

## **2-07/070.05 - General Accounting**

This section maintains all budgetary accounting records and certain specialized accounting records for the Department. Responsibilities of this section include the following:

- input all expenditure documentation into the Department's Financial Management System (FMS), which enables production and distribution of financial and stock reports;
  - reconcile the Department's expenditure records with the Auditor-Controller's expenditure records:
    - determine Departmental expenditure costs distribution codes and symbols;
  - coordinate the processing of requisitions:
    - verify accuracy of expenditure account codes on all Departmental Supply Requisitions; and
    - review and input on-line all requisitions for services and supplies and fixed asset items above the Department's delegated authority to ISD's eCAPS Procurement system;
  - maintain perpetual inventory records for items stocked by and issued from the Central Supply Warehouse, and all other Units with inventory cost of \$50,000 or more;
  - reconcile ISD invoices with the Auditor-Controller Vouchers and Department records;
  - approve payment data into the Auditor-Controller's eCAPS system for recording of expense and payment to the vendor; and
  - process all travel requests and travel advances and perform audits of expense claims.
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