

The Accounting and Financial Services Division (MFF) receives monthly a pay transaction tape from Supply and Services Canada. This magnetic tape, used by SSC to produce the departmental paylists, is not at this time being used in MFF. If input into an automated system, the pay data could be extracted and manipulated to assist ADAF in auditing departmental salary changes. Plans are presently in process to have information on the tape read into the departmental Finance Management System (FMS), however, this project is not expected to be completed until the summer of 1984. ADAF should, in the meantime, identify their specific information needs from the tape and ensure that MFRS is aware of these requirements.

RECOMMENDATION

ADAF identify its information needs from the SSC pay transaction tape and ensure the MFRS is aware of these requirements in light of the proposed project to read this tape into the Departmental FMS on a regular basis.

The present manual commitment control procedures in ADAF are cumbersome repetitive tasks. The calculation of outstanding commitments for the FSD travel authorities (1500/yr.), FSD allowances, and employee relocations (1200/yr.) is a straightforward, yet time-consuming procedure. The Financial Planning and Analysis Division (MFR) has recognized commitment control procedures as a Department-wide problem, and is introducing an automated commitment control system as part of FMS in fiscal year 1984/85. The introduction of the Financial Encumbrance (FE) commitment code in the financial system will allow ADAF to maintain better control over commitments.

RECOMMENDATION

ADAF use the Financial Encumbrance (FE) commitment code, to be introduced in fiscal year 1984/85 in FMS, to maintain commitment control.