



Standard Operating Procedure

APT

Cheque Reissue in APT against Cheque Issued in CSI(SAP)



ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	DoP	Department of Posts
2	APT	Advance Postal Technology
3	SAP	Systems, Applications and Products in Data Processing
4	CSI	Core System Integration
5	HPO	Head Post Office
6	SPO	Sub Post Office
7	F&A	Finance & Accounts
8	GL	General Ledger
9	Pst Ky	Posting Key



Standard Operation Procedure:

Area	BRS
SOP No	3
Module	Bank Module
Dated	08.04.2026
SOP Title	Cheque Reissue in APT against Cheque Issued in SAP (CSI)

CEPT SOP - for Internal Use Only



1 Back-ground and Introduction

Prior to the introduction of APT, Post Offices operated on the SAP application under CSI 1.0. The HPOs/SPOs linked with banks used to issue cheques in SAP by generating Payment Document Numbers. These Payment Document Numbers consist of 10 digits, through which accounting entries were posted in the SAP F&A General Ledger (GL).

For each Payment Document Number (Cheque Issue/Drawl Cheque), the accounting entries in SAP GL were recorded as:

- 50 (Credit) – Drawings from Bank Clearing
- 40 (Debit) – Relevant Payment GL as entered by the user

Subsequently, cheques were issued in SAP against the Payment Document Numbers linked to the Drawings from Bank Clearing GL. Upon debit of funds from the Postmaster Drawing Bank Account corresponding to the issued cheque, the cheque was reconciled in SAP. During reconciliation, a Clearing Document Number was generated, and the following accounting entries were posted:

- 40 (Debit) – Drawings from Bank Clearing
- 50 (Credit) – Drawings from Bank

After migration from CSI 1.0 (SAP) to APT, Post Offices required the reissuance of cheques in APT against cheques originally issued in SAP due to certain genuine reasons. However, there was no provision for cheque reissuance during the initial stages of APT implementation.

To address this issue, CEPT has developed a solution within the APT Bank Module to facilitate the reissuance of cheques in APT corresponding to those issued in SAP.

In addition, there may be instances where HPOs/SPOs generated Payment Document Numbers in SAP with the following accounting entries but did not assign or issue cheques:

- 50 (Credit) – Drawings from Bank Clearing
- 40 (Debit) – Relevant Payment GL as entered by the user

To handle such cases, provisions have also been made in the APT Bank Module to enable cheque issuance against these SAP-generated payment documents.



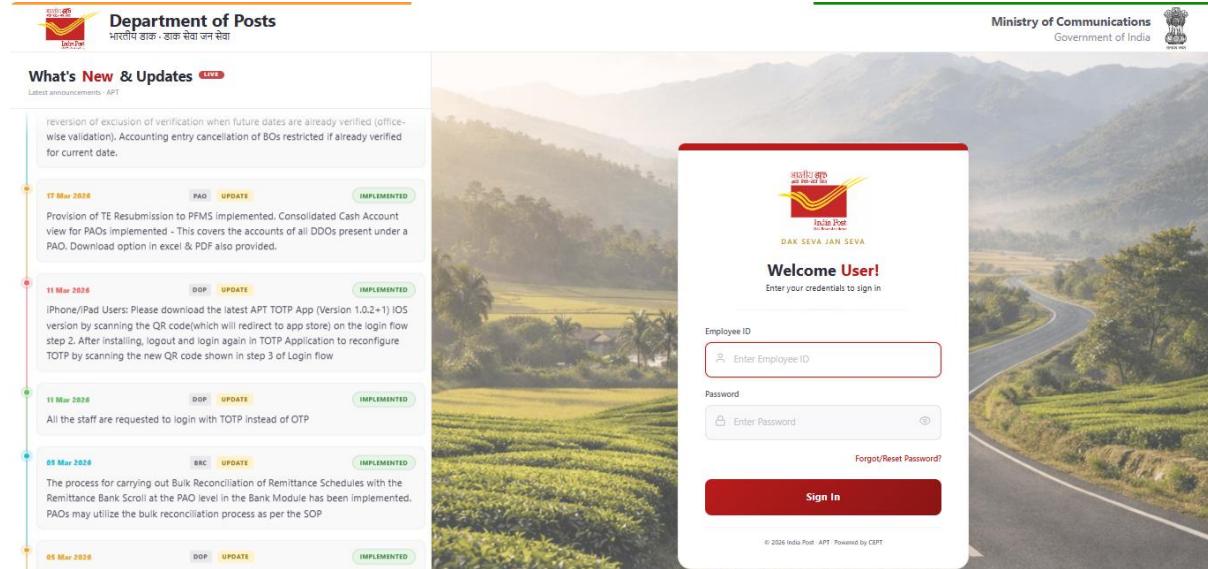
2 Important Points to be Noted before re-issuing the Cheques

- If the SAP Payment Document associated with a cheque has already been reconciled (i.e., a Clearing Document has been generated), the APT application will not permit reissuance of the cheque.
- The posting date of the SAP Payment Document Number is a critical parameter and must be entered correctly in APT while reissuing the cheque; otherwise, the application will display an error.
- The SAP Payment Document Number must be associated exclusively with the Drawings from Bank Clearing GL.
- The Drawings from Bank Clearing GL should be on the credit side only (Pst Ky – 50).
- The original cheque, received back from the beneficiary, must be scanned and uploaded while initiating reissuance in APT.
- In case the original cheque is lost and the beneficiary requests reissuance, the existing official procedure should be followed before reissuance of the cheque. Then, a duly signed certificate from the DDO confirming the genuineness of the request must be uploaded while placing the cheque reissuance request. This is mandatory.
- Verification of the genuineness for reissuance of cheques issued in CSI is outside the scope of APT and must be handled by the concerned cheque-issuing authority.
- No accounting entries will be posted in APT for cheque reissuance, as the accounting entries have already been recorded in SAP at the time of original cheque issuance.



3 User Login

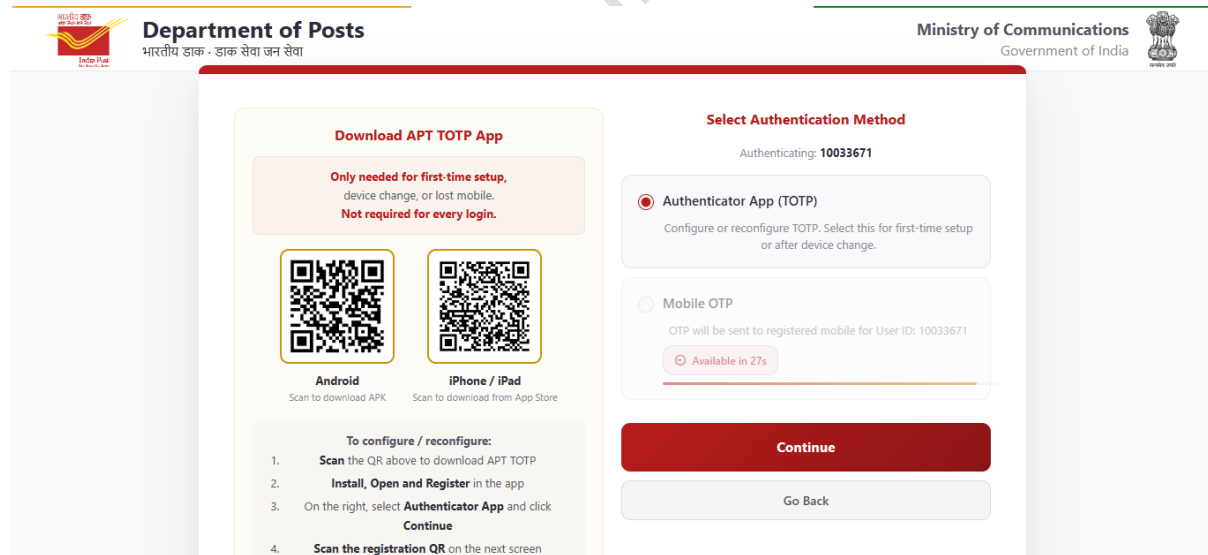
Production / Live URL: <https://app.indiapost.gov.in/employeeportal>



After entering URL in the address bar of any recommended web browser, login screen as shown above will appear.

Enter the Employee ID and Password.

Click 'Sign In'.



Upon clicking 'Sign In', the user is required to log in to the application using one of the following authentication methods:

1. TOTP Method
2. Mobile OTP Method.



4 Roles Required

The following roles should be assigned for Creating and Approving the CSI Cheque Re-Issue requests.

- **Bank Reconciliation Operator**
CSI Cheque Re-Issue Request can be created.
Reports can be viewed.
- **Bank Reconciliation Supervisor**
CSI Cheque Re-Issue Request can be created.
CSI Cheque Re-Issue Request Approver.
Report can be viewed.

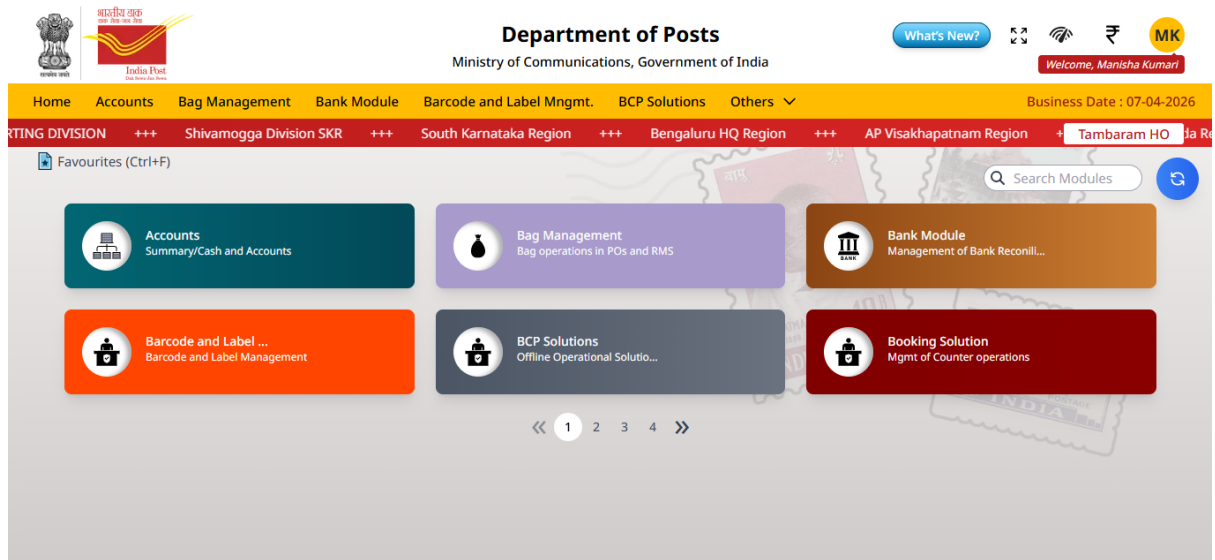
CEPT SOP - for Internal Use Only



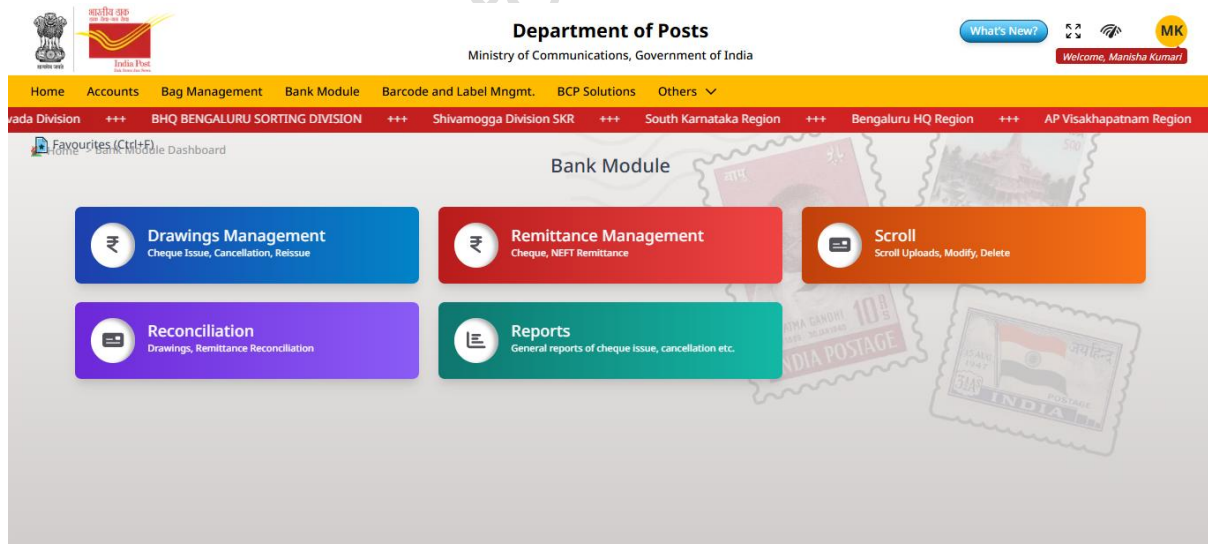
5 CSI Cheque Re-Issue Request

Initially the CSI Cheque Re-Issue Request will be created either in the Bank Reconciliation Operator or Supervisor login.

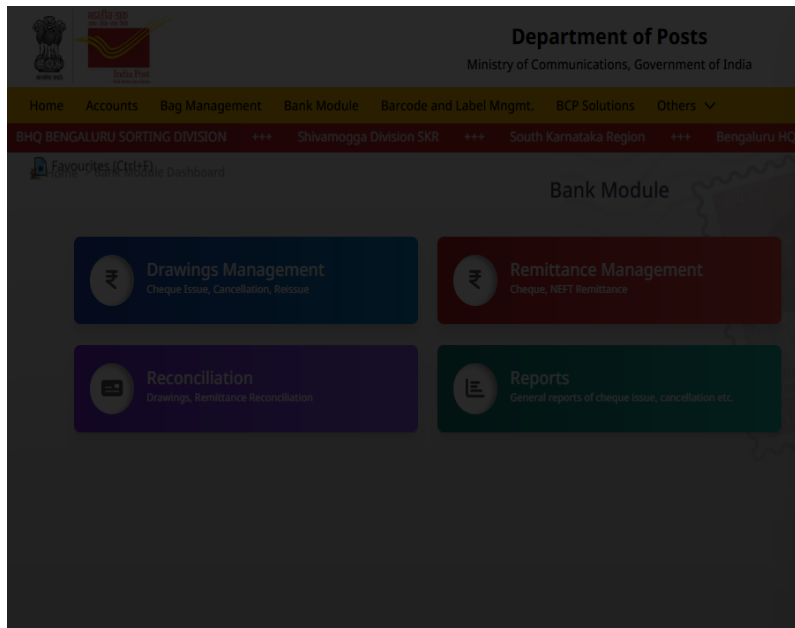
Before Creation of the Request, the user should follow the Important Notes as mentioned in the Point(2)



Click on 'Bank Module' card.



Click on 'Drawings Management' sub-card.

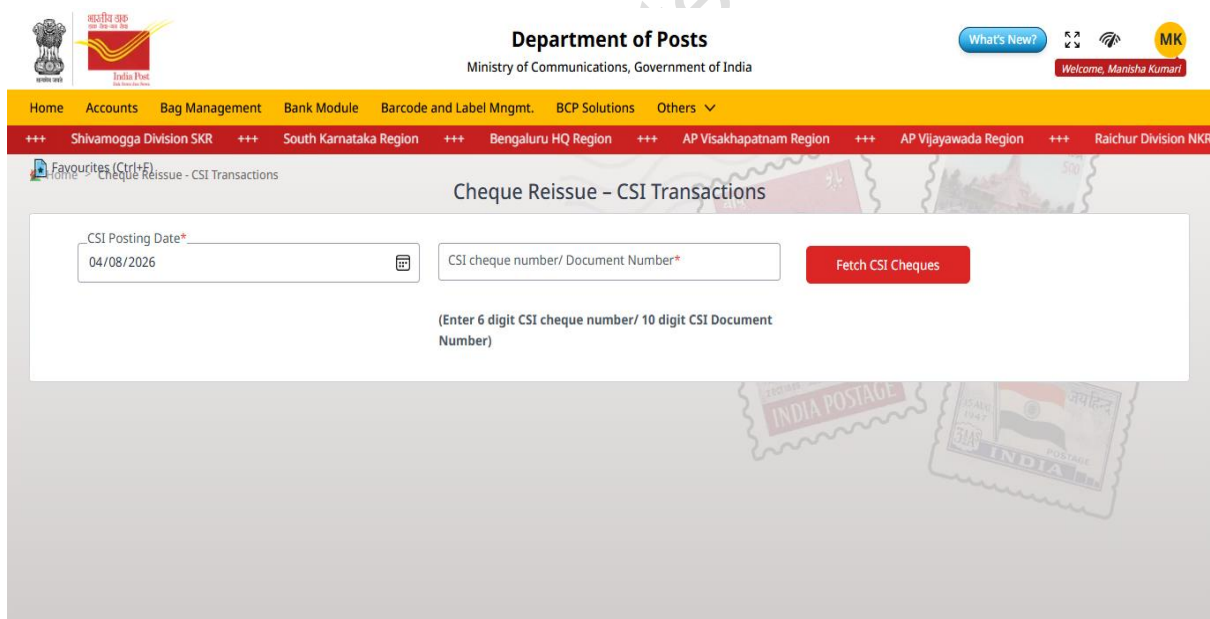


Drawings Management



- Cheque Issue
- CSI Cheque Reissue Request

Click on 'CSI Cheque Reissue Request' option.



Cheque Reissue-CSI Transactions screen will be displayed.



Department of Posts
Ministry of Communications, Government of India

Home Accounts Bag Management Bank Module Barcode and Label Mngmt. BCP Solutions Others

South Karnataka Region Bengaluru HQ Region AP Visakhapatnam Region AP Vijayawada Region Raichur Division NKR North Karnataka Region test

Cheque Reissue - CSI Transactions

Cheque Reissue – CSI Transactions

CSI Posting Date* 04/04/2025

CSI cheque number/ Document Number*

Fetch CSI Cheques

(Enter 6 digit CSI cheque number/ 10 digit CSI Document Number)

Select or Enter the 'CSI Posting Date'

Cheque Reissue - CSI Transactions

Cheque Reissue – CSI Transactions

CSI Posting Date* 04/04/2025

CSI cheque number/ Document Number* 021590

Fetch CSI Cheques

(Enter 6 digit CSI cheque number/ 10 digit CSI Document Number)

CSI Cheques

Select Search Criteria Search...

Sno	Request Office	Office ID	CSI Posting Date	CSI Document Number	CSI Cheque Number	Cheque Amount	CSI GL Code	Remarks	View Details
1	Tambaram HO	29360016	04-04-2025	4100449512.0	MM6/—021590	3,71,359.00	4867000192		View Details

BENGALURU SORTING DIVISION Shivamogga Division SKR South Karnataka Region Bengaluru HQ Region AP Visakhapatnam Region AP Vijayawada Region

Cheque Reissue - CSI Transactions

Cheque Reissue – CSI Transactions

CSI Posting Date* 04/08/2026

CSI cheque number/ Document Number* 4100449512

Fetch CSI Cheques

(Enter 6 digit CSI cheque number/ 10 digit CSI Document Number)

Enter the CSI Cheque number or CSI Payment Document number and click on 'Fetch CSI Cheques' button.



Cheque Reissue - CSI Transactions

CSI Posting Date* 04/04/2025

CSI cheque number/ Document Number* 4100449512

Fetch CSI Cheques

(Enter 6 digit CSI cheque number/ 10 digit CSI Document Number)

CSI Cheques

Select Search Criteria Search...

Sno	Request Office	Office ID	CSI Posting Date	CSI Document Number	CSI Cheque Number	Cheque Amount	CSI GL Code	Remarks	View Details
1	Tambaram HO	29360016	04-04-2025	4100449512	MM6/--021590	3,71,359.00	4867000192		View Details

Upon clicking the 'Fetch CSI Cheques' button, the cheque issue details from CSI (SAP) will be displayed. The details include 'Request Office', 'Office ID', 'CSI Posting Date, CSI Document Number (SAP Payment Document Number)', 'CSI Cheque Number (SAP Drawl Cheque Number)', 'Cheque Amount', and 'CSI GL Code (SAP Drawings from Bank_Clearing GL)'.

Click on 'View Details' button.

Cheque Details

CSI Doc Number* 4100449512

CSI Posting Date* 04-04-2025

Cheque Amount* 371359.00

Remarks Issued

CSI Cheque Number* MM6/--021590

Payee*

Note:

1. The old cheque received back from the beneficiary shall be scanned and uploaded while re-issuing a fresh cheque from APT.
2. If old cheque is lost and the beneficiary claims for re-issue, a certificate confirming that the genuineness of reasons for re-issue of cheque, duly signed to be uploaded by the DDO which is mandatory.
3. The process of verification of genuineness for reissue of cheques issued in CSI is out of scope of APT and to be handled by the concerned cheque issuing authority.
4. Only PDF files are allowed to upload.
5. Maximum size of PDF size is 1 MB.

Select to Upload* **Choose File** No file chosen

Cheque Amount: Rupees Three Lakh Seventy One Thousand Three Hundred Fifty Nine Only

Submit Request

Upon clicking the 'View Details' button, the Cheque Details will be displayed.

Enter the Payee Name.

Please Note: In certain cases, Payment Document Numbers were generated in the SAP; however, the corresponding cheques were not assigned to those Payment Document Numbers in the CSI (SAP) application, even though the physical cheque had been issued to the customer.



Cheque Details

CSI Doc Number* 4100367433	CSI Posting Date* 04-04-2025	Cheque Amount* 2322039.00
Remarks Issued	CSI Cheque Number* 	Payee*

Note:

1. The old cheque received back from the beneficiary shall be scanned and uploaded while re-issuing a fresh cheque from APT.
2. If old cheque is lost and the beneficiary claims for re-issue, a certificate confirming that the genuineness of reasons for re-issue of cheque, duly signed to be uploaded by the DDO which is mandatory.
3. The process of verification of genuineness for reissue of cheques issued in CSI is out of scope of APT and to be handled by the concerned cheque issuing authority.
4. Only PDF files are allowed to upload.
5. Maximum size of PDF size is 1 MB.

Upload scanned copy of CSI cheque/ certificate duly signed by the DDO* No file chosen

Cheque Amount: Rupees Twenty Three Lakh Twenty Two Thousand Thirty Nine Only

In such cases, the user is required to enter the CSI Cheque Number issued to the customer.

Cheque Details

CSI Doc Number* 4100367433	CSI Posting Date* 04-04-2025	Cheque Amount* 2322039.00
Remarks Issued	CSI Cheque Number* 981221	Payee* Nagendra H K

Note:

1. The old cheque received back from the beneficiary shall be scanned and uploaded while re-issuing a fresh cheque from APT.
2. If old cheque is lost and the beneficiary claims for re-issue, a certificate confirming that the genuineness of reasons for re-issue of cheque, duly signed to be uploaded by the DDO which is mandatory.
3. The process of verification of genuineness for reissue of cheques issued in CSI is out of scope of APT and to be handled by the concerned cheque issuing authority.
4. Only PDF files are allowed to upload.
5. Maximum size of PDF size is 1 MB.

Upload scanned copy of CSI cheque/ certificate duly signed by the DDO* No file chosen

Cheque Amount: Rupees Twenty Three Lakh Twenty Two Thousand Thirty Nine Only

Enter the CSI Cheque Number issued physically to the customer.

Enter the Payee Name.



Cheque Details

CSI Doc Number*	CSI Posting Date*	Cheque Amount*
4100449512	04-04-2025	371359.00
Remarks	CSI Cheque Number*	Payee*
Issued	MM6/~--021590	To The Manager SBI Bengaluru

Note:

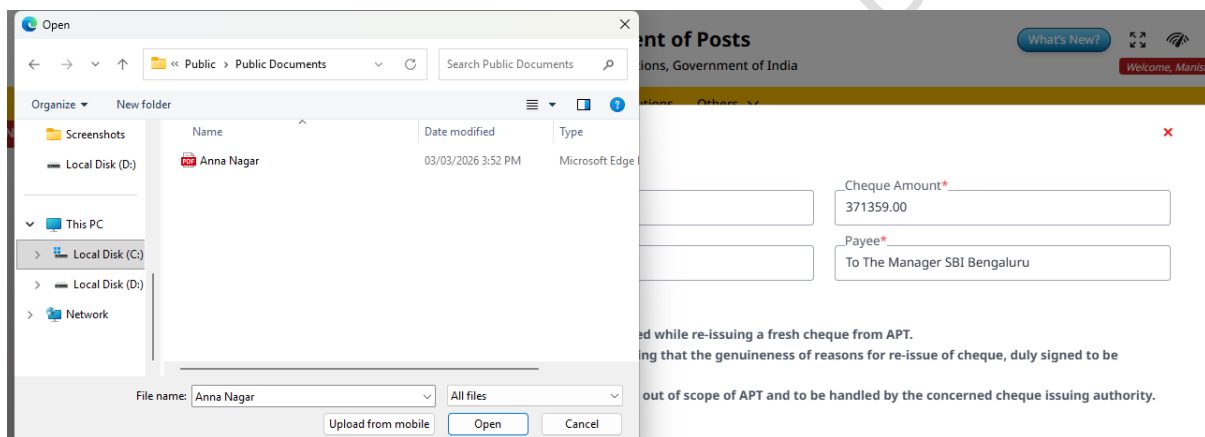
1. The old cheque received back from the beneficiary shall be scanned and uploaded while re-issuing a fresh cheque from APT.
2. If old cheque is lost and the beneficiary claims for re-issue, a certificate confirming that the genuineness of reasons for re-issue of cheque, duly signed to be uploaded by the DDO which is mandatory.
3. The process of verification of genuineness for reissue of cheques issued in CSI is out of scope of APT and to be handled by the concerned cheque issuing authority.
4. Only PDF files are allowed to upload.
5. Maximum size of PDF size is 1 MB.

Select to Upload* **Choose File** No file chosen

Cheque Amount:Rupees Three Lakh Seventy One Thousand Three Hundred Fifty Nine Only

Submit Request

Upload the Certificate or Original Cheque by clicking on the 'Choose File' button.



Select the File and click on 'Open' button.

Cheque Details

CSI Doc Number*	CSI Posting Date*	Cheque Amount*
4100449512	04-04-2025	371359.00
Remarks	CSI Cheque Number*	Payee*
Issued	MM6/~--021590	To The Manager SBI Bengaluru

Note:

1. The old cheque received back from the beneficiary shall be scanned and uploaded while re-issuing a fresh cheque from APT.
2. If old cheque is lost and the beneficiary claims for re-issue, a certificate confirming that the genuineness of reasons for re-issue of cheque, duly signed to be uploaded by the DDO which is mandatory.
3. The process of verification of genuineness for reissue of cheques issued in CSI is out of scope of APT and to be handled by the concerned cheque issuing authority.
4. Only PDF files are allowed to upload.
5. Maximum size of PDF size is 1 MB.

Select to Upload* **Choose File** Anna Nagar.pdf Anna Nagar.pdf Clear

Cheque Amount:Rupees Three Lakh Seventy One Thousand Three Hundred Fifty Nine Only

Submit Request

The file will be uploaded. Click on the 'Submit Request' button.



Cheque Details

CSI Doc Number*	CSI Posting Date*	Cheque Amount*
4100449512	04-04-2025	371359.00
Remarks	CSI Cheque Number*	Payee*
Issued	MM6/~-021590	To The Manager SBI Bengaluru

Note:

1. The old cheque received back from
2. If old cheque is lost and the benefic
3. The process of verification of genui
4. Only PDF files are allowed to uploa
5. Maximum size of PDF size is 1 MB.

Cheque reissue request will be raised for Rupees Three Lakh Seventy One Thousand Three Hundred Fifty Nine Only. Please confirm to proceed

Confirm Close

Cheque Amount: Rupees Three Lakh Seventy One Thousand Three Hundred Fifty Nine Only

Submit Request

Upon clicking the 'Submit Request' button, the application will display a warning message prompting the user to confirm before proceeding.

The user should click on the 'Confirm' button to proceed further.

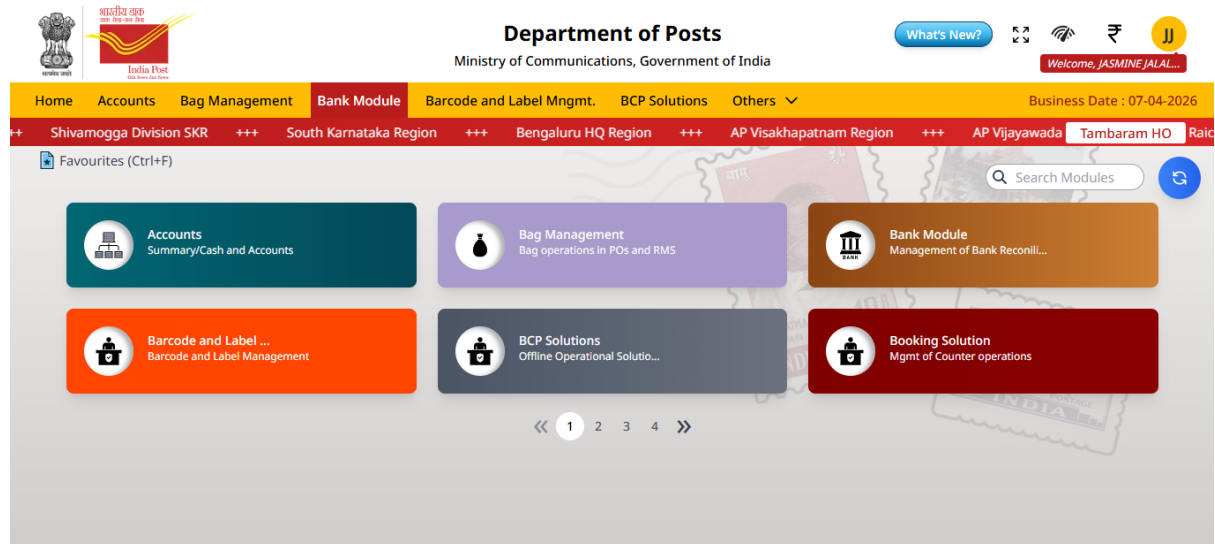


Upon clicking the 'Confirm' button, the 'Cheque reissue request raised' message will be displayed.

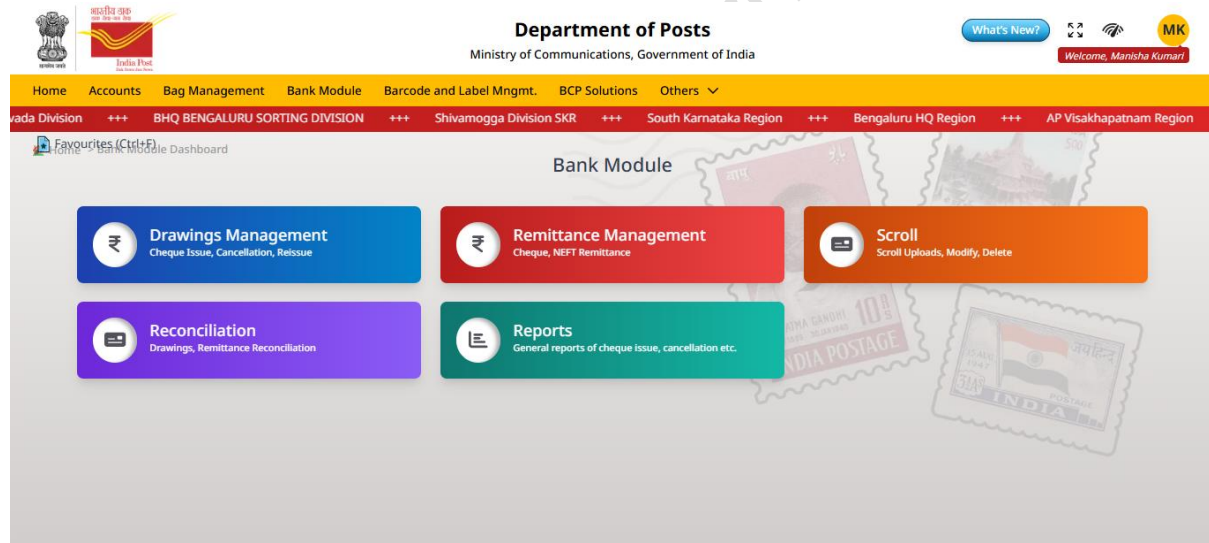


6 CSI Cheque Re-Issue for the Raised request

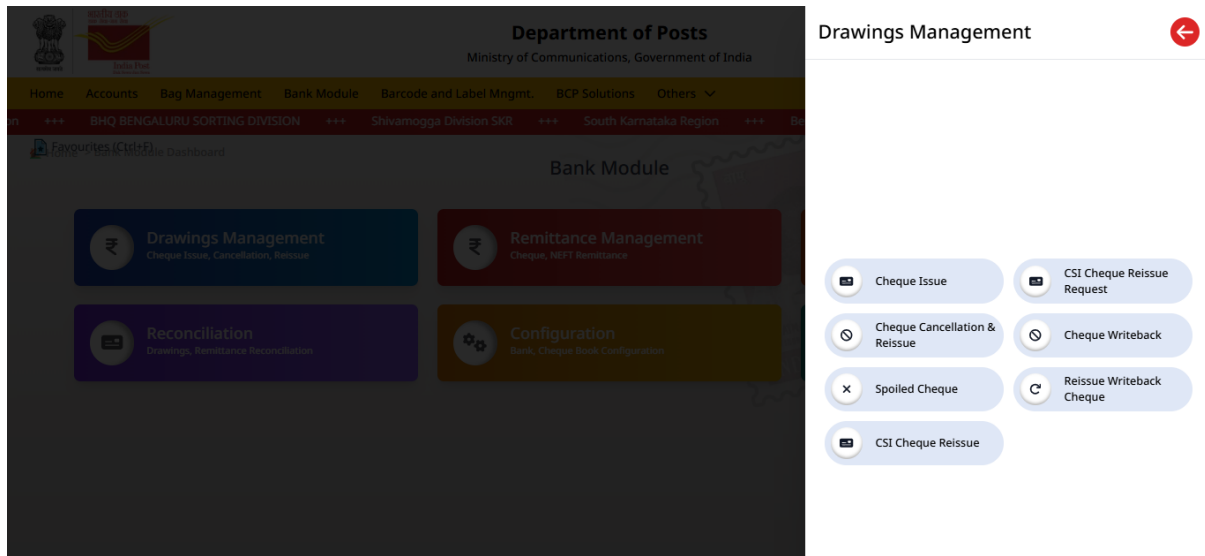
The CSI Cheque Re-Issue will be done in the Bank Reconciliation Supervisor Login for the request raised in the 'CSI Cheque Re-Issue Request' option.



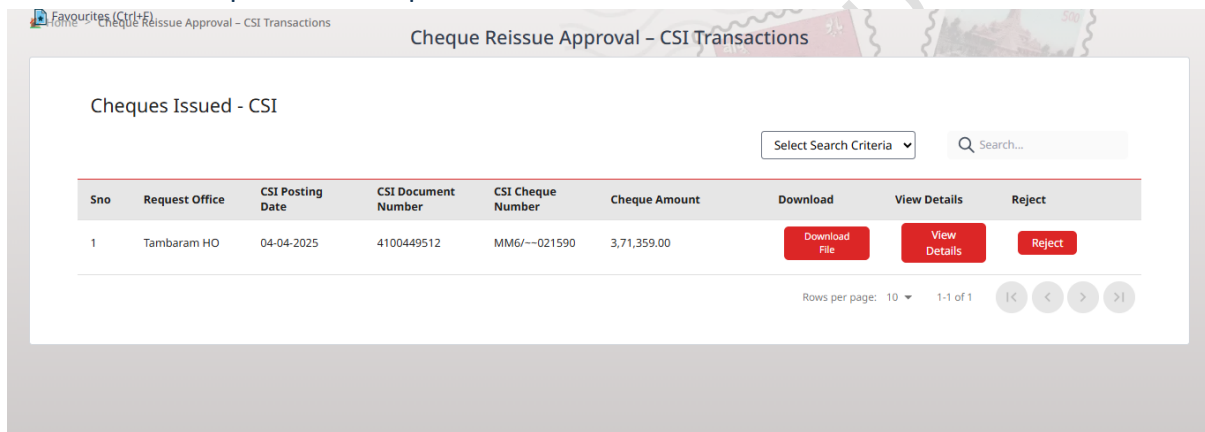
Click on 'Bank Module' card.



Click on 'Drawings Management' sub-card.



Click on 'CSI Cheque Reissue' option.



Upon selecting the 'CSI Cheque Reissue' option, the requests created for CSI cheque reissuance will be displayed on the 'Cheque Reissue Approval – CSI Transactions' screen. The screen will also provide important details for the approver, including 'Request Office', 'CSI Posting Date', 'CSI Document Number', 'CSI Cheque Number', 'Cheque Amount', and the uploaded document (either the original cheque or the certificate) in PDF format.

Click on 'Download File' to view the document

Note: If 'Reject' button is clicked, then the request will get rejected.

Click on 'View Details' to proceed further.



me Accounts Bag Management Bank Module Barcode and Label Mngmt. BCP Solutions Others

Cheque Details

CSI Cheque Number* MM6/---021590	CSI Doc Number* 4100449512	Cheque Amount* 371359.00
Payee* TO THE MANAGER SBI BENGALURU	CSI Posting Date* 04-04-2025	Issue Date* 04/08/2026
Cheque Book Prefix* TMB	New Cheque Number 100012	Drawings A/c Number* 999888777666

Start Serial:100001 End Serial:100100 Current Serial:100012

The process of verification of genuineness for reissue of cheques issued in CSI is out of scope of APT and to be handled by the concerned cheque issuing authority.

Cheque Amount:Rupees Three Lakh Seventy One Thousand Three Hundred Fifty Nine Only

[Issue Cheque](#)

Cheque Details

CSI Cheque Number* 981221	CSI Doc Number* 4100367433	Cheque Amount* 2322039.00
Payee* NAGENDRA H K	CSI Posting Date* 04-04-2025	Issue Date* 04/08/2026
Cheque Book Prefix* TMB	New Cheque Number 100016	Drawings A/c Number* 999888777666

Start Serial:100001 End Serial:100100 Current Serial:100016

The process of verification of genuineness for reissue of cheques issued in CSI is out of scope of APT and to be handled by the concerned cheque issuing authority.

Cheque Amount:Rupees Twenty Three Lakh Twenty Two Thousand Thirty Nine Only

[Issue Cheque](#)

Upon clicking the 'View Details', the application displays the cheque details such as 'CSI Cheque Number', 'CSI Document Number', 'Cheque Amount', 'Payee Name', 'CSI Posting Date', 'APT Issue Date', 'APT Cheque book Prefix', 'Reissue or New Cheque number', 'Drawings Account Number'.

Click on 'Issue Cheque' button.



Cheque Details

CSI Cheque Number* MM6/--021590 CSI Doc Number* 4100449512 Cheque Amount* 371359.00

Payee* TO THE MANAGER SBI BENGALURU CSI Posting Date* Issue Date*

Cheque Book Prefix* TMB

Start Serial: 100001

Cheque Amount: Rupees Three Lakh Seventy One Thousand Three Hundred Fifty Nine Only

Issue Cheque

Upon clicking the 'Issue Cheque' button, the application will display a warning message prompting the user to confirm before proceeding.

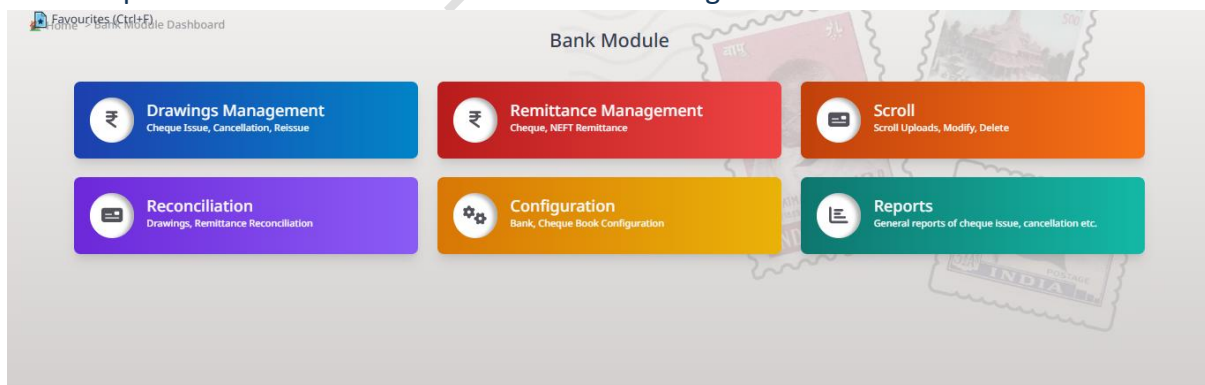
The user should click on the 'Confirm' button to proceed further.



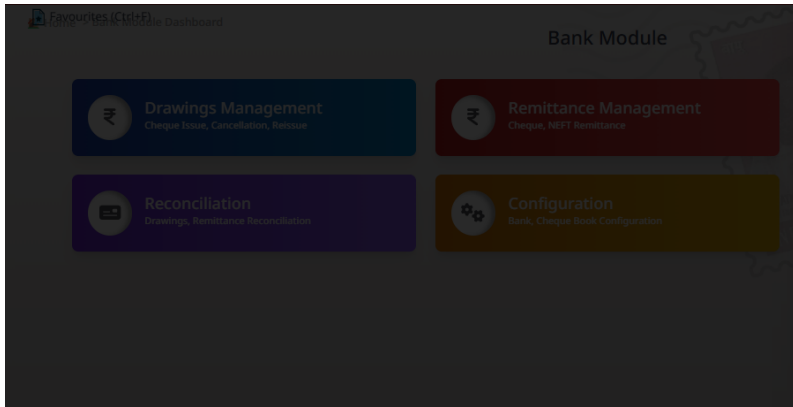
Upon clicking the 'Confirm' button, the 'Cheque Issued Successfully' message will be displayed.

7 Availability of the Cheque in Drawing Schedules

The Cheques Re-Issued will be available in the Drawings Schedules for Reconciliation

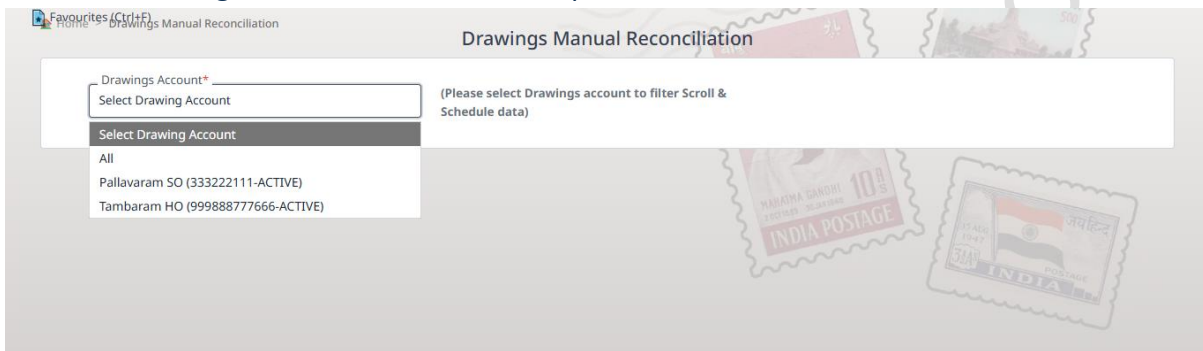


Click on 'Reconciliation' sub-card.



- Drawings Reconciliation
- Drawings Manual Reconciliation
- Remittance Reconciliation
- Remittance Manual Reconciliation
- Bulk Reconciliation

Click on 'Drawings Manual Reconciliation' option.



Select the 'Drawings Account'.

Schedules Data

Search...

	Account no	Office	Cheque number	Trans Date	Amount
<input type="checkbox"/>	99988777666	HRO Airmail Sorting Division	100004	23-03-2026	3,02,000.00
<input type="checkbox"/>	99988777666	Tambaram HO	100005	24-03-2026	3,167.00
<input type="checkbox"/>	99988777666	Pallavaram SO	100006	24-03-2026	3,02,000.00
<input type="checkbox"/>	99988777666	Tambaram HO	100007	25-03-2026	1,000.00
<input type="checkbox"/>	99988777666	Tambaram HO	100008	07-04-2026	44,809.00
<input type="checkbox"/>	99988777666	Tambaram HO	100009	07-04-2026	1,39,578.00
<input type="checkbox"/>	99988777666	Tambaram HO	100010	07-04-2026	23,22,039.00
<input type="checkbox"/>	99988777666	Tambaram HO	100011	07-04-2026	6,59,092.00
<input type="checkbox"/>	99988777666	Tambaram HO	100012	08-04-2026	3,71,359.00

Bank Scroll Data

Search...

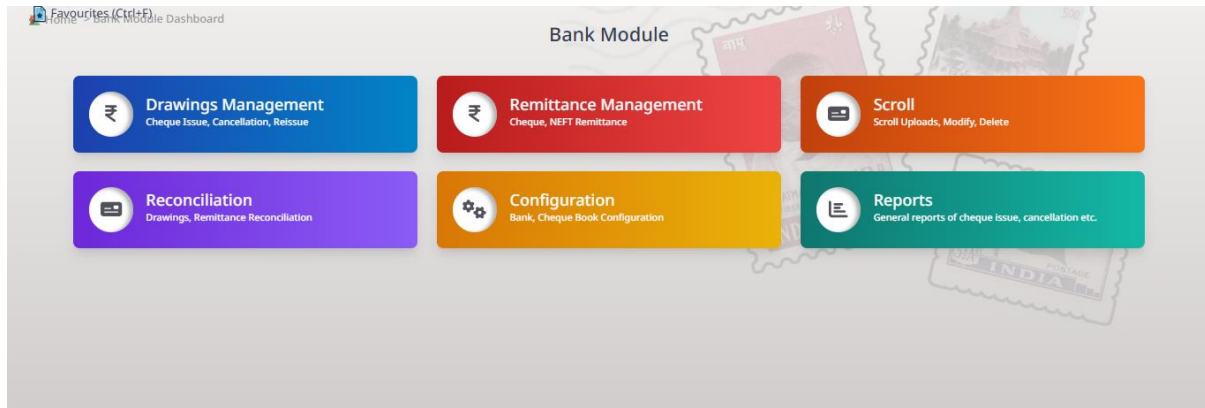
There are no records to display

The Data will be available under the 'Schedules Data'.

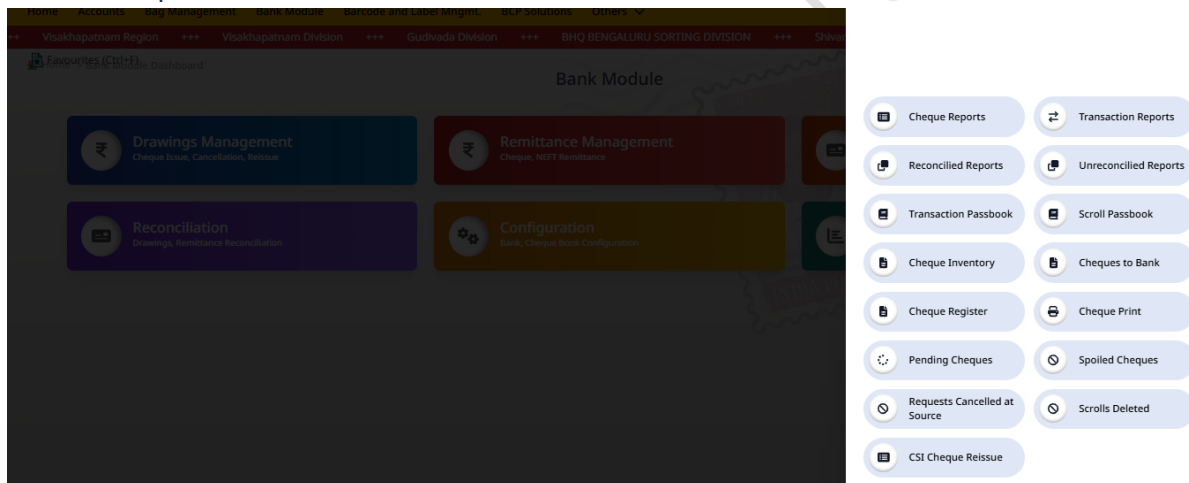


8 Reports

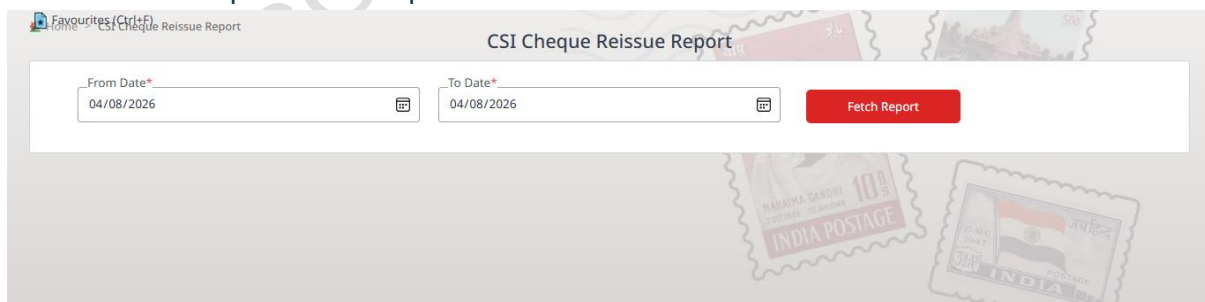
Details of CSI cheques reissued in APT can be accessed by Bank Reconciliation users at the DDO/PAO level through the reports available under the Bank Module – Reports sub-card.



Click on 'Reports' sub-card.



Click on 'CSI Cheque Reissue' option.



Select the 'From Date', 'To Date' and click on 'Fetch Report' button.



[Download Excel](#) [Print](#)

CSI Cheque Reissue Report

Select Search Criteria

Search...

S no	Issued By (APT)	Office (APT)	CSI Document Number	CSI Posting Date	CSI Cheque Number	Cheque Amount	APT Cheque Number	Issue Date	Entered By	Approved By
1	Tambaram HO	Tambaram HO	4100367433	04/04/2025	981221	23,22,039.00	100016	08/04/2026	10051444	10051444

Rows per page: 10 1-1 of 1

Upon clicking the 'Fetch Report' button, the application will display the CSI Cheque Reissue details along with information such as 'Issued By (APT)', 'Office (APT)', 'CSI Payment Document Number', 'CSI Posting Date', 'CSI Cheque Number', 'Cheque Amount', 'APT Cheque Number', 'Issue Date in APT', 'Entered By', and 'Approved By'.

Click on 'Download Excel' button to export the data to Excel.

Click on 'Print' button to Print the report in the PDF format.



DEPARTMENT OF POSTS INDIA
CSI Cheque Reissue Report from 08-04-2026 to 08-04-2026

Generated Date: 08/04/2026 15:33:02
Generated by: JASMINE JALAL BEGUM S H P (10051444)
Office : Tambaram HO (29360016)

Sno	Issued By	Office	CSI Document Number	Post-ing Date	CSI Cheque Number	Cheque Amount	APT Cheque Number	Issue Date	Entered By	Approved By	Office Id	Issued By Office Id
1	Tambaram HO	Tambaram HO	41003674-33	04/04/2025	981221	23,22,039.-00	100016	08/04/2026	10051444	10051444	29360016	29360016

Total: Rs. 23,22,039.00

Postmaster
Tambaram HO

The Report will be displayed as shown above.



9 Different Type of Error Messages

Cheque Reissue - CSI Transactions

CSI Posting Date*
04/08/2026

CSI cheque number/ Document Number*
021590

Fetch CSI Cheques

(Enter 6 digit CSI cheque number/ 10 digit CSI Document Number)

Rules/Guidelines

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Activate Windows
Go to Settings to activate Windows.

No CSI data found for the selection

If an incorrect CSI Posting Date, CSI Cheque Number, or CSI Payment Document Number is entered, the application will display an error message stating: **“No CSI Data found for the selection.”**

Cheque Reissue - CSI Transactions

CSI Posting Date*
04/04/2025

CSI cheque number/ Document Number*
021590

Fetch CSI Cheques

(Enter 6 digit CSI cheque number/ 10 digit CSI Document Number)

Rules/Guidelines

Designed and Developed by CEPT © Copyright Department of Posts

Activate Windows
Go to Settings to activate Windows.

This document is already processed. Please check

If a cheque or its associated Payment Document Number has already been processed, the application will display the error message: **“The document is already processed. Please check.”**



Karnataka Region test +++ Karnataka Circle test

Favourites (Ctrl+F) Cheque Reissue - CSI Transactions

Cheque Reissue – CSI Transactions

CSI Posting Date*

CSI cheque number/ Document Number*

(Enter 6 digit CSI cheque number/ 10 digit CSI Document Number)

Rules/Guidelines

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Activate Windows
Go to Settings to activate Windows
The cheque is already reconciled in CSI. Please check

If a Payment Document Number that has already been reconciled is entered, the application will display the message: **“The cheque is already reconciled in CSI. Please check.”**

Favourites (Ctrl+F) Cheque Reissue - CSI Transactions

Cheque Reissue – CSI Transactions

CSI Posting Date*

CSI cheque number/ Document Number*

(Enter 6 digit CSI cheque number/ 10 digit CSI Document Number)

Rules/Guidelines

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Activate Windows
Go to Settings to activate Windows
The cheque is already reconciled in CSI. Please check

If a CSI cheque that has already been reconciled is entered, the application will display the message: **“The cheque is already reconciled in CSI. Please check.”**

CSI Cheques

Select Search Criteria

Sno	Request Office	Office ID	CSI Posting Date	CSI Document Number	CSI Cheque Number	Cheque Amount	CSI GL Code	Remarks	View Details
1	Tambaram HO	29360016	04-04-2025	4100367433	#NA	23,22,039.00	4867000192		<input type="button" value="View Details"/>

Rows per page: 10 1-1 of 1

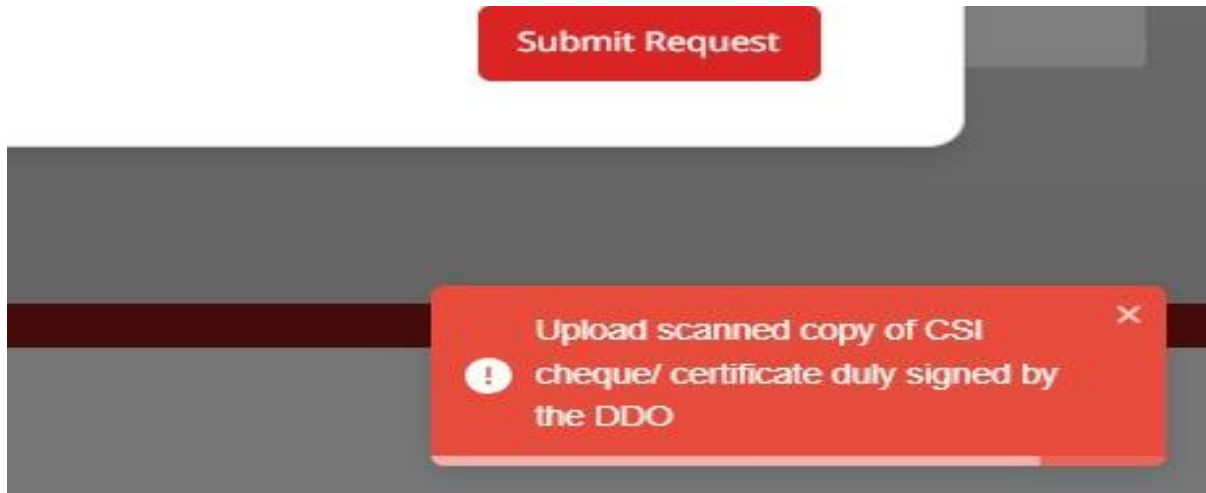
Rules/Guidelines

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Activate Windows
Go to Settings to activate Windows
This request is already approved and reissued. Please check



If a CSI cheque that has already been reissued in APT is entered again under the ‘CSI Cheque Re-Issue Request’ option, the application will display the message: “The request is already approved and reissued. Please check.”



If the cheque request user clicks the ‘Submit Request’ button without uploading the original cheque image (PDF) or the required certificate, the application will display the error message: ‘Upload scanned copy of CSI Cheque/Certificate duly signed by the DDO’.

Please Note: Once cheques are reissued in APT against the original cheques issued in SAP, they cannot be cancelled, modified, or reversed under any circumstances.

Accordingly, the Operator and Approver are fully accountable for ensuring due diligence, accuracy, and completeness of all details prior to processing CSI Cheque Reissue requests. All prescribed validations must be strictly adhered to.

Any deviation, oversight, or incorrect processing may attract audit observations and accountability.

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