

Grain Inspection, Packers and Stockyards Administration
Reports Catalog
As of November 7, 2003

Category	Short Report Name	Report Title	Description
Accounts Receivable	AAR	Aged Accounts Receivable	The aged accounts receivable report provides listing of delinquent accounts by vendor and is used to track all delinquent vendors. The intended GIPSA audiences are Administrative Officers, Budget and Accounting Staff, and Managers.
Accounts Receivable	BRCR	Billing Rate Code Report	The billing rate code report tracks billing rate code usage. It is used to track rate code and fee analysis information. The intended audiences for the report are Administrative Officers and Managers.
Budget	PAF	Plan vs. Actual by Fund	This plan versus actual report is a summary report of budget cost and revenue activity at the fund level. It is used to track budget execution at this level. The intended GIPSA audiences for this report are Budget and Accounting Staff, Administrative Officers, and Managers.
Budget	PAO	Plan vs. Actual by Organization	This plan versus actual report is a summary report of budget cost and revenue activity at the organization level. It is used to track budget execution at this level. The intended GIPSA audiences for this report are Budget and Accounting Staff, Administrative Officers, and Managers.
Budget	PAP	Plan vs. Actual by Program	This plan versus actual report is a summary report of budget cost and revenue activity at the program code level. It is used to track budget execution at this level. The intended GIPSA audiences for this report are Budget and Accounting Staff, Administrative Officers, and Managers.

Budget	PAT	Plan vs. Actual by Treasury Symbol	This plan versus actual report is a summary report of budget cost and revenue activity at the treasury symbol level. It is used to track budget execution at this level. The intended GIPSA audiences for this report are Budget and Accounting Staff, Administrative Officers, and Managers.
Budget	SOFF	Status of Funds by Fund	This status of funds report provides summarized plan amount, obligations, revenue, hours, and variance data at the fund level. It provides the status of budget execution at this level. The intended GIPSA audiences for this report are Administrative Officers and Managers.
Budget	SOFO	Status of Funds by Organization	This status of funds report provides summarized plan amount, obligations, revenue, hours, and variance data at the organization level. It provides the status of budget execution at this level. The intended GIPSA audiences for this report are Administrative Officers and Managers.
Budget	SOFPC	Status of Funds by Program Code	This status of funds report provides summarized plan amount, obligations, revenue, hours, and variance data at the program code level. It provides the status of budget execution at this level. The intended GIPSA audiences for this report are Administrative Officers and Managers.
Budget	SOFTS	Status of Funds by Treasury Symbol	This status of funds report provides summarized plan amount, obligations, revenue, hours, and variance data at the treasury symbol level. It provides the status of budget execution at this level. The intended GIPSA audiences for this report are Administrative Officers and Managers.
General Ledger	TB	Trial Balance	The trial balance provides a summary trial balance by budget fiscal year, fund, account type, division, GL account, transaction type, and budget object code. It is

			used to develop the agency's period-end external reports. The intended GIPSA audience is the Accounting Staff.
Other	TMR	Time Management Report	The Time Management Report provides the summary of hours by the program code. It is used to track hour worked by program code. The intended GIPSA audiences are Program Services Staff, Administrative Officers, and Managers.
Other	EE	Elimination Entries	The elimination entries report provides a listing of intra-governmental and inter-governmental transactions. It is used to determine what intra-governmental and inter-governmental transactions may need to be eliminated before the Agency finalizes period-end external reports. The intended GIPSA audience is the Accounting Staff.
Payroll	PDDL	Payroll Detail Listing by Division/Organization	The Payroll Detail Listing by Division/Organization provides detail payroll information by division and organization. The report is used to account for specific employee hours, salary and benefits cost. The intended audience of this report consists of Program Services Staff, Administrative Officers and Managers.
Payroll	PDLE	Payroll Detail Listing by Employee Name and SSN	The Payroll Detail Listing by Employee Name and SSN provides detail payroll information by employee name and social security number. It is used to account for specific employee salary and benefits costs. The intended audience consists of the Budget and Accounting Staff, Administrative Officers and Managers.
Spending	DTR	Detailed Transaction Register	The detailed transaction register is a report that breaks General Ledger Transactions down by the Fiscal Year, Program Code, and Budget

			Object Class Code. It provides a list of all spending, advances, reimbursements, and revenue transactions processed during the accounting period by FFIS through direct entry or interface from feeder systems. It also includes Accounting adjustments, summary payroll activity, period end estimates, reversals of period end estimates, and accounts receivable activity such as billings and collections. This report is used by GIPSA for reconciliation and research purposes. The intended GIPSA audiences are Budget and Accounting Staff, Administrative Officers, and Managers.
Spending	OOR	Open Obligation Report	The open obligations report provides a history of obligations that are still open (not fully de-obligated) and the report is used to track open obligations. The intended GIPSA audiences of this report include Budget Staff, Program Services Staff, Administrative Officers and Managers.
Spending	TVPD	Travel Vouchers Paid	The travel vouchers paid report is used to track paid travel vouchers by traveler in order to reconcile travel voucher documents. The intended GIPSA audiences for this report are Budget Staff, Program Services Staff, and Administrative Officers.