



CS Bulletin: CPAIS 04-1

Date: June 1, 2004

To: CPAIS Users

Subject: Entering and Reconciling General Services Administration Assignments in the Corporate Property Automated Information System

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PURPOSE

The purpose of this bulletin is to provide guidance to the U. S. Department of Agriculture (USDA) agencies for recording and reconciling General Services Administration (GSA) assignments in the Corporate Property Automated Information System (CPAIS) to ensure a standard process is used by all USDA agencies.

BACKGROUND

CPAIS is the department-wide automated system for managing the USDA real property portfolio, including owned real property, commercial leases, and GSA assignments.

Because CPAIS represents a standardized approach to the real property portfolio, it is imperative to ensure that standards are applied in entering data into the new system.

PROCEDURES

Agencies and offices that have GSA assignments for USDA space must enter the original occupancy agreement (OA) terms and conditions, such as the dollar amounts for rent, building services, parking spaces, option periods, and expiration dates of each GSA assignment into CPAIS as soon as the OA is finalized. This OA information establishes the USDA baseline against which agencies will reconcile the GSA STAR rent bills. It is mandatory to establish this baseline from the original OA. The bills become available in CPAIS after the 4th Thursday of each month. The baseline serves as the basic measure for the monthly reconciliation of the GSA assignment rent bill.

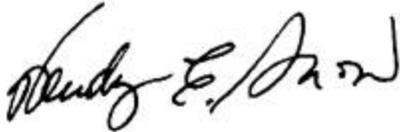
It is mandatory to reconcile the GSA assignment detailed rent bills on a monthly basis and determine whether any adjustments need to be made to the bill. If adjustments must be made to the bill, it is imperative that agencies follow-up with GSA to ensure that appropriate actions are being taken to correct or adjust the charges and services reflected on the bill. Using CPAIS to record and track the reconciliation is required.

INQUIRIES

Questions concerning this bulletin should be directed to Charles Swinton in the Office of Procurement and Property Management, Property Management Division, at (202) 720-4091.

EFFECTIVE DATE

This bulletin is effective May 24, 2004.



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