

.02 Authorizing the Underpayment

REVISION 06
(10/01/08 - 12/31/08)

Authorize the underpayment on **UNAU**. An FAA Supervisor Local Office Manager (LOM) must complete the following to authorize the supplemental payment:

- Key **C** in the ACTION field.
- Key one of the following in the ERROR CAUSE field:
AP – Agency caused payment error
CP – Budgetary unit caused payment error
- Key the user **PCN** in the UNDERPAYMENT AUTHORIZATION field.
- Key **Y** in the MORE UNDERPAYMENTS (Y/N) field to authorize more payments.
- Ensures that the appropriate notice is sent.

Ensure the [appropriate notice](#) is sent and document the [casefile\(g\)](#) with the following:

- The reason for the underpayment
- The amount of the underpayment
- The process used to arrive at the amount

WARNING

An FAA Supervisor or LOM must elevate the underpayment to Region Office for issuance when an edit message is received on UNAU preventing the authorization.