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.