

Functionabre	sub-funct-abrev	Series-Title-with-Sub-function	GR-SeriesDesc	Series-SubF-numb-pref
FBA	ACC	Year-end Closure Records - Accounting [FBA]	Write-offs; Refunds/reconciliation; All supporting documentation referring to year-end.	CS-RAS-USAA-DB01-1149-3055
FBA	ACC	Accounts Files - Accounting [FBA]	needs follow up	CS-RAS-USAA-DB01-1394-3055
FBA	ACC	Obligation Documents - Accounting [FBA]	Documents Financial encumbrances	CS-RAS-USAA-DB01-1093-3055
FBA	ACC	General Ledger - Accounting [FBA]	Tracks financial transactions of accounts on a monthly basis; includes Financial Statements	CS-RAS-USAA-DB01-1303-3055
FBA	ACC	Opening Balance Reports - Accounting [FBA]	Copies of opening Balances	CS-RAS-USAA-DB01-1217-3055
FBA	ACP	Payment Authorizations - Accounts Payable [FBA]	Payment authorization copies along with supporting documentation	CS-RAS-USAA-DB01-1304-3038
FBA	ACP	Invoices - Accounts Payable [FBA]	Copies of invoices and payments	CS-RAS-USAA-DB01-1148-3038
FBA	ACP	Rental Subsidies - Accounts Payable [FBA]	Applications, etc filed alphabetically by staff member's name; Copies of requests for rental	CS-RAS-USAA-DB01-1050-3038
FBA	ACP	Personal Advances Recovery (PAR) Files - Accounts Payable	Files - PAR statements (from Field Offices)	CS-RAS-USAA-DB01-1145-3038
FBA	ACP	Rental Advances - Accounts Payable [FBA]	Requests and Approvals filed by duty station	CS-RAS-USAA-DB01-1374-3038
FBA	ACP	Accounts Payable Files - Accounts Payable [FBA]	Processed invoices, payment requests, payment advices; payment of stipends,	CS-RAS-USAA-DB01-1095-3038
FBA	ACP	Financial Supporting Files - Accounts Payable [FBA]	Copies of requisitions, purchase orders, invoices, utilities billings, related contracts (for	CS-RAS-USAA-DB01-1336-3038
FBA	ASM	Capital Asset Fund Files - Asset Management [FBA]	Historical record of approved capital expenditure projects implemented; improvements to UNPO	CS-RAS-USAA-DB01-1247-3069
FBA	ASM	Capital Asset Records - Asset Management [FBA]	needs follow up (Field or HQ?) - Materials relating to capital assets	CS-RAS-USAA-DB01-1150-3069
FBA	BUD	Budget Files - Budget [FBA]	materials related to budget allotment and expenditure	CS-RAS-USAA-DB01-1015-3013
FBA	BUD	Budget Files - Budget [FBA]	Budget related docs such as biennium budget submissions, Payment requests/invoices, PBAs,	CS-RAS-USAA-DB01-1015-3013
FBA	BUD	Budget Files - Budget [FBA]	materials related to Payment Including requests, vouchers, invoices (can be either field or HQ	CS-RAS-USAA-DB01-1015-3013

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FBA	BUD	Budget Files - Budget [FBA]	materials related to all financial transactions	CS-RAS-USAA-DB01-1015-3013
FBA	BUD	Budget Files - Budget [FBA]	materials related to budget preparation and submission	CS-RAS-USAA-DB01-1015-3013
FBA	C&D	Donor Files - Contributions & Donations [FBA]	Materials concerning projects funded by donor countries;	CS-RAS-USAA-DB01-1126-3056
FBA	C&D	Donor Reports - Contributions & Donations [FBA]	Materials related to individual & cumulative; Special Accounts; JPO Expenses; Special	CS-RAS-USAA-DB01-1152-3056
FBA	C&D	Donor Files - Prospective - Contributions & Donations [FBA]	Proposals sent to donors for funding consideration and relevant correspondence with	CS-RAS-USAA-DB01-1225-3056
FBA	C&D	Subject Files [A-Z] - Contributions & Donations [FBA]	Official documentation, including correspondence, fax, email, reports and related	CS-RAS-USAA-DB01-1008-3056
FBA	C&D	Government Contribution Records - Contributions &	Materials regarding receipt of funds; reversal and application of government contributions;	CS-RAS-USAA-DB01-1223-3056
FBA	C&D	Donor Financial Statements - Contributions & Donations [FBA]	Central files of correspondence and reports assembled for reference purposes or for use in	CS-RAS-USAA-DB01-1218-3056
FBA	C&D	Contributors Records - Contributions & Donations [FBA]	Compilation of Income/contribution data from main donors; Attendance sheets, leave reports;	CS-RAS-USAA-DB01-1170-3056
FBA	C&D	Voluntary Government Contributions Records -	Payments, checks, credit advices from banks, cash receipt vouchers, from member states,	CS-RAS-USAA-DB01-1101-3056
FBA	C&D	Private Sector Fundraising - Contributions & Donations [FBA]	needs follow up	CS-RAS-USAA-DB01-1309-3056
FBA	CAS	Remittance Transmittal Notices - Cash Management [FBA]	Copies of notices sent to Finance/Cashier's Office listing checks and other monies received	CS-RAS-USAA-DB01-1249-3022
FBA	CAS	Bank Reconciliations - Cash Management [FBA]	Bank reconciliation statements; bank statements; supporting documentation; F.359	CS-RAS-USAA-DB01-1144-3022
FBA	CAS	Bank Account Authorizations - Cash Management [FBA]	Record of authority and purpose of establishing a bank account, designation of signatories;	CS-RAS-USAA-DB01-1350-3022
FBA	CAS	Petty Cash Records - Cash Management [FBA]	Notes, receipts and balance arranged by month for quick reference;	CS-RAS-USAA-DB01-1022-3022
FBA	CAS	Revenue Account Files - Cash Management [FBA]	needs follow up	CS-RAS-USAA-DB01-1229-3022
FBA	CLA	Certified/Paid Claims - Claims [FBA]	The records deal with the submission, investigation and certification/reimbursement of	CS-RAS-USAA-DB01-1345-3067

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FBA	CLA	Contingent Owned Equipment (COE) Claims - Claims [FBA]	The records relate to the submission, investigation and certification/reimbursement of	CS-RAS-USAA-DB01-1354-3067
FBA	CLA	Certified/Paid Death & Disabilities Claims - Claims [FBA]	The records relate to the submission, investigation and certification/reimbursement of	CS-RAS-USAA-DB01-1353-3067
FBA	CLA	Claim & Arbitration Files - Claims [FBA]	Materials related to claims and arbitration.	CS-RAS-USAA-DB01-1141-3067
FBA	CLA	Rejected Claims - Claims [FBA]	Materials related to the submission, investigation and rejection of claims from contributor countries	CS-RAS-USAA-DB01-1346-3067
FBA	FIM	Financial Issues Files - Financial Management [FBA]	Originals and copies of correspondence, concerning general financial matters, Biennial	CS-RAS-USAA-DB01-1121-3054
FBA	FIM	Financial Analysis Files - Financial Management [FBA]	analysis done by analysis group	CS-RAS-USAA-DB01-1151-3054
FBA	FIM	OBMOs - Financial Management [FBA]	Records of obligation documents	CS-RAS-USAA-DB01-1319-3054
FBA	FIM	Financial Controls Files - Financial Management [FBA]	needs follow up	CS-RAS-USAA-DB01-1392-3054
FBA	FIM	UNICs - Financial Management [FBA]	Materials related to IOVs, MPRs, F.104s, local currency payrolls.	CS-RAS-USAA-DB01-1317-3054
FBA	FIM	Country Correspondence Files - Financial Management [FBA]	Correspondence Filed by Region/Country e.g. Memos from/to COs, audit notification memos,	CS-RAS-USAA-DB01-1219-3054
FBA	FIM	Programme Financing Files - Financial Management [FBA]	needs follow up with org unit	CS-RAS-USAA-DB01-1395-3054
FBA	FIM	Financial Issues - Financial Management [FBA]	The material covered includes audits and responses, budget preparation and submission	CS-RAS-USAA-DB01-1172-3054
FBA	FIM	Project Documentation - Financial Management [FBA]	Documents relating to the financial aspects of projects	CS-RAS-USAA-DB01-1097-3054
FBA	FIM	Sub-Allotment Advices - Financial Management [FBA]	Sub-allotment advices forms, correspondence related to revisions	CS-RAS-USAA-DB01-1318-3054
FBA	FIM	Resource Allocation Files - Financial Management [FBA]	Copies of Board Documents/ Decisions relevant to Set-Aside, calculations, correspondence, e-	CS-RAS-USAA-DB01-1359-3054
FBA	FIM	Financial Administration Monitoring Files - Financial Management	The records deal with monitoring the financial administration of missions in the field to ensure	CS-RAS-USAA-DB01-1349-3054
FBA	FIM	Financial Profiles - Financial Management [FBA]	Dun and Bradstreet Financial Reports on Consulting Companies	CS-RAS-USAA-DB01-1088-3054

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FBA	FIM	Obligating Documents - Financial Management [FBA]	Covering projects? Copies of originals - to be processed or processing complete	CS-RAS-USAA-DB01-1261-3054
FBA	FIM	Emergency Financial Situation Files - Financial Management	Statements, reports and materials on the High-Level Open-ended Working Group on the	CS-RAS-USAA-DB01-1102-3054
FBA	FIR	Financial Reports - Financial Reporting [FBA]	Summary of the monthly Country Office expenditures, including reconciliation, cash	CS-RAS-USAA-DB01-1113-3059
FBA	FIR	Statutory Financial Reports - Financial Reporting [FBA]	Official copies of the audited financial reports and the Report of the Board of Auditors; These	CS-RAS-USAA-DB01-1289-3059
FBA	FIR	Allotment Expenditure Reports - Financial Reporting [FBA]	Copies of Reports tracking allotments and expenditures.	CS-RAS-USAA-DB01-1216-3059
FBA	FIR	Biennium Financial Statement - Financial Reporting [FBA]	Original Financial Statements	CS-RAS-USAA-DB01-1154-3059
FBA	FUM	Trust Fund Files - Fund Management [FBA]	Record of authority and purpose of establishing a trust fund; establishment of bank accounts,	CS-RAS-USAA-DB01-1056-3041
FBA	FUM	Investment Funds Files - Fund Management [FBA]	Application forms, letters of agreements, progress reports	CS-RAS-USAA-DB01-1160-3041
FBA	FUM	Handling & Custody of Funds Files - Fund Management [FBA]	needs follow up	CS-RAS-USAA-DB01-1393-3041
FBA	P&P	Standards - Policy & Procedure [FBA]	standards, norms and specification by Commodity, Category or Commodity Code;	CS-RAS-USAA-DB01-1117-3061
FBA	P&P	Circulars - Policy & Procedure [FBA]	copies of all UNPOs Circulars;	CS-RAS-USAA-DB01-1130-3061
FBA	P&P	Manuals - Policy & Procedure [FBA]	Sales publications, print and elect. files, Internet access c/ Print retained indefinitely. Databases	CS-RAS-USAA-DB01-1155-3061
FBA	PAY	Payroll Identifier Index Records - Payroll [FBA]	Documents the verification and establishment process used to ensure one payroll identifying	CS-RAS-USAA-DB01-1081-3048
FBA	PAY	Payroll Reports - Payroll [FBA]	Monthly reports generated by the UN Documenting employees	CS-RAS-USAA-DB01-1076-3048
FBA	PAY	Tax Equalization Fund Records - Payroll [FBA]	needs follow up	CS-RAS-USAA-DB01-1118-3048
FBA	PAY	Monthly Billing Statements - Payroll [FBA]	Materials related to Monthly file/billing statement and UN Payroll; Correspondence (with Field	CS-RAS-USAA-DB01-1147-3048
FBA	PAY	Earnings and Benefits Registers - Payroll [FBA]	Record indicating field staff members' monthly earnings and benefits.FMSS Earnings and	CS-RAS-USAA-DB01-1348-3048

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FBA	PAY	Payroll Issues - Payroll [FBA]	needs follow up	CS-RAS-USAA-DB01-1370-3048
FBA	WGM	Project Files - Working Group Materials [FBA]	Documentation concerning initiation, proposal, design, approval, implementation and completion	CS-RAS-USAA-DB01-1012-3011