



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

UN-CS-RAI-USAA-DB01-2005-00113-CF-DAP Annex 3, UNICEF-OPG-DFAM- Ops  
Group - Div of Finance, Admin & Management - Accounts DFAM-AC List -

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

| A<br>ExtRef: Local Series Year-#<br><i>Expanded Number</i>  | B<br>Record Series Title  | Record Series Description   | Record Series<br>physical store &<br>ADA UR Series # | Comment<br>for these<br>records? |
|---|---|---|--|----------------------------------|
| UNICEF-OPG-DFAM-AC-001<br><br>CF/RA/SR/USAA/DB01/2004-00941 | <b>Year-end closure and all supporting documents</b>                | year-end closure annex; NEP; All supporting documentation referring to year-end   | 303  | [                                |
| UNICEF-OPG-DFAM-AC-002<br><br>CF/RA/SR/USAA/DB01/2004-00942 | <b>Write-offs, Approvals and related Documents</b>                  | Write-off (Finance and Accounts); Copies of CPH write-offs; Field Office write-offs. Accounts Section process write-offs based on Comptrolers Approval. Accounts Section is Custodian of final documents. | 304  | [                                |
| UNICEF-OPG-DFAM-AC-003<br><br>CF/RA/SR/USAA/DB01/2004-00943 | <b>Closure documentation - including refunds and reconciliation</b> | Write-offs; Refunds/reconciliation  | 305  | [                                |
| UNICEF-OPG-DFAM-AC-004<br><br>CF/RA/SR/USAA/DB01/2004-00961 | <b>Personal Advances Recovery (PAR) from Field Offices</b>          | PAR statements (from Field Offices). Accounts Section reconciles and clears personal accounts.  | 323  | [                                |
| UNICEF-OPG-DFAM-AC-005<br><br>CF/RA/SR/USAA/DB01/2004-00955 | <b>HQ Payments for travel, Credit Union, Life insurance etc.</b>    | AMEX; UNFCU; life insurance   | 317  | [                                |
| UNICEF-OPG-DFAM-AC-006<br><br>CF/RA/SR/USAA/DB01/2004-00969 | <b>Capital Assets</b>   | capital assets - need to verify who maintains and clears accounts , definitive record for DFAM?   | 331  | [                                |
| UNICEF-OPG-DFAM-AC-007<br><br>CF/RA/SR/USAA/DB01/2004-01041 | <b>OBOs - Outstanding Budget Obligations and related records</b>    | Accounts Section Reviews and approves Field Office and Headquarters OBOs  | 403  | [                                |
| UNICEF-OPG-DFAM-AC-008<br><br>CF/RA/SR/USAA/DB01/2004-01061 | <b>Bank Reconciliation (Treasury, Cashiers and ZBAs)</b>            | Bank reconciliation statement; bank statements; supporting documentation; F.359 (for ZBAs)  | 423  | [                                |
| UNICEF-OPG-DFAM-AC-009<br><br>CF/RA/SR/USAA/DB01/2004-01085 | <b>Donor Reports</b>  | Donor reports - individual & cumulative; Special Accounts; JPO Expenses; Special Projects   | 447  | [                                |



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| UNICEF-OPG-DFAM-AC-010<br><br>CF/RA/SR/USAA/DB01/2004-01121 | <b>Master of Biennium<br/>Financial Statement</b>   | Accounts Section is custodian of Original Financial Statements  | 483  | [                                |
| UNICEF-OPG-DFAM-AC-011<br><br>CF/RA/SR/USAA/DB01/2004-01135 | <b>Payroll for International<br/>Professional [IP] and HQ<br/>General Service</b>                                   | UN Payroll; Monthly file/billing statement; Correspondence (with Field Office); Tax; Third party billing. [FO General service not covered?] | 497  | [                                |
| UNICEF-OPG-DFAM-AC-012<br><br>CF/RA/SR/USAA/DB01/2004-01144 | <b>Manual/Instructions issued<br/>by Accounts Section<br/>(Originals)</b>   | Original of instructions and manuals issued by Accounts   | 506  | [                                |
| UNICEF-OPG-DFAM-AC-013<br><br>CF/RA/SR/USAA/DB01/2004-01770 | <b>Audit Correspondence -<br/>Internal and External<br/>Auditors correspondence<br/>related to Accounts Section</b> | Correspondence between Accounts and Audit (both internal and external)  | 1119   | [                                |
| UNICEF-OPG-DFAM-AC-014<br><br>CF/RA/SR/USAA/DB01/2004-01826 | <b>UN Agencies Transactions -<br/>includes Inter Office<br/>Vouchers [IOVs] and UN<br/>Secretariat Billing</b>      | IOVs (hard/softcopies Central Accounting System CAS reports); CAS was a UNICEF system previous to FLS                                       | 1171   | [                                |
| UNICEF-OPG-DFAM-AC-016<br><br>CF/RA/SR/USAA/DB01/2004-02098 | <b>Analysis of General Ledger<br/>Accounts and related<br/>documents.</b>   | analysis done by analysis group in DFAM?  | 1419   | [                                |