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Lesson 2: Supply Fund Report (SFR)

Introduction

Lesson Overview

Lesson 2 provides the FSO with the skills and knowledge required to use a "Supply Fund Report" (SFR) to complete CG-2576 Block G in preparation for submitting their Monthly Report.

The SFR is a FINCEN-generated report that tracks cardholder purchases charged to the Unit's Dining Facility. The data in the SFR is generated from entries in the PCA (Purchase Card Application.) The SFR tracks vendor purchase data that the FSO verifies and references when finalizing the CG-2576 at month's end.

This lesson includes a lecture, a video demonstration, and a job aid to help facilitate FSO learning on how to PROCESS Supply Fund Report (SFR) at end of month for FINCEN submission with 100% accuracy.

Objective(s)

After this lesson, students should be able to:


- **PROCESS** Supply Fund Report (SFR) at end of month for FINCEN submission with 100% accuracy.

End of Introduction to Lesson 2

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 2. SFR
Lesson Schedule	<p><u>Mode: Online Self-Directed</u></p> <ul style="list-style-type: none"> • <u>Recommended Start:</u> Day 6 by 1130 PST • <u>Complete:</u> Day 6 by 1430 PST • <u>Duration Range:</u> 60 MIN – 2.5 HRs
Paper Materials 	<p>Note: The Job Aid “How to Use an SFR to Complete CG-2576 Block G” is located in Job Aid Booklet Week 2 (posted on milSuite).</p> <p>If possible, print this Job Aid and print this User Guide for note-taking.</p>
1. Develop Knowledge	<p>This lesson begins with a recorded LECTURE introducing foundational knowledge. Next you will view a recorded video DEMONSTRATION (while referring to Job Aid) on how to use an SFR to complete CG-2576 Block G.</p> <p>See “Knowledge Development” Section in this User Guide for instructions.</p>
2. Complete Practice	<p>This lesson offers one practice on how to use an SFR to complete CG-2576 Block G.</p> <p>See “Practice” Section in this User Guide for instructions.</p>
3. Complete Assessment	<p>This lesson offers an assessment to confirm student proficiency on using an SFR to complete CG-2576 Block G in preparation for submitting a Monthly Report.</p> <p>See “Assessment” Section in this User Guide for instructions.</p>
End of Lesson Description	

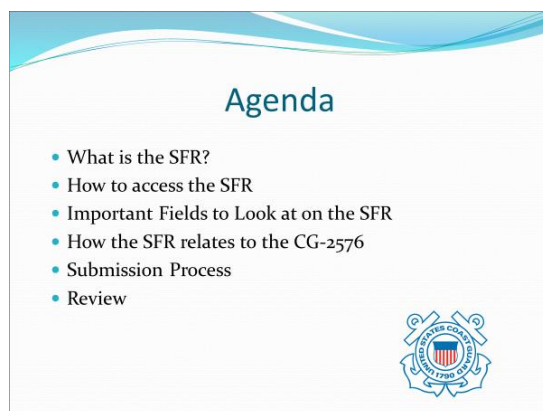
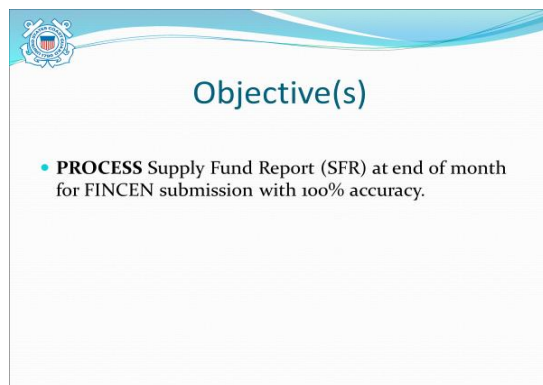
Knowledge Development: Use SFR to Complete CG-2576 Block G

Instructions:
Recorded
Lecture

1. Go to the FSO PVA site on milSuite.
<https://www.milsuite.mil/book/groups/fso-pva-course>
2. Click on the link for Unit 9. Monthly Report, Lesson 2. SFR.
3. Click on the “Knowledge Development” link.
4. Access Job Aid “How to Use an SFR to Complete a CG-2576 Block G” located in Job Aid Booklet Week 2 (milSuite link at far-right column.)
 - If possible, print this Job Aid.
5. In milSuite, click on recorded LECTURE: “SFR”
 - Optional but recommended: Print this User Guide and take notes on LECTURE slides on the following pages.
6. Email instructor with any questions, if needed.

Lecture Slides are on next few pages

Knowledge Development: Lecture Slides



Continued next page

Knowledge Development: Lecture Slides

Supply Fund Report (SFR)

The SFR is a FINCEN-generated report that tracks Purchases made by all cardholders that are charged to the Unit's Dining Facility. It is generated from PCA. Any information entered into PCA (item descriptions) will appear on the SFR.

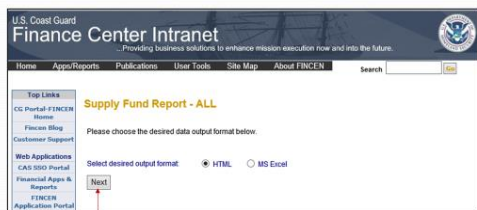
FSO uses the SFR to populate the Document Numbers in Block G of the CG-2576.

How to Access the SFR from the CS Portal



Link on bottom right of Homepage

How to Access the SFR




CLICK Next

Continued next page

Knowledge Development: Lecture Slides

How to Access the SFR



FSO enters:

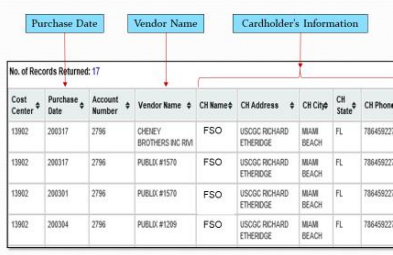
1. Cost Center (last 5 digits of OPFAC)
2. Begin Batch (first day of Month running the report for)
3. End Batch (last day of Month running the report for)
4. Clicks Submit

The SFR



The next slides will ZOOM in to show the SFR fields

Important Fields to Look at on the SFR



No. of Records Returned: 17

Cost Center	Purchase Date	Account Number	Vendor Name	CH Name	CH Address	CH City	CH State	CH Phone
13962	200317	2796	CHENEY BROTHERS INC RM	FSO	USCOC RICHARD ETHERIDGE	MIAMI BEACH	FL	7864592272
13962	200317	2796	PUBLIX #1570	FSO	USCOC RICHARD ETHERIDGE	MIAMI BEACH	FL	7864592272
13962	200301	2796	PUBLIX #1570	FSO	USCOC RICHARD ETHERIDGE	MIAMI BEACH	FL	7864592272
13962	200304	2796	PUBLIX #1289	FSO	USCOC RICHARD ETHERIDGE	MIAMI BEACH	FL	7864592272

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Knowledge Development: Lecture Slides

Important Fields to Look at on the SFR, continued

Document ID Number				Amount	Purchase Description	
AO Name	AO Phone	Vendor City	Document ID	Vendor State	Amount	PDesc
AO	7864592272	561-945-4780	3220279680770002	FL	1009.87	200317 TORTILLAS, MILK, ORANGE JUICE, ASPARAGUS, CHEESE
AO	7864592272	PEMBROKE PINE	3220279680770001	FL	157.90	200317 CREAMER, MILK, COFFEE, BLUEBERRIES, BLACKBERRIES, STRAWBERRIES
AO	7864592272	PEMBROKE PINE	3220279680610001	FL	115.00	200301 RAVIOLI, ASOARAGUS, HEAVY CREAM, GARLIC, CHICKEN APPLE SAUSAGE
AO	7864592272	MIAMI BEACH	3220279680640002	FL	767.32	200304 beef stock, carrots, red potatoes, parsley, pork roast, oranges, pineapple, blueberries, black berries, strawberries

How the SFR relates to the CG-2576

NAME OF VENDOR OR SERVICE		DOCUMENT NO.	AMOUNT
GOVERNMENT PURCHASES:			
COMMERCIAL PURCHASES:			
Uniform		\$	200.00
Publix		\$	300.00
Uniform		\$	700.00
Wholesale Foods		\$	450.00
Publix		\$	200.00
TOTAL:		\$	1,850.00

At the end of the Month, the FSO:

- Compares the SFR to the CG-2576 Block G, Purchases
 - Looks for Price Discrepancies
- Uses the SFR to get Document ID Numbers to populate Block G

At the end of the month, the FSO downloads the SFR from a FINCEN link on the CS Portal. The FSO then checks the SFR for accuracy, specifically confirming that the vendor purchases listed on the SFR match those listed in the CG-2576 Block G ("Purchases").

The FSO then copies each vendor's document number listed in the SFR and inserts this vendor document number into the CG-2576 Block G "Document No." column for that vendor.

How the SFR relates to the CG-2576, continued

NAME OF VENDOR OR SERVICE		DOCUMENT NO.	AMOUNT
COMMERCIAL PURCHASES:			
Uniform		\$	200.00
Publix		\$	300.00
Uniform		\$	700.00
Wholesale Foods		\$	450.00
Publix		\$	200.00

If the FSO has a Purchase on the CG-2576 that does not show up on the SFR, the FSO creates the Document Number:

For example – UN201234B3650001


- UN – for Undocumented Purchase (not on SFR)
- 20 – for Fiscal Year
- 1234 – for Last 4 Digits of Credit Card
- B – for a Purchase Card
- 365 – for Julian Date (Calendar date from 1-365)
- 0001 – for which purchase it was that day

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Knowledge Development: Lecture Slides


SFR Submission Process

- FSO saves SFR as PDF
 - Landscape – Best practice
- Who reviews and signs?
 - FSO
 - CO/OIC
 - Wet or Electronic signature
- Print paper copy of SFR
- Submit to FINCEN with Monthly Report




Summary and Review

- What is the SFR?
- How to access the SFR
- Important Fields to Look at on the SFR
- How the SFR relates to the CG-2576
- Submission Process
- Questions?



Congratulations!

You have completed the LECTURE for Unit 9.
Lesson 2. Supply Fund Report (SFR)



Next Steps:

1. Access USER GUIDE for U9 Lesson 1 for instructions on lesson completion.
2. Access Job Aid "How To Use SFR to Complete CG-2576 Block G" in Job Aid Booklet WEEK 2 posted on milSuite.
3. View video Demonstration "How to Use SFR to Complete CG-2576 Block G"
4. Complete PRACTICE, then submit and receive instructor feedback.
5. Complete ASSESSMENT, then submit and receive instructor evaluation.

End of Lecture's Slides

Knowledge Development: Demonstration - SFR

Instructions: Recorded Video Demonstration

1. After completing the LECTURE, it is time to view the recorded video demonstration, “How to Use an SFR to Complete a CG-2576 Block G”
2. Refer to Job Aid “How to Use an SFR to Complete a CG-2576 Block G” located in Job Aid Booklet Week 2 (posted on milSuite in far-right column.)
3. Locate Unit 9. Monthly Reports, Lesson 2. SFR.
4. Click on “Video Demonstration” link.
5. Click on demonstration file to view video of instructor demonstrating how to Use an SFR to Complete CG-2576 Block G using the parameters listed below.
 - Refer to the steps in your Job Aid, “How to Complete CG-2576 Block G” while viewing demonstration.

Demonstration Details:

- The instructor will update a PVAISW CG-2576 Block G referring to a given SFR with vendor purchase data (document numbers) and verify SFR accuracy.

Performance Criteria:

For this demonstration, the instructor achieved the following **performance criteria** as an outcome of this demonstration.

The instructor produced:

- An updated PVAISW CG-2576 Block G based on given SFR vendor data.

The same performance criteria will be applied to your practice (next section) and your assessment to confirm your proficiency in this skill.

End of Demonstration

Practice: Use SFR to Complete CG-2576 Block G

Instructions: Practice

Access Practice Materials Online

1. This PRACTICE develops your skill to achieve the following Objective:
 - **PROCESS** Supply Fund Report (SFR) at end of month for FINCEN submission with 100% accuracy.
2. On milSuite for U9 L2 (SFR), click on PRACTICE link
3. Download the form(s) listed on the screen for the PRACTICE:
 - PVAISW containing CG-2576

Complete Practice

4. Complete your Practice assignment using:
 - your Job Aid, “How to Use an SFR to Complete CG-2576 Block G”
 - the form(s) posted on the milSuite PRACTICE section (PVAISW containing CG-2576),
 - the “Practice Parameters” below
 - SFR on the next page

Practice Parameters:

- a) You will update CG-2576 Block G based on the SFR data provided on the next page.

Continued next page

Practice: Use SFR to Complete CG-2576 Block G, Continued

SFR for PRACTICE ASSIGNMENT

Purchase Date	Account Number	Vendor Name	CH Name	CH Address	CH City	CH State	CH Phone	AO Name	AO Phone	Vendor City	Document ID	Vendor State	Amount
200421	1592	THE FRESH MARKET 037	FSO	USCGC MARGARET NORVELL	MIAMI BEACH	FL	7864576319	AO	7864576319	PEMBROKE PINE	32201592B1120001	FL	95.36
200421	1592	SAMS CLUB #6341	FSO	USCGC MARGARET NORVELL	MIAMI BEACH	FL	7864576319	AO	7864576319	SUNRISE	32201592B1120002	FL	584.39
200422	1592	GREAT ALASKA SEAFOOD	FSO	USCGC MARGARET NORVELL	MIAMI BEACH	FL	7864576319	AO	7864576319	907-262-8846	32201592B1130001	AK	1678.75
200420	1592	WM SUPERCENTER #2091	FSO	USCGC MARGARET NORVELL	MIAMI BEACH	FL	7864576319	AO	7864576319	DORAL	32201592B1110001	FL	573.58

Instructions: Practice, CONT.

- After completing your practice assignment, save all relevant file(s) on your computer.

Suggested naming convention of your files:

- Practice_U9L2_PVAISW_SFR_ (YOUR LAST NAME)

- Review your completed practice form(s) to confirm you have achieved the following performance criteria:

- An updated PVAISW CG-2576 Block G based on given SFR vendor data.

Submit Completed Practice Forms

- Create EMAIL to instructor CSCS Ciurlino (Anthony.J.Ciurlino@uscg.mil):
 - Subject: U9L2 PRACTICE (Your Last Name)
 - Attachment: Your practice doc(s)
 - Body of Email: Include this description
 - Unit/Lesson # and Practice (U9L2 SFR)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Continued next page

Practice: Use SFR to Complete CG-2576 Block G, Continued

Instructions:
Practice,
CONT.Receive Instructor Feedback on Practice

8. Your instructor will contact you with feedback using the email and phone number you included in your email.
9. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ol style="list-style-type: none">1. Take notes capturing instructor feedback.2. If needed, ask the instructor questions to clarify your errors.3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.4. Pursue action determined with instructor in Step 3.

End of Practice

Assessment: Use SFR to Complete CG-2576 Block G

Instructions: Assessment

Before you begin:

1. This assessment evaluates your proficiency in this objective:
 - **PROCESS** Supply Fund Report (SFR) at end of month for FINCEN submission with 100% accuracy.
2. Questions are not permitted during an assessment.
3. You are allowed three attempts to pass this assessment.
4. Performance Criterion for Successful Assessment Outcome:
 - An updated PVAISW CG-2576 Block G based on given SFR vendor data.

Access Assessment Materials Online

5. Go to milSuite.mil, Unit 9. Monthly Reports, Lesson 2. SFR.
6. Click on ASSESSMENT link.
10. Download the forms listed on the screen for the PRACTICE:
 - PVAISW containing CG-2576 Block G

Complete Assessment

11. Complete your Assessment assignment using:
 - your Job Aid, “How to Use an SFR to Complete CG-2576 Block G”
 - the form(s) posted on the milSuite ASSESSMENT section (PVAISW containing CG-2576),
 - the “Assessment Parameters” below
 - SFR on next page.

Assessment Parameters:

- b) You will update CG-2576 Block G based on the SFR data provided on next page.

Continued next page

Assessment: Use SFR to Complete CG-2576 Block G, Continued

SFR FOR ASSESSMENT ASSIGNMENT

Purchase Date	Account Number	Vendor Name	CH Name	CH Address	CH City	CH State	CH Phone	AO Name	AO Phone	Vendor City	Document ID	Vendor State	Amount	PDate
200331	9996	CHENEY BROTHERS INC RMI	FSO	CGC CHARLES SEXTON	KEY WEST	FL	3052928731	AO	3052928731	561-845-4768	32209996B0910001	FL	787.86	200331
200419	5427	PUBLIX SUPERMARKETS #1445	FSO	USCGC CHARLES SEXTON WPC 1108	KEY WEST	FL	3052928731	AO	3052928731	KEY WEST	32205427B1100002	FL	295.27	200419
200419	5427	WINN-DIXIE #0317	FSO	USCGC CHARLES SEXTON WPC 1108	KEY WEST	FL	3052928731	AO	3052928731	KEY WEST	32205427B1100001	FL	134.90	200419
200420	5427	GFS STORE #0788	FSO	USCGC CHARLES SEXTON WPC 1108	KEY WEST	FL	3052928731	AO	3052928731	KEY WEST	32205427B1100002	FL	159.78	200420
200421	5427	PUBLIX SUPERMARKETS #1445	FSO	USCGC CHARLES SEXTON WPC 1108	KEY WEST	FL	3052928731	AO	3052928731	KEY WEST	32205427B1120001	FL	156.42	200421
200421	5427	GFS STORE #0788	FSO	USCGC CHARLES SEXTON WPC 1108	KEY WEST	FL	3052928731	AO	3052928731	KEY WEST	32205427B1120002	FL	236.23	200421

12. Suggested naming convention of your files:

**Instructions:
Assessment,
CONT.**

- Assessment_U9L2_PVAISW_SFR_ (YOUR LAST NAME)

13. Review your completed Assessment form(s) to confirm you have achieved the following performance criteria:

- An updated PVAISW CG-2576 Block G based on given SFR vendor data.

Submit Completed Assessment Forms

14. Create EMAIL to instructor CSCS Ciurlino (Anthony.J.Ciurlino@uscg.mil):

- Subject: U9L2 ASSESSMENT (Your Last Name)
- Attachment: Your assessment doc(s)
- Body of Email: Include this description
 - Unit/Lesson # and Assessment (U9L2 PVAISW SFR)
 - Your full name, time zone, your email to receive instructor evaluation results, and your cell phone.

Continued next page

Assessment: Use SFR to Complete CG-2576 Block G, Continued

**Instructions:
Assessment,
CONT.**Receive Instructor Feedback on Assessment

15. Your instructor will contact you with feedback using the email and phone number you included in your email.

16. Instructor feedback on your assessment:

IF	THEN
Your assessment was correct	Congratulations! You have demonstrated proficiency in an important FSO skill.
Your assessment had errors.	<ol style="list-style-type: none">1. Take notes capturing instructor feedback.2. If needed, ask the instructor questions to clarify your errors.3. Discuss with instructor if you are ready to rework your assessment assignment for resubmission.4. Pursue action determined with instructor to successfully pass your assessment.

End of Assessment