Attachment 1

Cost Center:
Prepared by:
Approved by BFS:

Review of Report 289A

Part A. Review of Unbilled/Advance Balances

Customer No.	BFY	Agreement No.	Amount	Action Taken by the Cost Center or Requested Action for OFM

Part B. Move Advance Balances

	Col/Adv	Amount	BFY	Fund	Org Code	Customer No.	Rev Src	Customer Agreement No.
From								
To								
From								
To								
From								
To								
From								
To								
From								
To								
From								
To								
From								
To								
From								
To								

Note:

- **From To** - Indicates the agreement where funds are being moved From and the agreement those funds are being moved To.
- **Coll/Adv** - Indicates whether the amount being moved is a Collection or Advance on the CALT record, which determines the Transaction Code to be used when OFM processes the transaction.
- **Amount** – The amount of Advances/Collections being moved. The Amount being moved From/To within an agreement must be equal. Also, please use a decimal for each Amount.
- The information required in the remaining columns must match the information on the CALT record being adjusted in order to pass edits in FFS.
  - **BFY** – For agreements with multiple/split BFYs, both BFYs should be included, such as '01 02'.