

SUMMARY OF LDDAP-ADAs ISSUED AND INVALIDATED ADA ENTRIES (SLIIAE)

INSTRUCTIONS

- A. The SLIIAE is used by the Cash/Treasury Unit to summarize the LDDAP-ADA issued and the invalidated ADA entries and shall serve as advance information to the BTr on the cash requirements of the agency pertaining to their AP. It shall be prepared daily and supported with copy of the LDDAP-ADAs.
- B. This accountable form shall be accomplished as follows:
1. **Department/Entity Name/Operating Unit** – name of the department/agency/operating unit
 2. **Fund Cluster** – the fund cluster name/code in accordance with the UACS
 3. **SLIIAE No.** – the number assigned to the SLIIAE form by the Cash/Treasury Unit
 4. **Date** – date the form is accomplished
 5. **MDS-GSB Branch** – the MDS-GSB branch
 6. **LDDAP-ADA No.** – the number assigned to the LDDAP-ADA by the Accounting Division/Unit
 7. **Date of Issue** – date the LDDAP-ADA was issued
 8. **Total Amount** – amount of the LDDAP-ADA
 9. **Allotment/Object Class** – amount of allotment per PS, MOOE, CO and FE
 10. **Remarks** – for GSB use
- C. For the invalidated entries of previously issued LDDAP-ADAs
1. **LDDAP-ADA No.** – the number assigned to the LDDAP-ADA by the Accounting Division/Unit
 2. **Amount** – amount indicated in the LDDAP-ADA
 3. **Date Issued** – date of the LDDAP-ADA
 4. **Invalidated entries per allotment/object class** – amount of invalidated ADA per allotment/object class
- D. This form shall be certified correct by the Head of Cash/Treasury Unit or Authorized Official.
- E. This form shall be approved by the Head of Agency or his/her Authorized Official.
- F. For the Transmittal Information:
- Delivered by – signature, printed name and designation of the person who delivered the SLIIAE
 - Received by – signature, printed name and designation of the person who received the SLIIAE
- G. The SLIIAE shall be prepared in five copies to be distributed as follows:
- Original* – MDS-GSB, to be supported with copy of LDDAP-ADAs issued
Copy 2 – BTr, through MDS-GSB
Copy 3 – Cash/Treasury Unit
Copy 4 – COA

Note: The agency may support Copies 2-5 of the SLIIAE with copy of the LDDAP-ADAs issued.