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UNIT 9. MONTHLY REPORT

Unit Introduction

Unit Overview

This unit develops the skills and knowledge an FSO requires to manage their Monthly Report.

What is a Monthly Report? Throughout the month, an FSO manages and tracks their dining facility using forms in the PVA Inventory Systems Workbook (PVAISW), the Inventory Management Workbook (IMWPVA), and the Individual Credit Account (ICA) Workbook.

At the end of the month, the FSO compiles key documents from these workbooks, checks these for accuracy, collects required signatures, and submits this “Monthly Report” electronically to FINCEN for auditing, while keeping the paper copies for record-keeping.

Unit 9 introduces all of the requirements, policies, and procedures an FSO needs to follow in preparing, submitting, and filing their Monthly Report.

Unit Lessons

Unit 9. Monthly Reports has four lessons:

Lesson 1. ASDR (Account Status Detail Report)

Lesson 2. SFR (Status Fund Report)

Lesson 3. Submit Monthly Report

Lesson 4. File Monthly Report

Continued next page

Unit Introduction, Continued

Unit Technology Requirements

This facilitated online training unit requires the student to have the following technology:

- milSuite account
 - Access to DCS (Defense Collaboration Services)
 - Personal Computer or USCG Workstation with:
 - Chrome Internet Browser
 - Adobe Flash
 - Email for correspondence
 - CAC card with CAC Reader connected to computer
 - Telephone with mute function (either personal cell phone or USCG Office phone)
 - Recommended: Headset with microphone and mute button
-

Lesson 1: Account Status Detail Report (ASDR)

Introduction

Lesson Overview

Lesson 1 is the first of four lessons in Unit 9. Monthly Reports. Lesson 1 introduces the Account Status Detail Report (ASDR), which is a FINCEN-generated and FINCEN-managed online report that tracks bills owed to the FSO's Dining Facility, and any payments made towards these bills. The ASDR alerts the FSO if any errors exist in billing and payments, enabling the FSO to contact FINCEN to resolve these billing/payment errors to ensure accuracy of the Monthly Report.

Objective(s)

After this lesson, students should be able to:

- **RECOGNIZE** when to contact FINCEN in regards to the Account Status Detail Report (ASDR).
-

References


- Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009
-

End of Introduction to Lesson 1

Lesson Structure

Lesson Structure and Required Materials

This table explains this lesson's structure. If you lack materials or experience technical difficulties, contact Lesson instructor Anthony Ciurlino at Anthony.J.Ciurlino@uscg.mil

Lesson Title	Lesson 1. Account Status Details Report (ASDR)
Lesson Schedule	<p><u>Mode: Online Self-Directed</u></p> <ul style="list-style-type: none"> • <u>Recommended Start</u>: Day 6 by 0900 PST • <u>Complete</u>: Day 6 by 1100 PST • <u>Duration Range</u>: 60 MIN – 120 MIN.
Paper Materials 	<p>The Job Aid for this lesson, "How to Assess an ASDR", is located in the Job Aid Booklet WEEK 2 (refer to milSuite link in far-right column.)</p> <p>If possible, print this Job Aid as well as this User Guide for note-taking and easy reference during the eLearning module of this lesson.</p>
1. Develop Knowledge	<p>This lesson only consists of an eLearning module with knowledge assessment quizzes integrated into the module.</p> <p>See "Knowledge Development" Section in this User Guide for instructions.</p>
2. Complete Practice	There is no practice for this lesson.
3. Complete Assessment	The assessment for this lesson is integrated through "Knowledge Check" quizzes in the eLearning module on milSuite.
End of Lesson Description	

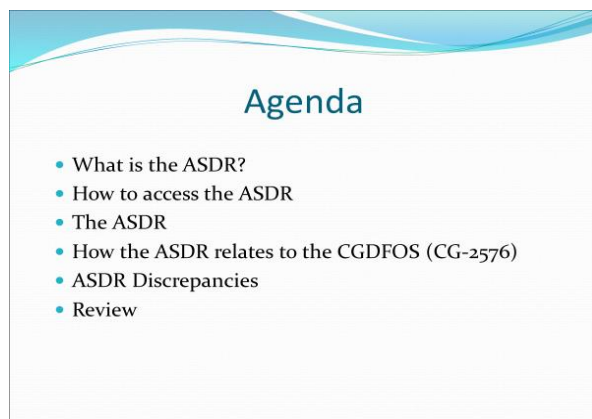
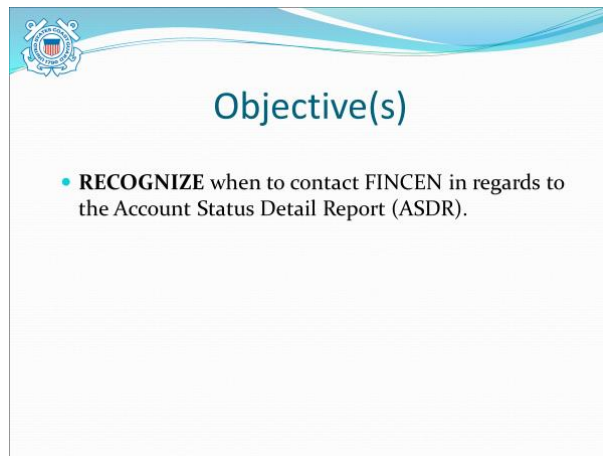
Knowledge Development: Assess an ASDR

**Instructions:
Online
Presentation**

1. Go to milSuite.mil
2. Locate Unit 9. Monthly Reports, Lesson 1. ASDR.
3. Click on “Knowledge Development” link.
4. Click on recorded eLearning module, “ASDR”
 - Optional but recommended: Print this User Guide and take notes on the eLearning slides on the following pages.
5. The Job Aid Booklet includes a Job Aid, Email instructor with any questions, if needed.

Slide on next few pages

Knowledge Development: Lecture Slides



Continued next page

Knowledge Development: Lecture Slides

Account Status Detail Report (ASDR)

The ASDR is a FINCEN-generated and FINCEN-managed online report that tracks Receivables (Bills) to be collected by the FSO's Dining Facility, and the monetary values that are actually paid by the patrons to the CGDF.

This allows the FSO to see if the Dining Facility's account is in good standing with FINCEN.

The ASDR directly relates to the CG-2576 (Blocks D, E, and F).

How to Access the ASDR from the CS Portal



Link on bottom right of Homepage

How to Access the ASDR from the CS Portal, continued

1. Enter Last 5 Digits of Unit's OPFAC

2. Click Submit

Continued next page

Knowledge Development: Lecture Slides

The ASDR – Left & Right Sides

Monthly Receivables to be Collected (Line 39 from CG-2576)

Payments made to the Dining Facility

April 27, 2020

Account Status Detail Report

13961 - 75F USCGC BERNARD C WEBBER

Report date current as of April 27, 2020 05:00am EST

Left Side ASDR

Right Side ASDR

Invoice (Bills)	Receipts (Transmittals)					
Class	Receipt Number	Class	Deposit Date	Payment Amount	Balance Due	Status
35F139012003	CG0200000087	Payment	2020-04-07 00:00:00	(\$13.95)	\$0.00	Closed
35F139012002	CG0200000622	Payment	2020-04-06 00:00:00	(\$70.65)	\$0.00	Closed
35F139012001	CG0200000564	Payment	2020-04-06 00:00:00	(\$74.85)	\$0.00	Closed
35F139011912	CG0200000617	Payment	2020-04-06 00:00:00	(\$13.95)	\$0.00	Closed
35F139011911	CG0200000596	Payment	2020-04-06 00:00:00	(\$27.90)	\$0.00	Closed
35F139011909	CG0200072031	Payment	2020-03-11 00:00:00	(\$49.05)	\$0.00	Closed
35F139011908	CG0200071608	Payment	2020-03-10 00:00:00	(\$52.35)	\$0.00	Closed
35F139011907	CG0200070955	Payment	2020-03-09 00:00:00	(\$151.05)	\$0.00	Closed
35F139011906	CG0200060893	Payment	2020-03-06 00:00:00	(\$131.50)	\$0.00	Closed

Left Side: Bills to be collected by CGDF

Right Side: Payments made towards bills thus far.

The ASDR – Left and Right Sides, CONT.

April 27, 2020

Account Status Detail Report

13961 - 75F USCGC BERNARD C WEBBER

Report date current as of April 27, 2020 05:00am EST

Left Side: Bills to be collected by CGDF

Right Side: Payments made towards bills thus far.

These 5 payments total \$291.30 (see total bill has been paid and the whole is "Closed")

ASDR – Focus on Left Side
(Bills due to the CGDF by patrons)

Left Side

- Monthly Receivables to be Collected (Line 39 from CG-2576)
- One bill per month
- Row will be **RED** if there is a discrepancy (Example featured later in this module)

Invoice (Bills)	Class	Due Date	Original Amount	Balance Due	Status
35F139012003	2020-05-06 00:00:00	\$291.30	\$0.00	Closed	
35F139012002	2020-04-10 00:00:00	\$354.90	\$0.00	Closed	
35F139012001	2020-03-13 00:00:00	\$440.25	\$0.00	Closed	
35F139011912	2020-02-16 00:00:00	\$270.70	\$0.00	Closed	
35F139011911	2020-01-17 00:00:00	\$310.00	\$0.00	Closed	
35F139011909	2019-11-10 00:00:00	\$7.20	\$0.00	Closed	
35F139011908	2019-10-16 00:00:00	\$64.35	\$0.00	Closed	
35F139011907	2019-09-12 00:00:00	\$220.80	\$0.00	Closed	
35F139011906	2019-08-10 00:00:00	\$280.00	\$0.00	Closed	
35F139011905	2019-07-13 00:00:00	\$263.95	\$0.00	Closed	

Continued next page

Knowledge Development: Lecture Slides

ASDR – Focus on Left Side, CONT. (Bills due to the CGDF by patrons)

• Each line is one month's billing

Class	Due Date	Original Amount	Balance Due	Status
3SF139012003	2020-05-08 00 00 00.0	\$201.30	\$0.00	Closed
3SF139012002	2020-04-10 00 00 00.0	\$354.90	\$0.00	Closed
3SF139012001	2020-03-13 00 00 00.0	\$440.25	\$0.00	Closed
3SF139011912	2020-02-16 00 00 00.0	\$278.70	\$0.00	Closed
3SF139011911	2020-01-17 00 00 00.0	\$310.80	\$0.00	Closed
3SF139011909	2019-11-19 00 00 00.0	\$7.20	\$0.00	Closed
3SF139011908	2019-10-16 00 00 00.0	\$64.35	\$0.00	Closed
3SF139011907	2019-09-12 00 00 00.0	\$229.80	\$0.00	Closed
3SF139011906	2019-08-10 00 00 00.0	\$268.80	\$0.00	Closed
3SF139011905	2019-07-13 00 00 00.0	\$283.95	\$0.00	Closed

Example: This amount - \$283.95 - is the total bill to be collected by the CGDF that month.

How did the ASDR get this \$283.95 amount?

The ASDR is managed by FINCEN. FINCEN copied \$283.95 from the FSO's CG-2576 Line 39 ("Receivables to be collected by the CGDF") and FINCEN put this \$283.95 into the ASDR for that month. (Example featured later in this module.)

• Last four digits = Year and Month
• Example above: 1905 means 2019 May

ASDR – Focus on Right Side (Payments made towards Bills)

Right Side

Receipt Number	Class	Deposit Date	Payment Amount	Balance Due	Status
OGG0200996887	Payment	2020-04-07 00 00 00.0	(\$13.95)	\$0.00	Closed
OGG0200996822	Payment	2020-04-06 00 00 00.0	(\$19.65)	\$0.00	Closed
OGG0200996884	Payment	2020-04-06 00 00 00.0	(\$14.65)	\$0.00	Closed
OGG02009968217	Payment	2020-04-06 00 00 00.0	(\$13.95)	\$0.00	Closed
OGG02009968186	Payment	2020-04-06 00 00 00.0	(\$27.80)	\$0.00	Closed
OGG0200772531	Payment	2020-03-11 00 00 00.0	(\$49.05)	\$0.00	Closed
OGG0200716885	Payment	2020-03-10 00 00 00.0	(\$23.25)	\$0.00	Closed
OGG0200706851	Payment	2020-03-08 00 00 00.0	(\$151.05)	\$0.00	Closed
OGG0200699883	Payment	2020-02-06 00 00 00.0	(\$151.55)	\$0.00	Closed
OGG0200625459	Payment	2020-02-20 00 00 00.0	(\$95.95)	\$0.00	Closed

• Payments processed by FINCEN for the Dining Facility

- Pay.gov
- Transmittal

• Important to pay for correct month

• Row will be RED if there is a discrepancy (Example featured later in this module)

• Each line represents a payment
• Each payment receives a serialized receipt number.
• Payments come in several forms (e.g., Pay.gov payments, funds transmitted to lockbox, OTCnet deposits, etc.)

How the ASDR relates to the CG-2576

TYPE OF REPORT	Period Covered	
OF Regular	10-Apr-20	
OF Summary of Accounts	10-Apr-20	
28 RECEIVABLES, BEGINNING (Line 39, Last Report)	1	69.15
29 SALE OF PATRONS' MEALS (Line 39, Last Report)	1	116.32
30 SALE OF PATRONS' MEALS (Line 39, Last Report)	1	116.32
31 CASH IN TRANSIT, BEGINNING (Line 36, Last Report)	1	180.20
32 CASH IN TRANSIT, BEGINNING (Line 36, Last Report)	1	180.20
33 TOTAL, BEGINNING (Line 36, Last Report)	1	180.20
34 COLLECT, ACKNOWLEDGED, RECEIPT (S)	1	69.15
35 CASH IN TRANSIT, END OF PERIOD	1	180.20
36 CASH IN TRANSIT, END OF PERIOD	1	180.20
37 TOTAL, END OF PERIOD (Line 36, Last Report)	1	180.20
38 RECEIVABLES TO BE COLLECTED BY CGDF (Line 39-20)	1	116.32
39 RECEIVABLES TO BE COLLECTED BY CGDF (Line 39-20)	1	116.32
40 SALE OF PATRONS' MEALS	1	116.32
41 SALE OF PATRONS' MEALS	1	116.32
42 SALE OF PATRONS' MEALS	1	116.32
43 SALE OF PATRONS' MEALS	1	116.32
44 SALE OF PATRONS' MEALS	1	116.32
45 SALE OF PATRONS' MEALS	1	116.32
46 SALE OF PATRONS' MEALS	1	116.32
47 SALE OF PATRONS' MEALS	1	116.32
48 SALE OF PATRONS' MEALS	1	116.32
49 SALE OF PATRONS' MEALS	1	116.32
50 SALE OF PATRONS' MEALS	1	116.32
51 SALE OF PATRONS' MEALS	1	116.32
52 SALE OF PATRONS' MEALS	1	116.32
53 SALE OF PATRONS' MEALS	1	116.32
54 SALE OF PATRONS' MEALS	1	116.32
55 SALE OF PATRONS' MEALS	1	116.32
56 SALE OF PATRONS' MEALS	1	116.32
57 SALE OF PATRONS' MEALS	1	116.32
58 SALE OF PATRONS' MEALS	1	116.32
59 SALE OF PATRONS' MEALS	1	116.32
60 SALE OF PATRONS' MEALS	1	116.32
61 SALE OF PATRONS' MEALS	1	116.32
62 SALE OF PATRONS' MEALS	1	116.32
63 SALE OF PATRONS' MEALS	1	116.32
64 SALE OF PATRONS' MEALS	1	116.32
65 SALE OF PATRONS' MEALS	1	116.32
66 SALE OF PATRONS' MEALS	1	116.32
67 SALE OF PATRONS' MEALS	1	116.32
68 SALE OF PATRONS' MEALS	1	116.32
69 SALE OF PATRONS' MEALS	1	116.32
70 SALE OF PATRONS' MEALS	1	116.32
71 SALE OF PATRONS' MEALS	1	116.32
72 SALE OF PATRONS' MEALS	1	116.32
73 SALE OF PATRONS' MEALS	1	116.32
74 SALE OF PATRONS' MEALS	1	116.32
75 SALE OF PATRONS' MEALS	1	116.32
76 SALE OF PATRONS' MEALS	1	116.32
77 SALE OF PATRONS' MEALS	1	116.32
78 SALE OF PATRONS' MEALS	1	116.32
79 SALE OF PATRONS' MEALS	1	116.32
80 SALE OF PATRONS' MEALS	1	116.32
81 SALE OF PATRONS' MEALS	1	116.32
82 SALE OF PATRONS' MEALS	1	116.32
83 SALE OF PATRONS' MEALS	1	116.32
84 SALE OF PATRONS' MEALS	1	116.32
85 SALE OF PATRONS' MEALS	1	116.32
86 SALE OF PATRONS' MEALS	1	116.32
87 SALE OF PATRONS' MEALS	1	116.32
88 SALE OF PATRONS' MEALS	1	116.32
89 SALE OF PATRONS' MEALS	1	116.32
90 SALE OF PATRONS' MEALS	1	116.32
91 SALE OF PATRONS' MEALS	1	116.32
92 SALE OF PATRONS' MEALS	1	116.32
93 SALE OF PATRONS' MEALS	1	116.32
94 SALE OF PATRONS' MEALS	1	116.32
95 SALE OF PATRONS' MEALS	1	116.32
96 SALE OF PATRONS' MEALS	1	116.32
97 SALE OF PATRONS' MEALS	1	116.32
98 SALE OF PATRONS' MEALS	1	116.32
99 SALE OF PATRONS' MEALS	1	116.32
100 SALE OF PATRONS' MEALS	1	116.32

FINCEN takes amount from FSO's CG-2576 Line 39 and posts this amount to the ASDR (left side) for that month.

Continued next page

Knowledge Development: Lecture Slides

How the ASDR relates to the CG-2576, continued

[illegible]

Line 28 is the amount that should be collected in the new month

Line 34 is what is actually paid to the CGDF (should match Line 28) *

*If these numbers do not match, there will be a discrepancy on the ASDR

ASDR Discrepancies

Note: An "OPEN" Status is always red (indicating a discrepancy.)

Invoice Details				Receipts / Transactions					
Class	Due Date	Original Amount	Balance Due	Status	Receipt Number	Date	Deposit Date	Payment Amount	Balance Due
SFP 19060003	<2020-04-14 00:00:00	\$172.00	\$0.00	Open	OQ202000888	Payment	2020-04-04 00:00:00	\$172.00	Closed
SFP 19060002	<2020-04-14 00:00:00	\$174.00	\$0.00	Open	OQ20200093828	Payment	2020-04-04 00:00:00	(119.00)	Closed
SFP 19060001	<2020-04-14 00:00:00	\$163.00	\$0.00	Closed	OQ202000888	Payment	2020-04-04 00:00:00	(829.75)	Closed
SFP 19060008	<2020-04-14 00:00:00	\$168.00	\$0.00	Closed	OQ202000888	Payment	2020-04-04 00:00:00	(829.75)	Closed
SFP 19060011	<2020-04-17 00:00:00	\$157.00	\$0.00	Closed	OQ20200071140	Payment	2020-03-15 00:00:00	(466.25)	Closed
SFP 19060019	<2020-10-31 00:00:00	\$155.00	\$0.00	Closed	OQ20200067978	Payment	2020-03-04 00:00:00	(326.00)	Closed
SFP 19060018	<2020-10-31 00:00:00	\$226.25	\$0.00	Closed	OQ20200071698	Payment	2020-03-04 00:00:00	(324.25)	Closed
SFP 19060016	<2020-10-31 00:00:00	\$473.50	\$0.00	Closed					Closed

Discrepancies on the ASDR show up in **RED**. If an FSO sees red on their ASDR they must contact their FINCEN CS Liason. The FINCEN CS Liason will help the FSO correct any discrepancies.

Knowledge Check: ASDR

Instructions: Click on the answer you believe is correct.

1. What does the ASDR provide?

- A. The ASDR provides the total bill due that month, which the FSO copies into the CG-2576.
- B. The ASDR shows the FSO bills due to be collected by the CGDF and the status of payments.

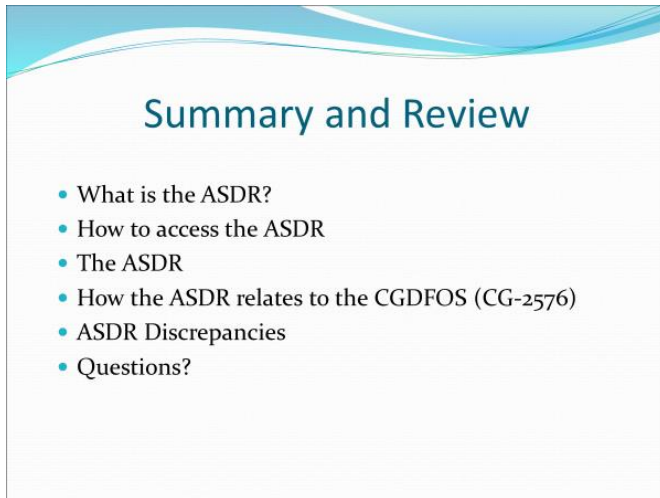
2. When does the FSO contact their FINCEN liaison about an ASDR?

- When the FSO finishes their CG-2576 for that month.
- When an "ERROR" message window pops-up in the ASDR.
- When the FSO sees red in the ASDR.

3. How is the ASDR generated?

- A. The FSO generates the ASDR by entering billing data into the ASDR from CG-2576 Line 39 "Receivables due to be collected by the CGDF."
- B. FINCEN generates the ASDR and pulls CGDF billing data from the FSO's CG-2576 Line 39 "Receivables due to be collected by the CGDF."

Knowledge Development: Lecture Slides

A presentation slide with a light blue header and a white body. The title "Summary and Review" is in a dark blue font. Below the title is a bulleted list of six items, each preceded by a blue dot.

Summary and Review

- What is the ASDR?
- How to access the ASDR
- The ASDR
- How the ASDR relates to the CGDFOS (CG-2576)
- ASDR Discrepancies
- Questions?

A presentation slide with a dark blue background and a lighter blue header. The title "Congratulations!" is in a large, bold, green font. Below the title is a line of text, followed by a section header "Accomplishments:" and a bulleted list with one item. Below that is another section header "Next Steps:" and a line of text.

Congratulations!

You have finished Lesson 1. ASDR!

Accomplishments:

- ✓ You recognize when to contact FINCEN in regards to the Account Status Detail Report (ASDR).

Next Steps:

Return to milSuite to begin Unit 9's Lesson 2. SFR.

End of Lesson