

## Researching Unmatched Costs

Once the LO/FMC reimbursable users have been notified by Finance that the reimbursable cost allocation and WIP billing processes have been successfully executed, they should generate the RADG107 Reimbursable Agreement Unmatched Cost Report in order to research and resolve any unmatched costs for their projects. This report displays the total amount of unmatched costs that accrued in a given general ledger period by project, object class, and fund code fiscal year (FCFY). In order for the system to match costs for billing, there must be a valid RADG002 agreement and a valid RADG003 unfilled customer order (UCO) transaction for the corresponding FCFY in CFS with sufficient order balance remaining. Users can select to print only the pages containing their project codes. *(For detailed instructions on the RADG107 Reimbursable Agreement Unmatched Cost Report, see Section 8.5 of the Reimbursable User Guide.)*

If you find you have projects appearing on the Unmatched Cost Report, the following steps should be followed:

1. Query the RADG002 Agreement screen to verify that there is an approved and active agreement in CFS for your project and that it includes all current modifications. The project code should be recorded in the Bureau Reference No field on RADG002, and you can query on this field or the RA/Contract No.
2. Check the summary block on the Document tab of the RADG002 screen to view the total agreement amount, total amount of orders recorded, and how much has been billed or is waiting to be billed for this agreement. If  $\text{Billed WIP} + \text{Unreleased WIP} = \text{Order Amount}$ , the agreement has been fully billed, up to the available order amount. If this is the case, the unmatched cost could result from one of the following:
  - a. All RADG003 unfilled customer order transactions have not yet been recorded by Budget Execution
  - b. Costs accrued in the current fiscal year, charged to a prior FCFY, in excess of the UDO balance for that FCFY at fiscal year-end
  - c. The project has cost overruns
3. Click on the Orders tab and verify that there is one unfilled customer order for each funded year of the agreement. Orders will be numbered as follows: 2003-01, 2004-01, 2005-01.
4. Check the Cumulative Amount field for each order to make sure the order amounts are correct. Prior year orders are adjusted at the beginning of each fiscal year to equal the amount of the UDO balance at fiscal year end. The current year order should include any valid carryover balance. *(If any additional funding mod is received for the fiscal year, Budget will modify the existing order.)*
5. Compare the Cumulative Amount to the Total Allocated amount to determine the balance remaining on each order. Verify that there is enough order balance remaining for the project to cover the accrued costs for that FCFY.

6. The system matches costs to orders by project and FCFY. If a project appears on the RADG107 report for a FCFY that does not appear on the Orders tab or if the order balance for the agreement is incorrect:
  - a. Verify that all Reimbursable Project Allotment/UCO Request forms for the project and agreement were forwarded to Budget Execution and received
  - b. Check to be sure you submitted your Carryover Certification Form to Budget Execution and that it was received
  - c. If costs accrued in the current fiscal year, charged to a prior FCFY, in excess of the UDO balance for that project and FCFY at fiscal year-end, you must submit Reimbursable Project Allotment/UCO Request forms to Finance and Budget Execution to request a transfer of carryover order and allotment balance from the current year to the prior year
  - d. If Budget has all of the required forms, find out the status of their data entry
  - e. If all system data entry is correct, the project has cost overruns
7. The following reports may assist in identifying the source of unmatched costs that are not due to cost overruns:
  - a. RADG102 Reimbursable Agreement History Report – to confirm agreements are entered, approved, and active
  - b. RADG108 Unfilled Customer Orders by POP Report – to confirm orders are entered and approved
8. To resolve cost overruns on a reimbursable project, process Summary Level Transfer (SLT) transactions to move the overrun amount to a related direct project.
9. To research cost overruns, the following resources may be helpful:
  - a. RA500D Reimbursable Project Status Billing Report – to research total accrued costs and collections by project, Line Office, FMC, and object class
  - b. Your FMC Business Area Discoverer queries or other reports to identify specific cost transactions. If you need help with your queries or reports, your headquarters budget staff should be able to assist.

**Note:** Once you have made the necessary corrections to resolve the unmatched costs for your projects and agreements, you will have to wait until the reimbursable WIP billing process has been successfully executed at the end of the following month to run the RADG107 Unmatched Cost Report again and verify the corrections.