



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

CF-OPG-DFAM-AC UNICEF - Operations Group - DFAM- Accounts Record Series
Draft

Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

Page

1

Date

02-Mar-2005

Time

13:17:08

A	B	
ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description Record Series physical stored Comment for these records?
UNICEF-OPG-DFAM-AC-001 CF/RA/SR/USAA/DB01/2004-00941	Year-end closure	year-end closure annex; NEP; All supporting documentation referring to year-end
UNICEF-OPG-DFAM-AC-002 CF/RA/SR/USAA/DB01/2004-00942	write-offs	write-off (Finance and Accounts); Copies of CPH write-offs; Field Office write-offs
UNICEF-OPG-DFAM-AC-003 CF/RA/SR/USAA/DB01/2004-00943	Closure documentation	Write-offs; Refunds/reconciliation
UNICEF-OPG-DFAM-AC-004 CF/RA/SR/USAA/DB01/2004-00961	Personal Advances Recovery (PAR)	PAR statements (from Field Offices)
UNICEF-OPG-DFAM-AC-005 CF/RA/SR/USAA/DB01/2004-00955	HQ Payments	AMEX; UNFCU; life insurance
UNICEF-OPG-DFAM-AC-006 CF/RA/SR/USAA/DB01/2004-00969	Capital Assets	capital assets
UNICEF-OPG-DFAM-AC-007 CF/RA/SR/USAA/DB01/2004-01041	OBOs	OBOs
UNICEF-OPG-DFAM-AC-008 CF/RA/SR/USAA/DB01/2004-01061	Bank Reconciliation (Treasury, Cashiers and ZBAs)	Bank reconciliation statement; bank statements; supporting documentation; F.359 (for ZBAs)
UNICEF-OPG-DFAM-AC-009 CF/RA/SR/USAA/DB01/2004-01085	Donor Reports	Donor reports - individual & cumulative; Special Accounts; JPO Expenses; Special Projects
UNICEF-OPG-DFAM-AC-010 CF/RA/SR/USAA/DB01/2004-01121	Master of Biennium Financial Statement	Original Financial Statements
UNICEF-OPG-DFAM-AC-011 CF/RA/SR/USAA/DB01/2004-01135	Payroll	UN Payroll; Monthly file/billing statement; Correspondence (with Field Office); Tax; Third party billing



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

CF-OPG-DFAM-AC UNICEF - Operations Group - DFAM- Accounts Record Series
Draft

Login Name Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

Page 2
Date 02-Mar-2005
Time 13:17:09

A	B			
ExtRef: Local Series Year-# Expanded Number	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-OPG-DFAM-AC-012 CF/RA/SR/USAA/DB01/2004-01144	Manual/Instructions issued by Accounts Section (Originals)	Original of instructions and manuals issued by Accounts		
UNICEF-OPG-DFAM-AC-013 CF/RA/SR/USAA/DB01/2004-01770	Audit Correspondence	Correspondence between Accounts and Audit (both internal and external)		
UNICEF-OPG-DFAM-AC-014 CF/RA/SR/USAA/DB01/2004-01826	UN Agencies Transactions	IOVs (hard/softcopies CAS reports); UN Billing		
UNICEF-OPG-DFAM-AC-015 CF/RA/SR/USAA/DB01/2004-02041	Field Office Documentation	Form 149 and Bank Reconciliation; Form 359		
UNICEF-OPG-DFAM-AC-016 CF/RA/SR/USAA/DB01/2004-02098	Analysis	analysis done by analysis group		