

1. NAME OF SYSTEM

Posts/Washington

2. PURPOSE OF THE SYSTEM

There are two systems that assist the staff at this post. These are related to Financial Management and Payroll.

3. DESCRIPTION OF THE SYSTEM

The system runs on a Service Bureau at Washington D.C. (AMS) and uses an accounting program provided by the Service Bureau. The Financial System is the post counterpart to the HQ Financial Management System (MFS) and the Payroll system produces the payroll for all locally engaged staff.

4. SCOPE OF THE SYSTEM

All financial transactions in the region covered by the FMO. This includes New York, New Orleans in addition to Washington D.C.. Payroll for the locally engaged staff at those posts is also produced by the system.

5. KEY USERS

The Financial FMO and his staff's Finance Branch at HQ.

6. OPERATED BY

The system is under the control of the FMO.

7. FREQUENCY OF UPDATE

The master file is updated weekly. A running balance of all accounts is maintained to enable on-line queries.

8. KEY INPUTS

Inputs are same as those for FMS.

9. KEY OUTPUTS

Same as FMS.

10. RELATIONSHIP TO OTHER SYSTEMS

Provides input to the HQ FMS.

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