.

C. Period 15 is the accounting period used for annual close. General ledger accounts like those used for revenue and expense are closed for the fiscal year based on the settings in the FMS Year-end Accounting Reference Table (YACT).

D. Period 00 is the accounting period used for the beginning of the new fiscal year. The trial balances for this period show the opening balances in FMS for the new fiscal year.

080516 For the current fiscal year, the previous 5 years of appropriations’ accounts and any expired account(s) to be canceled, the FSC uses the YACT table in FMS for year-end closing activities.

A. During the mock close, the YACT table is updated with all prior and expired accounts information.

B. During Period 15, the YACT table is automatically set up to run.

C. Before annual close-out, any balances in the year to be canceled are cleared out as appropriate.

Financial Statement and Management Reporting

080517 The FRD will prepare quarterly and annual consolidated financial statements and related footnotes, the final Statement of Budget Execution (SF 133), and the consolidated Treasury Report on Receivables (TROR). The SF 133s are prepared by the FSC and VBA. The Required Supplementary Information (RSI) is prepared annually.

A. The FRD will perform account analyses, comparative analyses and the reconciliation of data discrepancies to ensure that VA’s financial information is accurate.

B. VBA produces its own financial statements on a monthly and quarterly basis and the SF 133 for funds assigned to its administration. Its accountants must reconcile and make adjustments for assigned funds. A validation report is completed and VBA reviews this report, along with its financial statements in MinX, to ensure that all accounts are balanced prior to submission to the FRD for consolidation.
C. The FSC prepares, reconciles, reviews, and approves the information in the SF 133 reports and MinX for funds other than most VBA funds, that will be reflected within the consolidated financial statements.

D. OFP performs the final overall review of the SF 133 information, other than most VBA funds, for accuracy and completeness.

080518 VA will prepare an Accounts Receivable Due from the Public report, also known as the TROR, quarterly, for submission to Treasury. The annual TROR report must be verified by the Associate Deputy Assistant Secretary for Financial Policy to ensure it agrees with VA’s consolidated financial statements; must be certified to ensure the delinquent debt amount eligible for the Treasury Offset Program (TOP) and cross-servicing are correct and legally enforceable; and must be accompanied by a certification letter to the Treasury Financial Management Service (Treasury FMS).

A. The Cash and Debt Management Division (CDM) within OFP is responsible for completing, reviewing and analyzing the TROR report for all VA funds. The FRD transmits the final approved reports. VBA’s Finance Section and VHA’s Accounting and Reports Section prepare the TROR reports for all of their Administrations’ funds. VBA completes Part I and Part II for the majority of its TRORs. VHA prepares Part I of the report and CDM prepares Part II. The FRD prepares Part I of the reports for NCA and other VA administrative funds.

B. An “Aging Accounts Receivable Report” is generated from an FMS query for review and use in completing the aging of delinquent debt section required on the TROR.

C. The FRD prepares a consolidated TROR for VA and compares it to the accounts receivable balance on the consolidated financial statements for agreement. The final TROR is then submitted to Treasury through the Debt Management Information System (DMIS), a Web-based, password-protected application.

080519 Once the financial statements are completed for each Administration and Staff Offices, MinX consolidates the data to produce the Consolidated Financial Statements for VA. The consolidated financial statements and footnotes are reviewed by MFRS by looking at the logical relationships and comparative analysis to the previous year’s statements.

080520 VA will report its consolidated financial statements according to the following time schedule to:

A. The Secretary of Veterans Affairs and Key Report Officials, quarterly.

B. The Office of Management and Budget, quarterly.

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Completion includes Currently Not Collectible (CNC) calculations and adjustments.
C. Treasury, annually.

D. The Government Accountability Office (GAO), annually through VA’s OIG.

080521 The FRD prepares as many footnotes and required supplemental information as possible, using MinX as the primary source. When additional information is needed, other VA components are queried to provide any missing information needed to ensure that the footnotes and Required Supplementary Information is consistent with the summary information in the financial statements.

080522 The annual financial statements, footnotes and required supplemental information are subject to an annual audit by independent public accountants contracted by OIG. At the completion of the audit, MFRS submits the audited statements; footnotes and supplemental information, along with the audit opinions on the financial statements; assurance statement on internal controls over financial reporting, and compliance with laws and regulations; and representation letters, for inclusion in VA’s annual PAR.

**0806 DEFINITIONS**

080601 Accrual Accounting. An accounting method that measures the performance and position of an entity by recognizing events regardless of when cash transactions occur. The general idea is to recognize economic events by matching revenues to expenses at the time in which the transaction occurs rather than when payment is made or received.

080602 Accruals, Actuarial Assumptions and Estimates. The process VA uses to accrue liabilities and expenses that are not routinely made through other key business processes, as well as making estimates and assumptions in the valuation of Veteran and survivor benefits (including compensation, pension, life insurance and burial benefits), accruals into models used to prepare the financial statements and footnote disclosures in financial statements.

080603 Actuarial Valuation System (AVS). This system pulls information quarterly from the In-Force System (Insurance Program) to calculate five different types of insurance reserves using a built-in factor library.

080604 Debt Management Information System (DMIS). A Treasury FMS Web-based system that VA and all other Federal agencies use to submit their quarterly Reports on Receivables Due from the Public.

080605 Financial Management System (FMS). A standardized, integrated, Departmentwide system that interfaces with Treasury, the General Services Administration, the Internal Revenue Service, the Defense Logistics Agency and various commercial vendors and banks. The FMS application on the AITC mainframe creates
closing transactions for the current fiscal year and beginning balance documents for the new fiscal year.

080606 Governmentwide Financial Report System (GFRS). A system that captures each agency's closing package information and links the agencies' comparative, audited consolidated, department-level financial statements to the Financial Report and resolves material deficiencies identified by the GAO.

080607 Intra-Governmental Fiduciary Confirmation System (IFCS). The official confirmation system for Federal departments and agencies that engage in fiduciary intra-Governmental transactions.

080608 Intra-Governmental Reconciliation and Analysis System (IRAS). Treasury's internal database application used by the Intra-Governmental Policy and Analysis Team at Treasury to provide quarterly reporting of all intra-Governmental transactions to Federal entities, including accounts receivable, accounts payable and buy/sell transactions.

080609 Journal Voucher (JV). A form used to correct or adjust standard general ledger (SGL) account balances based on supporting documentation after review and approval by VA management. Journal vouchers are also used to post estimates that will subsequently be reversed from the SGL and to post specific accounting events that cannot be accomplished using financial system functions.

080610 Management Information Exchange System (MinX). The system that consolidates general ledger activities from FMS and other sources, such as trust accounting oversight and journal vouchers to create financial statements for external reporting. MinX is used to compile financial data for reporting to OMB and other users. The system uses Hyperion System 9 Financial Management, whose multi-tier architecture includes a client tier, an application tier and a data tier that contains an Oracle relational database. MinX has a rule-based design, namely, all data reported on the financial statements is derived based on rules defined in MinX tables.

080611 Staff Offices. Consists of the following: the Offices of Management; Human Resources and Administration; Public and Inter-Governmental Affairs, Information and Technology, Policy and Planning; Operations, Security, and Preparedness; and Congressional and Legislative Affairs.

080612 Statistical Abstract Supplements (SAS). Files that contain a collection of data from various Federal agencies and several private organizations. These files contain a variety of demographic, economic and Governmental data for the purpose of multi-county comparisons or single county profiles.

**0807 RESCISSIONS**

0808 QUESTIONS

Questions concerning these financial policies and procedures should be directed to:

VHA          VHA CFO Accounting Policy (10A3A) (Outlook)
VBA          VAVBAWAS/CO/FINREP (Outlook)
All Others    OFP Accounting Policy (Outlook)

0809 REVISIONS

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<td>0801 Overview</td>
<td>Removed the references to BDN and VetsNet.</td>
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<td>Section 080202</td>
<td>Deleted section 080202 and added reference to Vol VII Ch 5.</td>
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<td>Sections 080206 &amp; 080207</td>
<td>Updated Footnote 4 with OMB update and included info on OMB/Treasury approved schedule.</td>
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<td>Section 080406</td>
<td>Removed Section 080406 Regional Office &amp; Insurance Center (RO&amp;IC).</td>
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<tr>
<td>Sections 080505-080511</td>
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