



# State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

December 12, 2005

**MEMORANDUM No. FSD 060007**

**TO:** NCAS Interface Agency Contacts

**FROM:** Julie W. Batchelor  
Assistant State Controller

**SUBJECT:** Overpayment Audit and Recovery Data Extraction Instructions

In order to conduct the overpayment and recovery audit for fiscal year 2003-2004, MANN Diversified Services, Incorporated requires payment data from your system. Enclosed please find data extraction instructions prepared by the audit vendor. An audit representative will contact you to coordinate the data extraction for the review period.

Thank you in advance for your assistance in this process. If you have any questions, please contact me or Lisa Stubbs, OSC audit liaison at (919) 981-5429.

Enclosure

JWB/ls

MAILING ADDRESS  
1410 Mail Service Center  
Raleigh, NC 27699-1410

Telephone: (919) 981-5454  
Fax Number: (919) 981-5567  
State Courier: 56-50-10  
Website: [www.ncosc.net](http://www.ncosc.net)

LOCATION  
3512 Bush Street  
Raleigh, NC



## MANN RECOVERY AUDIT

### DATA EXTRACTION INSTRUCTIONS

MANN is conducting an audit of your agency's disbursements. The audit will include pricing errors, neglected rebates and discounts, miscalculated freight charges, unclaimed refunds, erroneously paid excise taxes, and related errors and other matters as directed by the OSC. Our objective is to identify and recover inadvertent overpayments that may have been made to agency vendors.

**The following two data files are required for the audit:**

**1. [Accounts Payable Transaction File](#)**

This should include records of all invoices, credits, and associated payments (check) information. Archive reference information, including how to locate digital and reference files in your system is critical to us.

**2. [Supplier Master File](#)**

This should include all address, phone, active status, terms information for all suppliers.

**1. YOUR DATA CONTACTS ARE:**

Your initial contact for the coordinating the data extraction will be:

- Mac McCormick, 713-885-9872; [macmccormick@manndiversified.com](mailto:macmccormick@manndiversified.com)

The MANN Diversified Services IT Data Extraction and Import contact is:

- Grant Neal, 713-885-9872; [gneal@manndiversified.com](mailto:gneal@manndiversified.com)

**2. PRIOR TO PREPARING THE FILES REQUESTED:**

We should have a general discussion regarding the extraction. A MANN representative will contact you to arrange a conference call with our respective IT department liaisons. During this call we will discuss what data is available, transferring the data, your schedule, common pitfalls to avoid, etc.

**3. SENDING THE DATA:**

MANN has an FTP system set up for data transfer. You may send the data by DVD, or CD as well to the address on this memo.

**4. WE MAY RECOMMEND SENDING TEST DATA INITIALLY:**

Typically the Vendor Master File is a straightforward extraction and does NOT require test data. We would like to receive this file initially. We might recommend a test extraction initially of the disbursement data. We will look at the data set and make sure all payment transaction fields and check information we require is present. Then we will request the full extraction.