United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

IN REPLY REFER TO:
G:\docs\fob1\kdj\draf\colltm02.doc

November 2, 2000

FWS FEDERAL FINANCIAL SYSTEMS BULLETIN: 2001-03

To: All FFS Manual Holders

From: Chief, Division of Finance

Subject: Collection Transmittals

Expiration Date: Until Superseded

Contact: Finance Center, Cost Accounting Section

Phone/FAX: 303-984-6832/303-969-5745

Background: Effective Fiscal Year 2001, the Service's organization changes resulted in revisions to the collection transmittals. Additionally, the collection transmittals released under Bulletin 00-02 (dated 2/24/2000) regarding changes to the standard general ledger are being resent under this bulletin.

Instructions: The Cost Accounting Section as of this date is receiving previous versions of collection transmittals which contain obsolete transaction types resulting in improper posting of general ledger accounts. Please ensure that the attached collection transmittals are disseminated to the field stations stating that **all previous versions are null and void** Transaction types and vendor codes have been revised for most of the attached collection transmittals. Please use the attached documents to communicate collection information to the Finance Center. To ensure consistency in processing, please do not alter or modify the attached transmittals. **Discard all previous versions**.

If you should have any questions or concerns regarding the use of the collection transmittals, please contact the Finance Center's Cost Accounting Section at 303-984-6832.

Christopher P. Jensen

David J. Holland

Attachments

U.S. DEPARTMENT OF THE INTERIOR

Fish And Wildlife Service

COLLECTION TRANSMITTAL #1

Revised 11/26/99 I:\groupcasfiles\collctns\1coll.xls

Name of the Payor _____

Check/Money Order Number BFY

CR [ ][ ][ ][ ][ ][ ]-[ ][ ]-[C][ ][ ][ ][ ]

YR Serial Number

Taxpayer Identification Number (TIN)

Document Total $

BILL FOR COLLECTION

TC	Reference Number	Line	TT	Fund	ORG Code	Rev Srce	Obj Cls	Cost Structure	Agrmt Nr	ADV	Vendor Code	Post Order	Amount	Part/ Final
BD												O		
BD												O		
BD												O		

Description

CONTRIBUTED FUNDS

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr	ADV	Vendor Code	Amount
			CF	300A		CONT					3000080415-0	
			CF	300A		CONT					3000080415-0	
			CF	300A		CONT					3000080415-0	

Description

UNBILLED REIMBURSABLE

Reference TC	Nr	Line	TT	Fund	ORG Code	Program	Cost Structure	Agreement Number	ADV	Vendor Code	Amount
			RM								

Description

ADVANCE PAYMENT ON REIMBURSABLE

Reference TC	Nr	Line	TT	Fund	ORG Code	Program	Cost Structure	Agreement Number	ADV	Vendor Code .	Amount
			AD						A		

Description

_____ _____ _____

Collection Officer Signature Date (Area code) Phone Number

Finance Center Only

Dep Tkt Nr. _____

Deposit Date

U.S. DEPARTMENT OF THE INTERIOR

Fish And Wildlife Service

COLLECTION TRANSMITTAL #2

Revised 11/26/99 I:\groupcasfiles\collctns\2coll.xls

Name of the Payor _____

Check/Money Order Number _____ BFY

CR _____ - _____ - C _____

Organization *YR* *Serial Number*

Taxpayer Identification Number (TIN)

Document Total $

TRAVEL ADVANCE

TC	Reference Number	Line	TT	Fund	ORG Code	Rev Srce	Obj Cls	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
TD			TA	105X								

Description

Advance #

Travel Type

MIGRATORY BIRD - DUCK STAMPS, REPRODUCTION, MISCELLANEOUS

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agreement Nr	ADV	Vendor Code	Amount
			SP	400A							3000080239-0	

Description

MIGRATORY BIRD - RIGHT OF WAY

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agreement Nr	ADV	Vendor Code	Amount
			SP	400A		ROW					3000080240-0	

Description

APPROPRIATION REFUND

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Obj Cls	Cost Structure	Agrmt Nr	ADV	Vendor Code	Amount
			RF									

Description

IMPREST FUND

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr	ADV	Vendor Code	Amount
			IF	492X								

Description

_____ _____ _____

Collection Officer Signature *Date* *(Area code) Phone Number*

Finance Center Only

Dep Tkt Nr. _____

Deposit Date

U.S. DEPARTMENT OF THE INTERIOR

Fish And Wildlife Service

COLLECTION TRANSMITTAL #3

Revised 10/16/200 I:\goupcasfiles\collctns\3coll.xls

Name of the Payor _____

Check/Money Order Number _____ BFY

CR _____ - _____ - C _____

Organization *YR* *Serial Number*

Taxpayer Identification Number (TIN)

Document Total $

QUARTERS & QUARTERS (UTILITIES)

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr	ADV	Vendor Code	Amount
			SP	410A								

Description

LAW ENFORCEMENT/ENDANGERED SPECIES PERMITS, ETC.

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Obj Class	Cost Structure	Agreement Number	ADV	Vendor Code	Amount
			LE								PCAS	

Description

LACEY ACT

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			FN	122X	99200						3000080414-0	

Description

MISCELLANEOUS RECEIPTS (INCLUDES CAPITAL CREDITS)

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			RV	702R		MISC					3000080238-0	

Description

MISCELLANEOUS RECEIPTS - PENALTIES

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			PN	700R		PEN					3000080238-0	

Description

Collection Officer Signature *Date* *(Area code) Phone Number*

Finance Center Only

Dep Tkt Nr. _____

Deposit Date

U.S. DEPARTMENT OF THE INTERIOR
Fish And Wildlife Service
COLLECTION TRANSMITTAL #4
Revised 11/26/99 I:\groupcasfiles\collctns\4coll.xls

Name of the Payor _____
Check/Money Order Number BFY

CR [ ][ ][ ][ ][ ][-][ ][-][C][ ][ ][ ][ ]
Organization *YR* *Serial Number*
Taxpayer Identification Number (TIN)
Document Total $

PROCEEDS OF SALE 14X5092 (COOP Farmers)

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	404A		TGS					3000080884-0	

Description

SUSPENSE (INCLUDES TRUCKEE-CARSON, CORPS OF ENGINEERS, BOR, NATIVE ESCROW)

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			DF									

Description

SUSPENSE - TRAVEL

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			DF	629X		TRVL						

Description

Collection Officer Signature *Date* *(Area code) Phone Number*

Finance Center Only
Dep Tkt Nr. _____
Deposit Date

U.S. DEPARTMENT OF THE INTERIOR

Fish And Wildlife Service

COLLECTION TRANSMITTAL #5

Revised 10/16/2000 I:\groupcesfiles\collctns\5coll.xls

Name of the Payor _____

Check/Money Order Number BFY

CR | | | | | | - | | - | C | | | | |

Organization *YR* *Serial Number*

Taxpayer Identification Number (TIN)

Document Total $

REFUGE REVENUE SHARING

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	403A							3000080235-0	
			SP	403A							3000080235-0	

Description

MIGRATORY BIRD TREATY ACT

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			MB	805R	91100	MBTA					3000007839-3	
			MB	805R	91100	MBTA					3000007839-3	

Description

LAHONTAN VALLEY - LAND SALES

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	414A		LVLS					3000242182-0	

Description

_____ *Collection Officer Signature*

_____ *Date*

_____ *(Area Code) Phone Number*

Deposit Ticket No. _____

Deposit Date _____

U.S. DEPARTMENT OF THE INTERIOR
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COLLECTION TRANSMITTAL #6

Revised 11/26/99 I:\groupcasfiles\collctns\6coll.xls

Name of the Payor _____

Check/Money Order Number _____

CR [ ][ ][ ][ ][ ][ ]-[ ][ ]-[C][ ][ ][ ][ ]
Organization *YR* *Serial Number*

Taxpayer Identification Number (TIN)

Document Total $

FEDERAL DUCK STAMP OFFICE USE ONLY

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agreement Number	ADV	Vendor Code	Amount
			RG			DKCT		4521			3000080239-0	
			RG			DKRY		4522			3000080239-0	
			RG			DKMK		4523			3000080239-0	
			RG			DKJR		4524			3000080239-0	
			SP	400A		DKST					3000080239-0	
			SP	400A		MIS					3000080239-0	

Description

Collection Officer Signature *Date* *(Area code) Phone Number*

Finance Center Only
Dep Tkt Nr.

Deposit Date

REQUIRED FIELDS

Name of Payor - Self-Explanatory

Check/Money Order Number - Self-Explanatory

CR [ ][ ][ ][ ][ ]-[ ][ ]-[C][ ][ ][ ][ ]

- Organization - Responsible Office's Code
- Current Fiscal Year - Current Fiscal Year, last digit
- Serial Number - This will always begin with a C. The last 3 digits are assigned by the field office, and cannot be duplicated within the same fiscal year.

Document Total - The sum of all the checks submitted under this particular collection transmittal.

ORG Code - This is a 5-digit number assigned to the organization receiving the monies.

Cost Structure - This is an 8-digit code. The first 4 digits identify the subactivity. Annotate the last 4 digits

Amount - Self-explanatory

Sign, date, and provide a complete phone number.

U.S. DEPARTMENT OF THE INTERIOR
Fish And Wildlife Service
COLLECTION TRANSMITTAL #7
Revised 11/26/99 I:\groupcasfiles\collctns\7coll.xls

Name of the Payor _____
Check/Money Order Number

CR [ ][ ][ ][ ][ ][ ]-[ ][ ]-C[ ][ ][ ][ ]
Organization YR Serial Number
Taxpayer Identification Number (TIN)
Document Total $

GRASS CARP CERTIFICATION

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Nr	ADV	Vendor Code	Amount
			RG		41235	CARP		45310001			3000240634-0	
			RG		33240	CARP		45310002			3000240634-0	
			RG		31340	CARP		45310003			3000240634-0	

Description

NCTC RECEIPTS

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Nr	ADV	Vendor Code	Amount
			RG			TRNG		45400000				

Description

MIGRATORY BIRD PERMITS

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Nr	ADV	Vendor Code	Amount
			RG			MBP		45810000			3000241817-0	

Description

POLAR BEAR PERMITS

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Nr	ADV	Vendor Code	Amount
			RG			PBP		45820000			3000241818-0	

Description

AUCTION OF ABANDONED ITEMS

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Nr	ADV	Vendor Code	Amount
			RG			AAI		49020000			3000242183-0	

Description

VESSEL MAINTENANCE FEES

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Nr	ADV	Vendor Code	Amount
			RG			VESS		4551000_			3000242184-0	

Description

OIL AND GAS MITIGATION FEES (REGIONS 2 AND 4 ONLY)

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Nr	ADV	Vendor Code	Amount
			RG			MITI					3000242295-0	

Description

Collection Officer Signature _____ Date _____ (Area Code) Phone Number _____

Deposit Ticket Number _____
Deposit Date _____

U.S. DEPARTMENT OF THE INTERIOR
Fish And Wildlife Service
COLLECTION TRANSMITTAL #8
Revised 11/26/99 I:\groupcasfiles\collctns\8coll.xls

Name of the Payor
Check/Money Order Number BFY

CR [ ][ ][ ][ ][ ] - [ ][ ] C [ ][ ][ ][ ]
Organization *YR* *Serial Number*
Taxpayer Identification Number (TIN)
Document Total $

ENTRANCE /RECREATION FEES - 70/30 Split

(Finance Center will accomplish the split)

Refuge Entrance Fees

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	400C		CP01					3000240895-0	

Access Fees to Trails, Tour Routes, Aquaria

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	400C		CP02					3000240895-0	

Interpretive Program/Tour Fees

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	400C		CP03					3000240895-0	

Hunting Access Fees (including application fees for permits)

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	400C		CP04					3000240895-0	

Boat Launching, Mooring, Storage, or Rental Fees

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	400C		CP05					3000240895-0	

Fishing Access Fees (if not included in boat launching fees)

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	400C		CP06					3000240895-0	

Meeting Facility, Special Event, or other fees not specified above

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	400C		CP07					3000240895-0	

Golden Eagle Passport

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	400C		CP08					3000240895-0	

Golden Age Passport

Reference TC	Nr	Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	400C		CP09					3000240895-0	

Collection Officer Signature *Date* *(Area code) Phone Number*

Finance Center Only
Dep Tkt Nr. _____
Deposit Date

U.S. DEPARTMENT OF THE INTERIOR
Fish And Wildlife Service
COLLECTION TRANSMITTAL #9
Revised 11/26/99 I:\groupcasfiles\collctns\9coll.xls

Name of the Payor _____
Check/Money Order Number _____ **BFY**

CR [ ][ ][ ][ ][ ][ ]-[ ][ ]**C**[ ][ ][ ][ ]
Organization *YR* *Serial Number*
Taxpayer Identification Number (TIN)
Document Total $

[ ] Process 20% of Collection to Regional Office Organization Code Selected at right : _____20132 _____40130 _____50130

NOTE: This fund is for deposit of your collections.
Subactivity 6351 is for your obligations.

Refuge Entrance Fees

Reference TC	Reference Nr	Reference Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	426A		CP01					3000240895-0	

Access Fees to Trails, Tour Routes, Aquaria

Reference TC	Reference Nr	Reference Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	426A		CP02					3000240895-0	

Interpretive Program/Tour Fees

Reference TC	Reference Nr	Reference Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	426A		CP03					3000240895-0	

Hunting Access Fees (including application fees for permits)

Reference TC	Reference Nr	Reference Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	426A		CP04					3000240895-0	

Boat Launching, Mooring, Storage, or Rental Fees

Reference TC	Reference Nr	Reference Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	426A		CP05					3000240895-0	

Fishing Access Fees (if not included in boat launching fees)

Reference TC	Reference Nr	Reference Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	426A		CP06					3000240895-0	

Meeting Facility, Special Event, or other fees not specified above

Reference TC	Reference Nr	Reference Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	426A		CP07					3000240895-0	

Golden Eagle Passport

Reference TC	Reference Nr	Reference Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	426A		CP08					3000240895-0	

Golden Age Passport

Reference TC	Reference Nr	Reference Line	TT	Fund	ORG Code	Rev Srce	Object Class	Cost Structure	Agrmt Nr.	ADV	Vendor Code	Amount
			SP	426A		CP09					3000240895-0	

_____ _____ _____
Collection Officer Signature *Date* *(Area code) Phone Number*

Finance Center Only
Dep Tkt Nr. _____
Deposit Date