Oracle® U.S. Federal Financials

User Guide

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Send Us Your Comments

Oracle U.S. Federal Financials User Guide, Release 12.2

Part No. E48796-06

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: appsdoc_us@oracle.com

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If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at www.oracle.com.

Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle U.S. Federal Financials User Guide.*

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.

- Computer desktop application usage and terminology.

If you have never used Oracle E-Business Suite, we suggest you attend one or more of the Oracle E-Business Suite training classes available through Oracle University.

See Related Information Sources on page xxi for more Oracle E-Business Suite product information.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Structure

1 Product Overview
2 Accounting Using Oracle Subledger Accounting

Related Information Sources

This book is included in the Oracle E-Business Suite Documentation Library, which is supplied in the Release 12.2 Media Pack. If this guide refers you to other Oracle E-Business Suite documentation, use only the latest Release 12.2 versions of those guides.

Online Documentation

All Oracle E-Business Suite documentation is available online (HTML or PDF).

- **Online Help** - Online help patches (HTML) are available on My Oracle Support.

- **PDF Documentation** - See the Oracle E-Business Suite Documentation Library for current PDF documentation for your product with each release.

- **Release Notes** - For information about changes in this release, including new features, known issues, and other details, see the release notes for the relevant product, available on My Oracle Support.

- **Oracle Electronic Technical Reference Manual -** The Oracle Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for each Oracle E-Business Suite product. This information helps you convert data from your existing applications and integrate Oracle E-Business Suite data with non-Oracle applications, and write custom reports for Oracle E-Business Suite products. The Oracle eTRM is available on My Oracle Support.

Related Guides

You should have the following related books on hand. Depending on the requirements of your particular installation, you may also need additional manuals or guides.

Oracle E-Business Suite User's Guide:

This guide explains how to navigate, enter and query data, and run concurrent requests using the user interface (UI) of Oracle E-Business Suite. It includes information on setting preferences and customizing the UI. In addition, this guide describes accessibility features and keyboard shortcuts for Oracle E-Business Suite.

Oracle E-Business Suite Upgrade Guide: Release 12.0 and 12.1 to 12.2:

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading Release 12.0 and 12.1 Oracle E-Business Suite system (techstack and products) to Release 12.2. In addition to information about applying the upgrade driver, it outlines pre-upgrade steps and post-upgrade steps, and provides descriptions of product-specific functional changes and suggestions for verifying the upgrade and reducing downtime.

Oracle Advanced Global Intercompany System User's Guide:

This guide describes the self service application pages available for Intercompany users.

It includes information on setting up intercompany, entering intercompany transactions, importing transactions from external sources and generating reports.

Oracle Advanced Collections User Guide:

This guide describes how to use the features of Oracle Advanced Collections to manage your collections activities. It describes how collections agents and managers can use Oracle Advanced Collections to identify delinquent customers, review payment history and aging data, process payments, use strategies and dunning plans to automate the collections process, manage work assignments, and handle later-stage delinquencies.

Oracle Advanced Collections Implementation Guide:

This guide describes how to configure Oracle Advanced Collections and its integrated products. It contains the steps required to set up and verify your implementation of Oracle Advanced Collections.

Oracle Assets User Guide:

This guide provides you with information on how to implement and use Oracle Assets. Use this guide to understand the implementation steps required for application use, including defining depreciation books, depreciation method, and asset categories. It also contains information on setting up assets in the system, maintaining assets, retiring and reinstating assets, depreciation, group depreciation, accounting and tax accounting, budgeting, online inquiries, impairment processing, and Oracle Assets reporting. The guide explains using Oracle Assets with Multiple Reporting Currencies (MRC). This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

Oracle Bill Presentment Architecture User's Guide:

This guide provides you information on using Oracle Bill Presentment Architecture. Consult this guide to create and customize billing templates, assign a template to a rule and submit print requests. This guide also provides detailed information on page references, seeded content items and template assignment attributes.

Oracle Cash Management User Guide:

This guide describes how to use Oracle Cash Management to clear your receipts, as well as reconcile bank statements with your outstanding balances and transactions. This manual also explains how to effectively manage and control your cash cycle. It provides comprehensive bank reconciliation and flexible cash forecasting.

Oracle Credit Management User Guide:

This guide provides you with information on how to use Oracle Credit Management. This guide includes implementation steps, such as how to set up credit policies, as well as details on how to use the credit review process to derive credit recommendations that comply with your credit policies. This guide also includes detailed information about the public application programming interfaces (APIs) that you can use to extend Oracle Credit Management functionality.

Oracle Customer Data Librarian User Guide:

This guide describes how to use Oracle Customer Data Librarian to establish and maintain the quality of the Trading Community Architecture Registry, focusing on consolidation, cleanliness, and completeness. Oracle Customer Data Librarian has all of the features in Oracle Customers Online, and is also part of the Oracle Customer Data Management product family.

Oracle Customer Data Librarian Implementation Guide:

This guide describes how to implement Oracle Customer Data Librarian. As part of implementing Oracle Customer Data Librarian, you must also complete all the implementation steps for Oracle Customers Online.

Oracle Customers Online User Guide:

This guide describes how to use Oracle Customers Online to view, create, and maintain your customer information. Oracle Customers Online is based on Oracle Trading Community Architecture data model and functionality, and is also part of the Oracle Customer Data Management product family.

Oracle Customers Online Implementation Guide:

This guide describes how to implement Oracle Customers Online.

Oracle E-Business Suite Multiple Organizations Implementation Guide:

This guide describes the multiple organizations concepts in Oracle E-Business Suite. It describes in detail on setting up and working effectively with multiple organizations in Oracle E-Business Suite.

Oracle E-Business Tax User Guide:

This guide describes the entire process of setting up and maintaining tax configuration data, as well as applying tax data to the transaction line. It describes the entire regime-to-rate setup flow of tax regimes, taxes, statuses, rates, recovery rates, tax jurisdictions, and tax rules. It also describes setting up and maintaining tax reporting codes, fiscal classifications, tax profiles, tax registrations, configuration options, and third party service provider subscriptions. You also use this manual to maintain migrated tax data for use with E-Business Tax.

Oracle E-Business Tax Implementation Guide:

This guide provides a conceptual overview of the E-Business Tax tax engine, and describes the prerequisite implementation steps to complete in other applications in order to set up and use E-Business Tax. The guide also includes extensive examples of setting up country-specific tax requirements.

Oracle E-Business Tax Reporting Guide:

This guide explains how to run all tax reports that make use of the E-Business Tax data extract. This includes the Tax Reporting Ledger and other core tax reports, country-specific VAT reports, and Latin Tax Engine reports.

Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide

This guide explains how to setup and use the services of third party tax service providers for US Sales and Use tax. The tax service providers are Vertex Q-Series and Taxware Sales/Use Tax System. When implemented, the Oracle E-Business Tax service subscription calls one of these tax service providers to return a tax rate or amount whenever US Sales and Use tax is calculated by the Oracle E-Business Tax tax engine. This guide provides setup steps, information about day-to-day business processes, and a technical reference section.

Oracle Embedded Data Warehouse User Guide:

This guide describes how to use Embedded Data Warehouse reports and workbooks to analyze performance.

Oracle Embedded Data Warehouse Implementation Guide:

This guide describes how to implement Embedded Data Warehouse, including how to set up the intelligence areas.

Oracle Embedded Data Warehouse Install Guide:

This guide describes how to install Embedded Data Warehouse, including how to create database links and create the end user layer (EUL).

Oracle Financial Accounting Hub Implementation Guide:

This guide provides detailed implementation information that leverages the features of Oracle Subledger Accounting to generate accounting.

Oracle Financial Services Reference Guide:

This guide provides reference material for Oracle Financial Services applications in Release 12, such as Oracle Transfer Pricing, and includes technical details about application use as well as general concepts, equations, and calculations.

Oracle Financial Services Implementation Guide:

This guide describes how to set up Oracle Financial Services applications in Release 12.

Oracle Financial Services Reporting Administration Guide:

This guide describes the reporting architecture of Oracle Financial Services applications in Release 12, and provides information on how to view these reports.

Oracle Financials and Oracle Procurement Functional Upgrade Guide: Release 11i to Release 12:

This guides provides detailed information about the functional impacts of upgrading Oracle Financials and Oracle Procurement products from Release 11i to Release 12. This guide supplements the *Oracle E-Business Suite Upgrade Guide: Release 12.0 and 12.1 to 12.2* .

Oracle Financials Concepts Guide:

This guide describes the fundamental concepts of Oracle Financials. The guide is intended to introduce readers to the concepts used in the applications, and help them compare their real world business, organization, and processes to those used in the

applications.

Oracle Financials Country-Specific Installation Supplement:

This guide provides general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries.

Oracle Financials for the Americas User Guide:

This guide describes functionality developed to meet specific business practices in countries belonging to the Americas region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

Oracle Financials for Asia/Pacific User Guide:

This guide describes functionality developed to meet specific business practices in countries belonging to the Asia/Pacific region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

Oracle Financials for Europe User Guide:

This guide describes functionality developed to meet specific business practices in countries belonging to the European region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

Oracle Financials for India User's Guide:

This guide provides information on how to use Oracle Financials for India. Use this guide to learn how to create and maintain setup related to India taxes, defaulting and calculation of taxes on transactions. This guide also includes information about accounting and reporting of taxes related to India.

Oracle Financials for India Implementation Guide:

This guide provides information on how to implement Oracle Financials for India. Use this guide to understand the implementation steps required for application use, including how to set up taxes, tax defaulting hierarchies, set up different tax regimes, organization and transactions.

Oracle Financials Glossary:

The glossary includes definitions of common terms that are shared by all Oracle Financials products. In some cases, there may be different definitions of the same term for different Financials products. If you are unsure of the meaning of a term you see in an Oracle Financials guide, please refer to the glossary for clarification. You can find the glossary in the online help or in the *Oracle Financials Implementation Guide*.

Oracle Financials Implementation Guide:

This guide provides information on how to implement the Oracle Financials E-Business Suite. It guides you through setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. It covers intercompany accounting and sequencing of accounting entries, and it provides examples.

Oracle Financials RXi Reports Administration Tool User Guide:

This guide describes how to use the RXi reports administration tool to design the content and layout of RXi reports. RXi reports let you order, edit, and present report information to better meet your company's reporting needs.

Oracle General Ledger Implementation Guide:

This guide provides information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

Oracle General Ledger Reference Guide

This guide provides detailed information about setting up General Ledger Profile Options and Applications Desktop Integrator (ADI) Profile Options.

Oracle General Ledger User's Guide:

This guide provides information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

Oracle Incentive Compensation Implementation Guide:

This guide provides Compensation Administrators with guidance during implementation of Oracle Incentive Compensation. The procedures are presented in the recommended order that they should be performed for successful implementation. Appendixes are included that describe system profiles, lookups, and other useful information.

Oracle Incentive Compensation User Guide:

This guide helps Compensation Managers, Compensation Analysts, and Plan administrators to manage Oracle Incentive Compensation on a day-to-day basis. Learn how to create and manage rules hierarchies, create compensation plans, collect transactions, calculate and pay commission, and use Sales Credit Allocation.

Oracle Internet Expenses Implementation and Administration Guide:

This book explains in detail how to configure Oracle Internet Expenses and describes its integration with other applications in the E-Business Suite, such as Oracle Payables and Oracle Projects. Use this guide to understand the implementation steps required for application use, including how to set up policy and rate schedules, credit card policies, audit automation, and the expenses spreadsheet. This guide also includes detailed information about the client extensions that you can use to extend Oracle Internet Expenses functionality.

Oracle iAssets User Guide

This guide provides information on how to implement and use Oracle iAssets. Use this guide to understand the implementation steps required for application use, including setting up Oracle iAssets rules and related product setup steps. It explains how to define approval rules to facilitate the approval process. It also includes information on using the Oracle iAssets user interface to search for assets, create self-service transfer requests and view notifications.

Oracle iProcurement Implementation and Administration Guide:

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self–service, Web interface.

Oracle iReceivables Implementation Guide:

This guide provides information on how to implement Oracle iReceivables. Use this guide to understand the implementation steps required for application use, including how to set up and configure iReceivables, and how to set up the Credit Memo Request workflow. There is also a chapter that provides an overview of major features available in iReceivables.

Oracle iSupplier Portal User Guide:

This guide contains information on how to use Oracle iSupplier Portal to enable secure transactions between buyers and suppliers using the Internet. Using Oracle iSupplier Portal, suppliers can monitor and respond to events in the procure-to-pay cycle.

Oracle iSupplier Portal Implementation Guide:

This guide contains information on how to implement Oracle iSupplier Portal and enable secure transactions between buyers and suppliers using the Internet.

Oracle Loans User Guide:

This guide describes how to set up and use Oracle Loans. It includes information on how to create, approve, fund, amortize, bill, and service extended repayment plan and direct loans.

Oracle Partner Management Implementation and Administration Guide:

This guide helps Vendor administrators to set up and maintain relationships and programs in the Partner Management application. The main areas include setting up the partner and channel manager dashboards, partner setup, partner programs and enrollment, opportunity and referral management, deal registration, special pricing management, and partner fund management.

Oracle Partner Management Vendor User Guide:

This guide assists vendor users in using Partner Management on a daily basis. This includes interaction with the partner and channel manager dashboards, working with partners and partner programs, managing opportunities and referrals, registering deals, and working with special pricing and partner funds.

Oracle Payables User's Guide:

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

Oracle Payables Implementation Guide:

This guide provides you with information on how to implement Oracle Payables. Use this guide to understand the implementation steps required for how to set up suppliers, payments, accounting, and tax.

Oracle Payables Reference Guide:

This guide provides you with detailed information about the Oracle Payables open interfaces, such as the Invoice open interface, which lets you import invoices. It also includes reference information on purchase order matching and purging purchasing information.

Oracle Payments Implementation Guide:

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes how Oracle Payments is integrated with financial institutions and payment systems for receipt and payment processing, known as funds capture and funds disbursement, respectively. Additionally, the guide explains to the implementer how to plan the implementation of Oracle Payments, how to configure it, set it up, test transactions, and how use it with external payment systems.

Oracle Payments User's Guide:

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes to the Payment Administrator how to monitor the funds capture and funds disbursement processes, as well as how to remedy any errors that may arise.

Oracle Procurement Buyer's Guide to Punchout and Transparent Punchout:

This guide contains necessary information for customers implementing remote catalog content on a supplier's Web site or on Oracle Exchange.

Oracle Procurement Contracts Online Help:

This guide is provided as online help only from the Oracle Procurement Contracts application and includes information about creating and managing your contract terms library.

Oracle Procurement Contracts Implementation and Administration Guide:

This guide describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self–service, Web interface.

Oracle Public Sector Financials User Guide:

This guide describes how to set up and administer Oracle Public Sector Advanced Features. It describes Encumbrance Reconciliation Reports, GASB 34/35 Asset

Accounting, and Funds Available Enhancements.

Oracle Purchasing User's Guide:

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

Oracle Receivables User Guide:

This guide provides you with information on how to use Oracle Receivables. Use this guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation Paths appendix to find out how to access each Receivables window.

Oracle Receivables Implementation Guide:

This guide provides you with information on how to implement Oracle Receivables. Use this guide to understand the implementation steps required for application use, including how to set up customers, transactions, receipts, accounting, tax, and collections. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

Oracle Receivables Reference Guide:

This guide provides you with detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Receivables functionality. This guide also describes the Oracle Receivables open interfaces, such as AutoLockbox which lets you create and apply receipts and AutoInvoice which you can use to import and validate transactions from other systems. Archiving and purging Receivables data is also discussed in this guide.

Oracle Sourcing Implementation and Administration Guide:

This guide contains information on how to implement Oracle Sourcing to enable participants from multiple organizations to exchange information, conduct bid and auction processes, and create and implement buying agreements. This allows professional buyers, business experts, and suppliers to participate in a more agile and accurate sourcing process.

Oracle Subledger Accounting Implementation Guide:

This guide provides setup information for Oracle Subledger Accounting features, including the Accounting Methods Builder. You can use the Accounting Methods Builder to create and modify the setup for subledger journal lines and application accounting definitions for Oracle subledger applications. This guide also discusses the reports available in Oracle Subledger Accounting and describes how to inquire on subledger journal entries.

Oracle Supplier Scheduling User's Guide:

This guide describes how you can use Oracle Supplier Scheduling to calculate and maintain planning and shipping schedules and communicate them to your suppliers.

Oracle iProcurement Implementation and Administration Guide:

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self–service, Web interface.

Oracle Procurement Contracts Implementation and Administration Guide:

This manual describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self–service, Web interface.

Oracle Trading Community Architecture User Guide:

This guide describes the Oracle Trading Community Architecture (TCA) and how to use features from the Trading Community Manager responsibility to create, update, enrich, and cleanse the data in the TCA Registry. It also describes how to use Resource Manager to define and manage resources.

Oracle Trading Community Architecture Administration Guide:

This guide describes how to administer and implement Oracle Trading Community Architecture (TCA). You set up, control, and manage functionality that affects data in the TCA Registry. It also describes how to set up and use Resource Manager to manage resources.

Oracle Trading Community Architecture Reference Guide:

This guide contains seeded relationship types, seeded Data Quality Management data, D&B data elements, Bulk Import interface table fields and validations, and a comprehensive glossary. This guide supplements the documentation for Oracle Trading Community Architecture and all products in the Oracle Customer Data Management family.

Oracle Trading Community Architecture Technical Implementation Guide:

This guide explains how to use the public Oracle Trading Community Architecture application programming interfaces (APIs) and develop callouts based on Oracle Workflow Business Events System (BES). For each API, this guide provides a description of the API, the PL/SQL procedure, and the Java method, as well as a table of the parameter descriptions and validations. For each BES callout, this guide provides the name of the logical entity, its description, and the ID parameter name. Also included are setup instructions and sample code.

Oracle U.S. Federal Financials User's Guide:

This guide describes the common concepts for an integrated financial management solution for federal agencies to comply with the requirements of the U.S. Federal government. It describes the product architecture and provides information on Budget Execution, Prompt Payment, Treasury payments, Third party payments, Interagency

transactions, Receivables management, Federal reports, SAM Integration, and Year End Closing.

Oracle U.S. Federal Financials Implementation Guide:

This guide describes the common concepts for an integrated financial management solution for federal agencies. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot the Federal Financial application for the following functional areas: Sub Ledger Accounting, Budget Execution, Prompt Payment, Treasury payments, Third party payments, Interagency transactions, Receivables management, Federal reports, SAM Integration, and Year End Closing.

Oracle Projects Documentation Set

Oracle Projects Implementation Guide:

Use this guide to implement Oracle Projects. This guide also includes appendixes covering function security, menus and responsibilities, and profile options.

Oracle Project Costing User Guide:

Use this guide to learn detailed information about Oracle Project Costing. Oracle Project Costing provides the tools for processing project expenditures, including calculating their cost to each project and determining the General Ledger accounts to which the costs are posted.

Oracle Project Billing User Guide:

This guide shows you how to use Oracle Project Billing to define revenue and invoicing rules for your projects, generate revenue, create invoices, and integrate with other Oracle Applications to process revenue and invoices, process client invoicing, and measure the profitability of your contract projects.

Oracle Project Management User Guide:

This guide shows you how to use Oracle Project Management to manage projects through their lifecycles - from planning, through execution, to completion.

Oracle Project Portfolio Analysis User Guide:

This guide contains the information you need to understand and use Oracle Project Portfolio Analysis. It includes information about project portfolios, planning cycles, and metrics for ranking and selecting projects for a project portfolio.

Oracle Project Resource Management User Guide:

This guide provides you with information on how to use Oracle Project Resource Management. It includes information about staffing, scheduling, and reporting on project resources.

Oracle Grants Accounting Documentation

Oracle Grants Accounting User Guide:

This guide provides you with information about how to implement and use Oracle

Grants Accounting. Use this guide to understand the implementation steps required for application use, including defining award types, award templates, allowed cost schedules, and burden set up. This guide also explains how to use Oracle Grants Accounting to track grants and funded projects from inception to final reporting.

Oracle Property Manager Documentation

Oracle Property Manager User Guide:

Use this guide to learn how to use Oracle Property Manager to create and administer properties, space assignments, and lease agreements.

Oracle Property Manager Implementation Guide:

Use this guide to learn how to implement Oracle Property Manager and perform basic setup steps such as setting system options and creating lookup codes, contacts, milestones, grouping rules, term templates, and a location hierarchy. This guide also describes the setup steps that you must complete in other Oracle applications before you can use Oracle Property Manager.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the Oracle E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite

automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

1

Product Overview

Overview

Oracle U.S. Federal Financials provides the basis for an integrated financial management solution for federal agencies, providing features such as budgetary control, fund accounting, online funds checking, cost accumulation and allocation, United States Standard General Ledger (US SGL) accounts, Treasury cash accounts, regulatory and ad hoc reporting, multiple fund receivables accounting, and multiple organization capabilities.

Oracle Public Sector Financials Modules in Oracle U.S. Federal Financials Diagram

This diagram shows Oracle Public Sector Financials modules that are affected by or enhanced in Oracle U.S. Federal Financials. General Ledger activities are described in the Oracle U.S. Federal General Ledger Features table, page 1-3. Payables activities are described in the Oracle U.S. Federal Payables Features table, page 1-11. Receivables activities are described in the Oracle U.S. Federal Receivables Features table, page 1-17. Purchasing activities are described in the Oracle U.S. Federal Purchasing Features table, page 1-8.

> **Note:** Refer to the *Oracle U.S. Federal Financials Implementation Guide* for setup steps.

Oracle Public Sector Financials Modules in Oracle U.S. Federal Financials

General Ledger Activities	Purchasing Activities	Payables Activities	Receivables Activities
General Ledger Setup	Purchasing Setup	Payables Setup	Receivables Setup
Create and Maintain Budgets	Create Requisitions	Enter Invoices	Enter Transactions (Print Invoices)
Maintain Ledger Balances	Enter Purchase Orders	Enter and Confirm Payments	Manage Receivables
Create and Post Journal Entries	Enter Receipts	Post Payments to GL	Apply Receipts and Post to GL
Print Reports	Print Reports	Print Reports	Print Reports

☐ Affected By or Enhanced in Oracle U.S. Federal Financials

⌐_⌐ Not Enhanced

Oracle U.S. Federal General Ledger Features Diagram

The diagram below shows General Ledger activities that are enhanced in Oracle U.S. Federal General Ledger and is described in the Oracle U.S. Federal General Ledger Features table., page 1-3

General Ledger Activities | Oracle U.S. Federal General Ledger

- General Ledger Setup → Oracle U.S. Federal Financials Implementation
- Create and Maintain Budgets → Oracle U.S. Federal General Ledger Budget Execution Module
- Maintain Ledger Balances → Funds Available
- Create and Post Journal Entries → Year-End Closing / Posting
- Print Reports → Federal Reports
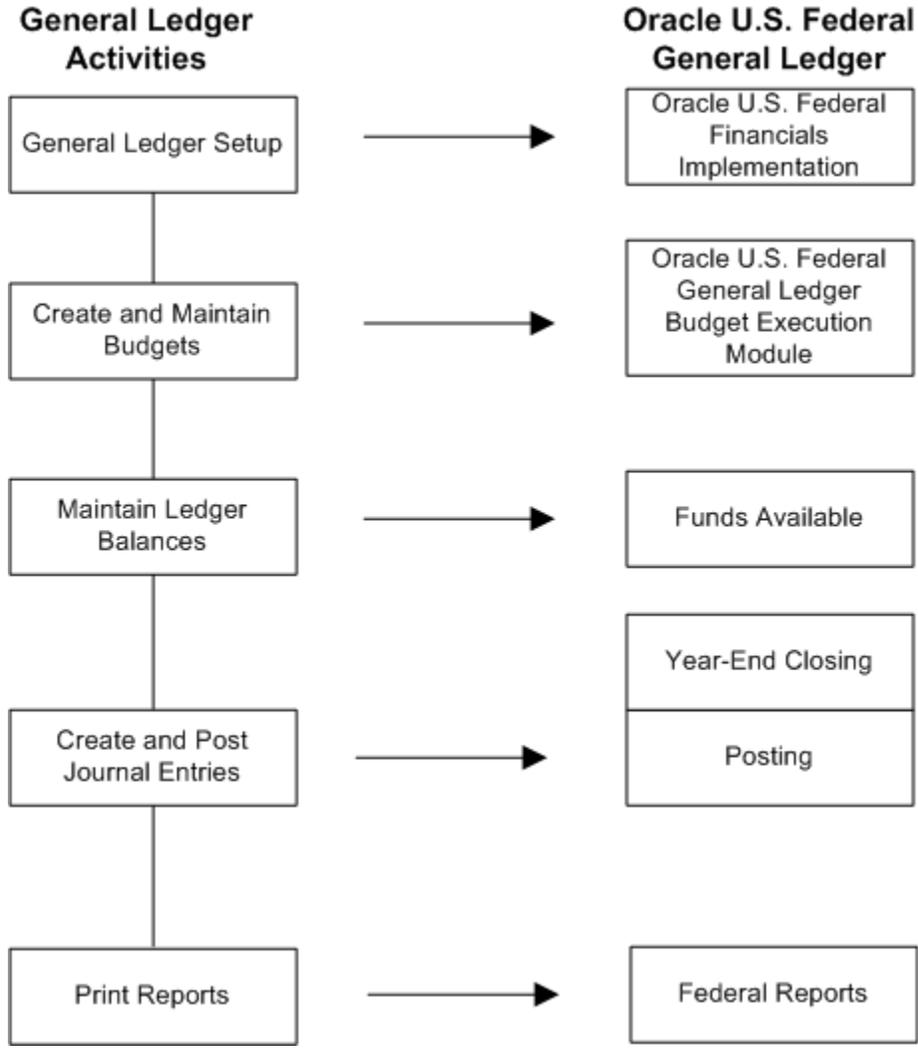
Oracle U.S. Federal General Ledger Features

Oracle U.S. Federal General Ledger enhances General Ledger as shown in the following table.

Oracle U.S. Federal General Ledger Features

General Ledger Activities	Oracle U.S. Federal General Ledger
General Ledger Setup	Oracle U.S. Federal Financials Implementation

General Ledger Activities	Oracle U.S. Federal General Ledger
Create and Maintain Budgets	Oracle U.S. Federal General Ledger Budget Execution Module
Maintain Ledger Balances	Funds Available
Create and Post Journal Entries	Year End Closing
	Posting
Print Reports	Federal Reports

Budget Execution

Budget execution provides a budget entry system for federal agencies and public sector organizations. With budget execution, agencies and organizations can develop and record budgets and subsequently track and control funds. Multiple budgetary levels can be defined and budgetary limitations established for each level. For federal agencies, the upper levels have legal authority over the budgetary limitations. Lower levels of budget control are used typically for program management, project management, cost-center controls, and other types of internal management.

The budget execution open interface lets you load transactions from other budgeting tools such as Oracle Public Sector Budgeting, Oracle Financial Analyzers, or Excel. You can develop the process in which the transactions are loaded into the Budgetary Transactions Import.

Oracle U.S. Federal Financials uses Oracle Workflow to maintain the budget execution transaction approval process.

Related Topics

Budget Execution Setup Budget Execution Process, *Oracle U.S. Federal Financials Implementation Guide*

Budget Execution Transaction Procedures,*Oracle U.S. Federal Financials Implementation Guide*

Budget Execution Open Interface Procedures,*Oracle U.S. Federal Financials Implementation Guide*

Budget Execution Approval Workflow Process, page 6-1

Budget Execution Transaction Summary Procedures, page 7-1

Budget Execution Report, page 8-1

Budget Execution Open Interface Tables, page A-1

Funds Available

Agencies can monitor fund performance by viewing funds available online at both detail and summary levels in the Funds Available window. Information provided includes commitments, obligations, and expenditures against approved budget amounts.

Related Topics

Funds Available,*Oracle U.S. Federal Financials Implementation Guide*

Funds Availability Reports Procedures, page 37-1

Year-End Closing

The Year-End Closing process enables agencies to close accounts and carry amounts forward at the end of the fiscal year according to Office of Management and Budget (OMB) requirements. The process includes liquidation of unobligated commitments, generation of closing entries in General Ledger, and carrying forward obligated balances to the next fiscal year. The process also provides the flexibility to leave commitments open for all time frames.

Related Topics

Year-End Closing Setup,*Oracle U.S. Federal Financials Implementation Guide*

Year-End Closing Process, page 45-1

Year-End Closing Procedures, page 46-1

General Ledger Federal Reports

Oracle U.S. Federal Financials provides these standard reports in General Ledger required for submission to the Treasury and for internal financial management purposes:

- FMS Form 1219 Statement of Accountability Report and FMS Form 1220 Statement of Transactions reports

- FMS Form 224 Statement of Transactions report

- Funds Availability reports

- Transaction Register reports

- Rollover Treasury Account Symbols Report

- Trial Balance reports

- GTAS Trial Balance

- GTAS Trasaction Registar

- Year-End Closing Execution report

Related Topics

Oracle U.S. Federal Purchasing Features Diagram

This figure shows Purchasing activities that are enhanced in Oracle U.S. Federal Purchasing and are described in the Oracle U.S. Federal Purchasing Features table, page 1-8.

Oracle U.S. Federal Purchasing Features

Purchasing Activities		Oracle U.S. Federal Purchasing
Purchasing Setup	→	Oracle U.S. Federal Financials Implementation
Create Requisitions	→	Subledger Accounting
		Document Cross-reference
Enter Purchase Orders	→	Subledger Accounting
		Document Cross-reference
Enter Receipts	→	Prior Period Receipts
		Document Cross-reference
Print Reports	→	Federal Reports
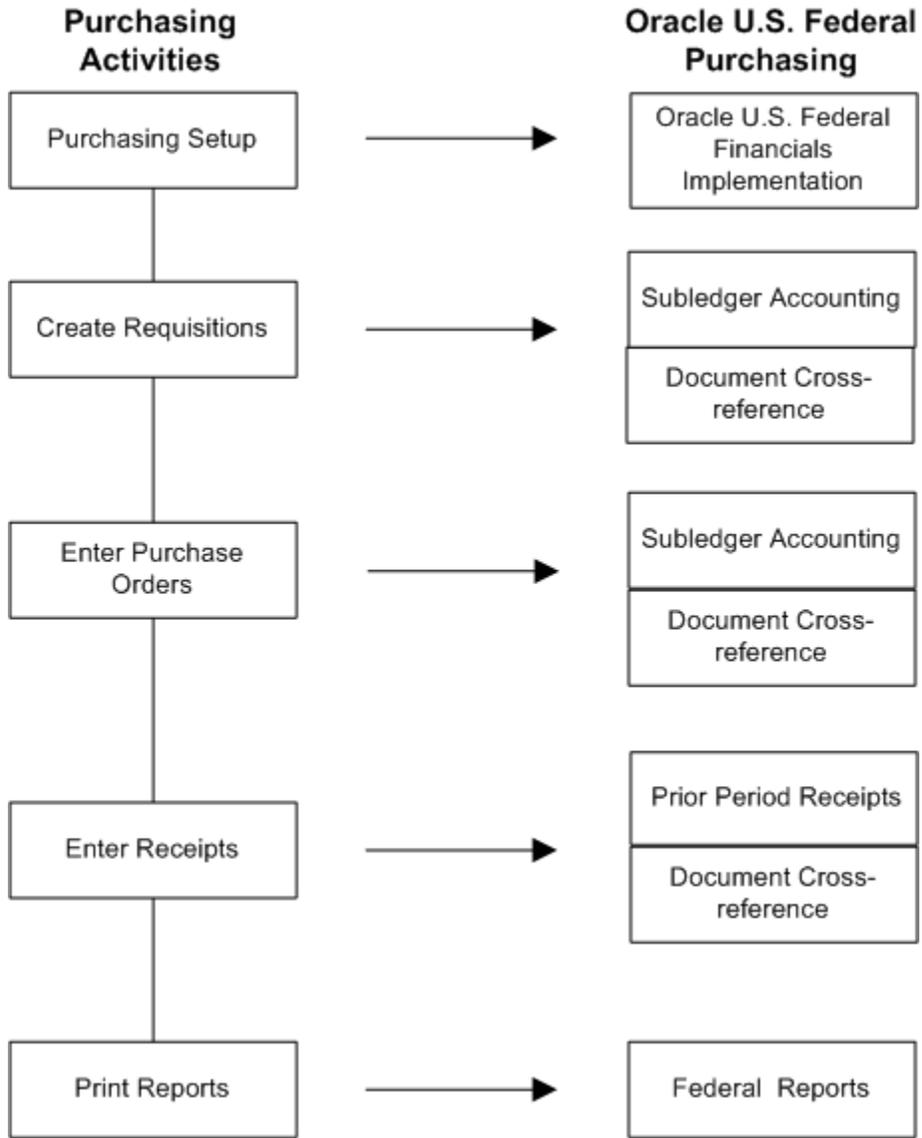
Oracle U.S. Federal Purchasing Features

Oracle U.S. Federal Purchasing enhances Purchasing as shown in the following table.

Oracle U.S. Federal Purchasing Features

Purchasing Activities	Oracle U.S. Federal Purchasing
Purchasing Setup	Oracle U.S. Federal Financials Implementation
Create Requisitions	Subledger Accounting
	Document Cross Reference
Enter Purchase Orders	Subledger Accounting
	Document Cross Reference
Enter Receipts	Prior Period Receipts
Print Reports	Federal Reports

Purchasing supports Oracle U.S. Federal General Ledger, Oracle U.S. Federal Payables, Oracle U.S. Federal Receivables, and reporting features. Procedures specific to Oracle U. S. Federal Financials are not required.

This section describes these Oracle U.S. Federal Purchasing features:

Accounting Using Oracle Subledger Accounting

You can complete your accounting process using Oracle Subledger Accounting. Subledger Accounting is an intermediate step between each of the subledger applications and Oracle General Ledger. Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to General Ledger.

Public sector entities use Subledger Accounting setup to perform extra accounting events during purchasing and receiving activities. These extra accounting events are often budgetary in nature, but they can also be used proprietary accounts. Oracle U.S. Federal Financials predefines a Purchasing-related Subledger Accounting application accounting definition which includes account derivation rules.

See: Accounting Using Oracle Subledger Accounting

Related Topics

Setting up Subledger Accounting, *Oracle U.S. Federal Financials Implementation Guide*

Predefined Data for Oracle Subledger Accounting, *Oracle U.S. Federal Financials Implementation Guide*

Document Cross-referencing

Document cross-referencing lets you query a document and to view all related documents.

Related Topics

Prior Period Receipts

Prior period receipts let you record receipts or acceptance transactions that were received in a prior period that is now closed.

Related Topics

Purchasing Federal Reports

Oracle U.S. Federal Financials provides the Status of Obligations Report in Purchasing required for submission to the Treasury and for internal financial management purposes.

Related Topics

Oracle U.S. Federal Payables Features Diagram

This figure shows Payables activities that are enhanced in Oracle U.S. Federal Payables and is described in the Oracle U.S. Federal Payables features table, page 1-11.

Oracle U.S. Federal Payables Features

Payables
Activities

Oracle U.S. Federal
Payables

| Payables Setup | → | Oracle U.S. Federal Financials Implementation |

| Prompt Payment | Document Cross-reference |

| Enter Invoices | → | IPAC Disbursements |

Subledger Accounting

| Prompt Payment | Document Cross-reference |

Third Party Payments

Refunds, Voids, and Chargebacks

| Enter and Confirm Payments | → | Treasury Payments |

Confirmation

Subledger Accounting

IPAC Disbursements

Cash Position Detail Report

| Print Reports | → | Federal Reports |
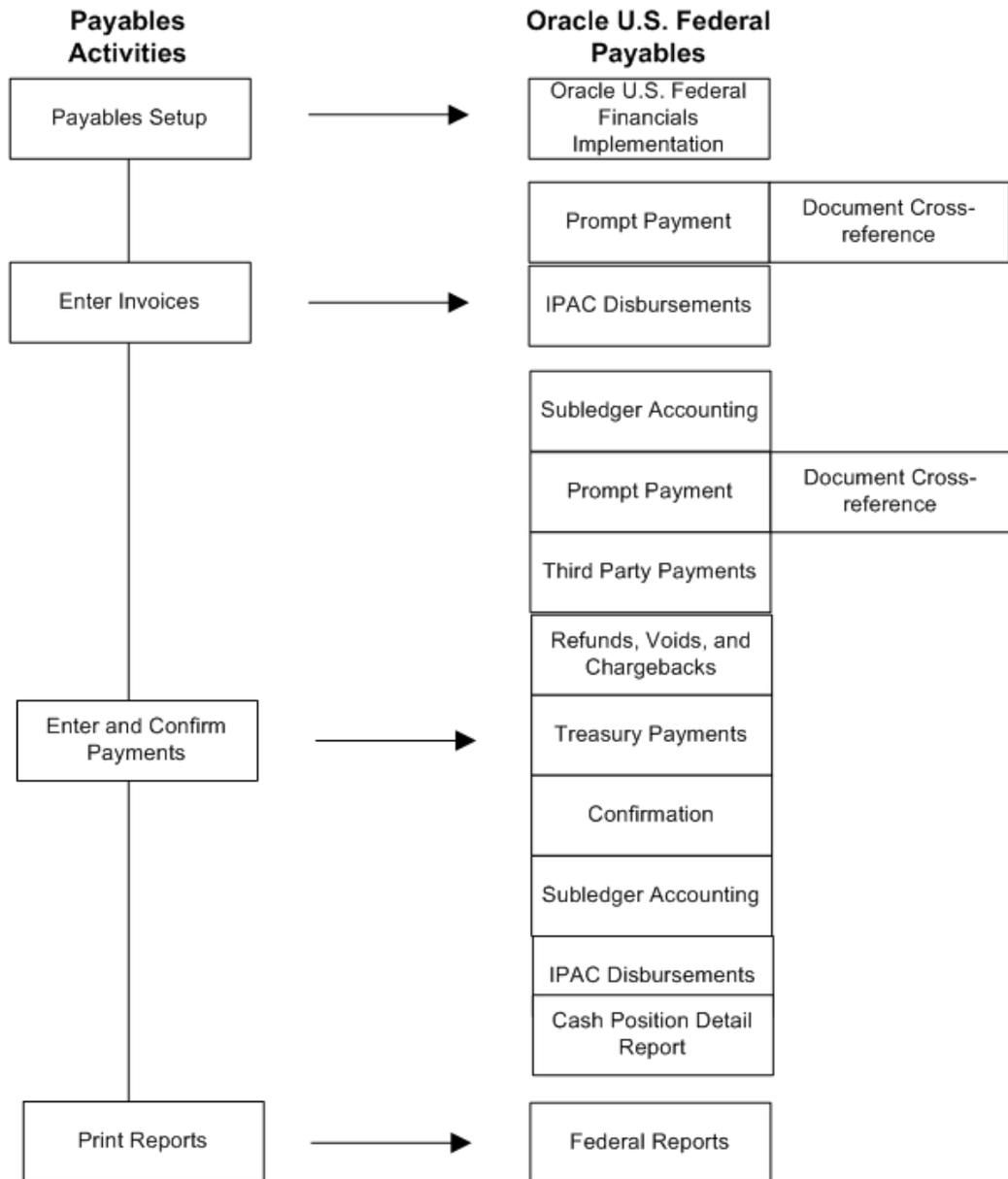
Oracle U.S. Federal Payables Features

Oracle U.S. Federal Payables enhances Payables as shown in the following Oracle U.S. Federal Payables Features table, page 1-11.

Oracle U.S. Federal Payables Features

Payables Activities	Oracle U.S. Federal Payables
Payables Setup	Oracle U.S. Federal Financials Implementation
Enter Invoices	Prompt Payment
	IPAC Disbursements
	Document Cross-referencing
	Subledger Accounting
Enter and Confirm Payments	Prompt Payment
	Third Party Payments
	Treasury Payments
	Treasury Confirmation
	Document Cross-referencing
	Cash Position Detail Report
	Subledger Accounting
Print Reports	Federal Reports

System for Awards Management (SAM)

The Office of Management and Budget (OMB) requires agencies to use information contained in the SAM as the source for making payments to vendors.

Related Topics

System for Awards Management (SAM) Process, page 41-1

System for Awards Management (SAM) Procedures, page 42-1

Suppliers Deactivation Report

The Suppliers Deactivation Report lets you identify the active suppliers that do not have any purchasing or payment activity in a given time period and to deactivate those suppliers.

Related Topics

Suppliers Deactivation Report Procedures, page 44-1

Prompt Payment

The prompt payment features are comprised of the Due Date Calculation process, the Economically Beneficial Discount process, and the Assign Reason Codes process. These features let agencies to comply with the requirements of the Prompt Payment Act regarding the payment of commercial obligations.

The Due Date Calculation process lets agencies use the later of the Invoice Received Date or the Goods/Services Acceptance or Receipt Date as the basis for determining the due date on payment schedules. This process also considers Invoice Returns, the Constructive Acceptance Date, and original due dates that fall on a weekend or holiday.

The Economically Beneficial Discount process determines whether it is economically beneficial to take supplier discounts by comparing the discount rate to the Treasury's Current Value of Funds rate. If economically beneficial, discounts are taken automatically during the Payables AutoSelect process.

The Assign Reason Codes process lets agencies assign reason codes to interest paid and discount lost invoices.

Payables also supplies automated support for paying and posting overdue invoices under terms of the Prompt Payment Act through the automatic interest feature.

Related Topics

Prompt Payment , page 11-1

Prompt Payment Process, page 12-1

Prompt Payment Report Procedures,*Oracle U.S. Federal Financials Implementation Guide*

IPAC Disbursement

IPAC disbursement lets agencies automatically record disbursements billed by another agency through IPAC.

Related Topics

Interagency Transaction Processes, page 21-1

Interagency Transaction Procedures, page 22-1

Third Party Payments

The Third Party Payment process re-routes payments from the principal supplier to their designated agent as defined in the Third Party Assignment window. The

Historical Third Party Payment Remittance report is for 11*i* upgrade users only. This report shows third party payment assignments for payment batches processed in 11*i*.

Related Topics

Third Party Payments Setup,*Oracle U.S. Federal Financials Implementation Guide*

Historical Third Party Report , page 20-1

Treasury Payments

Payments are sent to the Treasury using these payment formats:

* US Federal SPS GWA ACH

* US Federal SPS GWA Check

* US Federal SPS GWA Same Day Payments

* US Federal PAM ACH

* US Federal PAM Check

* US Federal SPS GWA Summary Schedule (for PAM)

Related Topics

 US Federal Payment Formats, *Oracle Payables Implementation Guide*

Summary Schedules, page 17-1

Treasury Confirmation

 After accomplishment by Treasury, the Treasury Confirmation process lets federal agencies record and confirm treasury payment information.

The Treasury Confirmation and Reconciliation window lets agencies record treasury accomplishment information for payment process request submitted for disbursement.

After confirmation, journal entries are created to move the payment amounts from the agency's disbursement in transit liability account to its fund balance cash account.

The Treasury Confirmation and Reconciliation window also lets agencies find and view existing treasury payments.

Related Topics

Treasury Confirmation , page 18-1

Document Cross-referencing

Document cross-referencing lets you query a document and to view all related documents.

You can query these document types:

- Purchase orders

- Requisitions

- Receipts

- Accounts payable

- Invoices

- Payments

Related Topics

Document Cross-referencing Procedures, page 40-1

Accounting Using Oracle Subledger Accounting

You can complete your accounting process using Oracle Subledger Accounting. Subledger Accounting is an intermediate step between each of the subledger applications and Oracle General Ledger. Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to General Ledger.

Public sector entities use Subledger Accounting setup to perform extra accounting events during invoice and payment activities. These extra accounting events are often budgetary in nature, but they can also be used with proprietary accounts. Oracle U.S. Federal Financials predefines a Payables-related Subledger Accounting application accounting definition which includes account derivation rules.

See: Accounting Using Oracle Subledger Accounting

Related Topics

Setting up Subledger Accounting,*Oracle U.S. Federal Financials Implementation Guide*

Predefined Data for Oracle Subledger Accounting,*Oracle U.S. Federal Financials Implementation Guide*

Cash Position Detail Report

The Cash Position Detail report compares the detail of pending invoice payments to the cash balance in General Ledger.

Related Topics

Cash Position Detail Report , page 14-1.

Payables Federal Reports

Federal Financials provides these standard reports in Payables required for submission to the Treasury and for internal financial management purposes:

- Form 1099-G Certain Government Payments

- Form 1099-INT Interest Income

- Prompt Payment reports

- Status of Obligations report

- Supplier Tax Identification Number Listing report

Related Topics

Status of Obligations Report Procedures, page 38-1

Supplier Tax Identification Number Listing Report Procedures, page 43-1

Prompt Payment Process, page 11-1

Prompt Payment Report Procedures, page 13-1

Form 1099-INT and Form 1099-G Procedures, page 39-1

Oracle U.S. Federal Receivables Features Diagram

This figure shows the Receivables activities that are enhanced in Oracle U.S. Federal Receivables and is described in the Oracle U.S. Federal Receivables Features table, page 1-17.

Oracle U.S. Federal Receivables Features

Receivables Activities

```
┌─────────────────────┐                      ┌─────────────────────┐
│  Receivables Setup  │  ────────────────▶   │ Oracle U.S. Federal │
│                     │                      │     Financials      │
│                     │                      │   Implementation    │
└─────────────────────┘                      └─────────────────────┘

┌─────────────────────┐                      ┌─────────────────────┐
│ Enter Transactions  │  ────────────────▶   │     Interagency     │
│  (Print Invoices)   │                      │    Transactions     │
│                     │                      ├─────────────────────┤
│                     │                      │ Subledger Accounting│
└─────────────────────┘                      └─────────────────────┘

                                             ┌─────────────────────┐
                                             │     Receivables     │
                                             │ Management: Assign  │
                                             │ and Accrue Finance  │
                                             │      Charges        │
                                             ├─────────────────────┤
┌─────────────────────┐                      │     Receivables     │
│ Manage Receivables  │  ────────────────▶   │     Management:     │
│                     │                      │ Manage Cancellation │
│                     │                      │       of Debt       │
│                     │                      ├─────────────────────┤
│                     │                      │     Receivables     │
│                     │                      │     Management:     │
│                     │                      │ Delinquent Invoice  │
│                     │                      │      Referrals      │
│                     │                      ├─────────────────────┤
│                     │                      │ Subledger Accounting│
└─────────────────────┘                      └─────────────────────┘

┌─────────────────────┐                      ┌─────────────────────┐
│    Print Reports    │  ────────────────▶   │   Federal Reports   │
└─────────────────────┘                      └─────────────────────┘
```

Oracle U.S. Federal Receivables column header at top right.

Oracle U.S. Federal Receivables Features

Oracle U.S. Federal Receivables enhances Receivables as shown in the following table.

Oracle U.S. Federal Receivables Features

Receivables Activities	Oracle U.S. Federal Receivables
Receivables Setup	Oracle U.S. Federal Financials Implementation
Enter Transactions (Print Invoices)	Interagency Transactions
	Subledger Accounting
Manage Receivables	Receivables Management: Assign and Accrue Finance Charges
	Receivables Management: Manage Cancellation of Debt
	Receivables Management: Delinquent Invoice Referrals
	Subledger Accounting
Print Reports	Federal Reports

Receivables Management

The receivables management features are comprised of the Finance Charges process, the Form 1099 reporting process, the 1099-C Cancellation of Debt reporting process, the Cash Receipts process, and delinquent invoice referral. These features allow agencies to comply with the requirements of the Debt Collection Act regarding the collection of interest, administrative charges, and penalties on late payments.

The Invoice Write-off process allow agencies select an invoice and its associated debit memos and write off all remaining balances in one step.

The Finance Charges process lets agencies assign specially defined Finance Charge Types to customers and invoices, waive finance charges on selected customers or invoices, and accrue finance charges under specified conditions.

The Lockbox Finance Charge Application process lets you make automatic applications of federal finance charges prior to the principal application when processing receipts using the AutoLockbox process.

The 1099-C Cancellation of Debt process lets agencies file IRS Statement 1099 for each debtor for whom a debt for a specified amount is canceled during the calendar year.

The Cash Receipts process lets agencies enter manual cash receipts and to apply those receipts against accrued finance charges and invoices.

The Invoice Status process lets agencies assign an invoice status to overdue invoices,

which enables the generation of the Receivables Activity Worksheet.

The Delinquent Invoice Referral process enables agencies to perform these tasks:

- Identify and report receivables that meet predetermined criteria for write-off or referral to DMS.

- Automatically create files of delinquent accounts for electronic submission to appropriate governmental organizations.

- Track and report on the date and nature of a change in the status of an accounts receivable.

Related Topics

Receivables Management Process,*Oracle U.S. Federal Financials Implementation Guide*

Receivables Management Procedures,*Oracle U.S. Federal Financials Implementation Guide*

Receivables Management Report Procedures,*Oracle U.S. Federal Financials Implementation Guide*

Delinquent Invoice Referral Setup,*Oracle U.S. Federal Financials Implementation Guide*

Interagency Transactions

Interagency Transactions comprise the SF 1080 Voucher for Transfers Between Appropriations and/or Funds, the SF 1081 Voucher and Schedule of Withdrawals and Credits document, and the Interagency Transfers window.

The SF 1080 Voucher for Transfers Between Appropriations and/or Funds document is provided for interagency expenditure transactions when Treasury does not disburse payments for at least one of the agencies. The document is generated by the billing agency and sent to the customer agency for accomplishment.

The SF 1081 Voucher and Schedule of Withdrawals and Credits document is provided for interagency expenditure transactions when Treasury disburses payments for both billing and customer agencies. The document is generated by the billing agency and sent to the customer agency for accomplishment.

The Interagency Transfers window lets agencies enter receipts and invoices for SF 1081 and Intra-governmental Payment and Collection (IPAC) transactions to ensure proper reporting on the FMS Form 224 report or the FMS 1219 and 1220 reports. The Bulk File process lets agencies format a file of interagency transactions for transmission to Treasury using the FMS IPAC system.

Related Topics

Accounting Using Oracle Subledger Accounting

You can complete your accounting process using Oracle Subledger Accounting. Subledger Accounting is an intermediate step between each of the subledger applications and Oracle General Ledger. Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to General Ledger.

Public sector entities use Subledger Accounting setup to perform extra accounting events during transaction and receipt activities. These extra accounting events are often budgetary in nature, but they can also be used proprietary accounts. Oracle U.S. Federal Financials predefines multiple Receivable-related Subledger Accounting application accounting definitions which includes account derivation rules. Application accounting definitions for multiple fund accounting; balance and account methods, as well as non-multiple fund accounting are seeded to meet your agency's specific receivable accounting need.

Related Topics

Setting up Subledger Accounting,*Oracle U.S. Federal Financials Implementation Guide*

Predefined Data for Oracle Subledger Accounting,*Oracle U.S. Federal Financials Implementation Guide*

Receivables Federal Reports

Oracle U.S. Federal Financials provides these standard reports in Receivables required for submission to the Treasury and for internal financial management purposes:

- Delinquent Invoice Referral report

- Delinquent Invoices Eligible for Referral report

- Invoice Status Report

- Receivables Management reports

Related Topics

Receivables Management Process, page 23-1

Receivables Management Report Procedures, page 25-1

2

Accounting Using Oracle Subledger Accounting

Overview

Oracle U.S. Federal Financials enables you to complete your accounting process using Oracle Subledger Accounting. Subledger Accounting is an intermediate step between each of the subledger applications and Oracle General Ledger. Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting data to General Ledger. It stores a complete and balanced subledger journal entry in a common data model for each business event that requires accounting.

Subledger Accounting provides a uniform approach to accounting and a common set of tools that enable you to configure accounting rules for applications that require accounting. It includes a common user interface and a set of programs that can generate accounting for Oracle and non-Oracle applications. When you set up rules in Subledger Accounting, you can define the types of lines, descriptions, and accounts to store on journal entries. Subledger Accounting partitions data by subledger application, while storing the information in a common model.

U.S. Federal Financials generates accounting events and the Create Accounting process of Subledger Accounting creates the subledger accounting entries for the accounting events.

See: Accounting Event Model Overview, page 2-2.

U.S. Federal Financials predefines setup for Subledger Accounting so that the create accounting process accepts the default accounting information from U.S. Federal Financials without change. Subledger Accounting transfers the final accounting to General Ledger. You can optionally define your own detailed subledger accounting rules to enable Subledger Accounting to create accounting entries.

Related Topics

Setting up Subledger Accounting,*Oracle U.S. Federal Financials Implementation Guide*

Predefined Data for Oracle Subledger Accounting,*Oracle U.S. Federal Financials Implementation Guide*

Oracle Subledger Accounting Implementation Guide

Accounting Event Model Overview

Accounting events represent transactions that have a financial accounting impact. Oracle U.S. Federal Financials generates accounting events for the business events that it processes. The create accounting process creates subledger accounting entries for the accounting events. The Transfer to General Ledger process transfers the accounting entries to General Ledger.

For example, a business event takes place when you create a Treasury Confirmation in U.S. Federal Financials. The Account Generator process then automatically creates accounting entries for the Treasury Confirmation. Next, the Subledger Accounting Create Accounting process creates accounting entries for these accounting events in Oracle Subledger Accounting. The Transfer Journal Entries to GL process then transfers the accounting data to Oracle General Ledger.

As the foundation of the event model, U.S. Federal Financials predefines the following event entities:

- Budget Execution

- Reprogram Budget Execution

- Treasury Confirmation

An event entity enables Oracle Subledger Accounting to handle the accounting for similar business events in a consistent manner. Each event entity is associated with one or more event classes. An event class represents a category of business events for a particular transaction type or document. For example, Oracle U.S. Federal Financials predefines the Treasury Confirmation Transactions event class for the Treasury Confirmation event entity.

Event classes group similar event types and enable sharing of accounting definitions. An event type represent a business operation that you can perform for an event class. An accounting event has both an event class and an event type that affect how the create accounting process determines the subledger accounting for it. Event types provide the lowest level of detail for storing accounting definitions. For example, the Treasury Confirmation Transaction event class is subject to three types of business operations that are represented by the following event types:

- Treasury Backout

- Treasury Confirm

- Treasury Void

Oracle U.S. Federal Financials provides a predefined set of event classes and event types for each accounting event entity. Oracle U.S. Federal Financials also predefines accounting event class options for each event class to specify the detailed information about the event class. For example, the accounting event class options specify the general ledger journal category and the balance type (actual, encumbrance, or budget) for each event class. In addition, accounting event class options specify a process category for each event class. Process categories are collections of one or more logically related event classes.

The create accounting process uses these accounting events to create accounting entries in Oracle Subledger Accounting.

Oracle U.S. Federal Financials also predefines Subledger Accounting Application Accounting Definitions which includes Account Derivation Rules in Payables, Purchasing, Costing, and Receivables subledgers. The subledgers use these account derivation rules to create additional accounting entries during activities recorded in those subledgers. These extra accounting entries are often budgetary in nature, but they can also be used with proprietary accounts.

For detailed information on the accounting entities, event classes, event types, process categories, accounting event class options, , Application Account Definitions and Account Derivation Rules that Oracle U.S. Federal Financials predefines.

Understanding the Treasury Confirmation Accounting Event Entity

Oracle U.S. Federal Financials predefines a set of event classes and event types for the Treasury Confirmation accounting event entity. The following figure illustrates the event classes and event types for the Treasury Confirmation accounting event entity.

Event Entity: Treasury Confirmation
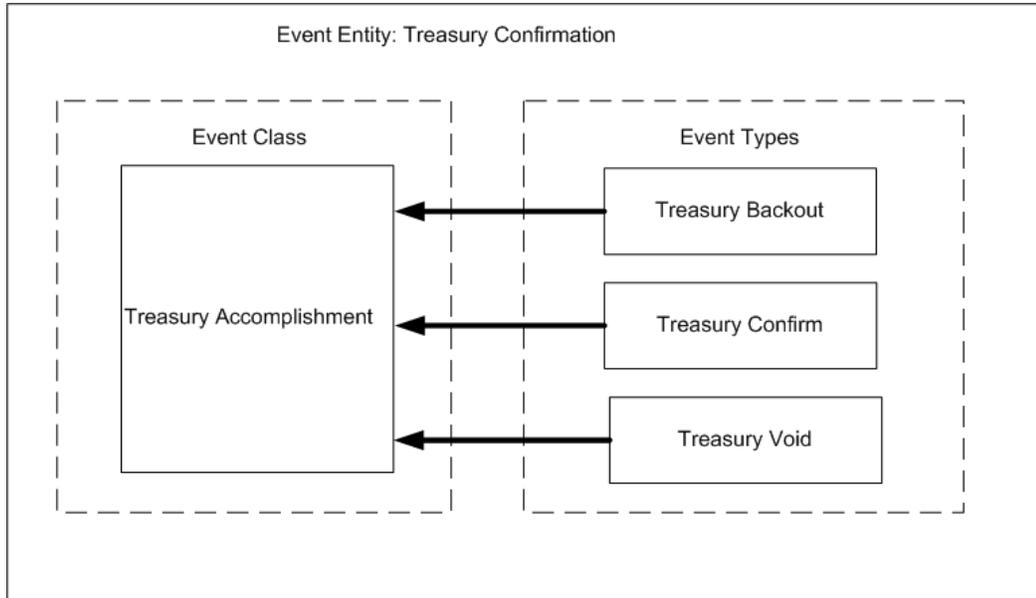
As illustrated in the figure Event Entity: Treasury Accomplishment, the Treasury Backout, Treasury Confirm, and Treasury Void event types are associated with the Treasury Confirmation event class.

Oracle U.S. Federal Financials generates accounting events for the Treasury Accomplishment event class when you enter and confirm the payment. The application reverses the treasury payment accounting when you backout the payment due to data entry error. Additionally, Oracle U.S. Federal Financials creates accounting for voided payments.

Treasury Confirmation Process Flow

The treasury confirmation process includes the following steps:

- Enter the payment process request in Oracle Public Sector Payables and create a payment instruction in Oracle Payments.

- Send the payment file to Treasury for payment.

- Treasury sends back the Agency Confirmation report.

- Enter and confirm the Department of Treasury payment information in the Treasury Confirmation and Reconciliation window. If an offset occurs, you can enter Offset information from Treasury before confirming the payment in this window.

- When you confirm, Oracle U.S. Federal Financials submits the Disbursement in Transit Transactions Confirmation process to create the needed accounting. Oracle Subledger Accounting creates the accounting using the predefined subledger accounting rules.

Oracle U.S. Federal Financials enables you to reverse the journal entries created by the confirmation in case of data corrections. You click Backout in the Treasury Confirmation and Reconciliation window, which submits the Disbursement in Transit Transactions Backout process to reverse the accounting created by the confirmation. Oracle Subledger Accounting reverses the accounting using the predefined subledger accounting rules. You can enter the corrected data and confirm the payments again. Your confirmation again initiates the Disbursement in Transit Transactions Confirmation process to create the needed accounting.

If a payment is voided after the payment has been confirmed, you must submit the Disbursement in Transit Voided Checks process to create accounting for the voided payments. Oracle Subledger Accounting reverses all journal entries for payments that have been voided.

- To transfer the subledger journal entries to General Ledger, you must submit the Transfer Journal Entries to GL process.

Related Topics

Predefined Data for Oracle Subledger Accounting,*Oracle U.S. Federal Financials Implementation Guide*

Budget Execution, page 3-1

Re-programming Transactions, page 4-9

Treasury Confirmation, page 18-1

3

Budget Execution

Overview

The Budget Execution process lets organizations develop and record budgets and also track and control funds. An organization can define multiple budget levels and establish budgetary limitations for each level. The upper levels, such as appropriation, apportionment, and allotment have legal authority over the limitations. The lower levels of control are used for internal management.

Federal Requirements

According to the Antideficiency Act, Federal agencies must not:

- Incur obligations or expenditures in excess of the amounts available in appropriations, fund accounts, or apportionments.

- Obligate or expend amounts required to be sequestered.

    Federal agencies cannot exceed allotments, sub allotments, or other subdivisions of funds when agency regulations make exceeding such administrative divisions a violation of the law.

The Antideficiency Act requires agency managers to establish fund control systems that identify agency staff responsible for causing obligations or expenditures to exceed limitations. The Office of Management and Budget (OMB) has directed executive agencies to always treat obligations in excess of allotments or sub allotments as violations of the Antideficiency Act.

Federal Reporting Requirements

Agencies must submit GTAS Trial Balances on a monthly basis. To comply with OMB regulations, GTAS must be constructed using the standard accounts as defined in the U. S. Standard General Ledger.

Budget Execution

The Budget Execution process includes:

- Creation of multiple budget levels from top-level funding to detailed, time-based divisions of funds

  Budget levels can have any name.

- Establishment of budget limitations and monetary amounts.

- Distribution and control of budgets at any level including the division, program, and project.

  Budgets can be distributed and controlled at all levels.

- Recording and control of rescissions and deferrals.

  Rescissions, proposed and enacted, and deferrals, OMB and agency, are recorded in the Enter Budget Authority window. You can establish control of rescissions and deferrals as absolute, advisory, or no spending control.

- Viewing the results of funds checking.

- Creation of security levels to tightly control access to budget information.

- Establishing different budget transaction types and if needed, associating valid transaction sub-types to use with the transaction type.

- Budget execution workflow approval process.

- Posting to general ledger.

- Transferring distribution amounts from one account to another and creating budget execution documents to view the reprogrammed transactions.

- Online audit trail lets you view, update, and approve budget execution transactions.

  The Budget Transaction Summary window shows all transactions including the budget level, date, amount, document number, status, and fund value.

- Generating reports to review the status of all budget execution transactions.

Budget Execution Process Flow Diagram

This diagram shows the budget execution process as described in the Budget Execution Process, page 3-4.

Budget Execution Process Flow Diagram
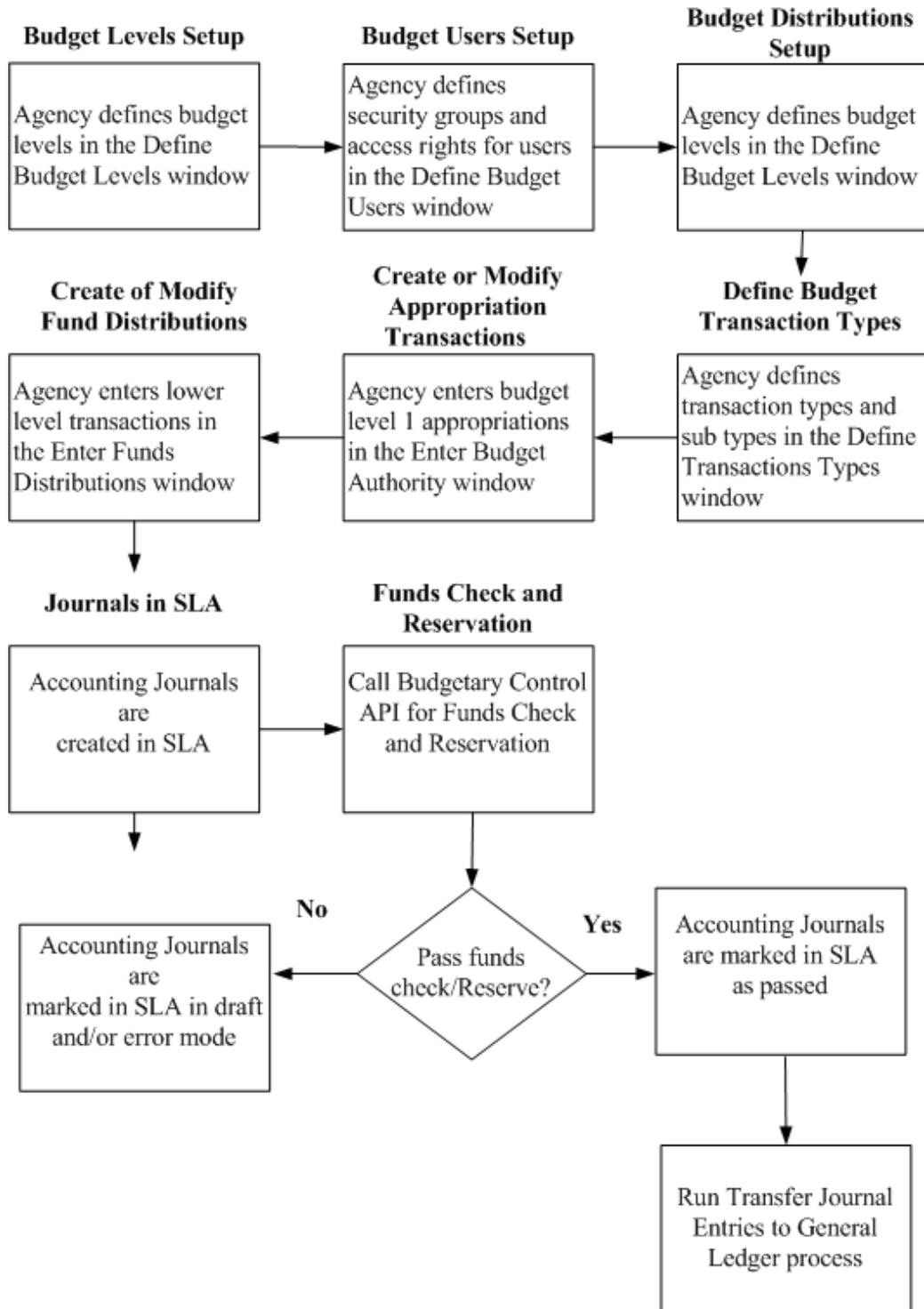
Budget Execution Process

The Budget Execution process includes these steps:

1. The agency defines the budget levels required to control and distribute funds during budget execution in the Define Budget Levels window.

2. The agency defines security groups and access rights for users in the Define Budget Users window.

3. The agency defines budget distributions for each fund value to be used when entering transactions in the Define Budget Distributions window.

4. The agency defines budget transaction types and transaction sub types in the Define Budget Transaction Types window.

5. The agency enters or modifies appropriations in the Enter Budget Authority window. Funds checking can be initiated from this window and users can view the results of funds checking in the Funds Check Result window.

6. The agency enters all lower level budget execution transactions in the Enter Funds Distributions window. Funding is distributed by quarter or some other time period based on the general ledger date. Funds checking can be initiated from this window and users can view the results of funds checking in the Funds Check Result window.

7. The agency submits the transaction for approval in the Enter Budget Authority window, the Enter Funds Distributions window, or the Budget Transaction Summary window. Users can approve multiple transactions from the Budget Transaction Summary window.

8. If enabled, the Workflow process routes the transaction for funds reservation and document approval to the appropriate approver as defined in the Define Budget Users window.

   If a budget execution transaction is rejected or fails funds reservation, the transaction must be corrected and resubmitted for approval.

9. The agency can transfer distribution accounts from one account to another in the Re-programming Transactions window. Funds checking and the approval process can be initiated from the Re-programming Transactions window or the Budget Transactions Summary window by clicking Approve.

   The Create Re-programming process is automatically initiated when the reprogramming transactions are approved. This process creates reprogramming documents that can be viewed in the Budget Transactions Summary window, the Enter Budget Authority window, and the Enter Funds Distributions window.

10. The agency can view, update, and approve transactions and enter new transactions in the Budget Transaction Summary window. By selecting transactions, users can approve multiple transactions at one time.

11. The agency can generate these reports:

- Budget Execution Transaction Register report to review the status and other details of all budget execution transactions.

- Budget Execution Transaction Register by Treasury Account Symbol to review the status and other details of all budget execution transactions by treasury account symbol.

4

Budget Execution Transactions

Overview

Budget execution uses these business rules as the basis for distributing and controlling budgetary data:

- Mandates that the first budget level is defined for all treasury account symbols and fund value combinations to begin the budget execution process.

- Captures different types of budget authority in the Enter Budget Authority window.

  For example, continuing resolutions, supplemental appropriations, and estimated borrowing authority are recorded using different transaction types and transaction sub types in the Enter Budget Authority window.

- Records other budget execution transactions in the Enter Funds Distribution window.

  Lower level budget execution transactions, such as apportionments, allocation, and allotments, are recorded in the Enter Funds Distribution window.

- Relies primarily on summary account template setup in General Ledger to enforce funds control.

  Funds control in budget execution is hierarchical from lower budget levels to higher budget levels and by time periods. A fund amount at a lower budget level cannot exceed the amount at a higher level. For example, the amount of funds at Budget Level 4 cannot exceed the amount of funds at Budget Level 3. This relationship must be enforced and supported by the summary account template setup in General Ledger.

- Records all budget execution transactions to any open or future-enterable general ledger accounting period.

Transactions cannot be posted to future periods, but you can enter, save, and approve transactions. Future-entered transactions are posted when the general ledger period is opened.

> **Note:** This overrides the Allow Postings to Future Periods check box in General Ledger.

- Automatically makes available for use in the subsequent quarter any funds of a budget level not fully distributed to the next lower level for a particular quarter.

- If an amount being rescinded or deferred is already distributed to a lower budget level, users must reverse the distribution at that lower level before the funds are available to be rescinded or deferred at the higher level.

- Supports unique document numbering schemes by budget level and source for a ledger.

> **Note:** Appropriation, budget level 1, is mandatory; lesser budget levels must be entered sequentially by fund value, but not all levels need to be used.

Prerequisites

To process Budget Execution transactions, you must:

1. Define Budget levels.

2. Define Transaction types and if needed, transaction sub types.

3. Define Budget Distributions

Budget Levels

Budget execution has an unlimited number of levels for budget control and details. Each of the budget levels uses a window with fields for the data required at that level. Users choose the number of budget levels and their names.

> **Note:** Budget level names are assigned during the setup process.

Example

The ABC agency uses these hierarchies:

- Appropriation, level 1, distributes budget authority by fund value using the Enter Budget Authority window.

- Apportionment, level 2, allocates appropriated funds based on fund value and category by time period or activity.

- Allotment, level 3, distributes budgetary resources to a more detailed reporting structure, such as organization, object class, project, or activity.

Both apportionment and allotment transactions are recorded using the Enter Funds Distribution window.

Entering Appropriations

You can complete these tasks in the Enter Budget Authority window:

- Record annual appropriation amounts, as well as midyear adjustments to existing appropriations.

- Specify the amount of appropriation funds granted to an organization and distributes the funds to fund values for a particular treasury account symbol.

- Capture the public law number of the specific law enacted by the U.S. Congress and signed by the President of the United States.

- Enter transactions for rescissions, warrants, and deferrals.

- Validate available funds against general ledger summary templates to ensure that total distributions do not exceed appropriation amounts.

- Populate treasury account symbol attributes from the Define Fund Attributes window.

- Create journal entries in Subledger Accounting.

- View funds checking results using the Budgetary Control results report.

To enter budget authority transactions, navigate to the Enter Budget Authority window.

The following table describes selected fields on the Budget Authority window, Main tab.

Enter Budget Authority Window Description, Main Tab

Field Name	Description
Number	A unique budget transaction number for tracking purposes.

Field Name	Description
[Revision Number]	Descriptive number for tracking purposes; after approval, number is incremented by 1 when transaction updated and saved.
Treasury Account Symbol	Treasury Account Symbol as defined in the Define Fund Attributes window.
Fund Value	Fund value for appropriation transaction.
Distribution	Enabled budget segments for distributions to fund value.
Description	Budget distribution account segment description.
Transaction Date	Defaults to current date.
Authority Duration Code	Authority Duration Code ; automatically displayed the Treasury Account Symbol selected.
Apportionment Category	Apportionment category; automatically displayed for fund value.
Direct or Reimbursable Code	Direct or Reimbursable Code; automatically displayed for fund value
Status	Provides the state of the document (such as incomplete, in process, approved)
Beginning Period of Availability	First fiscal year of funds availability; automatically populated based on treasury account symbol.
Expiration Date	Treasury account symbol expiration date; automatically populated based on treasury account symbol.
Cancellation Date	Treasury account symbol cancellation date.
Document Total	Control total for the sum of the transaction amounts.
Source	Defaults to Manual for transactions entered in the budget execution module; indicates Reprogramming if the transaction was created from the reprogramming process.

Field Name	Description
Rev	Descriptive number for tracking purposes; after approval, number is incremented by 1 when transaction updated and saved.
GL Date	Accounting period to which the transaction is to be posted; must fall within an open or future-entry general ledger period. The GL date cannot be after the cancellation date of the Treasury Account Symbol.
Transaction Type	Transaction type; values defined in Define Budget Transaction Types window for the budget level.
Sub Type	Conditionally required based on the transaction type setup.
Increase/Decrease	Increase or decrease transaction amount to fund value.
Transaction Amount	Dollar value of the transaction.
Public Law Code	Specific public law code related to appropriation; must be entered if the PL Code flag is enabled in the Define Budget Transaction Types window for the Transaction Type selected.
Reduction Type	Reduction Type seeded values.
Advance Type	Advance type; must be selected if the Advance flag is enabled in the Define Budget Transaction Types window for the Transaction Type selected.

The following table describes selected fields on the Budget Authority window, Transfers tab.

Budget Authority Window Description, Transfers tab

Field Name	Description
Agency ID	Agency identifier of the agency involved in the transfer; must be entered if Transfer is selected in the Define Budget Transaction Types window for transaction type selected. This field lists all Agency Identifiers defined using the Trading Partner TAS form.

Field Name	Description
Main Account	Main account code of the agency involved in the transfer; must be entered if Transfer is selected in the Define Budget Transaction Types window for transaction type selected. This field lists all Main Accounts defined on the Trading Partner TAS from for the Agency ID selected.
Check Funds...	Initiates the funds checking process.
Approve...	Initiates the budget execution transaction approval process and opens the Approve Document window. If Workflow is enabled, the Approve Document window appears. Authorized users can forward the document to a different approver.

The following table describes the approval process according to whether workflow is enabled or disabled.

Approval Process based on whether Workflow is enabled or disabled

User Access for Budget Level	Workflow Disabled	Workflow Enabled	
		Change Forward To check box selected	Change Forward To check box deselected
User entering or modifying the transaction has approver access	Funds Reservation process. If the document passes funds check it is reserved and approved.	Funds Reservation process. If the document passes funds check it is reserved and approved.	Funds Reservation process. If the document passes funds check it is reserved and approved.
User entering or modifying the transaction does not have approver access	Document becomes available for approval by another user with approver access for the budget level within the same security group or a group super user for the budget level.	Depending on the budget level the document can be forwarded to another approver, but not the default approver, within the security group or a group super user.	Document is forwarded to the default approver. The default approver must be specified in the Define Budget Users window if the user does not have approver access for the budget level.

Entering Funds Distributions

Complete these tasks in the Enter Funds Distributions window:

- Distribute funds to lower budget levels.

- Access budget levels and data appropriate to a user's access privileges.

- Distribute funds by quarter or some other time period based on the general ledger date.

- Transfer funds to Trading Partners

- Capture budgetary data for open and future periods based on the general ledger date but only data for open periods can be posted to General Ledger.

- Validate available funds against general ledger summary templates to ensure that total distributions do not exceed appropriation amounts.

- Create journal entries in Subledger Accounting.

- View funds checking results via the Budgetary Control results report.

To enter funds distributions transactions, navigate to the Enter Funds Distribution window.

The following table describes selected fields on the Enter Funds Distribution window.

Enter Funds Distribution Window Description

Field Name	Description
Budget Level	Budget level for which users are distributing funds. If the budget level is entered after the fund value is entered, the list of values is restricted to the budget levels that are defined for the fund value.
Fund Value	Fund values from Define Budget Distributions. List of values includes fund values that have a corresponding transaction defined in a previous budget level.
From Distribution	Distributions available from previous level for the fund value selected. This field is blank when the source is reprogramming.
Description	Budget distribution account segment description.
Number	Unique number to identify the budget transaction for a particular combination of budget level, set of books and source.
Apportionment Category	Automatically displayed for fund value.

Field Name	Description
Direct or Reimbursable Code	Automatically displayed for fund value.
Transaction Date	Defaults to current date.
Treasury Account Symbol	Treasury Account Symbol as defined in the Define Fund Attributes window.
Direct or Reimbursable Code	Automatically displayed for fund value.
Transaction Date	Defaults to current date.
Treasury Account Symbol	Treasury Account Symbol as defined in the Define Fund Attributes window.
Revision Number]	Revision number; increments by 1 when transaction updated and saved.
Status	Document status. Valid values include Incomplete, In Process, Approved, Rejected, Requires Re-approval, Forwarded, Not Reserved, and Reserved.
Source	Defaults to Manual for transactions entered in the budget execution module; indicates Reprogramming if the transaction was created from the reprogramming process.
Document Total	Control total for the sum of the transaction amounts.
Amount for Distribution	Amount available for distribution.
Main	Tab for main account distribution information.
Rev	Revision number; after document approval, increments by 1 for the appropriate line level transaction revision.
GL Date	Accounting period to which the transaction is to be posted; must fall within an open or future-entry general ledger period. The GL date cannot be after the cancellation date of the Treasury Account Symbol.
Qtr	Fiscal year quarter; automatically populated when GL Date selected.

Field Name	Description
Fund Distribution	Values of enabled budget segments for distributions to fund value at current budget level.
Transaction Type	Transaction type; defined in the Define Transaction Types window.
Transfers	Tab for Trading Partner Direct Transfer information.
Agency ID	Three character numeric Trading Partner AID if the Transfer checkbox is selected on the Budget Transactions Type form. This field lists all Agency Identifiers defined using the Trading Partner TAS form.
Main Account	Four character numeric Trading Partner Main if the Transfer checkbox is selected on the Budget Transactions Type form. This field lists all Main Accounts defined on the Trading Partner TAS form for the Agency ID selected.
Sub Type	Conditionally required based on the transaction type setup.
Increase/Decrease	Indicates if transaction is an increase or a decrease.
%	Percent of amount available for distribution that should be distributed at this line; enabled only when distribution amount provided.
Transaction Amount	Dollar amount. If users enter the % field, the amount is calculated as amount available percentage provided.
Check Fund...	Initiates funds checking process.
Approve...	Initiates budget execution transaction approval process. If workflow is enabled, the Approve Document window appears. Authorized users can forward document to a different approver.

Re-programming Transactions

Reprogramming transactions transfer distribution amounts from one account to another. In the Re-programming Transactions window, users can record and create reprogramming transactions using a single data entry point.

Reprogramming Process

The reprogramming process includes the following steps:

1. Enter reprogramming transaction data in the Re-programming Transactions window

2. Initiate funds checking and approving reprogramming transactions in the Re-programming Transactions window or the Budget Transaction Summary window.

3. When the reprogramming transaction passes funds checking and is approved, the Create Rreprogramming Transactions process is initiated.

> **Note:** Automatic numbering is not available for reprogramming transactions.

Create Reprogramming Transactions

The Create Reprogramming Transactions process generates budget execution documents and journal entries in Subledger Accounting based on information entered in the Re-programming Transactions window. After the reprogramming process passes funds reservation and is approved, the Create Reprogramming process automatically starts generating and the accounting transactions are marked as passed in Subledger Accounting for the Reprogramming transactions.

The Create Reprogramming Transactions process creates these documents that can be viewed in the Budget Transactions Summary window, the Enter Budget Authority window, and the Enter Funds Distribution window:

- A document reflecting the distribution from which funds are being reduced The Increase/Decrease indicator for Transfer - From distributions is set to Decrease. The document number has the suffix -RPF.

- A document reflecting the distribution to which funds are made available The Increase/Decrease Indicator for Transfer - To is set to Increase. The document number has the suffix -RPT.

If the Transfer-From distribution fails funds reservation, the document status changes to Not Reserved and the reprogramming documents are not created. The journal entries are marked in Subledger Accounting with draft or error.

Reprogramming documents can be viewed in the Budget Transactions Summary window, the Enter Budget Authority window, or the Enter Funds Distribution window.

Documents created using the Reprogramming process are not available for subsequent updates or revisions.

To reprogram a transaction, navigate to the Re-programming Transactions window.

> **Note:** If the Flexfields: Shorthand Entry profile option is enabled, GL

aliases are enabled in the Re-programming Transactions window.

The following table describes selected fields on the Re-programming Transactions window.

Re-programming Transactions Window Description

Field Name	Description
Document Number	Unique budget transaction number.
Budget Level	Budget level for which funds are being distributed for.
GL Date	Accounting period to which the transaction is to be posted. The GL date cannot be after the cancellation date of the Treasury Account Symbol.
Fund Value	Fund value from which transaction amounts are being transferred. List of Values includes fund values that have a corresponding transaction defined for that budget level.
Distribution	Flexfield definition from which funds are to be reduced.
Fund Value	Fund value to which transaction amounts are being transferred to.
Distribution	Flexfield definition to which funds are to be made available.
Type	Transaction type; values defined in Define Budget Transaction Types window for the budget level.
Sub Type	Conditionally required based on the transaction type setup.
Amount	Transaction amount to be distributed.
Public Law Code	Specific public law code related to appropriation; must be entered if the PL Code flag is enabled in the Define Budget Transaction Types window for the Transaction Type selected.
Reduction Type	Reduction Type seeded values.

Field Name	Description
Advance Type	Advance type; must be selected if the Advance flag is enabled in the Define Budget Transaction Types window for the Transaction Type selected.
Agency ID	Agency identifier of the agency involved in the transfer; must be entered if Transfer is selected in the Define Budget Transaction Types window for transaction type selected. This field lists all Agency Identifiers defined on the Trading Partner TAS form.
Main Account	Main account code of the agency involved in the transfer; must be entered if Transfer is selected in the Define Budget Transaction Types window for transaction type selected. This field lists all Main Accounts defined on the Trading Partner TAS from for the Agency ID selected.
Description	Budget distribution account segment description.
Status	Document status. Values include Incomplete, In Process, Not Reserved, and Processed.

Approving Documents

To approve a document:

1. Navigate to the Enter Budget Authority or Enter Funds Distribution window.

2. Query the appropriate document number.

3. Select Approve to run the budget execution transaction approval process. If workflow is enabled, the Approve Document window appears. Authorized users can forward a document to a different approver.

4. Select Forward, if you want to send the document to an approver other than the default approver.

5. Select the approver in the Forward To field.

6. Enter your comments in the note.

Approving Budget Execution Notifications

To review budget execution notifications and take appropriate approval actions:

1. Navigate to the Worklist window.

2. In the Subject field, select a notification.

3. Select either Approve, Reject, or Reassign.

Related Topics

Planning Summary Account Templates, *Oracle General Ledger User Guide.*

Defining Budget Levels, *Oracle U.S. Federal Financials Implementation Guide.*

Defining Budget Users, *Oracle U.S. Federal Financials Implementation Guide.*

Defining Budget Transaction Types, *Oracle U.S. Federal Financials Implementation Guide*.

Defining Budget Distributions, *Oracle U.S. Federal Financials Implementation Guide.*

Defining Budget Levels, *Oracle U.S. Federal Financials Implementation Guide*.

Federal Seed Data Setup, *Oracle U.S. Federal Financials Implementation Guide.*

Using Standard Request Submission, *Oracle E-Business Suite User's Guide*

Budget Transaction Summary, page 7-2

5

Budget Execution Open Interface

Overview

The budget execution open interface lets you load transactions from other budgeting tools such as Oracle Public Sector Budgeting, Oracle Financial Analyzers, or Microsoft Excel.You can use Oracle SQL*Loader or develop the process in which the transactions are loaded into the Budgetary Transactions Import.

The Budget Execution Open Interface table, FV_BE_INTERFACE, stores budget execution records. The Budget Execution Open Interface Import program builds budget execution transactions based on the records in the Budget Execution Open Interface tables. After the import program creates transactions in the Federal Financials' Budget Execution Transaction tables, you can view, modify, and approve transactions in the Enter Budget Authority or Enter Funds Distributions windows in Oracle U.S. Federal Financials.

Budget Execution Open Interface

The budget execution open interface process includes these steps:

1. Populate records in the FV_BE_INTERFACE table in Oracle U.S. Federal Financials.

2. Populate the FV_BE_INTERFACE_CONTROL table with the Source and Group_ID, which are required for budgetary transaction import.

3. Initiate the Budgetary Transactions Import process using the Import Budget Execution Transactions window to perform these tasks:

   • Select all the records that have a status of New or Rejected.

   • Validate all the required fields for each record and mark the status as Accepted or Rejected.

- Submit a request to generate the Imported Budgetary Transactions report.

- Insert the records in the Oracle U.S. Federal Financials tables if all the records have a status of Accepted.

- If the FV: Archive Budgetary Transactions Import Data option is enabled, archive records that are successfully imported.

  > **Note:** If the archive profile option is enabled, records are copied to the interface history table and purged from the interface table. If the archive profile option is not enabled, the records are not copied to the interface history table, but they are purged from the interface table. If the profile option is left null, then a default of Yes is enabled when the import process is run.

4. You can review the status of all imported transactions in the Imported Budgetary Transactions report.

   The Imported Budgetary Transactions report displays the total number of records, status, and errors for a given source and group ID.

   The Imported Budgetary Transactions report displays an error code for each record with a status of Rejected.

5. You can correct rejected transactions for a given source and group ID in the Correct Budget Execution Transactions Import Data window, which displays rejected records that are in the open interface table.

6. You can delete records in the interface table by selecting the source and group identifier in the Delete BE Import Data window. You can correct the transactions at the source and reload the interface table.

   > **Note:** You can delete records only if the source and group ID combination contains rejected records.

Troubleshooting the Budget Execution Open Interface

The following table describes how to troubleshoot rejected records in the budget execution open interface.

Troubleshooting the Budget Execution Open Interface

Error Code	Error Name	Resolution
ED01	Invalid descriptive flexfield	Invalid descriptive flexfield
EM03	Invalid Ledger	Check the Ledgers identifier.
EM10	Invalid Sub Type	Check the sub type is valid.
EM28	Invalid Transaction Type	Check that the transaction type is valid.
EM29	Invalid Budget Level	Check the budget level in Federal Financials is valid.
EM31	There are more segments required for this budget level	Check the segments that are set to Y for this budget level in the Define Budget Distributions window. All segments set to Y must have a value entered for that segment.
EM33	No budget distributions defined for this fund value	Check that the fund value is the same for the Budgeting Segments as for the Fund Value.
EM34	Cancelled or Expired Treasury Account Symbol	Check that the fund value for the associated treasury account symbol is not cancelled or expired.
EM35	Invalid Increase / Decrease Flag	Check the Increase/Decrease flag to ensure that it is I or D.
EM36	Amount must be equal to or greater than zero	Check amount to ensure that it is a positive number.
EM37	Invalid segment values	Check the Segment 1-30 values to ensure that they are valid segment values.
EM39	Previously existing document with the same document number has not been approved	Check the document number. There is an existing document with the same document number that is waiting for approval action.

Error Code	Error Name	Resolution
EM40	Document Number must be Numeric	Check the Document Number to ensure that it is numeric.
EM41	Missing segment value in Budgeting Segments	Check the segments that are set to Y for this budget level. All segments set to Y must have a value entered for that segment.
EM42	Budgeting Segments does not exist for previous budget level	Check the Budgeting Segments value to ensure that the previous level has the same values in Segments 1-30. This check is only for those budget levels other than 1.
EM43	Segments failed Cross Validation	Check Segments 1-30 values for invalid combinations.
EM44	Fund Value is not the same for Document Number, Ledger, Source and Budget Level	Check the document number. This is a duplicate document number with a transaction entered in Budget Execution where the Document Number, SOB_ID, Source and Budget Level are the same but the Fund value is different.
EM45	Public Law Code is more than 7 characters	Enter a 7-character public law code
EM46	Invalid Advance Type	Check the advance types entered in Federal Lookup window
EM47	Invalid Transfer Dept ID and /or Transfer Main Account	Enter a Transfer Dept ID and/or Transfer Main Account
EP06	Invalid GL Date	Check the GL Period to ensure that it is a valid period for this ledgers
EU01	Invalid Budget User	Enter a valid budget user
EU02	Insufficient Access for Budget User	Check user access in the Define Budget Users window

Prerequisites

Before copying records to the interface history table, you must:

- Enable the FV: Archive Budgetary Transactions Import Data profile option.

Importing Budget Execution Transactions

To import budget execution transactions, :

1. Navigate to the Import Budget Execution Transactions window.

2. Select the appropriate source.

3. Click Import to initiate the Budgetary Transactions Import process.

4. Review the Imported Budgetary Transactions report to determine the number of errors in the import data and how to correct any Journal Import errors as described in the Imported Budgetary Transactions Report Description, page 5-6 table.

Import Budget Execution Transactions Window Description

The following table describes selected fields on the Import Budget Execution Transactions window.

Field Name	Description
Source	Budgeting tool source
Group ID	Group number identifying import data within a source; value defaults when Source is selected
No	Not currently used; indicates that descriptive flexfield is not to be imported
With Validation	Not currently used; indicates that descriptive flexfield is to be imported with validation; for future use
Without Validation	Indicates that the descriptive flexfield is to be imported without validation; for future use
Import	Initiates the Budgetary Transactions Import Process

Imported Budgetary Transactions Report Description

The following table describes selected fields on the Import Budgetary Transaction Report window.

Section	Description
Header Section	Ledger name, report date, concurrent request identifier, page number; sorted by ledger
Source	Budgeting tool source
Group ID	Group number identifying import data within a source
Status	Accepted or rejected status for the Source and Group ID
Total Records	Total number of records
Total Errors	Total number of errors
Document Number	Document number
Record Number	Record number
Budget Level	Budget level, such as appropriation, apportionment, and allotment
Total Amount	Budget level total amount
Document Number	Document number
Record Number	Record number
Total Amount	Transaction amount
Error Code	Transaction error code

Viewing and Correcting Budgetary Transactions

To view and correct budgetary transactions, navigate to the Correct Budget Execution Transactions Import Data window.

The following table describes selected fields on the Find Budgetary Import Transactions window.

Find Budgetary Import Transactions Window Description

Field	Description
Source	Budgeting tool source
Group ID	Group number identifying import data within a source

The following table describes selected fields on the Correct Budget Execution Transactions Data Import window.

Correct Budget Execution Transactions Data Import Window Description

Field Name	Description
Source	Budgeting tool source.
Group ID	Group number identifying import data within a source.
Sub Type	Transaction sub type; If the transaction sub type is required for the transaction type selected, the transaction type is required.
Corrected Status	Indicates record corrected.
Ledger ID	Ledger identifier.

Deleting Budgetary Transaction Import Data

To delete budget transaction import data from the budget execution interface table:

1. Navigate to the Delete BE Import Data window.

2. Select the appropriate budgeting tool source.

3. Click Delete to delete the selected records.

Delete BE Import Data Window Description

The following table describes selected fields on the Delete BE Import Data window.

Delete BE Import Data Window Description

Field Name	Description
Source	Budgeting tool source
Group ID	Group number identifying import data within a source; value defaults when Source is selected
Delete	Deletes selected records from the interface table

Related Topics

Budget Execution Open Interface Tables, page A-1

Budget Execution Open Interface Table Descriptions, page A-2

Specify Profile Options,*Oracle U.S. Federal Financials Implementation Guide*

6

Budget Execution Approval Workflow Process

Overview

Oracle U.S. Federal Financials uses Oracle Workflow to maintain the budget execution transaction approval process and route documents to the appropriate approver.

Workflow includes:

- Oracle Workflow Builder, a graphical tool that lets you create business process definitions.

- Workflow Engine, which implements process definitions at runtime.

- Notification System, which sends notifications and processes responses in a workflow.

Workflow uses the approval controls and hierarchies defined in the Define Budget users window to route documents for approval. You can initiate the budget execution transaction approval process in these windows by selecting Approve:

- Enter Budget Authority

- Enter Funds Distributions

- Re-programming Transactions

- Budget Transactions Summary

When you click Approve... to submit a transaction for approval, the Approve Document window appears if workflow is enabled. If Submit for the Approval check box in the Approve Document window is selected and you click OK, the funds checking process is initiated to validate that sufficient funding is available. The transaction cannot be approved if it fails funds checking. All transactions must be approved before they can

be transferred to General Ledger.

In the Approve Document window, authorized users can change the approver and forward the document to a different approver. In the Document Routing tab of the Define Budget Users window, you can define users authorized to change an approver.

In their notifications, users can indicate the reason for the approval or rejection. The notifications can be approved either through e-mail or the application.

The Approval and Workflow Setup Matrix diagram shows the approval and workflow setup matrix. The matrix describes the approval process flow based on the workflow setup.

1. If the Workflow flag is set to No, the Funds Reservation process (concurrent request) is called as a concurrent request and completed.

2. If the Workflow flag is set to Yes and the Approver is the same as the person indicated in the Forward From field of the Approve window, the Funds Reservation Process is called as a concurrent request and completed.

3. If the Workflow flag is set to Yes and the Approver is not the same as the person indicated in the Forward From field of the Approve window, the Workflow Approval process is called which in turn calls the Funds Reservation process as a stored procedure, but not as a concurrent request, and completed.
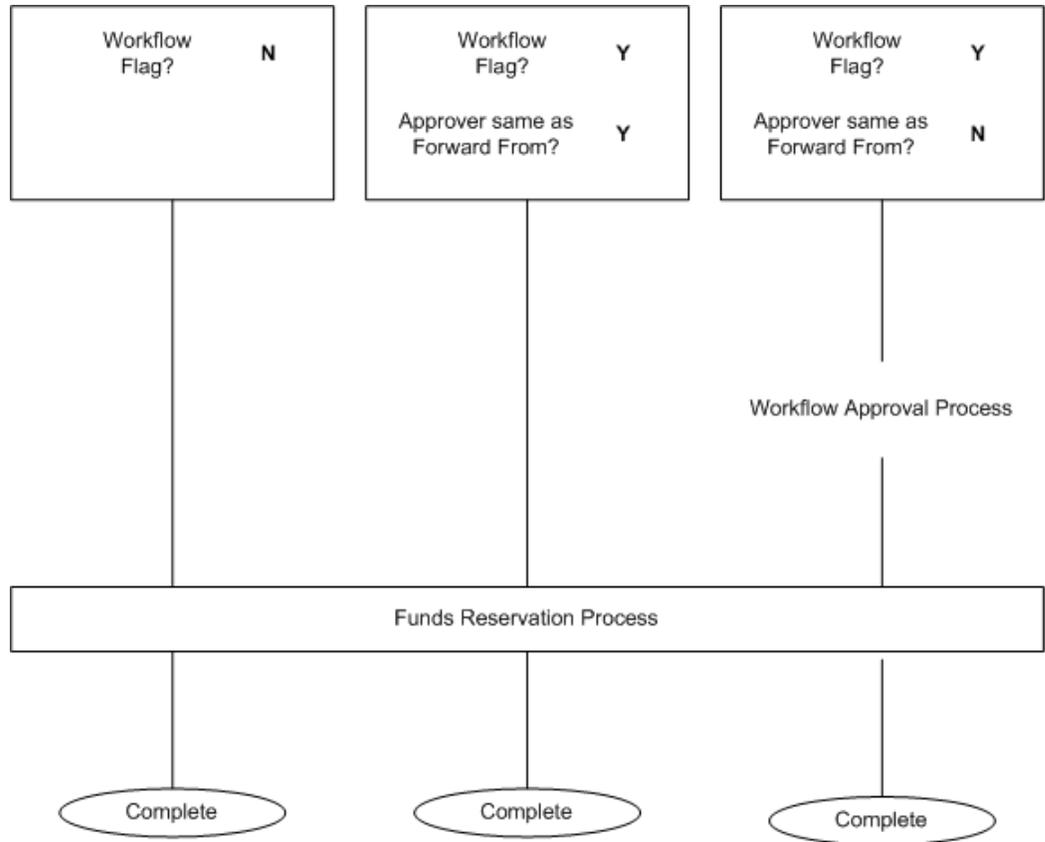
Prerequisites

Before using the budget execution approval workflow, you must:

- Enable workflow in the Define Budget Levels window.

- Establish an approval hierarchy in the Define Budget Users window.

- Set up user names in System Administration.

  > **Note:** Employees should be associated with one user account only when assigning employees to user accounts in System Administration.

Related Topics

Defining Budget Levels Procedure,*Oracle U.S. Federal Financials Implementation Guide*

Defining Budget Users Procedure,*Oracle U.S. Federal Financials Implementation Guide*

Create Additional Users,*Oracle U.S. Federal Financials Implementation Guide*

Budget Execution Approval Item Type

Several Workflow attributes are associated with the Budget Execution Approval item type that reference information in the application tables. The attributes are used and maintained by function activities as well as notification activities throughout the process.

The following table describes the attributes associated with budget execution approval process.

Attributes Associated with the Budget Execution Approval Item Type

Display Name	Description	Type	Length, Lookup Type, or Format
Ledger ID	Ledger unique identifier	Number	
Document ID	Document unique identifier	Number	
Submitter ID	Submitter unique identifier	Number	
Approver ID	Approver unique identifier	Number	
Send Note	Note to the approver	Text	200
RPR to Doc ID	Reprogramming To document unique identifier	Number	
Submitter User Name	Submitter's user name	Text	30
Approver User Name	Approver's user name	Text	30
Document Number	Document number of the document	Text	20
Revision Number	Document revision number	Number	

Display Name	Description	Type	Length, Lookup Type, or Format
Treasury Account Symbol	Treasury account symbol associated with the fund value recorded on the budget execution transaction	Text	35
Fund Value	Balancing segment recorded on the budget execution transaction	Text	25
Distribution	Distribution of the document/transaction	Text	2000
Document Status Description	Document status description	Text	80
Appropriation Form	Used to drill down to the Enter Budget Authority window from the notification if the document is an appropriation document	Form	
Budget Level Description	Budget level description	Text	15
Transaction Details	Transaction/document details displayed in the notification	Document	
Packet ID	Packet unique identifier created in the Funds Reservation process	Number	
Funds Checking Form	Used to drill down to the Funds Check Result window from the Unable to Reserve notification	Form	

Display Name	Description	Type	Length, Lookup Type, or Format
RPR Transaction Details	Reprogramming transaction/document details displayed in the notification	Document	
Submitter Display Name	Submitter's name as displayed in the User's window in System Administration **Note:** If the Employee Name field is blank in the User's window, the display name is taken from the Description field. If the employee name is not blank, then the employee name is used. If both the employee name and the description are blank, the user name is the display name.	Text	80

Display Name	Description	Type	Length, Lookup Type, or Format
Approver Display Name	Approver's name as displayed in the Define User's window **Note:** If the Employee Name field is blank in the User's window, the display name is taken from the Description field. If the employee name is not blank, then the employee name is used. If both the employee name and the description are blank, the user name is the display name.	Text	80
Distribution Form	Used to drill down to the Enter Funds Distributions window from the notification if the document is a distribution document	Form	
Budget Level Form Name	Used in the notification to display the window name based on the budget level identifier	Text	20
User Identifier	User identifier	Number	
Responsibility Identifier	Responsibility identifier	Number	

Display Name	Description	Type	Length, Lookup Type, or Format
Note	Response note	Text	240
#FROM_ROLE	From whom the notification is received, a standard attribute	Role	
Revision Total	Revision total amount for the document	Number	
Revision Total Amount	Revision total amount used as header attribute	Text	40
Revision Total Display with Currency	Revision total display with currency code	Text	40

Budget Execution Approval Workflow Diagram

This diagram shows the budget execution approval workflow nodes as described in the accompanying text.

Budget Execution Approval Workflow Diagram
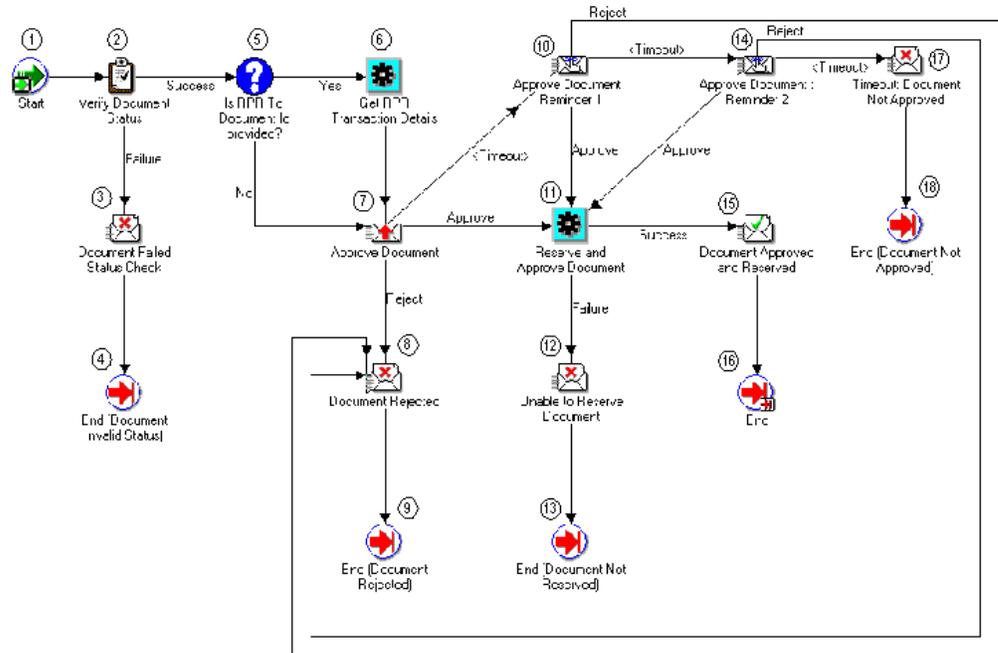
Budget Execution Approval Workflow Process

This section describes the Budget Execution Approval workflow diagram and processes.

Start (Node 1)

This standard function activity marks the start of the approval process as described in the following table.

Start (Node 1)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	None

Verify Document Status (Node 2)

This function activity verifies the document status of the document that is passed to the

workflow process as described in the table below and returns a value of Success if the document status is In Process; otherwise, it returns a value of Failure.

Verify Document Status (Node 2)

Function	Result Type	Prerequisite Activities
FV_WF_BE_APPROVAL. VerifyStatus	Success or Failure	Start

Document Failed Status Check (Node 3)

This notification is sent to the submitter when the document status is not In Process as described in the following table.

Document Failed Status Check (Node 3)

Message	Result Type	Prerequisite Activities
Document Status Failed	None	Verify Document Status

End (Document Invalid Status) (Node 4)

This standard activity marks the end of the verifying document status process as described in the following table.

End (Document Invalid Status) (Node 4)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Document Failed Status Check

Is RPR To Document ID Provided? (Node 5)

This function activity checks to see if the RPR To Document ID is provided to the workflow process. It returns a value of Yes if the RPR To Document ID is passed; otherwise, it returns a value of No as described in the following table.

Is RPR To Document ID Provided? (Node 5)

Function	Result Type	Prerequisite Activities
FV_WF_BE_APPROVAL. CheckRPRDocID	Yes/No	Verify Document Status

Get RPR Details (Node 6)

This process builds the RPR Transaction Details Document, getting the To information for the RPR To Document ID as described in the following table.

Get RPR Details (Node 6)

Function	Result Type	Prerequisite Activities
FV_WF_BE_APPROVAL. GetRPRDetails	None	RPR to Document ID Provided

Approve Document (Node 7)

This notification is sent to the approver for document approval. This notification includes all the details of the documents that have been sent for approval. If the RPR To Document ID is not provided in Node 5, then this notification will not include the RPR Document Details. If the RPR To Document ID is passed to the process, then this notification will include the RPR Document Details as described in the following table.

Approve Document (Node 7)

Message	Result Type	Prerequisite Activities
Document Approval Required	Approval	Get RPR Transaction Details

Document Rejected (Node 8)

This notification is sent to the submitter when the approver rejects the document in response to the original notification or to the first or second reminders as described in the following table.

Document Rejected (Node 8)

Message	Result Type	Prerequisite Activities
Document Rejected	None	Approve Document

End (Document Rejected) (Node 9)

This standard activity marks the end of the document rejected process as described in the following table.

End (Document Rejected) (Node 9)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Document Rejected

Approve Document: Reminder 1 (Node 10)

This notification is sent to the approver for document approval as a first reminder when the approver does not respond to the original notification. This notification includes all the details that are provided in the original approval notification as described in the following table.

Approve Document: Reminder 1 (Node 10)

Message	Result Type	Prerequisite Activities
Document Approval Reminder 1	Approval	Approve Document

Reserve and Approve Document (Node 11)

This process reserves and approves the document by initiating the Funds Reservation process. When the approver approves the document, either to the original notification or to the first or second reminder, this function is executed as described in the following table.

Reserve and Approve (Node 11)

Function	Result Type	Prerequisite Activities
FV_WF_BE_APPROVAL. ApproveDoc	Success or Failure	Approve Document or Approve Document: Reminder 1

Unable to Reserve Document (Node 12)

This notification notifies the submitter that the process was unable to reserve the document as described in the following table.

Unable to Reserve Document (Node 12)

Message	Result Type	Prerequisite Activities
Unable to Reserve Document	None	Reserve and Approve Document

End (Document Not Reserved) (Node 13)

This standard activity marks the end of the document not reserved process as described in the following table.

End (Document Not Reserved) (Node 13)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Unable to Reserve Document

Approve Document: Reminder 2 (Node 14)

This notification is sent to the approver for document approval as a second reminder when the approver does not respond to the original notification and the first reminder. This notification includes all the details that are provided in the original approval notification as described in the following table.

Approve Document: Reminder 2 (Node 14)

Message	Result Type	Prerequisite Activities
Document Approval Reminder 2	Approval	Approve Document Reminder: 1

Document Approved and Reserved (Node 15)

This notification is sent to the submitter when the document is approved and reserved as described in the following table.

Document Approved and Reserved (Node 15)

Message	Result Type	Prerequisite Activities
Document Approved and Reserved	None	Reserve and Approve Document

End (Node 16)

This standard activity marks the end of the reserve and approve document process as described in the following table.

End (Node 16)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Document Approved and Reserved

Timeout: Document Not Approved (Node 17)

This notification notifies users that the timeout period has ended and that the document is not approved as described in the following table.

Message	Result Type	Prerequisite Activities
Document Not Approved	None	Approve Document: Reminder 2

End (Document Not Approved) (Node 18)

This standard activity marks the end of the document not approved process as described in the following table.

End (Document Not Approved) (Node 18)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Timeout: Document Not Approved

Customizing Budget Execution Approval Workflow

This section describes how the budget execution approval workflow process can be customized.

Required Modifications

No modifications are required to run the budget execution approval workflow process.

Supported and Unsupported Customizations

Organizations should not make these customizations:

- Create new messages.

- Create new notifications and notification activities and modify the process to accommodate these new activities.

Organizations can make modifications to the timeout function activity for the original approval notification and reminders.

Creating a New Custom Process

Organizations should not create their own custom process to replace the budget execution approval workflow process.

Workflow Troubleshooting

If a budget execution transaction is In Process but no notifications appear in the Notifications Summary window, verify that the employee name associated with the user account is not assigned to multiple accounts.

Attachments in Oracle U.S. Federal Financials

To illustrate or clarify application data, nonstructured data, such as images, word processing documents, spreadsheets, or video, can be linked to more structured application data. For example, a word processing document explaining the reason for adjusting funds available to an organization can be attached.

The toolbar Attachment icon indicates whether the Attachments feature is enabled in a window. When the button is grayed out, the Attachment feature is not available. When the Attachment feature is enabled in a window, the icon becomes a solid paper clip. The icon switches to a paper clip holding paper when the Attachment feature is enabled in a window and the current record has at least one attachment. To see the attachment, choose the Attachment icon.

The attachments feature can be used in the header and detail regions of the Enter Budget Authority and Enter Funds Distributions window.

The miscellaneous document category is visible in the Attachments window for these windows:

- Enter Budget Authority

- Enter Funds Distributions

Related Topics

To Create a Message, *Oracle Workflow User Guide*

About Attachments, *Oracle Applications User Guide*

7

Budget Execution Transaction Summary Procedures

Overview

You can view, update, approve and enter new transactions in the Budget Transaction Summary window. The window is a system-generated record of each transaction made to budget execution and is automatically entered.

A detailed audit trail of all transactions to approve multiple or selected transactions is provided in the Budget Transaction Summary window. Navigation buttons open the appropriate windows to enter a new transaction, update transactions, and view selected transactions.

The Budget Transaction Summary window includes the following features:

- Transaction summaries are available for fund values and budget levels.

- Summary data is displayed by posting information or by document information. Posting information includes the posting status of each transaction. Document information includes the document number, user name, and date of each transaction.

- Folder feature lets you customize data view.

- Security for the Budget Transaction Summary window coincides with the security access rights granted to users in the Define Budget Users window.

  These following functions are available:

  - View only, enabling the Open button

  - View and modify, enabling the Open and New buttons

  - View and approve, enabling the Approve and Open buttons

- View, modify, and approve, enabling the Open, New, and Approve buttons

- Superuser, enabling the Open, New, and Approve buttons

Viewing Budget Transaction Summary

To view transaction summary data, navigate to the Budget Transactions Summary window.

The following table describes selected fields on the Find Budget Transactions Summary window.

Find Budget Transactions Window Description

Field Name	Description
Document Number	Budget transaction number.
Fund Value	Fund value of the budget execution transaction that the user wants to see.
Budget Level	Budget levels associated with transactions that the user wants to see.
Treasury Account Symbol	Treasury account symbol of the budget execution transaction that the user wants to see
Find	Opens Budget Transactions Summary window.

The following table describes selected fields on the Budget Transactions Summary window.

Budget Transaction Summary Window Description

Field Name	Description
Approve	Indicates that the selected transaction is to be approved; can be approved if the document status is not In Process, Forwarded, or Approved, Reserved.
Document No.	Budget transaction number.

Field Name	Description
Rev.	Budget transaction revision number.
Document Amount	Document transaction total; negative amounts reflected and entered as decreases.
Check Funds	Initiates the funds checking process for the selected transactions.
Select to Approve	Opens the Approve Document window if workflow is enabled; otherwise, initiates the funds reservation process.
New	Opens the appropriate data entry window based on the budget level of the transaction in the Budget Transaction Summary window.

8

Budget Execution Report

Overview

The Budget Execution Transaction Register Report allows you to review the status and other details of all budget execution transactions by providing the Accounting Flexfields segment names as pagebreak segments.

The Budget Execution Transaction Register by Treasury Account Symbol report allows you to review the status and other details of all budget execution transactions by treasury account symbol.

Generating the Budget Execution Transaction Register Report

To print the Budget Execution Transaction Register report:

1. Navigate to the Submit Request window.

2. In the Name field, select Budget Execution Transaction Register.

3. In the Ledger field, select the ledger.

4. In the Page break Segment 1 field, select a segment.

5. In the Segment 1 Low and the Segment 2 High fields, enter a low and high range.

6. Repeat steps 4 and 5 for Segment 2 Low, Segment 2 High, Page break Segment 2, Segment 3 Low, Segment 3 High, and Pagebreak Segment 3.

7. In the Budget Level field, select a budget level.

8. In the Status field, select a document status.

9. In the Document Number Low field, select the low value for the Document Number

range.

10. In the Document Number High field, select the high value for the Document Number.

11. Enter the low and high GL dates.

12. Enter the low and high transaction dates.

Budget Execution Transaction Register Report

> **Note:** Pagebreaks represent the key flexfield segments selected during report generation, such as fund, allotment, or object class.

The following table describes selected fields on the Budget Execution Transactions Register Report window.

Budget Execution Transaction Register Report Description

Column	Description
Header Section	Ledger, report date, page number.
	<Pagebreak 1>, <Pagebreak 2>, <Pagebreak 3>, budget level, document number, transaction date.
Revision	Revision number.
GL Date	General ledger accounting period posting date.
Transaction Type	Transaction type associated with or recorded in the budget execution transactions module.
Transaction Sub Type	Transaction sub-type associated with or recorded in the budget execution transactions module
Distribution	Distribution associated with the transaction type and/or sub-type of the budget execution document.
Amount	Amount distributed.
Status	Transaction status.

Column	Description
Document Total	Total transaction amount distributed for the entire document.
<Pagebreak 1>	Total amount distributed for <Pagebreak 1>.
<Pagebreak 2>	Total amount distributed for <Pagebreak 2>.
<Pagebreak 3>	Total amount distributed for <Pagebreak 3>.

Generating the Budget Execution Transaction Register by Treasury Account Symbol Report

To print the Budget Execution Transaction Register report:

1. Navigate to the Submit Request window.

2. In the Name field, select Budget Execution Transaction Register by treasury account symbol.

3. In the ledger field, select a ledger.

4. In the Treasury Account Symbol field, select a treasury account symbol.

5. In the Budget Level field, select a budget level.

6. In the Status field, select a document status.

7. In the Document Number Low field, select the low value for the Document Number range.

8. In the Document Number High field, select the high value for the Document Number range.

9. Enter the low and high GL dates.

10. Enter the low and high transaction dates.

Budget Execution Transaction Register by Treasury Account Symbol Report Description

The following table describes selected fields on the Budget Execution Transaction

Register by Treasury Report window.

Budget Execution Transaction Register by Treasury Report Description

Column	Description
Header Section	Ledger, report date, page number, treasury account symbol, budget level, document number, transaction date.
Revision	Revision number.
GL Date	General ledger accounting period posting date.
Transaction Type	Transaction type associated with or recorded in the budget execution transactions module
Transaction Sub Type	Transaction sub-type associated with or recorded in the budget execution transactions module
Distribution	Distribution associated with the transaction type and/or sub-type of the budget execution document.
Amount	Amount distributed.
Status	Transaction status.
Document Total	Total transaction amount distributed for entire document.
Total Appropriation	Total appropriation.
Treasury Account Symbol Total	Total amount distributed for treasury account symbol.

9

Budgetary Control Results Report

Overview

The Budgetary Control Results report provides detailed information about the funds check failure or success, reporting on transactions funds checked in Purchasing, Payables, Federal Financials, Projects, Grants, and General Ledger.

Budgetary Control Results Report Procedure

Budgetary Control Results report can be generated from the transactional windows or from the Standard Request submission window.

To generate the Budgetary Control Results report from the transactional windows:

- Select the View Results button in the Funds Check or Funds Reservation Message window.

OR

- From the Tools menu, select the View Results option from the Transactional window.

To generate the Budgetary Control Results report from Standard Request window:

1. Navigate to the Submit Request window.

2. In the Name field, select Federal Budgetary Control Results Report.

3. In the Ledger field, select the ledger.

4. In the Period From and Period To field, select the period names for calendar assigned to the ledger selected.

5. In the Funds Result Status field, select the status.

Note: If left blank all funds check transactions for the ledger, period and any status will be displayed.

6. In the Order By field, select a field name to sort the data.

   Note: If left blank the data will be order by account combination within a given transaction.

Federal Budgetary Control Results Report Parameters

The following table describes the report headings of the Federal Budgetary Control Results report.

Field Name	Description
Ledger	The ledger value from report parameter from the submit request window.
Currency	This is the functional currency of the ledger displayed.
Order By	The field on which the report is sorted.
Funds Result Status	Funds Result Status **Note:** The funds results status is defaulted to F (Failed), when the report is submitted through the Submit Request window. However, the user can change it to other values.
Templates	The list consists of Oracle's predefined Budgetary Control Results template but in addition users can define their own template and therefore the list could expand.
Report Format	The output format of the report such as HTML or PDF.
View Report	Click View Report to see the impact on the data if you change the parameters for Order By or Budgetary Control Status.
Export	When the user selects Export the body of the report is displayed in the format selected in Report Format.

The following table describes the values on which the Federal Budgetary Control

Results report is grouped by.

Name	Description
Application	Application name
Batch Reference	Batch reference; the value displayed is derived from the transaction(s) that has been funds checked.
Document Reference	Document reference; the value displayed is derived from the transaction(s) that has been funds checked.
Supplier	The supplier name for the relevant the Purchasing or Payables transaction.
Site	The supplier site for the relevant transactions in the Purchasing or Payables transaction.

The following table describes the column headings of the Budgetary Control Results report.

Field Name	Description
Account Combination	Account combination
Period	The period name for the specific transaction line/journal line.
Line Reference	Line reference
Result Status Type	Result status type
Result Message	The detailed funds check message for each transaction line/journal line.
Previous Funds Available	This is the funds available for the particular account combination at the Budgetary Control occurred.
Base Amount	This is the transaction line amount that has undergone funds check.
Current Funds Available	The funds available for the particular account combination at the time the Budgetary Control occurred which includes the transaction amount.

Field Name	Description
Amount Type	The Amount Type determines the cumulative balance to use for the Budgetary Control interval.
Boundary	The Boundary defines the end point of a Budgetary Control interval.
Treasury Account Symbol	Treasury account symbol of the budget execution transaction.

When the Federal Budgetary Control Results Report is submitted from the standard report submission window in either General Ledger or subledgers:

• For each document reference within the Budgetary Control Results Report, multiple lines may have been funds checked. Some lines may have failed and some lines may have passed the funds check or funds reservation.

• If you are reviewing the General Ledger transaction lines for a given journal, and some lines had a Failed Check status and some lines had a Passed Check for a funds check, it means the overall GL journal failed funds check.

• If all the GL journal lines, for a given GL Journal, had an Approved status then the overall GL Journal passed and funds were reserved.

• If some GL journal lines, for a given GL journal, had a Rejected status and some lines had an Approved status for a funds reservation, it means the overall GL journal failed and no funds were reserved.

• If you are reviewing the subledger transaction lines for a subledger transaction, and some lines had a Failed Check status and some lines had a Passed Check status for a funds check, it means that some lines passed funds check and some lines failed funds check.

• If some subledger transaction lines, for a given subledger transaction, had a Rejected status and some lines had an Approved status for a funds reservation, it means some subledger transaction lines were reserved (Approved status) and some were not reserved (Rejected).

A profile option for 'Budgetary Control Results Template' allows you to default the template used to display Budgetary Control Results, and it is available at all levels: Site, Application, Responsibility and User.

The default template is the 'Budgetary Control Results Template'. If Oracle Federal Financials is enabled, the default template is the 'Federal Budgetary Control Results Template'.

This profile option enables you to define your own Budgetary Control Results Report template and associate it with the profile option. When you perform a funds check, funds reservation, or run the Budgetary Control Result report from the Standard Request Submission window, the report matches the Budgetary Control Results Report template set in the profile option.

If you want to modify existing templates and add new columns, you can see what columns are available by viewing the XML file.

The XML file produced by the Budgetary Control Results Report can be viewed:

• Run the Budgetary Control Results Report concurrent request from the Submit Request window.

• After successful completion, click Diagnostics>View XML.

Related Topics

Oracle XML Publisher Administration and Developer's Guide

10

Federal Attributes (FAs)

Federal Specific Attributes for Suppliers and Customers

The following attributes are captured at the Supplier Header and Customer Account levels:

- Federal or Non-Federal Code: Required. Values are: "F: Federal", "N: Non Federal", "E: Non Federal Exception", and "G: General Fund".

- Trading Partner Agency Identifier: Required when the Federal or Non Federal Code has a value of "F: Federal" or "G: General Fund", otherwise display only.

The following attributes are captured at the Supplier Site and Customer Account levels:

- Limit TP TAS to Agency ID: Optional if the Federal or Non-Federal Code for the Supplier / Customer Account is "F: Federal" or "G: General Fund", Valid values are blank, Yes, and No.

- Default Trading Partner TAS. Optional if the Federal or Non-Federal Code for the Supplier / Customer Account is "F: Federal" or "G: General Fund", otherwise prohibited and blank.

Federal Specific Attributes for Purchase Order and Release Forms

The Purchase Order and Release Forms include the ability to enter the following on the Purchase Order and Release Header:

- Data Act Reporting Indicator

- Procurement Instrument Identifier (PIID)

- Parent Award

- Federal Award Identification Number

- Unique Record Identifier (URI)

To enter values for these attributes, click in the Global Descriptive Flexfield column.

> **Note:** These attributes are only enabled for entry if the FV:Data Act Manually Enter Award Financial Information profile option = "Yes", Revision Number = 0, and Status = Incomplete or Requires Reapproval.

Name	Additional Information
Data Act Reporting Indicator	Valid Values are: • "P" – Data Act Reportable Procurement Award • "F" – Data Act Reportable Financial Assistance Award • "N" or Null – Not Data Act Reportable
PIID	Required if Data Act Reporting Indicator = "P". Not Allowed if Data Act Reporting Indicator = "F". Optional if Data Act Reporting Indicator = "N" or NULL.
Parent Award Id	Optional if Data Act Reporting Indicator = "P" or "N" or NULL. Not Allowed if Data Act Reporting Indicator = "F".
FAIN	FAIN and / or URI is required for Data Act Reporting Indicator "F".
URI	FAIN and / or URI is required for Data Act Reporting Indicator "F".

The Purchase Order and Release Forms include the ability to enter the following on the Purchase Order and Release Distributions:

- BETC

- Trading Partner TAS

- Trading Partner BETC

The BETC is always required. The Trading Partner TAS and the Trading Partner BETC are required if the Supplier is defined with a Federal or Non-Federal Code of "G" or "F: Federal". To enter values for these attributes, click in the Global Descriptive Flexfield column.

The BETC is populated with the default Payment BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) for the PO Charge Account. The BETC list of values is used to select any valid Payment BETC defined for the Treasury Account Symbol (where the TAS Type = Agency).

If the Trading Partner TAS is not entered and the Federal or Non-Federal Code is "G: General Fund" or "F: Federal", the Trading Partner TAS defaults from the default Trading Partner TAS GDF defined on the Supplier Site, if a default value is defined.

If the Federal or Non-Federal Code is "G: General Fund" for the Supplier, only Trading Partner TASs that have an Agency ID of "099" are listed.

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, all Trading Partner TASs except those with an Agency ID of "099" are listed:

- The Limit TP TAS to Agency ID field on the Supplier Site is set to "No".

- The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "No".

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, only Trading Partner TASs with an Agency ID that matches the Trading Partner Agency ID defined for the Supplier are listed:

- The Limit TP TAS to Agency ID field on the Supplier Site is set to "Yes".

- The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "Yes".

The Trading Partner BETC is populated with the default Collection BETC for the Trading Partner TAS, if present. The Trading Partner BETC list of values lists all Trading Partner Collection BETC values defined for the Trading Partner TAS. If the Trading Partner TAS is not present, a Trading Partner BETC cannot be selected.

Federal Specific Attributes for PO Standard Purchase Order OAF Page

The Buyer Work Center OAF page includes the ability to enter the following on the Standard Purchase Order Header:

- Data Act Reporting Indicator

- Procurement Instrument Identifier (PIID)

- Parent Award

- Federal Award Identification Number

- Unique Record Identifier (URI)

> **Note:** The fields are either display-only or enabled for entry based on the way it is implemented at each agency's site. If enabled, to enter values for these attributes, click in the Global Descriptive Flexfield column.

Name	Additional Information
Data Act Reporting Indicator	Valid Values are: • "P" – Data Act Reportable Procurement Award • "F" – Data Act Reportable Financial Assistance Award • "N" or Null – Not Data Act Reportable
PIID	• Required if Data Act Reporting Indicator = "P" • Not Allowed if Data Act Reporting Indicator = "F" • Optional if Data Act Reporting Indicator = "N" or NULL
Parent Award Id	• Optional if Data Act Reporting Indicator is "P" or "N" or NULL • Not Allowed if Data Act Reporting Indicator = "F"

Name	Additional Information
FAIN	FAIN and / or URI is required for Data Act Reporting Indicator "F"
URI	FAIN and / or URI is required for Data Act Reporting Indicator "F"

The Standard Purchase Order Lines and Distributions OAF pages include the ability to enter:

- BETC

- Trading Partner TAS

- Trading Partner BETC

The Additional Information region on these pages includes these attributes:

- At the Line level; BETC, Trading Partner TAS, and Trading Partner BETC are optional. To enter values for these attributes, navigate to the Additional Information region and select "US Federal Attributes" from the Context Value list of values.

    - The BETC is populated with the default Payment BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) for the PO Charge Account. The BETC list of values is used to select any valid Payment BETC defined for the Treasury Account Symbol (where the TAS Type = Agency).

    - If the Federal or Non-Federal Code is "G: General Fund" for the Supplier, only Trading Partner TASs that have an Agency ID of "099" are listed in the list of values.

    - If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, all Trading Partner TASs except those with an Agency ID of "099" are listed in the list of values:

        - The Limit TP TAS to Agency ID field on the Supplier Site is set to "No"

        - The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "No"

    - If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, only Trading Partner TASs with an Agency ID that matches the Trading Partner Agency ID defined for the Supplier are listed in the list of

values:

- • The Limit TP TAS to Agency ID field on the Supplier Site is set to "Yes"

- • The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "Yes"

- • The Trading Partner BETC is populated with the default Collection BETC for the Trading Partner TAS, if present. The Trading Partner BETC list of values lists all Trading Partner Collection BETC values defined for the Trading Partner TAS. If the Trading Partner TAS is not present, a Trading Partner BETC cannot be selected.

- • At the Distributions level, the BETC is always required. The Trading Partner TAS and the Trading Partner BETC are required if the Supplier is defined with a Federal or Non-Federal Code of "F: Federal" or "G: General Fund"". To enter values for these attributes, navigate to the Additional Information region and ensure that "US Federal Attributes" is selected as the Context Value.

  - • If a BETC is entered at the Line level, the Distribution level BETC is initially populated with the Line level BETC. Otherwise, it is populated with the default Payment BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) in the PO Charge Account on the Distribution. The BETC list of values is used to select any valid Payment BETC defined for the Treasury Account Symbol.

  - • If a Trading Partner TAS is entered at the Line level, the Distribution level Trading Partner TAS is initially populated with the Line level Trading Partner TAS. If the Federal or Non-Federal Code is not "F: Federal" or "G: General Fund", a Trading Partner TAS cannot be selected.

  - • If a Trading Partner TAS is not entered at the line or distribution level, and the Federal or Non-Federal Code is "G: General Fund" or "F: Federal", the Trading Partner TAS defaults from the default Trading Partner TAS GDF defined on the Supplier Site, if a default value is defined.

  - • If the Federal or Non-Federal Code is "G: General Fund" for the Supplier, only Trading Partner TASs that have an Agency ID of "099" are listed.

  - • If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, all Trading Partner TASs except those with an Agency ID of "099" are listed:

    - • The Limit TP TAS to Agency ID field on the Supplier Site is set to "No".

    - • The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "No".

- If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, only Trading Partner TASs with an Agency ID that matches the Trading Partner Agency ID defined for the Supplier are listed:

  - The Limit TP TAS to Agency ID field on the Supplier Site is set to "Yes".

  - The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "Yes".

- If a Trading Partner BETC is entered at the Line level, the Distribution level Trading Partner BETC is initially populated with the Line level Trading Partner BETC. Otherwise, the Trading Partner BETC is populated with the default Collection BETC for the Trading Partner TAS, if present. The Trading Partner BETC list of values lists all Trading Partner Collection BETC values defined for the Trading Partner TAS. If the Trading Partner TAS is not present, a Trading Partner BETC cannot be selected.

Federal Specific Attributes for AP Payables Invoices Workbench

The Invoice Workbench Lines and Distributions windows include:

- BETC

- Trading Partner TAS

- Trading Partner BETC

Invoices Matched to Purchase Orders

For invoice lines that are matched to Purchase Order lines, BETC, Trading Partner BETC, and Trading Partner TAS are populated at the Distribution level from the corresponding distributions on the referenced Purchase Order, at the time the invoice is validated.

Invoices not Matched to Purchase Orders

For invoice lines that are not matched to Purchase Order lines, these attributes are enterable at the Line and Distribution levels.

At the Line level; BETC, Trading Partner TAS, and Trading Partner BETC are optional. To enter values for these attributes, click in the Global Descriptive Flexfield column. This is the last column on the Line and has "()" as the column header. Select "US Federal Attributes" as the Context Value list of values to enter attributes values:

- The BETC list of values can be used to select any valid BETC defined for the Treasury Account Symbol (where the TAS Type = Agency).

- If the Federal or Non-Federal Code is "G: General Fund" for the Supplier, only Trading Partner TASs that have an Agency ID of "099" are listed in the lov.

- If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, all Trading Partner TASs except those with an Agency ID of "099" are listed in the list of values:

  - The Limit TP TAS to Agency ID field on the Supplier Site is set to "No"

  - o The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "No"

- If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, only Trading Partner TASs with an Agency ID that matches the Trading Partner Agency ID defined for the Supplier are listed in the list of values:

  - The Limit TP TAS to Agency ID field on the Supplier Site is set to "Yes".

  - The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "Yes".

- The Trading Partner BETC is populated with the default Collection BETC for the Trading Partner TAS, if present, if the BETC selected is a payment BETC, otherwise the Trading Partner BETC is populated with the default Payment BETC for the Trading Partner TAS. The Trading Partner BETC list of values lists all Trading Partner BETC values defined for the Trading Partner TAS. If the Trading Partner TAS is not present, a Trading Partner BETC cannot be selected.

At the Distributions level, the BETC is always required. The Trading Partner TAS and the Trading Partner BETC are required if the Supplier is defined with a Federal or Non-Federal Code of "F: Federal" or "G: General Fund". To enter values for these attributes, click in the Global Descriptive Flexfield column. This is the last column on the Line and has "()" as the column header. When to pop-up window appear, select "US Federal Attributes" as the Context Value.

- The BETC is populated with the default Payment BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) in the Account. The BETC list of values can be used to select any valid Payment BETC defined for the Treasury Account Symbol.

  If the "US Federal Attributes" Context Value is not selected and a BETC is not present on the Distribution line at the time of invoice validation, the Distribution level BETC defaults from the Line level BETC at the time of invoice validation. If the BETC is not present at either the Line or Distribution Levels, it will default based from the default Payment BETC for the TAS associated with the fund segment value at the time of invoice validation.

- The Trading Partner TAS list of values is used to select a valid Trading Partner TAS

if the Supplier has a Federal or Non-Federal Code of "F: Federal" or "G: General Fund". If the Federal or Non-Federal Code is not "F: Federal" or "G: General Fund", a Trading Partner TAS cannot be selected.

If a Trading Partner TAS is not selected at the Distribution Level it is populated from the Line level Trading Partner TAS, if present, at the time of invoice validation.

If a Trading Partner TAS is not entered at the line or distribution level, and the Federal or Non-Federal Code is "G" or "F", the Trading Partner TAS defaults from the default Trading Partner TAS GDF defined on the Supplier Site, if a default value is defined.

If the Federal or Non-Federal Code is "G: General Fund" for the Supplier, only Trading Partner TASs that have an Agency ID of "099" are listed.

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, all Trading Partner TASs except those with an Agency ID of "099" are listed:

- The Limit TP TAS to Agency ID field on the Supplier Site is set to "No"

- The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "No".

- If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, only Trading Partner TASs with an Agency ID that matches the Trading Partner Agency ID defined for the Supplier are listed:

  - The Limit TP TAS to Agency ID field on the Supplier Site is set to "Yes".

  - The Limit TP TAS to Agency ID field on the Supplier Site is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "Yes".

- The Trading Partner BETC list of values lists all Trading Partner BETC values defined for the Trading Partner TAS. If the Trading Partner TAS is not present, a Trading Partner BETC cannot be selected.

  If a Trading Partner BETC is not selected at the Distribution level it is populated from the Line level Trading Partner BETC, if present, at the time of invoice validation, otherwise it is defaulted from the default Collection BETC for the Trading Partner TAS, if the BETC is a payment BETC, otherwise it defaulted from the default Payment BETC for the Trading Partner TAS .

Federal Specific Attributes for GL Journals Form

The GL Journals form includes the ability to enter the following on the Journal Line:

Federal Specific Attributes for GL Journals Form

The GL Journals form includes the ability to enter the following on the Journal Line:

- BETC

- Trading Partner TAS

- Trading partner BETC

- Data Act Reporting Indicator

- Procurement Instrument Identifier (PIID)

- Parent Award

- Federal Award Identification Number (FAIN)

- Unique Record Identifier (URI)

To enter values for these attributes, click in the Global Descriptive Flexfield column.

The BETC, Trading Partner TAS, and Trading Partner BETC attributes are used for CTA Reclassification transactions.

- The BETC defaults to the Payment or Collection BETC defined for the Treasury Account Symbol that is associated with the balancing segment (fund) entered on the Journal Line. If the GL account is mapped to an Account Type of Disbursement on the CTA FBWT Account Definitions window, the Payment BETC defaults. If the GL account is mapped to an Account Type of Receipt on the CTA FBWT Account Definitions window, the Collection BETC defaults. A list of values enables the user to override the default with another valid BETC based on the Account Type mapping and the valid BETCs for the TAS.

- The Trading Partner TAS is optional. The Trading Partner TAS list of values lists all Trading Partner TAS values on the Trading Partner TAS table.

- The Trading Partner BETC defaults to the Payment or Collection BETC defined for the Trading Partner TAS, if entered. If the GL account is mapped to an Account Type of Disbursement on the CTA FBWT Account Definitions window, the Collection BETC defaults. If the GL account is mapped to an Account Type of Receipt on the CTA FBWT Account Definitions window, the Payment BETC defaults. A list of values enables the user to override the default with another valid Trading Partner BETC based on the Account Type mapping and the valid BETCs for the Trading Partner TAS.

The Data Act Reporting Indicator, PIID, Parent Award, FAIN and URI attributes are used for Data Act reporting.

The Data Act attributes are only enabled for entry if the FV:Data Act Manually Enter Award Financial Information profile option = "Yes", and the journal has not been posted.

Name	Additional Information
Data Act Reporting Indicator	Valid values are: • P – Data Act Reportable Procurement Award • F – Data Act Reportable Financial Assistance Award • N or Null – Not Data Act Reportable
PIID	Required if Data Act Reporting Indicator = "P". Not Allowed if Data Act Reporting Indicator = "F". Optional if Data Act Reporting Indicator = "N" or NULL.
Parent Award ID	Optional if Data Act Reporting Indicator = "P" or "N" or NULL. Not Allowed if Data Act Reporting Indicator = "F".
FAIN	FAIN and / or URI is required for Data Act Reporting Indicator "F"
URI	FAIN and / or URI is required for Data Act Reporting Indicator "F"

Federal Specific Attributes for AR Receivable Transactions

The AR Transactions Distributions window includes:

• BETC

• Trading Partner TAS

• Trading Partner BETC

These attributes are entered at the Distribution level. BETC is required. Trading Partner TAS and Trading Partner BETC are required if the Customer Account has a Federal or Non-Federal Code of "F: Federal" or "G: General Fund". To enter these attributes, click in the Global Descriptive Flexfield column. This is the last column on the Distribution line with "()" as the column header. Once clicked, a pop-up window appears. Select "US Federal Attributes" as the Context Value.

The BETC is populated with the default BETC for the Treasury Account Symbol associated with the balancing segment (fund) of the GL Account. The BETC LOV can be used to select any valid Collection BETC defined for the associated Treasury Account Symbol.

If the Trading Partner TAS is blank and the Federal or Non-Federal Code is "G: General Fund" or "F: Federal", the Trading Partner TAS defaults from the Default Trading Partner TAS GDF defined on the Customer Account; if a default value is defined.

If the Federal or Non-Federal Code is "G: General Fund" for the Customer Account, only Trading Partner TASs that have an Agency ID of "099" are listed.

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, all Trading Partner TASs except those with an Agency ID of "099" are listed:

- The Limit TP TAS to Agency ID field on the Customer Account is set to "No".

- The Limit TP TAS to Agency ID field on the Customer Account is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "No".

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, only Trading Partner TASs with an Agency ID that matches the Trading Partner Agency ID defined for the Customer Account are listed:

- The Limit TP TAS to Agency ID field on the Customer Account is set to "Yes".

- The Limit TP TAS to Agency ID field on the Customer Account is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "Yes".

If a Trading Partner TAS is selected, the Trading Partner BETC is populated with the default Payment BETC for the Trading Partner TAS. The Trading Partner BETC list of values can be used to select any valid Payment BETC defined for the associated Trading Partner TAS.

Federal Specific Attributes for AR Receivable Adjustments

The following attributes are accommodated for AR Adjustments through the use of FAs at the adjustment line level:

- BETC

- Trading Partner TAS

- Trading Partner BETC

The BETC is populated with the default BETC for the Treasury Account Symbol associated with the balancing segment (fund) of the GL Account. The BETC LOV can be used to select any valid Collection BETC defined for the associated Treasury Account Symbol.

If the Trading Partner TAS is blank and the Federal or Non-Federal Code is "G: General Fund" or "F: Federal", the Trading Partner TAS defaults from the Default Trading Partner TAS GDF defined on the Customer Account; if a default value is defined.

If the Federal or Non-Federal Code s "G: General Fund" for the Customer Account, only Trading Partner TASs that have an Agency ID of "099" are listed.

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, all Trading Partner TASs except those with an Agency ID of "099" are listed:

- The Limit TP TAS to Agency ID field on the Customer Account is set to "No".

- The Limit TP TAS to Agency ID field on the Customer Account is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "No".

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, only Trading Partner TASs with an Agency ID that matches the Trading Partner Agency ID defined for the Customer Account are listed:

- The Limit TP TAS to Agency ID field on the Customer Account is set to "Yes".

- The Limit TP TAS to Agency ID field on the Customer Account is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "Yes".

If a Trading Partner TAS is selected, the Trading Partner BETC is populated with the default BETC for the Trading Partner TAS. The Trading Partner BETC LOV can be used to select any valid Payment BETC defined for the associated Trading Partner TAS.

Federal Specific Attributes for Miscellaneous Receipts

The following attributes are accommodated for Miscellaneous Receipts through the use of FAs at the header level:

- Customer Name - Optional. Lists the Customer Name (Name) from the customer table.

- Customer Account - Optional. Lists the Customer Accounts for the customer selected.

- Reclass Receipt -Optional. lists Receipt Documents that meet the following criteria:

  - The referenced Receipt has been reversed.

- The referenced Receipt is in the same posting period as the receipt being entered.

- The referenced Receipt has not already been referenced on another receipt.

- The customer/customer account (if entered) is equal to customer/customer account for the referenced receipt.

- Remit Bank Account on the new Receipt is equal to Remit Bank Account on the referenced receipt.

- The referenced Receipt amount must equal the amount for the receipt being entered.

The following attributes are accommodated for Miscellaneous Receipts through the use of FAs at the distribution level:

- BETC

- Trading Partner TAS

- Trading Partner BETC

The BETC is populated with the default BETC for the Treasury Account Symbol associated with the balancing segment (fund) of the GL Account. The BETC LOV can be used to select any valid Collection BETC defined for the associated Treasury Account Symbol.

If the Trading Partner TAS is blank and the Federal or Non-Federal Code is "G: General Fund" or "F: Federal", the Trading Partner TAS defaults from the Default Trading Partner TAS GDF defined on the Customer Account; if a default value is defined.

If the Federal or Non-Federal Code s "G: General Fund" for the Customer Account, only Trading Partner TASs that have an Agency ID of "099" are listed.

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, all Trading Partner TASs except those with an Agency ID of "099" are listed:

- The Limit TP TAS to Agency ID field on the Customer Account is set to "No".

- The Limit TP TAS to Agency ID field on the Customer Account is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "No".

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, only Trading Partner TASs with an Agency ID that matches the Trading Partner Agency ID defined for the Customer Account are listed:

- The Limit TP TAS to Agency ID field on the Customer Account is set to "Yes".

- The Limit TP TAS to Agency ID field on the Customer Account is blank and the

"FV: Limit TP TAS to Agency ID" System Profile option is set to "Yes".

If a Trading Partner TAS is selected, the Trading Partner BETC is populated with the default BETC for the Trading Partner TAS. The Trading Partner BETC list of values can be used to select any valid Payment BETC defined for the associated Trading Partner TAS.

Federal Specific Attributes for PJ Project Agreements

The Projects Agreement window includes:

- Trading Partner TAS

- Trading Partner BETC

These attributes are entered at the Funding Summary level. Trading Partner TAS and Trading Partner BETC are required if the Customer Account has a Federal or Non-Federal Code of "F" or "G". To enter these attributes, click in the Global Descriptive Flexfield column. This is the last column on the Funding line with "()" as the column header. Once clicked, a pop-up window appears. Select "US Federal Attributes" as the Context Value.

If the Trading Partner TAS is blank and the Federal or Non-Federal Code is "G: General Fund" or "F: Federal", the Trading Partner TAS defaults from the Default Trading Partner TAS GDF defined on the Customer Account; if a default value is defined.

If the Federal or Non-Federal Code s "G: General Fund" for the Customer Account, only Trading Partner TASs that have an Agency ID of "099" are listed.

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, all Trading Partner TASs except those with an Agency ID of "099" are listed:

- The Limit TP TAS to Agency ID field on the Customer Account is set to "No".

- The Limit TP TAS to Agency ID field on the Customer Account is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "No".

If the Federal or Non-Federal Code is "F: Federal" and one of the following conditions is met, only Trading Partner TASs with an Agency ID that matches the Trading Partner Agency ID defined for the Customer Account are listed:

- The Limit TP TAS to Agency ID field on the Customer Account is set to "Yes".

- The Limit TP TAS to Agency ID field on the Customer Account is blank and the "FV: Limit TP TAS to Agency ID" System Profile option is set to "Yes".

If a Trading Partner TAS is selected, the Trading Partner BETC is populated with the default BETC for the Trading Partner TAS. The Trading Partner BETC list of values can be used to select any valid Payment BETC defined for the associated Trading Partner TAS.

The Project Agreement includes the Trading Partner TAS and BETC where appropriate.

PO Purchase Order API

The Purchase Order API includes BETC, Trading Partner TAS, and Trading Partner BETC as Federal Attributes at the distribution level as follows:

- GLOBAL_ATTRIBUTE1 - BETC

- GLOBAL_ATTRIBUTE2 - Trading Partner TAS

- GLOBAL_ATTRIBUTE3 - Trading Partner BETC

The BETC is always required. If a BETC is not provided, it is populated with the default Payment BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) in the PO Charge Account on the Distribution.

The Trading Partner TAS and the Trading Partner BETC are required if the Supplier is defined with a Federal or Non-Federal Code of "F: Federal". If the Trading Partner BETC is not provided it will default based on the default Trading Partner BETC defined for the Trading Partner TAS, if present.

Federal Specific FAs for AR Receivable Transaction API

The Transactions API include BETC, Trading Partner TAS, and Trading Partner BETC as Federal Attributes at the Distribution level as follows:

- GLOBAL_ATTRIBUTE1 - BETC

- GLOBAL_ATTRIBUTE2 - Trading Partner TAS

- GLOBAL_ATTRIBUTE3 - Trading Partner BETC

The BETC is always required. If a BETC is not provided, it is populated with the default Payment BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) in the PO Charge Account on the Distribution.

The Trading Partner TAS and the Trading Partner BETC are required if the Customer Account is defined with a Classification of "Federal Class".

AR Adjustment API

The following attributes are now accommodated for the AR Adjustments API/Import Process at the adjustment line level:

- GLOBAL_ATTRIBUTE1 - BETC

- GLOBAL_ATTRIBUTE2 - Trading Partner TAS ID

- GLOBAL_ATTRIBUTE3 - Trading Partner BETC

The BETC is always required. If a BETC is not provided, it is populated with the default Payment BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) in the Account on the Distribution. The Trading Partner TAS ID and the Trading Partner BETC are required if the Customer Account is defined with a Federal or Non-Federal Code of "F"

AR Miscellaneous Receipts API

The following attributes are now accommodated for the AR miscellaneous receipts API at the receipt line level:

- GLOBAL_ATTRIBUTE1 - BETC

- GLOBAL_ATTRIBUTE2 - Trading Partner TAS ID

- GLOBAL_ATTRIBUTE3 - Trading Partner BETC

The BETC is always required. If a BETC is not provided, it is populated with the default Payment BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) in the Account on the Distribution. Trading Partner information is optional.

IPAC Receivables Selection

The IPAC Receivables Selection process includes populating the BETC, Trading Partner TAS, and Trading Partner on the IPAC Transaction Table.

Prerequisites

- Ensure APIs are populated with Global Descriptive Flexfield attributes for BETC, Trading Partner TAS, and Trading Partner BETC as necessary

- Ensure all needed Trading Partner TAS' are defined on the Trading Partner TAS form.

- Ensure all needed BETCs are defined on the Define Business Event Type Codes form.

- Ensure Customers and Suppliers are defined with the correct three character Trading Partner Agency Identifier.

- Ensure all Agency TAS' and Trading Partner TAS' are mapped to appropriate BETCs on the TAS/BETC Mapping form.

11

Prompt Payment

Overview

The Prompt Payment Act is a set of regulations governing the payment practices of federal agencies. The Prompt Payment Act is documented in the Office of Management and Budget (OMB) *Final Rule 5 CFR 1315: Prompt Payment; formerly OMB Circular A-125.*

Federal Requirements

Payment of Commercial Obligations

- Agencies must pay commercial obligations within specific time periods.

- Payments must be based on receipt of proper invoices or progress payment requests only if goods or services have been received and accepted by the agency and contract terms was fulfilled satisfactorily.

To comply with these requirements, Oracle U.S. Federal Financials provides these features:

- Due Date Calculation process

- Economically Beneficial Discount process

- Reason Code process

Payment of Interest Penalties

Agencies must pay valid interest penalties on late payments automatically from funds budgeted and allocated for the program for which the late payment occurred.

To comply with this requirement, Oracle Payables provides the Payables Automatic Interest process.

Reporting Requirements

- Agencies must prepare an annual report to the Office of Management and Budget (OMB) to comply with the Prompt Payment Act.

To comply with this requirement, Payables provides these features:

- Prompt Payment Statistical Report

- Payments Without Reason Codes Report

Related Topics

Automatic Interest, *Oracle Payables User Guide*

U.S. Federal Payables Processing Cycle Diagram

This diagram shows the U.S. Federal Payables Processing Cycle as described in the U.S. Federal Payables Processing Cycle Diagram Description table, page 11-3.

U.S. Federal Payables Processing Cycle Diagram

Payables Setup

Agency performs Payables system setup.

U.S. Federal Setup

Agency performs setup for Oracle U.S. Federal Payables.

Enter Invoices

Agency enters and approves invoices in Payables. Agency can enter reason codes

Verify Payments

Agency verifies preliminary payment register of invoices to be paid.

Economically Beneficial Discount

Agency creates payment process request. Economically beneficial discounts are taken automatically only when advantageous to agency.

Due Date Calculation

Agency runs Due Date Calculation process to adjust payment due dates. Prompt Payment Due Date Report prints automatically.

Format Payments

Agency creates payment file for Treasury. Disbursement in transit can be used, if applicable.

Update Reason Codes

Agency updates Assign Reason Codes window with interest and discount lost reason codes if interest was paid or discounts were lost.

Prompt Payment Reports

Agency prints Prompt Payment Statistical Report to analyze payment statistics.

Treasury Confirmation and Reconciliation

Agency confirms Treasury payments using Treasury Confirmation and Reconciliation window.

Treasury Payment

Agency receives Treasury information regarding payment accomplished dates.

Payments Without Reason Codes Report

Agency can print the Payments Without Reason Codes Report to reconcile the Prompt Payment Statistical Report.

Posting to GL

Agency uses Transfer Journal Entries to GL program to post payments to General Ledger

Features Described in this Chapter   Agency Activity   External or System Activity

U.S. Federal Payables Processing Cycle Diagram Description

The following table describes the U.S. Federal Payables Processing Cycle diagram.

U.S. Federal Payables Processing Cycle Diagram Description

Feature	Description	Status
Payables Setup	Agency performs Payables system setup.	Agency activity
U.S. Federal Setup	Agency performs setup for Oracle U.S. Federal Payables.	Agency activity

Feature	Description	Status
Enter Invoices	Agency enters and approves invoices in Payables. Agency can enter reason codes.	Agency activity
Due Date Calculation	Agency runs Due Date Calculation process to adjust payment due dates. Prompt Payment Due Date Report prints automatically.	Described in this chapter
Economically Beneficial Discount	Agency creates payment process requests. Economically beneficial discounts are taken automatically only when advantageous to agency.	Described in this chapter
Verify Payments	Agency verifies preliminary payment register of invoices to be paid.	Agency activity
Format Payments	Agency creates payment file for Treasury. Disbursement in transit can be used, if applicable.	Agency activity
Update Reason Codes	Agency updates Assign Reason Codes window with interest and discount lost reason codes if interest was paid or discounts were lost.	Described in this chapter
Prompt Payment Reports	Agency prints Prompt Payment Statistical Report to analyze payment statistics.	Agency activity
Payments without Reason Codes Report	Agency can print the Payments without Reason Codes Report to reconcile the Prompt Payment Statistical Report.	Agency activity

Feature	Description	Status
Treasury Payment	Agency receives Treasury information regarding payment accomplished dates.	External or system activity
Treasury Confirmation and Reconciliation	Agency confirms Treasury payments using Treasury Confirmation and Reconciliation window.	Agency activity
Posting to General Ledger	Agency runs the Transfer Journal Entries to General Ledger program from the subledger responsibilities for the entries that passed funds reservation	Agency activity

Due Date Calculation Process

In Payables, the payment due date of an invoice normally defaults to the date set up as the Terms Date Basis, usually the Invoice Received Date. U.S. Federal Payables provides the Due Date Calculation process to calculate payment due dates according to the terms of the Prompt Payment Act.

Process

To run the Due Date Calculation process:

1. After invoices are entered and approved in Payables, but before payment process requests are created, you can initiate the Due Date Calculation process.

2. The Due Date Calculation process compares the Terms Date Basis with the Goods/Services Acceptance Date on each invoice. If the Goods/Services Acceptance Date is later than the Invoice Received date, the payment due date is changed to reflect the Goods/Services Acceptance Date. The payment period begins with the date selected.

   The Due Date Calculation Process can also compare the Goods/Services Acceptance Date to the Constructive Acceptance Date. Invoice returns can also affect the payment schedule.

   If payment due dates fall on nonworking dates or holidays, the Due Date Calculation process schedules the payment on the following business day. This is in compliance with the Prompt Payment Act, which states that agencies do not incur

late payment interest penalties.

Example: Due Date Adjustment

This is an example of a payment due date of an invoice that is changed based on a later Goods/Services Acceptance Date.

An invoice is received with this information:

• Date the invoice was received is April 11, 2002.

• Date goods were received is April 14, 2002.

• Payment terms are Net 30.

The original payment due date is May 11, 2002 because Payables uses the Invoice Received Date as the Terms Date Basis.

The Due Date Calculation process changes the due date to May 14, 2002 because the Goods/Services Acceptance Date is later than the Invoice Received Date.

> **Note:** In this example, the Payables Terms Date Basis defaults to the Invoice Received Date. This default date must be specified in Payables.

Example: No Due Date Adjustment

This is an example of a payment due date that is not changed because the Invoice Received Date is later than the Goods/Services Acceptance Date.

An invoice is received with this information:

• Date the invoice was received is April 14, 2002.

• Date services were accepted is April 11, 2002.

• Payment terms are Net 30.

The original payment due date is May 14, 2002.

The Due Date Calculation process leaves the due date as May 14, 2002, because the Invoice Received Date is later than the Goods/Services Acceptance Date.

Example: Constructive Acceptance

This is an example of a payment due date of an invoice that is changed because the Constructive Acceptance Date is later than the Invoice Received Date.

An invoice is received with this information:

- Date the invoice was received is November 14, 2002.

- Date goods were received is November 10, 2002.

- Date goods were accepted is November 20, 2002.

- The Constructive Acceptance Date is November 17, 2002.

- Payment terms are Net 30.

The original payment due date is December 14, 2002 because Payables uses the Invoice Received Date as the Terms Date Basis.

The agency has a Constructive Acceptance Date that is seven days after receipt of the goods. Actual acceptance of the goods did not occur until November 20, 2002, 10 days after receipt of the goods. The Due Date Calculation process changes the due date for the invoice to December 17, 30 days after the Constructive Acceptance Date.

Example: Invoice Returns

This is an example of a payment due date that is changed because the invoice was not returned within the allotted time.

An invoice is received with this information.

- Date the original invoice was received is November 14, 2002.

- Date the original invoice was returned is November 24, 2002.

- The Invoice Return Days for the agency are seven days.

- Date goods were received is November 10, 2002.

- Date goods were accepted is November 20, 2002.

- The Constructive Acceptance Date is November 17, 2002.

- Date the new invoice was received is November 30, 2002.

- Payment terms are Net 30.

The original payment due date is December 30, 2002, 30 days after the new invoice was received.

The Due Date Calculation process changes the due date to December 27, 2002, because the Invoice Return Days are seven days, but the agency took 10 days to return the original invoice. The three extra days are subtracted from the payment terms.

Economically Beneficial Discount Process

Overview

An economically beneficial discount is a vendor discount that, if taken, lets an agency realize a greater return by paying early than by keeping its money invested until a later payment due date.

Payables lets you take supplier discounts for early payment at your discretion, as long as the discount date has not yet passed. However, the Prompt Payment Act requires federal agencies to take all economically beneficial discounts. Oracle U.S. Federal Financials complies with this requirement by providing the Economically Beneficial Discount process.

To run the Economically Beneficial Discount process:

1. When payment process requests are created , the Economically Beneficial Discount process runs automatically during the selection of invoices.

2. For each applicable invoice, the savings that would be realized by taking a discount on that date are converted into an effective annual discount rate using this formula:

Effective Annual Discount Rate Formula

$$\frac{\text{discount \%}}{100 - \text{discount}} \times \frac{(\text{days in year})}{(\text{total days in payment period}) - (\text{days left in discount period})}$$

The effective annual discount rate formula is:

The discount percentage divided by 100 minus the discount is multiplied by the days in the year divided by the total days in the payment period minus the days in the discount period.

3. The rate is compared to the current value of funds rate entered in the Define Fund Rates window. If the effective annual discount rate is greater than the current value of funds rate, the discount is economically beneficial.

4. Discounts are taken unless they are not economically beneficial or the discount date has passed. If the discount is not economically beneficial, the payment is eliminated from the payment process request, and it is processed again the next time invoices are selected for payment. If the discount date has passed, the payment is automatically added to the Assign Reason Codes window for a discount lost reason code to be assigned.

Example: Vendor Discount

This is an example when it is economically beneficial to take a vendor discount for early payment.

On an invoice dated April 15, a supplier offers a 2% discount if payment is made within 10 days. Otherwise, the payment is due within 30 days.

On April 25, the current value of funds rate is 9%. The Economically Beneficial Discount process performs this calculation to determine the effective annual discount rate the vendor is offering:

Effective Annual Discount Rate Calculation

$$2\%/(100\%-2\%) \times 360/(30-(10-0)) = 0.367 = 36.7\%$$

The effective annual discount rate calculation is 2% multiplied by 100% minus 2% multiplied by 360 divided by 30 minus 10 minus 0 which equals 0.367 or 36.7%.

Since this rate is greater than the current value of funds rate, the payment is processed and the discount taken.

Example: Due Date Adjustment with Discount

This is an example of changing the payment due date of an invoice based on a later Goods/Services Acceptance Date, and a vendor discount is offered.

An invoice is received with this information:

- Date the invoice was received is April 11, 2002.

- Date goods were received is April 14, 2002.

- Payment terms are 2/10, Net 30.

- Discount date is April 21, 2002.

The original payment due date for this example is May 11, 2002.

The Due Date Calculation process changes the due date to May 14, 2002, because the Goods/Services Acceptance Date is later than the Invoice Received Date. The discount date remains April 21.

During the creation of payment process requests on April 21, the Economically Beneficial Discount process determines that the discount date has not yet passed, and compares the discount rate to the current value of funds rate to determine if taking the discount is economically beneficial.

> **Note:** The Economically Beneficial Discount process is not utilized by
> the manual payments or quick payments. All payments subject to the
> Prompt Payment Act must be made by scheduling payment process
> requests.

Reason Code Process

Reason codes provide reasons for invoices with interest paid or discounts lost.

Payables enables users to enter reason codes for invoices for which interest was paid, a
discount was lost, an invoice was cancelled or a credit memo was created. Records are
inserted into this window automatically for invoices for which interest was paid or a
discount was lost when the payment process request completes. Payables loads these
invoices automatically when the payment process requests is confirmed. The reason
codes for these invoices can then be entered individually or by a payment process
request.

To run the Reason Code process:

1. Enter an invoice if interest is paid or a discount is lost.

2. Optionally, enter the unpaid invoice and assign a reason code in the Assign Reason
    Codes window.

    > **Note:** If you enter the invoice in Step 2, the record is updated with
    > the payment process request information during the payment
    > request processing and retains the original reason code.

3. Process the payment.

    > **Note:** When payment process requests are created, all invoices with
    > interest over $1.00 and invoices with discounts lost automatically
    > populate the Assign Reason Codes window.

4. Assign reason codes in the Assign Reason Codes window.

    > **Note:** Reason codes are not assigned for manual payments.

Related Topics

Current Value of Funds Setup, *Oracle U.S. Federal Financials Implementation Guide*

Payment Terms Types Setup, *Oracle U.S. Federal Financials Implementation Guide*

Holiday and Non-Working Dates Setup, *Oracle U.S. Federal Financials Implementation Guide*

Prompt Payment Procedures, page 12-1.

 Prompt Payment Report Procedures, page 11-1.

Invoice Validation, *Oracle Payables User Guide*.

Paying Invoices in payment process requests, *Oracle Payables User Guide*.

Setting Up Payables for Automatic Interest, *Oracle Payables User Guide*.

Federal Seed Data Setup, *Oracle U.S. Federal Financials Implementation Guide*

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Prompt Payment Process

Overview

Oracle U.S. Federal Financials lets federal agencies comply with the Prompt Payment Act regarding when and how to pay commercial obligations.

Due Date Calculation

You can use the Due Date Calculation process to complete these tasks:

- Compare the Invoice Received Date to the Goods/Services Acceptance or Receipt Date.

- Compare the Goods/Services Acceptance Date to the Constructive Acceptance Date.

- Calculate the due dates when improper supplier invoices are not returned to suppliers within the allotted time.

- Calculate the Discount Date for supplier invoices that have discount terms.

- Recalculate Payment Schedules to use the correct Discount Date based on the Invoice Date.

- Recalculate Payment Schedules to use the later of the Invoice Received Date, Goods/Services Acceptance Date, or Constructive Acceptance Date.

- Recalculate Payment Schedules to correct the due date if the original due date falls on a weekend or holiday.

- Assign different payment terms to different groups of suppliers to comply with the payment terms in the Prompt Payment Act.

  The payment terms default to each purchase order or invoice for that supplier.

Economically Beneficial Discount

If the supplier offers a discount, the Economically Beneficial Discount process performs these tasks:

- Determines whether it is economically beneficial to take the discount.

- Eliminates payments with a discount that is not economically beneficial from the payment process request.

- Automatically updates the Assign Reason Codes window if a discount is lost.

Invoice Returns

The Invoice Returns process lets agencies perform these tasks:

- Calculate Prompt Payment Act due dates when defective supplier invoices are returned.

- Capture and store the original invoice information for future reference.

- Capture the reason code for the invoice return.

The Invoice Returns window captures the original invoice received date and the original invoice returned date for invoices that are deemed improper and returned to the supplier. The Due Date Calculation process checks to make sure that the improper invoice was returned to the supplier within the allotted time. The allotted time is set up in the payment Terms Types window. If the invoice is not returned within the allotted time, the due date for the new invoice is offset by the number of days over the allotted time it took an agency to return the original invoice to the supplier.

Prior Period Receipts

The Prior Period Receipts process lets agencies capture the actual receipt or acceptance date information that is used in the Prompt Payment due date calculation.

The Prior Period Receipts window records receipts or acceptance transactions that were received in a prior period that is now closed.

Assign Reason Codes

The Assign Reason Codes process lets agencies assign reason codes to invoices with interest paid, invoices with discounts lost, cancelled invoices, and credit memos.

The Assign Reason Codes window assigns reason codes to discount lost, interest paid invoices, cancelled invoices, and credit memos.

Related Topics

Prompt Payment Report Procedures, page 13-1.

Prompt Payment Process, page 11-1.

Prerequisites

Before using the prompt payment features, you must:

- Access to Payables and Payments is required to enter invoices and process payments.

- Set up Reason Codes in the Define Federal Financials Lookups window.

- Complete Setup steps, including defining payment terms types and setting financials options, to process payments using the Prompt Payment features.

- Enter a current value of funds rate in the Define Fund Rates window before processing payments for the first time and update the rate whenever the Department of Treasury publishes a new current value of funds rate.

    > **Note:** If a current value of funds rate has never been entered, Payables takes all available discounts, whether economically beneficial or not.

    > If the current value of funds rate is not updated, the last current value of funds rate entered is used to determine the economically beneficial discount.

- Set the terms date basis to Invoice Received Date in Payables.

- If the invoice is returned, enter the original invoice that is being returned to the supplier in Payables.

- Enter the payment terms in Payables.

- Select Prompt Pay as the payment terms type for the payment terms associated with the invoices to be processed.

    > **Note:** If Prompt Pay is not selected as the payment terms type for the payment terms used, the invoices are not included in the Due Date Calculation process, and the terms date basis is used as the due date.

- Enter Constructive acceptance days and invoice return days in the Define Payment Terms Types window.

- Set the site level profile options, FV:USE INTEREST REASON CODES and FV:USE DISCOUNT LOST REASON CODES, to Yes to capture and report reason code data.

- Use automatic Interest Invoice creation.

- Enter Receipt and acceptance transactions in Oracle Purchasing.

- Enter Holidays and non-working dates for the Due Date Calculation process to accurately calculate prompt payment information.

  > **Note:** If holidays and non-working dates are not entered, the dates are not used in the Due Date Calculation process.

- Enter the operating unit in the Define Federal Options window.

Related Topics

Federal Seed Data Setup, *Oracle U.S. Federal Financials Implementation Guide*

Oracle U.S. Federal Financials Setup Overview, *Oracle U.S. Federal Financials Implementation Guide*

Payment Terms, *Oracle Payables Implementation Guide*

Current Value of Funds Setup, *Oracle U.S. Federal Financials Implementation Guide*

Payment Terms Types Setup, *Oracle U.S. Federal Financials Implementation Guide*

Specify Profile Options, *Oracle U.S. Federal Financials Implementation Guide*

Automatic Interest, *Oracle Payables User Guide*

Receiving Transactions, *Oracle Purchasing User Guide*

Entering and Viewing Purchase Order Acceptances, *Oracle Purchasing User Guide*

Holiday and Non-Working Dates Setup, *Oracle U.S. Federal Financials Implementation Guide*

Federal Options Setup, *Oracle U.S. Federal Financials Implementation Guide*

Calculating the Due Date

To apply the correct due dates to the payment schedule before creating payment process requests:

1. Using the Submit Request window, select Due Date Calculation.

2. Select an operating unit.

3. Select Final or Preliminary.

> **Note:** When the report is run in Preliminary mode, it provides a list
> of invoices to be updated by the procedure. When the report is run
> in Final mode, the due dates and discount dates are updated for the
> invoices selected. Once the report is run in Final mode, the invoices
> are not selected again.

> **Note:** The Prompt Payment Due Date Report is automatically printed
> on completion of the Due Date Calculation process.

Related Topics

See: Prompt Payment Report Procedures, page 13-1

See: Using Standard Request Submission, *Oracle Applications User Guide*

Economically Beneficial Discount

No separate procedure is required to run the Economically Beneficial Discount process.
For users of Oracle U.S. Federal Financials, the Economically Beneficial Discount
process occurs transparently as part of the Payment Selection process during normal
payment request processing in Payables.

Recording Invoice Returns

To record returned invoices, navigate to the Invoice Returns window.

The following table describes selected fields on the Invoice Returns window.

Invoice Returns Window Description

Field Name	Description
Operating unit	Operating unit of the record.
	Note: The list of values include operating units assigned to the MO: Security profile.

Field Name	Description
Original Invoice Date	Original date of invoice
Original Invoice Received Date	Date invoice received
Invoice Returned Date	Date defective invoice was returned to supplier
	Note: Date must be greater than or equal to the original invoice received date.
	Note: When the invoice is returned to the supplier, the supplier must resubmit the invoice using the same invoice number. (If the invoice is not placed on hold)
	Warning: If the invoice is approved and returned to the supplier, the invoice will be paid.
Invoice Return Reason Code	Select the reason code for returning invoice

Recording Prior Period Receipts

To record Prior Period Receipts information, navigate to the Find Prior Receipts window.

The following tables describes selected fields on the Find Prior Receipts window.

Find Prior Receipts Window Description

Field Name	Description
Operating Unit	Operating unit of the record.
	Note: The list of values include operating units assigned to the MO: Security profile.

Field Name	Description
Receipt Number	Receipt number **Note:** If receipt information is not known, select purchase order or blanket purchase agreement in the PO number field.
Release	Release number associated with every planned purchase order and every blanket purchase order **Note:** The Release field is available only if the purchase order number associated with a planned purchase order or a blanket purchase order agreement is entered.
Line	Line number **Note:** The line field is available only if the purchase order of type Standard is entered.
Shipment	Shipment number **Note:** The Shipment field is available only if the PO number, Release, and Line are specified.
Find	Opens the Prior Period Receipts window
Actual Date	Enter the date used for the Due Date Calculation process.

Assigning Reason Codes

Assigning Reason Codes to Invoices

To assign reason codes to invoices, navigate to the Assign Reason Codes window, add the invoices and assign the reason code.

> **Note:** Only unpaid invoices can be added to the Assign Reason Codes window in the Interest or Discount tab without a payment process request.

Assigning Reason Codes to Individual Invoices in a Payment Process Request

To assign reason codes to individual invoices in a payment process request in the Interest or Discount tab, navigate to the Assign Reason Codes window. Query the payment process request and assign the reason codes to the invoices automatically populated in the window.

Assigning Reason Codes to All Invoices in a Payment Process Request

To assign reason codes to all invoices in a payment process request in the Interest or Discount tab, navigate to the Assign Reason Codes window. Query the payment process request, enter a reason code in the Default Reason Codes field and select the Default Values button.

> **Note:** The Prompt Payment Reason Codes for invoices in payment process requests can only be modified on an individual basis after defaulting.

The following table describe selected fields on the Assign Reason Codes window, Interest tab.

Interest Tab

Field Name	Description
Operating Unit	Operating unit of the record. **Note:** The list of values include operating units assigned to the MO: Security profile.
Original Invoice Number	Original invoice number
Interest Reason Code	Interest reason code
Interest Invoice Number	Interest invoice number

The following table describe selected fields on the Assign Reason Codes window, Discount tab.

Discount Tab

Field Name	Description
Operating Unit	Operating unit of the record.
	Note: The list of values include operating units assigned to the MO: Security profile.
Invoice Number	Invoice number
Discount Lost Reason Code	Discount lost reason code

The following table describe selected fields on the Assign Reason Codes window, Cancelled tab.

Cancelled Tab

Field Name	Description
Operating Unit	Operating unit of the record.
	Note: The list of values include operating units assigned to the MO: Security profile.
Invoice Number	Invoice number
Cancelled Reason Code	Cancelled reason code

The following table describe selected fields on the Assign Reason Codes window, Credit Memo tab.

Credit Memo Tab

Field Name	Description
Operating Unit	Operating unit of the record. **Note:** The list of values include operating units assigned to the MO: Security profile.
Invoice Number	Invoice number
Credit Memo Number	Credit memo number
Credit Memo Reason Code	Credit memo reason code

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Prompt Payment Report Procedures

Overview

The Prompt Payment reports provide information about invoices affected by prompt payment requirements. The reports include:

- Prompt Payment Due Date Report, which provides information about invoices for which a due date adjustment was made

- Prompt Payment Report, which provides detailed information about payments within a specific date range

- Prompt Payment Exception Report, which provides information about payments that have an invalid due date

- Payments Without Reason Codes Report, which provides a list of interest and discount lost payments without reason codes

Requirements

Federal agencies are required to comply with the requirements of the Prompt Payment Act regarding payment of commercial obligations. Requirements include when and under what conditions payments must be made, taking of supplier discounts, and payment of interest penalties, when applicable.

Information regarding reporting requirements is available in the Office of Management and Budget (OMB) *Final Rule 5 CFR 1315: Prompt Payment; formerly OMB Circular A-125*.

Prerequisites

- Prompt Pay must be defined and used as the payment terms type for the payment terms associated with the invoices to be reported.

- The Site Level Profile Options, FV:USE INTEREST REASON CODES and FV:USE DISCOUNT LOST REASON CODES, must be set to Yes to capture and report reason code data.

Related Topics

Prompt Payment Procedures, page 12-1

Prompt Payment Process, page 11-1

Payment Terms Types Setup, *Oracle U.S. Federal Financials Implementation Guide*.

Specify Profile Options, *Oracle U.S. Federal Financials Implementation Guide*

Prompt Payment Due Date Report

The Prompt Payment Due Date Report is printed automatically on completion of the Due Date Calculation process.

Related Topics

For information on running the Due Date Calculation process, see Prompt Payment Procedures, page 12-1.

Prompt Payment Due Date Report Description

The following table describe selected fields on the Prompt Payment Due Date Report window.

Prompt Payment Due Date Report Description

Column	Description
Header Section	Report date and ledger name
Invoice Number	Invoice identifier
Vendor Name	Vendor on invoice
Terms Date	Invoice received date
Due Date	Original due date
PPA Due Date	New due date

Discount Date	Original discount date
PPA Discount Date	New discount date
Second Discount Date	Second discount date
PPA Second Discount Date	PPA second discount date
Third Discount Date	Third discount date
PPA Third Discount	PPA third discount

Generating the Prompt Payment Report

To print the Prompt Payment Report:

1. Navigate to the Submit Request window.

2. In the Name field, select Prompt Payment Reports.

3. In the Operating Unit field, select an operating unit.

4. In the Report From Date (DD-MON-YYYY) field, enter a starting date of payments to be reported.

5. In the Report To Date (DD-MON-YYYY) field, enter an ending date of payments to be reported.

6. In the Distribution Level One and optionally in the Two, Three, and Four fields, enter monetary amounts representing the ranges of interest amounts to be reported in the Interest Penalties Paid section of the report.

   For a description of these table lines, see the Prompt Payment Report Description table.

7. In the Contact Agency's Name field, optionally enter the name of the person approving the report.

8. In the Contact Agency's Position/Title field, optionally enter the position or title of the person approving the report.

Prompt Payment Report Description

Prompt Payment Report Description

Column	Description
Header Section	Operating Unit, Ledger name, currency, report date, and contact information
Invoices Subject to PPA and OMB A-125:	Invoices affected by Prompt Pay requirements
Number	Number of invoices
Amount	Total monetary amount
Invoices Paid After Due Date:	Invoices paid after stated due date
Number	Number of invoices
Amount	Total monetary amount
Interest Penalties Paid:	Interest paid on late payments
<Breakpoint Ranges>	Monetary ranges entered during report generation
Number	Number of invoices
Amount	Total monetary amount
Number %	Percentage of invoices
Amount %	Percentage of total monetary amount
Totals:	Totals of columns for Number, Amount, Number %, Amount % in the Interest Penalties Paid region
Reasons why interest was incurred:	Reasons for interest paid
Delay in Paying Office's Receipt of:	Breakdown of invoices and reasons why interest incurred

Number	Number of invoices where interest paid
Delay or error by Paying Office in:	Breakdown of invoices and reasons why interest incurred
Number	Number of invoices where interest paid
Invoice Payment Determination:	Invoices paid before or after due date
Paid 1 to 15 Days After Due Date:Paid 8 Days or More Before Due Date (No Discount):	Breakdown of late and early payments
Number	Invoices paid at least 8 days before due date with no discount taken or invoices paid 1 to 15 days after due date
Amount	Total monetary amount
Number %	Percentage of invoices
Amount %	Percentage of total monetary amount
Discount Taken:	Vendor discounts available and taken
Discount Available:Discount Taken:	Breakdown of discounts taken
Discount Not Taken Because:	Breakdown of invoices and reasons why discounts were not taken
Number	Number of invoices
Amount	Total monetary amount
Interest Penalties Due But Not Paid:	Invoices with interest due but not paid
Interest Less Than $1.00:Other Interest Not Paid:	Breakdown of invoices with interest less than $1.00
Number	Number of invoices
Amount	Total monetary amount
Number %	Percentage of invoices

Amount %	Percentage of total monetary amount
Totals:	Totals of columns for Number, Amount, Number %, Amount% in the Interest Penalties Due But Not Paid region

Prompt Payment Exception Report

No separate procedure is required to print the Prompt Payment Exception Report. The Prompt Payment Exception Report is printed automatically when the Prompt Payment Report is printed.

Prompt Payment Exception Report Description

Prompt Payment Exception Report Description

Column	Description
Header Section	Agency, currency, report date, and contact information
Vendor Name	Vendor on exception invoice
Invoice Num	Invoice identifier
Invoice Amount	Dollar amount
Total Number of Records	Total exception invoices
Total Invoice Amount	Total dollar amount of exception invoices

Payments Without Reason Codes Report

The Payments Without Reason Codes report provides a list of interest and discount lost payments without reason codes.

To print the Payments Without Reason Codes Report:

1. Navigate to the Submit Request window.

2. In the Name field, select Payments Without Reason Codes Report.

3. In the Operating Unit field, select an operating unit.

4. In the From Date field, enter a starting date of payments to be reported.

5. In the To Date field, enter a ending date of payments to be reported.

> **Note:** For reconciliation purposes, the same From and To dates must be used for the Payments Without Reason Codes Report and the Prompt Payment Report.

Payments Without Reason Codes Report Description

Payments Without Reason Codes Report Description

Column	Description
Header Section	Agency, report date, from and to date, ledger name, operating unit, currency
Interest Payments without Reason Codes	Interest payments without assigned reason codes
Payment Process Request	Payment Process Request name
Invoice Number	Invoice number
Invoice Date	Invoice date
Invoice Amount	Invoice amount
Due Date	Assigned invoice due date
Payment Terms	Payment terms
Payment Date	Payment date
Total Interest:	Total of interest payments without reason codes

Discounts Lost Payments without Reason Codes	Discounts lost payments without assigned reason codes
Payment Process Request	Payment process request name
Invoice Number	Invoice number
Invoice Date	Invoice date
Invoice Amount	Invoice amount
Due Date	Assigned invoice due date
Payment Terms	Payment terms
Payment Date	Payment date
Total Discounts:	Total of discounts lost payments without reason codes

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Cash Position Detail Report

Overview

The Cash Position Detail report indicates vouchers selected for payment that disburse a fund into a negative cash position by comparing the detail of payments to the cash balance in General Ledger.

You can designate cash accounts for the general ledger calculation using the Cash Position checkbox of the Define US SGL Accounts window. To generate the Cash Position Detail report, you must set the FV: Enable Cash Position Detail profile option to Yes. The report is generated automatically after the selection of invoices during the creation of a payment process request in the Payments Manager.

Prerequisites

Before running the Cash Position Detail report, you must:

Set the FV: Enable Cash Position Detail profile option to Yes to automatically generate the Cash Position Detail Report.

Enable a US SGL Account as a Cash Position Account.

Enable the pooled checkbox for the bank accounts from which payments are disbursed.

Related Topics

Specify Profile Options,*Oracle U.S. Federal Financials Implementation Guide*

Federal Options Setup,*Oracle U.S. Federal Financials Implementation Guide*

Federal Report Definitions Setup,*Oracle U.S. Federal Financials Implementation Guide*

Define Bank Accounts,*Oracle U.S. Federal Financials Implementation Guide*

Generating the Cash Position Detail Report

If the FV: Enable Cash Position Detail profile option is set to Yes, the Cash Position Detail report is generated automatically after the selection of invoices during the creation of a payment process request in Oracle Payments Manager.

Cash Position Detail Report Description

Cash Position Detail Report Description

Column	Description
Header	Ledger, report date, organization, currency, payment process request, payment date, fund
Supplier Name	Supplier name
Supplier Site	Supplier site
Invoice Number	Invoice number
Invoice Date	Invoice date
Invoice Distribution Amount	Invoice distribution amount
G/L Cash Balance	General ledger cash balance; based on the general ledger period in which the payment date falls at the subtotal level only
Available Cash	Available cash; calculated by subtracting the Invoice Distribution Amount from the G/L Cash Balances at the subtotal level only

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SPS and PAM Payment Process

Overview

The Secure Payment System (SPS) and Payment Automation Manager (PAM) payment process submissions are performed on a payment Type basis. The Agency establishes payment types through the use of the Payment Type Mapping window which is used to map Pay Groups to Payments Types. A pay group is be required for each payment submission.

Available Payment Types are:

- Checks with or without stubs

- Electronic PPD, CCD, AIT, and CTX

- Wire SDP (same day)

SPS Payment Format

The SPS Schedule Upload 440 File Format for Government-wide Accounting (GWA) Reporter Only, Version 1.0 file format is now accommodated in EBS. This new SPS file format is similar to the older SPS Technical Note 16 file format. However, the new SPS file format includes capture of the componentized TAS and BETC as well as other various changes to accommodate differences from the old file format layout.

Payment formats for this new SPS file are:

- US Federal SPS GWA Check format

- US Federal SPS GWA ACH format

When submitting a Payment Process Request using the new SPS Payment Formats, the Bank Account on Payment Process Request should be defined with a GWA-compliant ALC. When submitting a Payment Process Request using the old Payment Formats, the

Bank Account on the Payment Process Request should be defined with a Non GWA-compliant ALC.

Both the old SPS Formats (non GWA-compliant) and the new SPS Formats (GWA-compliant) are accepted by Treasury until October 1, 2014 at which time all SPS Payments must be GWA-compliant. At this time, only the new SPS file format will be accepted by Treasury.

PAM Payment Format

The PAM Input File Specifications – Standard Payment Request, Version 5.0.0 file format is now accommodated in EBS. This new PAM file format replaces and consolidates the older Bulk File payment formats. In addition to consolidating the various bulk file formats into one file format, PAM also allows capture of the componentized TAS and BETC.

Payment formats for this new PAM file are:

• US Federal PAM Check format

• US Federal PAM ACH format

The new PAM file formats accommodates both GWA-compliant payments as well as non GWA-compliant payments. If a Payment Process Request is submitted with a Bank Account defined with an ALC that is GWA-compliant, componentized TAS/BETC records are included on the PAM file. If a Payment Process Request is submitted with a Bank Account defined with an ALC that is not GWA compliant, TAS/BETC records are not included. After October 1, 2014 all PAM payment submitted to Treasury must be GWA-compliant.

Prerequisites

For both SPS and PAM file formats:

• Ensure all needed BETCs are defined on the Define Business Event Type Codes window.

• Ensure all Agency TAS' are mapped to appropriate BETCs on the TAS/BETC Mapping window.

• Ensure ALCs that are GWA-compliant are defined accordingly on the Agency Location Code window.

For SPS, the following steps need to be performed after this patch has been applied:

• Ensure SPS Pay Groups are mapped to Payment Types and appropriate payment formats (Check, CCD/PPD, or IAT) on the Payment Mapping window.

• Ensure internal Bank Accounts with ALCs that are GWA-compliant are defined

with Payables Documents that have Payment Formats of:

- US Federal SPS GWA Check format

- US Federal SPS GWA ACH format

- When submitting a SPS Payment Process Request that has a Bank Account selected with a GWA-compliant ALC, ensure all open invoices for the Pay Group selected have BETCs defined on each invoice distribution.

- For PAM, the following steps need to be performed after this patch has been applied:

  - Ensure PAM Pay Groups are mapped to Payment Types and appropriate payment formats (Check, CCD/PPD, IAT, or CTX) on the Payment Mapping window

  - Ensure internal Bank Accounts with ALCs that are GWA-compliant are defined with Payables Documents that have Payment Formats of:

    - US Federal PAM Check format

    - US Federal PAM ACH format

  - When submitting a PAM Payment Process Request that has a Bank Account selected with a GWA-compliant ALC, ensure all open invoices for the Pay Group selected have BETCs defined on each invoice distribution.

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Payment Information Repository (PIR)

Overview

The Payment Information Repository (PIR) Standard Reporting Format (SRF) is the input file specification that Non Treasury Disbursing Offices (NTDO) are required to use to submit detailed payment and accounting data to Treasury. PIR file creation process submissions are performed for check payments. The Agency establishes PIR payment types through the use of the Payment Type Mapping window which is used to map Pay Groups to Payments Types.

PIR File Creation Process

The PIR File Creation Process generates a file of payment information for check payments using the PIR SRF specification to generate payment files to be sent to Treasury for Non-Treasury Disbursing Offices (NTDOs). The PIR SRF is intended for agencies to submit one or more files each containing one or more batches.

Submitting the PIR File Creation Process

1. Navigate to the Submit Request window.

2. In the Name field, select PIR File Creation.

3. In the File Type field, select the value "Check".

4. In the Processing Date field, enter the Processing (Payment) date to use for the file date and Check Payment selection criteria.

The following table lists the elements of the PIR Payments report.

Column Headings

Header	Description
Batch Number	Batch Number Generated by PIR File Creation Process
Detail	**Description**
Payment Number	Payment Number
Payee Name l	Payee Name
Footer	**Description**
Total Batch Amount	Total amount for each Batch

PIR Payments Processing Form

The purpose of the PIR Payments Processing form is to query PIR records, as well as, provide the capability to reverse batches if necessary for Check Payment Process requests that had been previously processed by the PIR File Creation process.

The following table describes selected fields on the PIR Payments Processing form.

PIR Payments Processing Form Description

Field Name	Description
Payment Method	Identifies PIR Processing is for Check payments.
Payment Date	Payment Date for Payment Process Request querying.
Agency Location Code	NTDO Disbursement ALC.
Payment Process Request	Payment Process Request(s) for the entered Payment Method, Payment Date, and Agency Location Code.

Field Name	Description
Payment Process Profile	Payment Process Profile for the Payment Process Request.
Amount	Payment Amount for the Payment Process Request.
Batch Number	Batch Number Assigned to the Payment Process requests during the PIR File Creation process.

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Summary Schedules

Overview

Payment formats distribute transaction data in the form of output files using the Secure Payment System (SPS) schedule upload and the Payment Automation Manager (PAM) standard payment build file request to Treasury's Regional Finance Center (RFC). Payments for invoices are accomplished by a central treasury office.

SPS and PAM payment process submissions are performed on a payment Type basis. The Agency establishes payment types through the use of the Payment Type Mapping window which is used to map Pay Groups to Payments Types. A pay group is required for each payment submission. SPS Summary Schedules are submitted electronically to Treasury's RFCs on a daily basis and include certification in the SPS for Bulk Data files sent to Treasury. SPS Summary Schedules are generated for PAM bulk files

Once the bulk file is generated and transmitted to Treasury. The FMS input management process processes the file and assigns a Control Number that is sent back to the agency in a report that indicates whether the file is accepted or rejected. This control number is saved in the Summary Schedule window and SPS Summary Schedule is generated.

In the Summary Schedule window, you can perform the following tasks:

- If generating an SPS Summary Schedule, select a payment instruction and enter the Control Number assigned by Treasury.

- After assigning a Control Number to a payment instruction, you can initiate the Summary Schedules process for the PAM Bulk Data Files submitted to Treasury by clicking the Summary Schedule button and selecting SPS Summary Schedule in the Select Summary Schedule Format window.

  The Summary Schedule process automatically generates a report describing the output and a Summary Schedule that can be transmitted to Treasury.

Generating Summary Schedules

Generating SPS Summary Schedules

To generate the SPS Summary schedules, navigate to the Summary Schedule window.

The following table describes selected fields on the Summary Schedule window.

Summary Schedule Window Description

Field Name	Description
Select	Selects payment instruction for generating the summary schedule file.
Operating Unit	Operating unit of the record.
	Note: The list of values include operating units assigned to the MO: Security profile.
Payment Instruction	Schedule number used in the PAM payment formats must be in the Confirmed status of the payment process.
Reference Assigned by Admin	Reference assigned by Administrator associated with the payment instruction.
Control Number	Control Number supplied by Treasury when Bulk Data file is submitted;
	The same Control Number can be assigned to different payment instructions.
	If the Summary Schedule check box is selected, the Control Number cannot be changed or deleted.
Agency Location Code	Agency location code.
Summary Schedule	Indicates a Summary Schedule created for selected payment instruction
	If the Summary Schedule check box is selected, users can regenerate the same Summary Schedule by selecting the payment instruction and clicking Summary Schedule.

Treasury Confirmation and Reconciliation, page 18-1

18

Treasury Confirmation

Overview

Department of Treasury payments are recorded and confirmed in the Treasury
Confirmation and Reconciliation window. You can find and view confirmed
Department of Treasury payments in the Treasury Confirmation Inquiry window.

Treasury Confirmation and Reconciliation Window

You can use the Treasury Confirmation and Reconciliation window to complete these
tasks:

- Record Department of Treasury payment information.

- Allow the recording of more than one check range for a payment schedule with a
  break in check numbers.

- Create general ledger journal entries that reconcile the payment information against
  existing payments in Payables.

- Allow reversal of confirmed payments, if information must be corrected or
  updated.

- Allow entry of offset information from Department of Treasury for a specific check.

- Correct Department of Treasury document number if agency goes through a
  Disbursement Office and an error in sequencing occurs.

- Display voided payments.

Treasury Confirmation Inquiry

You can use the Treasury Confirmation Inquiry window to view this information:

- Department of Treasury payment information for a given operating unit, vendor, Department of Treasury number, payment date, amount, or payment process request.

- Voided payments

Treasury Confirmation Process

The treasury confirmation process includes these steps:

1. The agency enters and confirms the payment process request in Oracle Payables.

2. The agency sends the payment file to Treasury for payment.

3. Treasury sends back the Agency Confirmation report.

4. The agency navigates to the Treasury Confirmation and Reconciliation window and enters the Accomplish Date, Amount, and the Treasury Check Information.

   If there is only one check range, the agency selects Single as the Range Type. The From and To fields are then required. If there are multiple check ranges, the agency selects Multiple as the Range Type and the agency enters at least two ranges in the Check Ranges window.

5. If an offset occurs, the agency clicks Offset to enter Offset information from Treasury before confirming the payment.

6. The agency clicks Confirm in the Treasury Confirmation and Reconciliation window.

Check Range Examples

Example 1: The Agency Confirmation Report contains an offset.

In this scenario, the offset payment check number is outside of the check range provided by Treasury, and the remaining check numbers are not resequenced.

The payment process request has 8 payments. The payment process request has payment numbers 2202 to 2209. The payment range assigned by Treasury for this payment file is 7 - 14. An offset occurs. Treasury number 74 is assigned to the fifth payment or the original Treasury number 11. This example could be entered in these ways.

A.

Perform these steps:

1. Enter Single as the Range Type.

2. Enter 7 in the From field and 14 in the To field.

3. Place the cursor on the fifth payment, Treasury Check No. 11, in the Invoice Payment Details region.

4. Click Offset.

5. Enter the Corrected Treasury Check No. as 74.

   Gap is now selected for this record in the Invoice Payment Details region and Check Sequence Gap is selected.

B.

1. In the Treasury Confirmation and Reconciliation window, click Check Ranges.

2. Enter sequences as described in the following table:

Example 1B, Agency Confirmation Report Containing an Offset

Range Sequence	From	To
1	7	10
2	74	74
3	12	14

In both A and B, the Treasury check numbers would be assigned as described in the following table:

Example 1B, Treasury Check Number Assignments

Treasury Check Number	Payables Check Number
7	2202
8	2203
9	2204
10	2205

Treasury Check Number	Payables Check Number
74	2206
12	2207
13	2208
14	2209

Example 2: The agency Confirmation report contains an offset.

In this scenario, the offset check number is outside of the check range provided by Treasury, and the remaining check numbers are resequenced.

The payment process request has eight payments. The payment process request has payment numbers 2202 to 2209. The payment range assigned by Treasury for this payment file is 7 - 10 for the first four payments. The fifth payment is assigned treasury number 74, and the last three payments are assigned the range 11 - 13. This should be entered as:.

Complete the following steps:

1. Enter Multiple as the Range Type.

2. Click Check Ranges.

3. Enter sequences as described in the following table:

Example 2, Agency Confirmation Report Containing an Offset

Range Sequence	From	To
1	7	10
2	74	74
3	11	13

The Treasury check numbers would be assigned as described in the following table below:

Example 2, Treasury Check Number Assignments

Treasury Check Number	Payables Check Number
7	2202
8	2203
9	2204
10	2205
74	2206
11	2207
12	2208
13	2209

Example 3: Multiple check ranges have overlapping ranges.

You cannot use the same Treasury Check number twice for the same payment process request. You will receive an error if these Treasury Check number were entered in the Check Ranges window as described in the following table:

Example 3, Multiple Check Ranges with Ranges that Overlap

Range Sequence	From	To
1	7	10
2	74	77
3	75	90

> **Note:** This example would result in an error because Range 2 and Range 3 both contain Treasury check numbers 75 through 77.

Journal Entry Creation

Agencies often require that different Cash GL Accounts be used for different types of payment transactions. Agencies also have the need to post directly to Cash account rather than Disbursements-in-Transit account, when making batch payments that are not disbursed by Treasury. The ability to generate accounting entries for batch payments and Treasury Confirmation transactions somewhat differently based on configuration of the internal Bank Account is available. This includes using different Cash GL accounts for different internal Bank Accounts. Confirmation of payments for the purposes of assigning check numbers without accounting entries is also available. The accounting is determined by the accounts defined on the Internal Bank Accounts as follows:

- The Payment Options Cash account defined on the internal Bank Account is used as the propriety credit for Payment transactions.

- The Payment Options Cash Clearing account defined on the Bank Account is used as the proprietary credit on Treasury Confirmation transactions (if applicable).

- When the Payment Options Cash account and the Cash Clearing account on the internal Bank Account for Payment transactions are the same, the system:

  - Generates budgetary debits and credits at time of Payment (for example, DR 4901XX and CR 4902XX),

  - Does not generate accounting entries at time of Treasury Confirmation.

  - Makes related Payments eligible for Treasury Confirmation only if the Assign Check Numbers for Cash Payments checkbox on the Federal Options form is selected for the purpose of assigning check numbers during Treasury Confirmation.

  - Does not allow back out or Disbursement-in-Transit Void accounting.

- When the Payment Options Cash Account and the Cash Clearing Account on the internal Bank Account for the Payment transaction are different, the system:

  - Makes related Payments eligible for Treasury Confirmation regardless of whether or not the Assign Check Number for Cash Payments checkbox on the Federal Options form is selected.

  - Generates budgetary and proprietary debits and credits at the time of Treasury Confirmation.

Prerequisites

Before recording and confirming Treasury payments, you must:

- Complete the payment instructions in Oracle Payments.

- Create accounting entries in Payables for the payments in the payment instruction by running the Create Accounting Process or using the transaction windows.

- The Treasury confirmation processing is performed at the operating unit level. Therefore, payment instructions must only contain payments from a single operating unit. To achieve this, the payment process profile must have the first party organization selected on the payment instruction creation tab for the payment instruction's format.

- Review the Payment Options Cash Clearing account defined on internal Bank Account to ensure they are defined as intended. The Payment Options Cash Clearing account must be defined on the internal Bank Account used by the Payment transaction in order to properly generate the correct accounting for Payment and Treasury Confirmation transactions.

- Review the Assign Check Numbers for Cash Payments checkbox on the Federal Options form for each Reporting Agency to ensure that confirmation of cash payments is configured as intended and, if needed, check numbers to the confirmation transaction

Related Topics

Federal Options Setup, *Oracle U.S. Federal Financials Implementation Guide*

Paying Invoices, *Oracle Payables User Guide*

Treasury Confirmation and Reconciliation

Recording and Confirming Department of Treasury Payments

To record and confirm Department of Treasury payment information, navigate to the Treasury Confirmation and Reconciliation window.

The following table describes selected fields on the Treasury Confirmation and Reconciliation window.

Treasury Confirmation and Reconciliation Window Description

Field Name	Description
Operating Unit	Operating unit of the record. **Note:** The list of values include operating units assigned to the MO: Security profile.
Payment Instruction	Payment Instruction
Reference Assigned by Admin	User defined payment instruction name
Date Sent to Treasury	Date payment batch sent to treasury; defaults to payment date in payables
Accomplished Date	Department of Treasury document date; cannot be before the Date sent to Treasury
Range Type	Range type values; includes single or multiple. Default value is single.
From	Beginning check sequence number; required if the range type is single; disabled if range type is multiple
To	Ending check sequence; required if range type is single; disabled if range type is multiple
Check Ranges	Opens check ranges window; disabled if range type is single
Check Sequence Gap	Selected when the range type is set to multiple or when a payment in the batch has an offset record with a corrected treasury check no.
Treasury Check No	Department of treasury check number
Amount	Document amount

Field Name	Description
Void	Indicates that payment is voided
	Note: When a payment is voided in payables, the void check box is selected in the treasury confirmation and reconciliation window.
Offset	Indicates payment has offset
Gap	Indicates payment has a document number sequence gap

Backing Out Confirmed Department of Treasury Payments

Click Back Out on the Treasury Confirmation and Reconciliation window if you make a mistake when entering data. For example, you enter an incorrect Accomplished Date. All journal entries created by the confirmation are reversed.

Voiding Confirmed Payments

To reverse the confirmation entries for payments voided in Oracle Payables after the payment was Treasury Confirmed, use the Submit Request window and select Disbursements in Transit Voided Checks.

Offsetting Payments

To offset a payment before confirmation, navigate to the Treasury Confirmation and Reconciliation window.

The following table describes selected fields on the Treasury Confirmation Offset window.

Treasury Confirmation Offset Window Description

Field Name	Description
Vendor Name	Derived from treasury confirmation and reconciliation window
Original Treasury Check No.	Derived from treasury confirmation and reconciliation window

Field Name	Description
Corrected Treasury Check No.	Corrected department of treasury check number
Offset Party Name	Offset source
Original Payment Amount	Derived from treasury confirmation and reconciliation window
Net Payment Amount	Displayed if offset amount is entered; calculated value derived from original payment amount less offset amount
Void	Indicates payment is voided

Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

Viewing Treasury Confirmation

To find and view Department of Treasury payment information:

1. Navigate to the Treasury Confirmation Inquiry window.

2. Query one or more fields.

3. Click Treasury Confirmation or double click a record to go to the Treasury Confirmation and Reconciliation window.

   The associated Department of Treasury payment information is displayed in the Treasury Confirmation and Reconciliation window.

Related Topics

Accounting Using Oracle Subledger Accounting, page 2-1

19

Refunds

Overview

This chapter describes how to enter refunds created as cash receipts in Oracle Public Sector Receivables and customer agency IPAC chargebacks. This chapter also describes how to enter obligation dates for unmatched distribution lines for refunds created in Oracle Public Sector Payables.

You can use the Receivables Refunds window to determine the obligation date for all Account Receivables cash receipts identified as refunds and customer agency IPAC chargebacks to ensure proper column placement on the FMS Form 224 report. You can use the Payable Refunds window to determine the obligation dates for refunds against credit/debit memos recorded in Payables when the credit/debit memo distribution lines are unmatched.

Prerequisites

Before entering refunds, you must:

- Have access to the Payable Refunds and Cash Receipt Refunds windows.

- Enter invoices in Payables.

- Enter supplier information in Payables.

- Run the Populate Payables Refunds process to populate the Payable Refunds and Credit/Debit Memo Distributions windows.

Recording Cash Receipt Refunds

To record Receivables refund information:

1. Navigate to the Cash Receipt Refunds window.

2. Select the operating unit.

3. Enter the supplier name.

> **Note:** Agencies receiving chargebacks from other agencies must record these transactions in the Interagency Transfers window by selecting Chargeback. The customer agency must also record the IPAC chargeback in the Cash Receipt Refunds window.

> **Note:** If Use Requisition Encumbrance and Use PO Encumbrance Federal Options are not selected in Purchasing, the obligation dates are not accurately reflected and the invoice date is used.

4. Enter the invoice number.

> **Note:** The invoice amount is automatically displayed.

5. In the Receipt Number field, enter the cash receipt number of the refund.

6. In the Receipt Fund field, enter the fund to which the refund amount is applied.

> **Note:** The receipt amount is automatically displayed.

7. If Processed is deselected the transaction is processed by the FMS Form 224 report or the FMS 1219 and 1220 reports. If Processed is selected, the transaction cannot be updated.

Recording Payables Refunds

To record Payables refunds:

1. Navigate to the Payable Refunds window.

   Use check boxes to specify reduction criteria that lets you view records within the specified criteria.

2. To view all unprocessed refunds, select Show Unprocessed Refunds.

> **Note:** Deselect Show Refunds with Missing Obligation Dates and Show Refunds based on criteria check boxes.

3. To view all refunds that are unprocessed with missing obligation dates, select Show

Unprocessed Refunds and Show Refunds with Missing Obligation Dates.

> **Note:** Deselect Show Refunds based on criteria.

You must select at least one of the check boxes to display the Payables Refunds window.

4. To view all refund records with at least one record without an obligation date in the Credit/Debit Memo Distribution window, select Show Refunds with Missing Obligation Dates.

5. To search for refunds based on specific criteria, select the Show Refunds based on criteria check box and enter the relevant search criteria.

6. Click Find.

> **Note:** This window is display only.

7. In the Credit/Debit Memo Number field, the credit memo or debit memo number for which the refund was created is displayed.

> **Note:** More than one credit/debit memo may be associated with the refund. The number of records displayed is determined by the number of credit/debit invoices for the refund.

8. Obligation Date is only selected if all of the distributions for the refund record contain obligation dates. If one of the distributions does not have an obligation date, the check box is deselected. To view which records need updating, enter the obligation date.

9. To view all distributions of the credit/debit memo, click View All Distributions.

10. To view distributions of the credit/debit memo with missing obligation dates, click Update Obligation Date.

   The Credit/Debit Memo Distributions window appears.

11. In the Obligation Date field, optionally enter a date prior to the default credit/debit memo date for unmatched lines.

Related Topics

Oracle U.S. Federal Financials Setup Overview,*Oracle U.S. Federal Financials Implementation Guide*

Create Additional Users,*Oracle U.S. Federal Financials Implementation Guide*

Entering Invoices Overview, *Oracle Payables User Guide*

Populating Payables Refunds Process,*Oracle U.S. Federal Financials Implementation Guide*

20

Historical Third Party Report

Overview

The Historical Third Party Remittance report shows third party payment assignments.

> **Note:** This report is only applicable for Release 11*i* upgrades.

The Historical Third Party Remittance report can be submitted at anytime. Agencies that upgraded from 11*i* can use this report to inform original suppliers or agents of the third party payments that were issued.

Users can sort the report by Original Supplier or by Third Party Agent.

Prerequisites

The FV: Enable Third Party Payments profile option must be set to Yes.

Related Topics

Specify Profile Options,*Oracle U.S. Federal Financials Implementation Guide*

Generating Historical Third Party Remittance Report

To print the Historical Third Party Remittance report:

1. Navigate to the Submit Requests window.

2. In the Name field, select Historical Third Party Remittance Process.

3. In the Operating Unit field, select an operating unit.

4. In the Payment Date From field, optionally enter a payment date to begin the

process run.

5. In the Payment Date To field, optionally enter a date to end the process run.

6. In the Payment Batch Name field, optionally select a confirmed payment batch.

7. Select the original supplier's name and site.

8. Select a third party agent's name and site.

9. In the Sort By field, select a sort method.

Historical Third Party Remittance Report Description

The following table describes selected fields on the Historical Third Party Remittance report.

Historical Third Party Remittance Report Description

Column	Description
Header Section	Ledger name, report title, report date and time, operating unit, sort by parameter, and page number
Original Supplier Name	Original supplier
Original Supplier Site	Original supplier's site
Third Party Agent	Third party supplier
Third Party Site	Third party supplier's site
Payment Date	Payment date
Payment Number	Payment number
Payment Amount	Payment amount
Invoice Number	Invoice number for all invoices associated with the payment
Invoice Amount	Gross invoice amount

Column	Description
Discount Amount	Discount amount taken from invoice

21

Interagency Transaction Processes

Overview

An interagency transaction is a transfer between federal agencies that involves two or more different appropriations, funds, or receipt accounts and is classified as an expenditure transaction.

An expenditure transaction is a withdrawal from one account and a credit to another account when the withdrawal and credit are recorded in the central accounts of the Department of Treasury, Financial Management Service (FMS) as an expenditure and repayment.

Expenditure Transactions Examples

Examples of expenditure transactions include:

- Withdrawals and credits between accounts

- All transfers between budgetary and nonbudgetary accounts

- Annual travel advance adjustments

- Adjustments to correct errors in expenditure transactions

- Withdrawals and credits not specifically defined as nonexpenditure transactions

Regulations governing these transactions are documented in the *Treasury Financial Manual (TFM)*, 2-2500.

Required Processing Methods

To process interagency transactions, agencies are required to use one of these methods:

- Use the SF 1080 Voucher for Transfers Between Appropriations and/or Funds when

the Department of Treasury does not disburse payments for at least one of the agencies involved in the interagency transfer. A check is required to complete these transactions.

- Use the SF 1081 Voucher and Schedule of Withdrawals and Credits document or the Intra-governmental Payment and Collection System (IPAC) when the Department of Treasury disburses payments for both agencies involved in the interagency transfer. No check is required to complete these transactions.

Oracle U.S. Federal Financials enables you to comply with the interagency transaction requirements for agencies by providing the Interagency Transactions process.

Setup and Processing Considerations for the SF 1081

If the agency is assigned only one Agency Location Code (ALC), then it is recommended to select Default ALC in the Define Federal Options window. If the agency is assigned multiple ALCs, the following options apply:

- The agency can choose to not select Default ALC in the Define Federal Options window and assign a payment method on every interagency transaction.

- The agency can select Default ALC in the Define Federal Options window and assign a payment method for the transactions where the ALC is different than the default ALC assigned in the Define Federal Options window.

The table below describes billing agency ALC setup and results for the SF 1081.

Billing Agency ALC Setup and Results for the SF 1081

Is the payment method defined on the Transaction?	Is the Agency Location Code defined on primary bank account of payment method?	Is the Default ALC check box selected in the Define Federal Options window?	SF 1081 Results
Yes	Yes	Yes	ALC from the primary bank account of the payment method is used as the billing agency ALC.
Yes	Yes	No	ALC from the primary bank account of the payment method is used as the billing agency ALC.

Is the payment method defined on the Transaction?	Is the Agency Location Code defined on primary bank account of payment method?	Is the Default ALC check box selected in the Define Federal Options window?	SF 1081 Results
Yes	No	Yes	Exception: Transaction is not printed. Transaction is included in the log file with a message as to why it is not printed. Solution: Add the ALC to the Agency Location field on the bank account.
Yes	No	No	Exception: Transaction is not printed. Transaction is included in the log file with a message as to why it is not printed. Solution: Add the ALC to the Agency Location field on the bank account.
No	N/A	Yes	ALC from the Define Federal Options window is used as the billing agency ALC.
No	N/A	No	Exception: Transaction is not printed. Transaction is included in the log file with a message as to why it is not printed. Solution: Add payment method to the transaction or select the Default ALC check box in the Define Federal Options window.

Interagency Billing and Payment for SF 1080 Transactions Diagram

This diagram shows the Interagency Billing and Payment for SF 1080 Transactions diagram as described in Interagency Transactions Process for SF 1080, page 21-11.

SF 1080 Preparation

Billing agency prepares and prints SF1080 document in Receivables Transactions and Print Invoices modules, completing billing agency sections.

SF 1080 Billing

Billing agency sends SF 1080 to customer agency.

SF 1080 Payment

Upon receipt of SF 1080, customer agency completes customer agency sections. Customer agency enters invoice in Payables Invoice module. Payment is made in Payables Payments module.

Recording Interagency Receipt Transaction

Billing agency enters receipt in Receivables Receipts module.

SF 1080 Acknowledgement

Customer agency returns SF 1080 to billing agency for reconciliation or acknowledges transaction along with payment.

FMS Form 224 or FMS Form 1219/1220 Reporting

Billing agency reports receipt of transfer on FMS Form 224 or FMS Form 1219/1220 as a collection.

FMS Form 224 or FMS Form 1219/1220 Reporting

Customer agency reports transfer on FMS Form 224 or FMS Form 1219/1220 as a disbursement.

Billing Agency Activity   Customer Agency Activity   External or System Activity

Interagency Billing and Payment for SF 1081 Transactions Diagram

The diagram shows the Interagency Billing and Payment for SF 1081 Transaction diagram as described in the Interagency Transactions Process for SF 1081, page 21-12.

Interagency Billing and Payment for SF 1081 Transactions Diagram

SF 1081 Setup Steps

Agency performs setup steps for SF 1081 transactions.

SF 1081 Preparation

Billing agency prepares and prints SF1081 document in Receivables Transactions and Print Invoices modules, completing billing agency sections.

Federal Options

Customer agency selects pay group in Interagency Activity field in Define Federal Options window.

SF 1081 Billing

Billing agency sends SF 1081 to customer agency.

SF 1081 Payment

Upon receipt of SF 1081, customer agency completes customer agency sections.

Recording Interagency Fund

Customer agency enters invoice in Payables Invoices module with the Clearing payment method and the Interagency paygroup in the Define Federal Options window. The interagency transaction is recorded in the Interagency Transactions window, Accounts Payable region directly, including the billing agency fund; or users can run the Update Interagency Table process to update Payables transactions. Payment is made in the Payables Payments module.

SF 1081 Reconciliation

After accomplishment of SF 1081, billing agency reconciles transaction against FMS 6653 or FMS 6655.

SF 1081 Acknowledgment

Customer agency returns SF 1081 to billing agency for reconciliation or acknowledges transaction.

Recording Interagency Receipt Transaction

Billing agency enters receipt in Receivables Receipts module and records interagency transactions in the Interagency Transfers window, Accounts Receivable region.

FMS Form 224 Reporting

Customer agency reports transfer on FMS Form 224 Statement of transactions as a disbursement from the customer agency fund and a negative disbursement to the billing agency fund.

FMS Form 224 Reporting

Billing agency reports receipt of transfer on FMS Form 224 Statement of Transactions as a collection.

Updating Interagency Transfers

Interagency Transfers window is automatically updated to reflect processed transaction and period reported.

Updating Interagency Transfers

Interagency Transfers window is automatically updated to reflect processed transaction and period reported.

Billing Agency Activity   Customer Agency Activity   External or System Activity

Interagency Billing and Payment for IPAC Transactions Diagram

The diagram shows the Interagency Billing and Payment for IPAC Transactions diagram as described in the Interagency Transaction Process for IPAC Transactions, page 21-16.
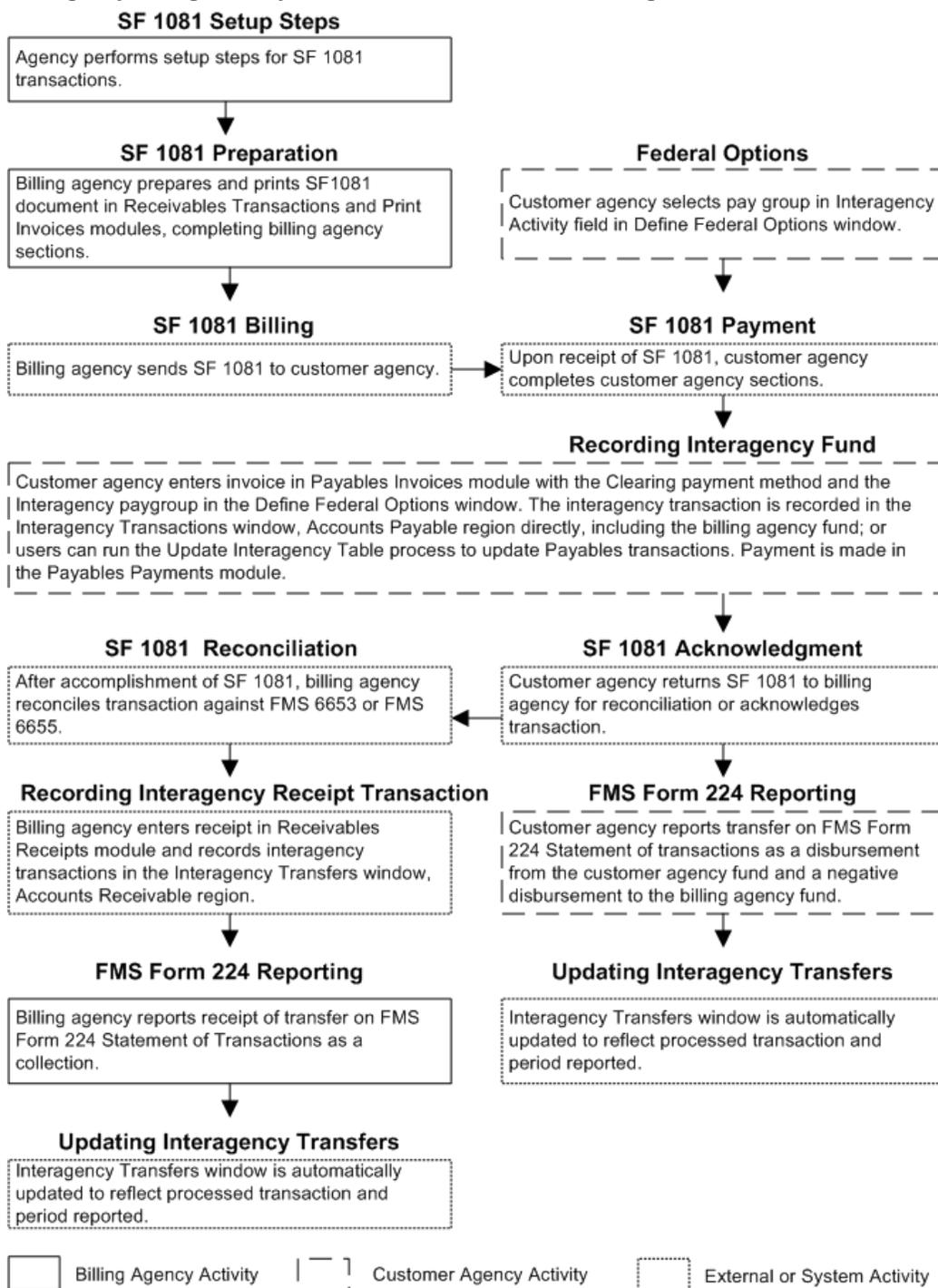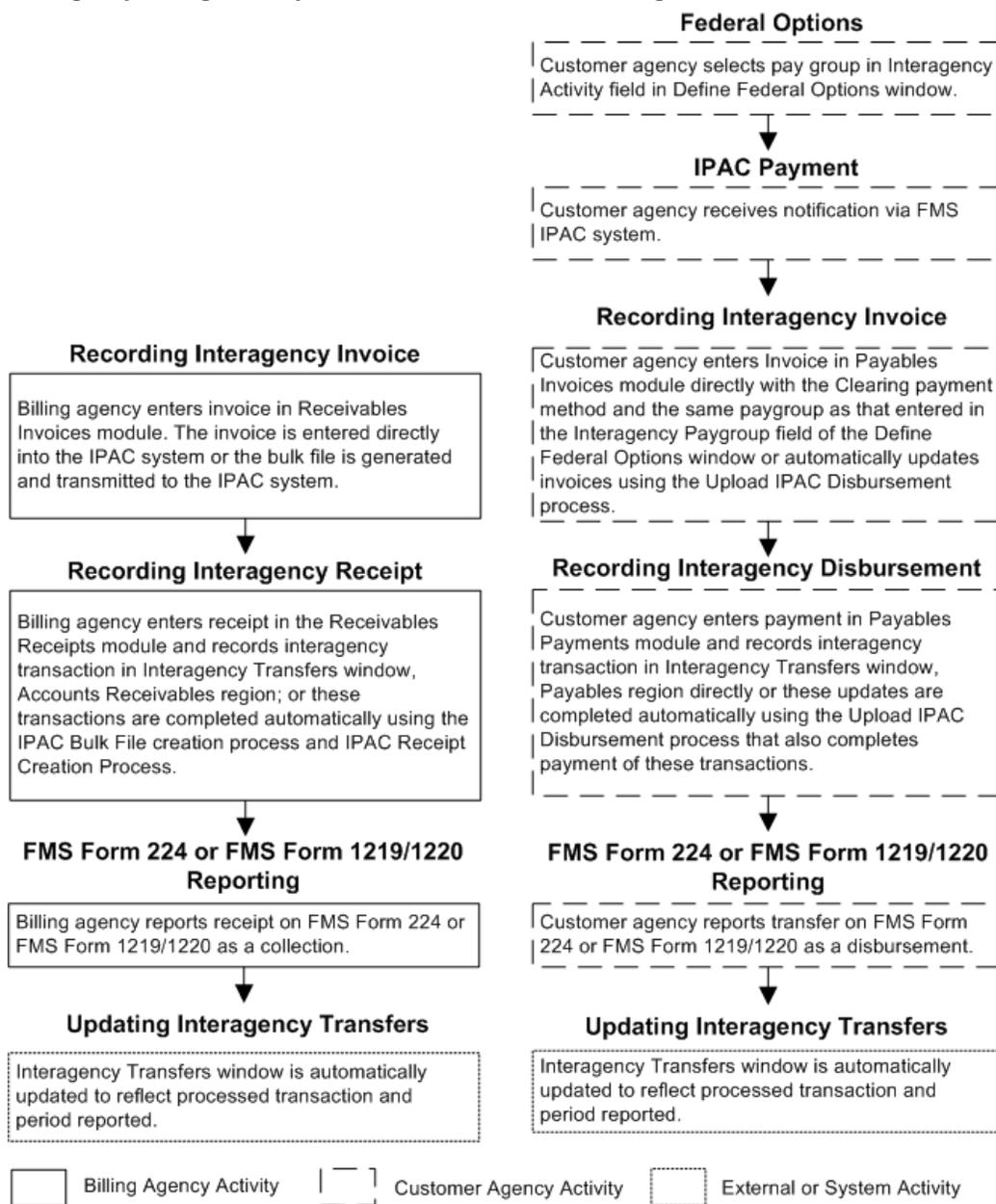
Federal Options

Customer agency selects pay group in Interagency Activity field in Define Federal Options window.

↓

IPAC Payment

Customer agency receives notification via FMS IPAC system.

↓

Recording Interagency Invoice

Billing agency enters invoice in Receivables Invoices module. The invoice is entered directly into the IPAC system or the bulk file is generated and transmitted to the IPAC system.

↓

Recording Interagency Invoice

Customer agency enters Invoice in Payables Invoices module directly with the Clearing payment method and the same paygroup as that entered in the Interagency Paygroup field of the Define Federal Options window or automatically updates invoices using the Upload IPAC Disbursement process.

↓

Recording Interagency Receipt

Billing agency enters receipt in the Receivables Receipts module and records interagency transaction in Interagency Transfers window, Accounts Receivables region; or these transactions are completed automatically using the IPAC Bulk File creation process and IPAC Receipt Creation Process.

↓

Recording Interagency Disbursement

Customer agency enters payment in Payables Payments module and records interagency transaction in Interagency Transfers window, Payables region directly or these updates are completed automatically using the Upload IPAC Disbursement process that also completes payment of these transactions.

↓

FMS Form 224 or FMS Form 1219/1220 Reporting

Billing agency reports receipt on FMS Form 224 or FMS Form 1219/1220 as a collection.

↓

FMS Form 224 or FMS Form 1219/1220 Reporting

Customer agency reports transfer on FMS Form 224 or FMS Form 1219/1220 as a disbursement.

↓

Updating Interagency Transfers

Interagency Transfers window is automatically updated to reflect processed transaction and period reported.

↓

Updating Interagency Transfers

Interagency Transfers window is automatically updated to reflect processed transaction and period reported.

Legend: Billing Agency Activity | Customer Agency Activity | External or System Activity

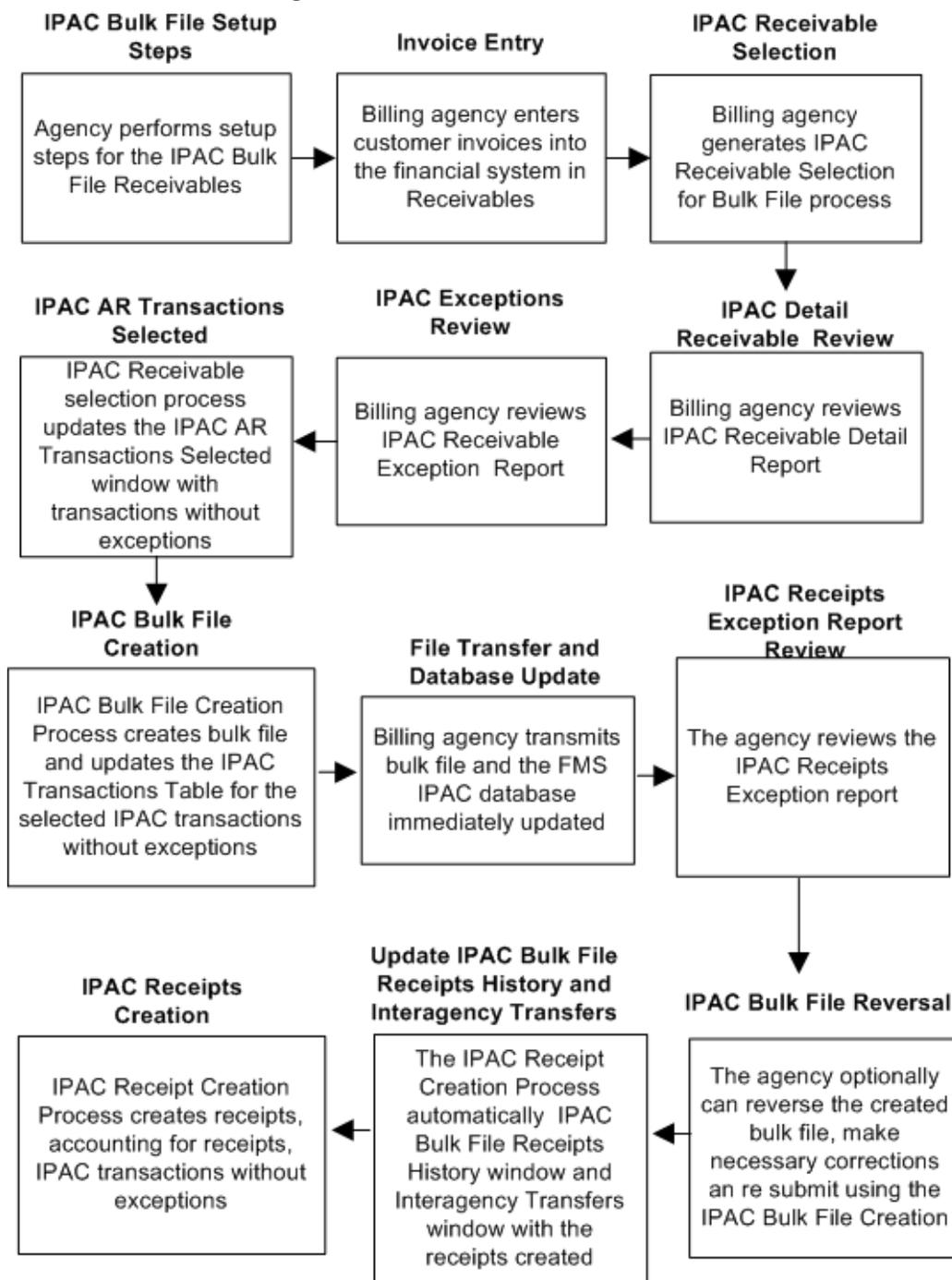# IPAC Bulk File Creation, IPAC Bulk File Reversal and IPAC Receipt Creation Process Diagram

The diagram shows the IPAC Bulk File and Automatic Receipt Creation Process as described in IPAC Bulk File Creation, IPAC Bulk File Reversal and IPAC Receipt Creation Process for Receivables Transactions, page 21-17.

IPAC Bulk File Process Diagram

IPAC Bulk File Setup Steps

Agency performs setup steps for the IPAC Bulk File Receivables

Invoice Entry

Billing agency enters customer invoices into the financial system in Receivables

IPAC Receivable Selection

Billing agency generates IPAC Receivable Selection for Bulk File process

IPAC AR Transactions Selected

IPAC Receivable selection process updates the IPAC AR Transactions Selected window with transactions without exceptions

IPAC Exceptions Review

Billing agency reviews IPAC Receivable Exception Report

IPAC Detail Receivable Review

Billing agency reviews IPAC Receivable Detail Report

IPAC Bulk File Creation

IPAC Bulk File Creation Process creates bulk file and updates the IPAC Transactions Table for the selected IPAC transactions without exceptions

File Transfer and Database Update

Billing agency transmits bulk file and the FMS IPAC database immediately updated

IPAC Receipts Exception Report Review

The agency reviews the IPAC Receipts Exception report

IPAC Receipts Creation

IPAC Receipt Creation Process creates receipts, accounting for receipts, IPAC transactions without exceptions

Update IPAC Bulk File Receipts History and Interagency Transfers

The IPAC Receipt Creation Process automatically IPAC Bulk File Receipts History window and Interagency Transfers window with the receipts created

IPAC Bulk File Reversal

The agency optionally can reverse the created bulk file, make necessary corrections an re submit using the IPAC Bulk File Creation

IPAC Disbursement Process Diagram

The diagram shows the IPAC Disbursement Process as described in the IPAC

Disbursement Process for Transactions, page 21-18.

IPAC Disbursement Process Diagram
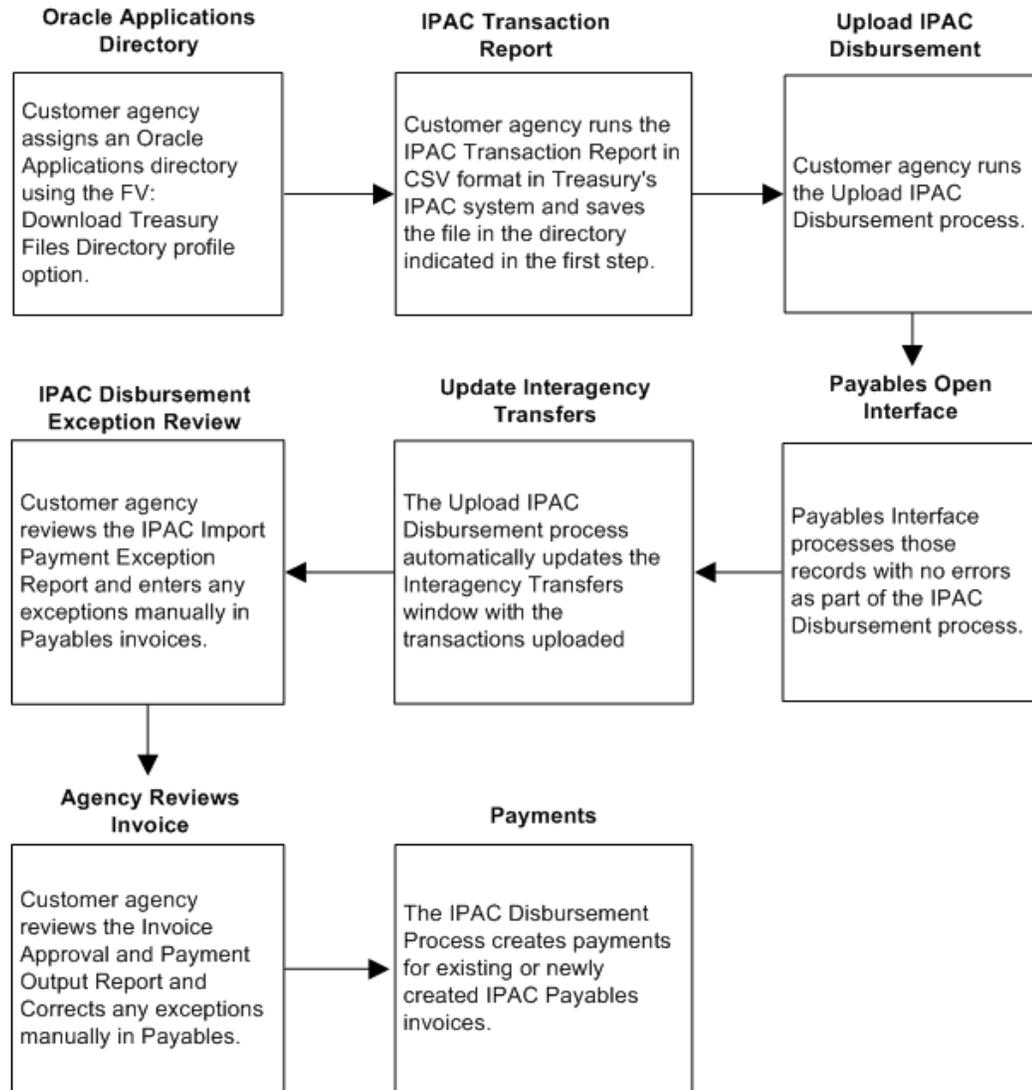
Interagency Transactions Processes

Features

The Interagency Transactions process includes these features:

• SF 1080 Voucher for Transfers Between Appropriations and/or Funds report, used by billing agencies to initiate interagency transactions when the Department of Treasury is not the disbursing agency for at least one of the agencies.

- SF 1081 Voucher and Schedule of Withdrawals and Credits report, used by billing agencies to initiate interagency transactions when the Department of Treasury disburses payments for both agencies.

- IPAC Bulk file, used by agencies to perform intra-governmental funds transfers when the transactions are initiated by the billing agency. Receipts are automatically created for transactions.

- IPAC Bulk File Reversal process, used by agencies to reverse a specific bulk file created, making the receivable transactions eligible for a future bulk file submission

- IPAC Receipts Creation process, used by agencies to create receipts for the Bulk File Transactions are automatically created for transactions

- IPAC disbursement that enables agencies to automatically record disbursements and payments billed by another agency through IPAC.

- Interagency Transfers window that enables billing agencies and customer agencies to record all interagency transactions to ensure proper reporting on the FMS Form 224 report or the FMS Form 1219 and 1220 reports.

Interagency Transactions Process for SF 1080

The Interagency Transactions process for SF 1080 transactions includes these steps:

1. The billing and customer agencies enter required information in the Define Federal Options window. The billing agency must enter Agency Name and Address to be printed on the SF 1080.

2. The billing agency prepares and prints the SF 1080 in the Receivables Transactions and Print Invoices modules.

   The Interagency Billing and Payment for SF 1080 Transactions Diagram, page 21-4 illustrates the Interagency Transactions processing cycle for SF 1080 transactions.

   The billing agency enters:

   - Billing agency department, bureau, and address

   - Customer agency department, bureau, and address

   - Details of amount billed

   - Remittance name and address

   - Accounting classification of billing agency

3. The billing agency forwards the SF 1080 to the customer agency.

4. Upon receipt, the customer agency ensures that the transaction is correct and completes:

- Customer agency voucher number

- Customer agency schedule number

- Paid by information

- Certification of customer office

- Accounting classification of billing agency

5. The customer agency enters the invoice in Payables.

6. After accomplishment, the customer agency returns the SF 1080 to the billing agency along with the payment.

7. If the Department of Treasury disburses payments for the agency, the customer agency reports the transaction as a disbursement on the FMS Form 224 report for the appropriate accounting period.

   If the Department of Treasury does not disburse payments for the agency, the customer agency reports the transactions as a disbursement on the FMS Form 1219/1220 report.

8. The billing agency enters the SF 1080 bill and receipt in Receivables.

9. If the Department of Treasury disburses payments for the agency, the billing agency reports the transaction as a collection on the FMS Form 224 report for the appropriate accounting period.

   If the Department of Treasury does not disburse payments for the agency, the billing agency reports the transaction as a collection on the FMS Form 1219/1220 report for the appropriate accounting period.

Interagency Transactions Process for SF 1081

The Interagency Transactions process for SF 1081 transactions includes these steps:

1. The billing agency enters bank accounts that are used to receive funds in the Bank Accounts window. The ALC is defined for the bank account.

2. The billing and customer agencies enter required information in the Define Federal Options window. The billing agency must enter Agency Name and address to be printed on the SF 1081. Optionally, the billing agency selects an ALC value and selects the Default ALC check box. When the ALC check box is selected, the ALC value on the Define Federal Options window is used as the default billing agency

ALC for transactions when the ALC cannot be determined. The customer agency must enter a paygroup in the Interagency Paygroup field to ensure that interagency transactions appear correctly on the FMS Form 224 report.

3. The billing agency defines the receipt class and payment method in the Receipt Classes window. A primary bank account is assigned to the payment method in the Remittance Banks window. The Remittance Banks window is accessed by selecting the Bank Accounts button from the Receipt Classes window.

4. The billing agency adds customers in the Customers window assigning a primary bank account with the customer ALC for the billing location in the Customer Addresses window. Optionally, a primary payment method is assigned to the Payment Methods tab of the Customers window or the Customer Addresses window in Receivables.

5. The billing agency enters customer invoices in the financial application. These transactions can be entered directly into Oracle U.S. Federal Receivables or imported from an external application. Optionally, the payment method is assigned in the Paying Customer tab of the Transactions window.

6. The billing agency prepares and prints the SF 1081 by initiating one of the Invoice Print SF 1081 processes.

   The Interagency Billing and Payment for SF 1081 Transactions Diagram, page 21-5 illustrates the Interagency Transactions processing cycle for SF 1081 transactions.

   The billing agency enters:
   - Transaction date
   - Customer agency location code, department, bureau, and address
   - Billing agency location code, department, bureau, and address
   - Billing agency voucher number
   - Billing agency appropriation, fund, or receipt symbol
   - Amount billed
   - Details of charges or reference to attached supporting documents
   - Billing agency contact person, approval, and telephone number

7. The billing agency forwards the SF 1081 to the customer agency.

8. Upon receipt, the customer agency ensures that the transaction is correct.

   The customer agency completes the following:

- Accounting period charge and credit are to be reported on customer agency Statement of Transactions

- Customer agency voucher number

- Customer agency appropriation, fund, or receipt symbol

- Amount billed

- Certification of customer office

9. The customer agency enters the invoice in Payables and records the operating unit, billing agency name, invoice number, and fund in the Accounts Payable region of the Interagency Transfers window. This allows the billing agency fund to be reported on the customer agency's FMS Form 224. Payment is entered in Payables with a Clearing payment method and the paygroup indicated in the Interagency Paygroup field of the Define Federal Options window. The customer agency can also run the Update Interagency Table process to update Payables transactions.

10. After accomplishment, the customer agency returns the SF 1081 to the billing agency or acknowledges the transaction.

11. The customer agency generates its FMS Form 224 report for the accounting period indicated on the SF 1081. If entered correctly in the Interagency Transfers window, the transaction is included in the FMS Form 224 report as a disbursement in Section I, column 3, and Section II, line 1 and as a negative disbursement to the Billing agency Fund in Section I, column 3, and Section II, line 1.

> **Note:** If a payment with the Payment Method of Clearing and the pay group indicated in the Interagency Paygroup field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable region, the transaction is not reported on the FMS Form 224 report. The transaction appears on the FMS Form 224 Exception Report for correction. To allow corrections to be made, Oracle recommends that the FMS Form 224 report be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

12. The billing agency receives the FMS 6653 Undisbursed Appropriation Account document or the FMS 6655 Unavailable Receipt Account Ledger document from FMS indicating accomplishment by the customer agency. The billing agency reconciles it against the completed transaction. Any errors must be resolved by contacting the customer agency or FMS.

13. The billing agency enters the SF 1081 receipt in Receivables. The receipt is also

recorded in the Interagency Transfers window, Accounts Receivable region, to ensure proper reporting of the transaction on the FMS Form 224 report.

14. The billing agency reports the transaction on its FMS Form 224 report for the appropriate accounting period. The transaction is reported in Section I, column 2 as a collection, and in Section II, line 1 as a negative disbursement.

> **Note:** If the receipt is not entered in the Interagency Transfers window, Accounts Receivable region, the transaction is not reported on the FMS Form 224 report properly. The transaction is reported as a collection and is not reported as a negative disbursement in Section II.

Example: Billing Agency

This example illustrates the SF 1081 interagency transaction performed from the point of view of the billing agency.

Agency ABC bills Agency XYZ using the SF 1081 Voucher and Schedule of Withdrawals and Credits document. Agency XYZ must effect a transfer in the amount of $5,000 to fund 20X1234.

Agency ABC prints the SF 1081, specifying fund 20X1234 as the fund to receive the transfer.

Agency ABC waits for accomplishment from Agency XYZ. Receipt of either FMS 6653 or FMS 6655 from FMS is required to reconcile the transaction.

After reconciliation or the resolution of errors or discrepancies, Agency ABC is able to report the transfer as a collection on its FMS Form 224 report by entering the receipt in Receivables and in the Interagency Transfers window.

Example: Customer Agency

This example illustrates the same transaction performed from the point of view of the customer agency.

Agency XYZ receives the SF 1081 Voucher and Schedule of Withdrawals and Credits document from Agency ABC initiating the transfer in the amount of $5,000 to fund 20X1234.

Agency XYZ enters an invoice in Payables, completes the SF 1081, enters 20X1234 in the Interagency Transfers window as Billing Agency Fund to receive the transfer, and processes the payment.

After accomplishment, Agency XYZ returns the completed SF 1081, if required, and prints its FMS Form 224 report for submission to FMS. FMS generates an FMS 6653 or FMS 6655 and sends it to the billing agency.

Interagency Transaction Process for IPAC Transactions

The Interagency Transaction Process consists of these steps. The Interagency Billing and Payment for IPAC Transactions Diagram, page 21-7 illustrates the process.

1. The customer agency enters a paygroup in the Interagency Paygroup field in the Define Federal Options window to ensure that interagency transactions appear correctly on the FMS Form 224 report or FMS Form 1219/1220 report.

2. The billing agency enters the IPAC bill in Receivables.

3. The billing agency records the invoice in the IPAC system in either of the following ways:

    The billing agency logs on to the IPAC system and records the bill to the customer agency including additional information in the description area. The IPAC system assigns an IPAC Billing Document Reference Number for the bill.

    Alternately, the billing agency uses the IPAC bulk file, which is created in Oracle U. S. Federal Financials.

4. The customer agency is notified of the IPAC bill through the FMS IPAC system.

5. The billing agency records the receipt of IPAC Receivables in the Interagency Transactions window, Accounts Receivable region, to ensure proper reporting on the FMS Form 224 report or the FMS Form 1219/1220 report.

    Alternatively, the receipt is automatically recorded in the Interagency Transactions window, Accounts Receivable region if the IPAC Bulk File is created.

6. The customer agency enters the invoice in Payables directly with the Clearing payment method and the Interagency paygroup indicated in the Define Federal Options window, or automatically updates invoices by using the Upload IPAC Disbursement process.

7. The customer agency approves the invoice in Payables and records the transaction in the Interagency Transfers window, Accounts Payable region for the FMS 224 and FMS 1219/1220 processes or reviews the payable transaction generated from the Upload IPAC Disbursement Process. The process creates payments against existing or newly created IPAC transactions.

8. If the Department of Treasury is disbursing payments, the billing agency generates its FMS Form 224 report for the accounting period indicated on the IPAC bill. The transaction is reported. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly as a negative disbursement in Section II on the FMS Form 224 report.

    If the Department of Treasury is not disbursing payments, the billing agency generates its FMS Form 1219/1220 report for the accounting period indicated on the

IPAC bill. The transaction is reported. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly on the FMS Form 1219/1220 report.

9. If the Department of Treasury is disbursing payments, the customer agency generates its FMS Form 224 for the accounting period indicated on the IPAC bill. If entered correctly in the Accounts Payable region in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

    If the Department of Treasury is not disbursing payments, the customer agency generates the FMS Form 1219/1220 for the accounting period indicated on the IPAC bill. If entered correctly in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

    > **Note:** If a payment with the Payment Method of Clearing and the paygroup indicated in the Interagency Paygroup field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable region, the transaction is not reported on the FMS Form 224 report or the FMS Form 1219/1220 report. The transaction appears on the FMS Form 224 Exception Report or the FMS Form 1219/1220 Exception Report for correction. To allow corrections to be made, Oracle recommends that the FMS Form 224 or the FMS Form 1219/1220 be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

IPAC Bulk File and Automatic Receipt Creation Process for Receivables Transactions

The IPAC Bulk File process includes these steps. The IPAC Bulk File Creation, IPAC Bulk File Reversal and IPAC Receipt Creation Process, page 21-9 illustrates the process.

1. The billing agency adds customers in the Customers window assigning FEDERAL as the customer class, the Receiver Department Code in the Trading Partner descriptive flexfield, and a primary bank account with the customer ALC for the billing location in the Customer Addresses window.

2. The billing agency records its DUNS number in the Define Federal Options window.

3. The billing agency adds the Disbursing Office (DO) Code in the Alternate Name field in the Remit-To Addresses window.

4. The billing agency enters bank accounts that are used to receive funds in the Bank Accounts window. The ALC is defined for the bank account.

5. The billing agency enters customer invoices in Receivables. The purchase order

number is entered in the More tab of the Transactions window.

These transactions can be entered directly into Oracle U.S. Federal Receivables or imported from an external application.

6. The billing agency initiates the IPAC Transaction Selection process.

    The IPAC AR Receivable Selected window enables users to exclude certain invoice transactions using the Exclude check box. Records marked for exclusion are not reported in the IPAC Bulk File.

    Exception records can be viewed on the IPAC Receivable Exception Report. Transactions with an exception are not reported in the IPAC Bulk File; however, users can correct transactions causing an exception. After correcting the exception, users must rerun the IPAC Transaction Selection process to include the corrected transactions.

7. When appropriate, billing agency users can create an IPAC bulk file for the transactions selected in the IPAC Transaction Selection process. After the bulk file is generated, the transactions included in the file are updated in the IPAC AR Transaction Selected window with a bulk File ID number.

8. When appropriate, billing agency users can reverse a bulk file created prior to recording the receipt of funds using the IPAC Bulk File Reversal Process an referencing the Bulk File ID number. This process will remove the ID number IPAC AR Transaction Selected window. Receivable transactions on the reversed bulk file will be available for selection to be placed on a future bulk file.

9. When appropriate, billing agency users can generate the IPAC Receipt Creation process to create the IPAC Receipts for Bulk Files that have been confirmed by Treasury. This process will update the IPAC Receipts Bulk File History window with the processed receipt record..

    In addition, the transactions included in the file are updated in the Interagency Transfers window, Accounts Receivable region. Exception records can be viewed on the IPAC Bulk File Receipts Exception Report. Transactions with an exception are not reported in the IPAC Bulk File; however users can correct transactions causing an exception. After correcting the exception, users must rerun the IPAC Bulk File Creation process to include the corrected transactions on the next bulk file.

10. The FMS IPAC database is updated immediately after successful transmission of the IPAC Bulk File.

IPAC Disbursement Process for Transactions

The IPAC Disbursement process includes these steps. The IPAC Disbursement Process Diagram, page 21-10 illustrates the process.

1. The customer agency assigns an Oracle Applications directory using the FV:

Download Treasury Files Directory profile option and sets up the AP: Using Invoice Batch Controls profile option.

For information on the FV: Download Treasury Files Directory profile option and the AP: Use Invoice Batch Controls profile option, see Step 3. Specify Profile Options.

2. The customer agency runs the IPAC Transaction Report in CSV format in Treasury's IPAC system and saves the file in the directory indicated in Step 1.

3. The customer agency runs the Upload IPAC Disbursement concurrent process and referencing the file created in Step 2. This process performs these tasks:

- Delineates disbursement records

- Edits purchase order number to determine if it is valid

  The purchase order number must be provided in the following format:

  PO #/Line #

  Users can provide just the purchase order number and the process defaults the line to 1.

  An Exception report is produced for records that have invalid purchase order numbers, invalid line numbers, inactive purchase orders numbers, purchase order numbers that are closed, and recurring invoices that cannot be determined.

- Extracts the fields from Treasury IPAC file and loads the records into the Payables Open Interface tables. The Interagency Billing and Payment for SF 1081 Transactions Diagram, page 21-19 and theInteragency Billing and Payment for IPAC Transactions Diagram, page 21-21 describe the table mappings for the Payables Invoices Interface.

  The following table describes the Payables Invoices Interface Columns.

Payables Invoices Interface Columns

Treasury's IPAC File and Values Inserted in Columns	Payables Invoices Interface Columns * indicates that this is a required field in the interface
Purchase Order Number	PO_Number *
sequential number assigned during import	Invoice_ID *

Treasury's IPAC File and Values Inserted in Columns	Payables Invoices Interface Columns * indicates that this is a required field in the interface
IPAC - Invoice Number	Invoice_Num *
Summary Amount	Invoice_Amount *
IPAC	Source *
Accomplished Date	Invoice_Date
IPAC Disbursement Reference Number: (insert Reference Number), Quantity: (insert Quantity), Unit Price: (insert Unit Price), Contract Number: (insert Contract Number)	Description (PO Description if not entered)
Current Date that transactions are loaded into the Interface tables	Creation_Date
Userid of the person or organization that loads this record into the table	Created_By
Clearing	Payment_Method_Lookup_ Code
Default from the Interagency Paygroup on the Define Federal Options window for the Org ID of the person running the import	Pay_Group_Lookup_Code

The following table describes the Payables Invoices Lines Interface Columns.

Payables Invoice Lines Interface Columns

Treasury's IPAC File and Values Inserted in Columns	Payables Invoice Lines Interface Columns * indicates that this is a required field in the interface
sequential number assigned during import - same as header	Invoice_ID *
	Invoice_line_ID *
ITEM	Line_Type_Lookup_ Code *
Accounting Date	Accounting_Date
Description	Description
Purchase Order Number	PO_Number
Purchase Order Number	PO_Line_Number

- Automatically updates and approves invoices that have passed pre edits or have not been placed on hold

- Automatically creates payment batch with the payment date as of the accomplished date on the IDAC file

- Automatically updates the Interagency Transfers window for those invoices approved and paid

FV_IPAC_IMPORT and FV_IPACT_IMPORT_HISTORY store the IPAC Disbursement File data. FV_IPAC_IMPORT initially stores and validates IPAC import data. FV_IPAC_IMPORT_HISTORY stores only validated IPAC data.

4. After the Payables Open Interface tables are loaded, the Payables Interface processes those records with no errors.

5. The Upload IPAC Disbursement process automatically updates the Interagency Transfers window, Accounts Payable region for the invoices created.

6. The customer agency reviews the IPAC Import Payment Exception Report and enters any exceptions manually in Payables invoices.

7. The customer agency reviews the Invoice Approval and Payment Output Report of the IPAC Automated Payments Process to review invoices that are paid or error reasons for those that could not be paid.

8. The Upload IPAC Disbursement Process creates payments against IPAC transactions.

References

Define Customers,*Oracle U.S. Federal Financials Implementation Guide*

Federal Options Setup,*Oracle U.S. Federal Financials Implementation Guide*

Federal Report Definitions Setup,*Oracle U.S. Federal Financials Implementation Guide*

Printing Transactions, *Oracle Receivables User Guide*

 Entering Basic Invoices in the Invoice Workbench , *Oracle Payables User Guide*

Recording Manual Payments and Wire Transfers, *Oracle Payables User Guide*

Paying Invoices with Clearing Payments, *Oracle Payables User Guide*

Refunds, page 19-1

Interagency Transaction Procedures, page 22-1

FMS Form 224 Statement of Transactions Report Procedures, page 28-1

FMS Form 1219/1220 Report Procedures, page 32-1

Specify Profile Options ,*Oracle U.S. Federal Financials Implementation Guide*

22

Interagency Transaction Procedures

Overview

Interagency transactions are transfers between federal agencies for which the Department of Treasury disburses payments. Oracle U.S. Federal Financials provides the SF 1080 Voucher for Transfers Between Appropriations and/or Funds document, the SF 1081 Voucher and Schedule of Withdrawals and Credits document, and the Interagency Transfers window to allow agencies to process these transactions.

The Interagency Transfers window stores interagency transfer information for the billing agency and the customer agency to ensure proper reporting on the FMS Form 224 report or the FMS Form 1219 and 1220 reports.

SF 1080 Voucher for Transfers Between Appropriations and/or Funds

The SF 1080 Voucher for Transfers Between Appropriations and/or Funds is used as a charge document and disbursement voucher by billing and customer agencies to process transactions between two or more appropriation, fund, or receipt accounts when the Department of Treasury does not disburse payments for at least one of the agencies.

SF 1081 Voucher and Schedule of Withdrawals and Credits

The SF 1081 Voucher and Schedule of Withdrawals and Credits is used as a combined billing and payment document by billing and customer agencies to process transactions between two or more appropriation, fund, or receipt accounts when the Department of Treasury disburses payments for both agencies. The SF 1081 Voucher and Schedule of Withdrawals and Credits transfers payments between two agencies using a paper invoice.

Intra-governmental Payment and Collection System (IPAC)

IPAC is a government-owned internet application that performs intra-governmental

funds transfers. The Department of Treasury's IPAC application enables users to enter transactions online or through bulk file transmission. Oracle U.S. Federal Financials produces an IPAC bulk file for Accounts Receivable transactions when generating bills to other federal agencies. Bulk file transmission includes building a file from the user's accounting systems and transmitting the file to the Department of Treasury through the IPAC application.

IPAC Receivable Selection Process

The IPAC Receivable Selection process selects all invoice transactions for reporting on the IPAC Bulk File. The IPAC AR Transactions Selected window displays all the transactions selected by the IPAC Receivable Selection process. In this window, users can exclude certain transactions from the final processing of the IPAC Bulk File layout and refer back to previous transactions reported to the Department of Treasury through the FMS IPAC system.

The IPAC Receivable Selection process also generates the IPAC Receivable Detail Report and the IPAC Receivable Exception Report. The IPAC Receivable Detail Report, described in the IPAC ReceivableTransaction Detail Report Description table, page 22-20, lists the transactions selected from the IPAC Transaction Selection Process. The IPAC Receivalbe Exception Report, described in the IPAC Receivable Report Description table, page 22-21 and lists discrepancies in reporting requirements that include missing required fields.

IPAC Bulk File Creation Process

IPAC Bulk File Creation Process creates bulk file and updates the IPAC Transactions Table for the selected IPAC transactions without exceptions. This process performs the following:

- A compare of the Date Selected (and time stamp) for the transactions on the IPAC Transaction table (FV_IPAC_TRX) is made to the Update Date for the AR Transaction. If the Update Date (and time stamp) is greater than the Date Selected (and time stamp), the Held check box on the IPAC Transaction table is selected.

- The process:
    - Creates an IPAC Bulk File that includes IPAC Transaction Table rows that meet the following criteria:
        - The Held check box on the IPAC Transaction Table row is not selected.

        - The Exclude check box on the IPAC Transactions Table row is not selected.

        - The File ID Number on the IPAC Transaction Table row is blank.

        - Date Selected on the IPAC Transaction Table row is less than the Update Date for the corresponding AR Transaction.

- Updates IPAC Transaction table rows that are selected for IPAC Bulk File processing with the IPAC File ID Number on the generated IPAC Bulk File.

- Creates an IPAC Receipt Detail report.

Unsuccessfully processed AR Transactions are included on the IPAC Receipt Exception report.

The IPAC Bulk File Cancel Process resets the IPAC bulk filed ID on IPAC Transaction Table records. This process is used when an IPAC file sent to Treasury is rejected. It enables the agency to address the issues that caused the IPAC file to reject and then re-runs the IPAC Bulk File Creation process.

IPAC Bulk File Cancel Process

This process reverses a previously generated bulk file prior to collection.

IPAC Receipts Creation Process

This process is used to generate collection transaction for previously created bulk file and will populate the IPAC Receipts Bulk File History Table as described in the IPAC Receipts Bulk File History Table Data Description table.

IPAC Disbursements Process

In addition to IPAC billing, an agency can upload IPAC disbursement transactions generated by another agency. The receiving agency downloads the IPAC Transaction Report in CSV format and saves it in a directory in the Oracle Application. This directory is determined when you set up the FV: Download Treasury Files Directory profile option.

The agency runs the Upload IPAC Disbursement concurrent process that performs these tasks:

- Delineates disbursement records

- Edits Purchase Order Number to determine if it is valid

  An Exception report is produced for those records that have invalid purchase order numbers, invalid line numbers, inactive purchase order numbers, purchase orders closed, and recurring invoices cannot be determined.

- Extracts the fields from Treasury's IPAC file and inputs the records into the Payables Open Interface tables

- Automatically validates and approves invoices that have passed pre-edits or have not been placed on hold

- Automatically creates a payment process request

- Automatically updates the Interagency Transfers window for those invoices approved and paid

The agency continues to process the transactions using the Oracle Public Sector Payables Open Interface. If any transactions fail edits in the interface, the customer agency must manually correct those items.

The Upload IPAC Disbursement process automatically updates the FV_Interagency_Funds table or the customer agency must update the Interagency Transfers window manually for the invoices created.

The Upload IPAC Disbursement process generates these reports:

- IPAC Import Payment Exception Report as described in the IPAC Import Payment Exception Report Description table, page 22-53.

- Invoice Approval and Payment Output Report as described in the Invoice Approval and Payment Output Report table, page 22-53.

Related Topics

Payables Open Interface Tables, *Oracle Payables User Guide*

Prerequisites

- Access to Receivables is required for the billing agency to set up customers and

perform receivables activities.

- Access to Payables is required for the customer agency to enter invoices and process payments associated with interagency transactions.

- The billing agency must set up the customer agency using the Receivables Customers window, assigning a primary bank account with the customer ALC for the billing location in the Customer Addresses window.

- The Customer Class must be defined as FEDERAL for customers to be selected for the IPAC bulk file.

- The Receiver Department Code must be defined for federal customers in the Trading Partner descriptive flexfield of the Customers window for the IPAC bulk file.

- The Agency Address must be provided in the Define Federal Options window to appear on the SF 1080 Voucher for Transfers Between Appropriations and/or Funds. Select the default ALC check box to designate that the ALC is to be used as the default on the SF 1081 Voucher and Schedule of Withdrawals and Credits documents. The Interagency Paygroup must be provided for interagency transactions to appear correctly on the customer agency's FMS Form 224 report or the FMS Form 1219 and 1220 reports.

- The payment method must be entered in the Paying Customer tab of the Transactions window in Receivables to indicate the ALC other than the default ALC or when the default ALC is not used for the SF 1081 Voucher and Schedule of Withdrawals and Credits document or the IPAC bulk file.

- Fund information must be provided for each applicable fund in the Define Fund Attributes window. The Department Treasury Account Symbol is displayed in the Billing Agency Section of the SF 1081 Voucher and Schedule of Withdrawals and Credits as the Appropriation, Fund, or Receipt Symbol.

- The billing agency should define Transaction Types or Profile Classes to restrict the printing of the SF 1081 Voucher and Schedule of Withdrawals and Credits and the SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices and to be used in the selection criteria for IPAC transactions.

- The Disbursing Office (DO) code must be entered in the Alternate Name field in the Remit-To-Addresses window in Receivables for the IPAC bulk file.

- A purchase order must be created for the IPAC transaction disbursement, and the agency must communicate the purchase order number and line number to the agency generating the IPAC transaction in the following format:

  PO #/Line #

- The directory for downloading the IPAC Transaction Report file must be set up using the FV: Download Treasury Files Directory profile option.

  To setup the download directory for the IPAC Transaction Report file, see: Specify Profile Options, *Oracle U.S. Federal Financials Implementation Guide*

- The profile option AP: Use Invoice Batch Controls must be set to Yes at the responsibility level.

  To setup the AP: Use Invoice Batch Controls profile option, see: Specify Profile Options, *Oracle U.S. Federal Financials Implementation Guide*

- The Load Federal Financials Seed Data process must be run to seed Payables lookups for the IPAC Disbursement process.

- If creating a recurring invoice for IPAC disbursements, the payment method must be clearing and the Pay Group should be the same Pay Group defined in the Federal Options window, Interagency Tab.

- Set up a document name with a Clearing payment method for the bank account that is to be used for IPAC disbursements.

Related Topics

Federal Seed Data Setup, *Oracle U.S. Federal Financials Implementation Guide*

Define Customers, *Oracle U.S. Federal Financials Implementation Guide*

Federal Options Setup, *Oracle U.S. Federal Financials Implementation Guide*

Fund Attributes Setup, *Oracle U.S. Federal Financials Implementation Guide*

Oracle U.S. Federal Financials Setup Steps, *Oracle U.S. Federal Financials Implementation Guide*

Entering Transactions, *Oracle Receivables User Guide*

Overview of Purchase Orders, *Oracle Purchasing User Guide*

Generating the SF 1080 Voucher for Transfers Between Appropriations and/or Funds

These procedures are used to print SF 1080 Voucher for Transfers Between Appropriations and/or Funds:

Print New SF 1080 Invoices

To print the new SF 1080 Voucher for Transfers Between Appropriations and/or Funds Invoices:

Note: This procedure is only performed by the billing agency.

1. Navigate to the Submit Request window.

2. In the Name field, select Invoice Print New SF 1080.

3. In the Operating Unit field, select an operating unit.

4. In the Order By field, select the sort field.

5. In the Transaction Class field, select a transaction class.

6. In the Transaction Type field, select a transaction type.

7. In the Transaction Number Low and Transaction Number High fields, enter the low and high transaction numbers

8. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.

9. In the Customer Profile Class field, select a customer profile class.

    > **Note:** Select the customer profile class established for customers that should receive SF 1080 invoices if Customer Profile Class is used to restrict the printing of SF 1080 invoices.

10. In the Open Invoices Only field, select either Yes or No.

11. In the Office Charged field, enter the name of the accounting classification of the office charged.

Print Selected SF 1080 Invoices

To print selected SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices:

> **Note:** This procedure is only performed by the billing agency.

1. Navigate to the Submit Requests window.

2. In the Name field, select Invoice Print Selected SF 1080.

3. In the Operating Unit field, enter an operating unit.

4. In the Order By field, enter the sort field.

5. In the Transaction Class field, select a transaction class.

6. In the Transaction Type field, select a transaction type.

> **Note:** Select the transaction type established for SF 1080 invoices if transaction type is used to restrict the printing of SF 1080 invoices.

7. In the Transaction Number Low and Transaction Number High fields, enter the beginning and ending numbers of the invoices to be printed.

8. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.

9. In the Customer Profile Class field, select a customer profile class.

> **Note:** Select the customer profile class established for customers who receive SF 1080 invoices if Customer Profile Class is used to restrict the printing of SF 1080 invoices.

10. In the Customer Class field, select a customer class.

11. In the Customer field, select a customer.

12. In the Open Invoices Only field, select either Yes or No.

13. In the Office Charged field, enter the name of the accounting classification of the office charged.

Print Batch of SF 1080 Invoices

To print a batch of SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices:

> **Note:** This procedure is only performed by the billing agency

1. Navigate to the Submit Requests window.

2. In the Name field, select Invoice Print Batch of SF 1080.

3. In the Operating Unit field, select an operating unit.

4. In the Order By field, select a sort order or use the default value.

5. In the Batch field, select a batch.

6. In the Transaction Class field, select a transaction class.

7. In the Transaction Type field, select a transaction type.

> **Note:** Select the transaction type established for SF 1080 invoices if transaction type is used to restrict the printing of SF 1080 invoices.

8. In the Transaction Number Low and Transaction Number High fields, enter the low and high transaction numbers.

9. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.

10. In the Customer Profile Class field, select a customer profile class.

> **Additional Information:** Select the customer profile class established for customers who receive SF 1080 invoices if Customer Profile Class is used to restrict the printing of SF 1080 invoices.

11. In the Customer Class field, select a customer class.

12. In the Customer field, select a customer.

13. In the Open Invoices Only field, select Y for Yes or N for No.

14. In the Office Charged field, enter the name of the accounting classification of the office charged.

Related Topics

Entering Transactions, *Oracle Receivales User Guide*.

SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table

The following table describes the SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document.

SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table

Line	Description	Responsible
Voucher No.	Voucher number assigned by customer agency	Customer agency
Schedule No.	Schedule number assigned by customer agency	Customer agency
Department, establishment, bureau, or office receiving funds	Name and address of station receiving funds	Billing agency
Bill No.	invoice number	Billing agency
Paid By	Stamp designated by customer agency	Customer agency
Department, establishment, bureau, or office charged	name and address of station being charged	Billing agency
Order No.	Order identifying number	Billing agency
Date of Delivery	Date article or services delivered	Billing agency
Article or Services	Description of article or services	Billing agency
Quantity	Quantity of article or services billed	Billing agency
Unit Cost	Cost of article or services	Billing agency
Price Per	Unit of measure to define cost	Billing agency
Amount	Quantity multiplied by the unit price cost	Billing agency
Total	Total of all amounts billed	Billing agency
Remittance in payment hereof should be sent to	Remittance name and address of station receiving funds	Billing agency
Accounting Classification - Office Receiving Funds	Accounting classification of the bill	Billing agency

Line	Description	Responsible
Certificate of Office Charged	Certification of customer agency	Customer agency
Date	Certification date	Customer agency
Authorized administrative or certifying officer	Signature of authorized certifying officer	Customer agency
Title	Title of certifying officer	Customer agency
Accounting Classification - Office Charged	Payable accounting classification	Customer agency
Paid by Check No.	Check number	Customer agency

Generating SF 1081 Voucher and Schedule of Withdrawals and Credits

These procedures are used to print SF 1081 Voucher and Schedule of Withdrawals and Credits:

> **Note:** The SF 1081 printing procedures must only be used to print invoice transactions.

Print New SF 1081 Invoices

To print the new SF 1081 Voucher and Schedule of Withdrawals and Credits:

> **Note:** This procedure is only performed by the billing agency.

1. Navigate to the Submit Request window.

2. In the Name field, select Invoice Print New SF 1081.

3. In the Operating Unit field, select an operating unit.

4. In the Transaction Class field, select a transaction class.

5. In the Transaction Type field, select a transaction type.

> **Note:** Select the transaction type established for SF 1081 invoices if

transaction type is used to restrict the printing of SF 1081 invoices.

6. In the Transaction Number Low and Transaction Number High fields, enter the low and high transaction numbers.

7. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.

8. In the Customer Profile Class field, select a customer profile class.

> **Note:** Select the customer profile class established for customers who receive SF 1081 invoices if Customer Profile Class is used to restrict the printing of SF 1081 invoices

9. In the Customer Class field, select a customer class.

10. In the Customer field, select a customer.

11. In the Customer ALC, select the agency location code of the customer agency to be billed.

12. In the Prepared By field, enter the name of the billing agency's contact person.

13. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.

14. In the Tel #1 (999-999-9999) field, enter the telephone number of the billing agency's contact person.

15. In the Tel #2 (999-999-9999) field, enter the fax number of the billing agency's contact person.

16. In the Open Invoices Only field, select either Yes or No.

17. In the Details of Charges field, enter any additional information up to 100 characters, as shown in the SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description, page 22-15table.

Print Selected SF 1081 Invoices

To print selected SF 1081 Voucher and Schedule of Withdrawals and Credits invoices:

> **Note:** This procedure is performed only by the billing agency.

1. Navigate to the Submit Request window.

2. In the Name field, select Invoice Print Selected SF 1081.

3. In the Operating Unit field, select an operating unit.

4. In the Transaction Class field, select a transaction class.

5. In the Transaction Type field, select a transaction type.

   > **Note:** Select the transaction type established for SF 1081 invoices if transaction type is used to restrict the printing of SF 1081 invoices.

6. In the Transaction Number Low and Transaction Number High fields, enter the beginning and ending numbers of the invoices to be printed.

7. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.

8. In the Customer Profile Class field, select a customer profile class.

   > **Note:** Select the customer profile class established for customers who receive SF 1081 invoices if Customer Profile Class is used to restrict the printing of SF 1081 invoices

9. In the Customer Class field, select a customer class.

10. In the Customer field, select a customer.

11. In the Customer ALC field, select the agency location code of the customer agency to be billed.

12. In the Prepared By field, enter the name of the billing agency's contact person.

13. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.

14. In the Tel #1 (999-999-9999) field, enter the telephone number of the billing agency's contact person.

15. In the Tel #2 (999-999-9999) field, enter the fax number of the billing agency's contact person.

16. In the Open Invoices Only field, select either Yes or No.

17. In the Details of Charges field, enter any additional information up to 100

characters, as shown in theSF 1081 Voucher and Schedule of Withdrawals and Credits Document Description, page 22-15 table.

Print Batch of SF 1081 Invoices

To print a batch of SF 1081 Voucher and Schedule of Withdrawals and Credits invoices:

> **Note:** This procedure is performed only by the billing agency.

1. Navigate to the Submit Request window.

2. In the Name field, select Invoice Print Batch SF 1081.

3. In the Operating Unit field, select an operating unit.

4. In the Batch field, select a batch.

5. In the Transaction Class field, select a transaction class.

6. In the Transaction Type field, select a transaction type.

   > **Note:** Select the transaction type established for SF 1081 invoices if transaction type is used to restrict the printing of SF 1081 invoices.

7. In the Transaction Number Low and Transaction Number High fields, enter the beginning and ending numbers of the invoices to be printed.

8. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.

9. In the Customer Profile Class field, select a customer profile class.

   > **Note:** Select the profile class established for customers that should receive SF 1080 invoices if profile class is used to restrict the printing of SF 1081 invoices.

10. In the Prepared By field, enter the name of the billing agency's contact person.

11. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.

12. In the Tel #1 (999-999-9999) field, enter the telephone number of the billing agency's contact person.

13. In the Tel #2 (999-999-9999) field, enter the fax number of the billing agency's contact person.

14. In the Open Invoices Only field, select either Yes or No.

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table

The following table describes the header section of the SF 1081 Voucher and Schedule of Withdrawals and Credits document.

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Header Section

Line	Description	Responsible
Charge and Credit Will be Reported on Customer Agency Statement of Transactions for Accounting Period Ending	Accounting month in which transaction is reported by customer agency; accomplish date	Customer agency
Transaction Date	Document preparation date	Billing agency
Document No.	Document identifying number	Billing agency

The following table describes the SF 1081 Voucher and Schedule of Withdrawals and Credits document, Customer Agency.

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Customer Agency

Line	Description	Responsible
Agency Location Code	ALC of accounting station being billed	Billing agency
Voucher No.	Voucher number assigned by customer agency	Customer agency
Department	Name of station being billed	Billing agency
Bureau	Bureau name of station being billed	Billing agency

Line	Description	Responsible
Address	Address of station being billed	Billing agency
Appropriation, Fund, or Receipt Symbol	Accounting classification charged	Customer agency
Amount	Amount adjusted or billed to	Customer agency
Total	Total of all amounts billed	Customer agency

The following table describes the SF 1081 Voucher and Schedule of Withdrawals and Credits document, Billing Agency.

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Billing Agency

Line	Description	Responsible
Agency Location Code	ALC of accounting station to receive credit	Billing agency
Voucher No.	Voucher number assigned by billing agency	Billing agency
Department	Name of station to receive credit	Billing agency
Bureau	Bureau name of station to receive credit	Billing agency
Address	Address of station to receive credit	Billing agency
Appropriation, Fund, or Receipt Symbol	Accounting classification adjusted, billed, or credited	Billing agency
Amount	Amount adjusted, billed, or credited	Billing agency
Total	Total of all amounts billed	Billing agency
Details of Charges or Reference to Attached Supporting Documents	Details or reasons for billing; if applicable, list of supporting documents or vouchers	Billing agency

The following table describes the SF 1081 Voucher and Schedule of Withdrawals and Credits document, Billing Agency Contact.

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Billing Agency Contact

Line	Description	Responsible
Prepared By	Person preparing SF 1081	Billing agency
Approved By	Person approving SF 1081	Billing agency
Telephone No.	Telephone number of person approving SF 1081	Billing agency
Certification of Customer Office	Certification by customer agency	Customer agency

Initiating the IPAC Receivable Selection

To Initiate the IPAC Receivable Selection Process:

> **Note:** This procedure is required only for the billing agency.

1. Navigate to the Submit Requests window.

2. In the Name field, select IPAC Receivable Selection.

3. In the Profile Class field, optionally select the profile class.

4. In the Customer Category field, optionally select the customer category.

5. In the Customer field, optionally enter the customer.

6. In the Transaction Type field, optionally select the transaction type.

7. In the Transaction Date Low field and the Transaction Date High field, optionally enter the beginning and ending dates of the transactions to be selected.

Viewing and Excluding IPAC Transactions

To view and exclude transactions selected by the IPAC Receivable Selection Process, navigate to the IPAC Transaction Selected window.

The following table describes selected fields on the IPAC Transaction Selected window.

IPAC Transaction Selected Window Description

Field Name	Description
Operating Unit	Operating unit of the record. **Note:** The list of values include operating units assigned to the MO: Security profile.
ALC	Unique agency identifier for treasury; billing agency location code **Note:** The ALC is determined by IPAC Bulk File and Automatic Receipt Creation process from the bank account assigned to the Receipt Method parameter.
Exclude	If selected, record is not included on the IPAC Bulk File
Held	Held check box on the IPAC Transaction table will be checked by the IPACBulk file Creation process for Transactions that have been adjusted after selection but before Bulk file creation. This check box is for informational purposes. Transactions that are held will be available for the next IPAC transaction selection.
File ID	This field is updated with the File ID generated upon running the IPAC Bulk File.

The following table displays IPAC Transaction Table columns that are available on the IPAC Transactions Selected window. Data elements can be added or removed via folder functionality.

Column Name	Type	Updateable
Operating Unit	Display	No
Invoice Number	Display	No
Invoice Line	Display	No
ALC	Display	No

Column Name	Type	Updateable
Sender TAS	Display	No
Sender BETC	Display	No
Trading Partner Name	Display	No
Customer ALC	Display	No
Receiver TAS	Display	No
Receiver BETC	Display	No
Receiver BETC Detail Amount	Display	No
Exclude	Checkbox	Yes
Held	Checkbox	No
File ID	Display	No
Transaction Set ID	Display	No
Sender DO Symbol	Display	No
Sender DUNS	Display	No
Sender DUNS+4	Display	No
Receiver DUNS	Display	No
Receiver DUNS+4	Display	No
Contact Name	Display	No
Contact Phone Number	Display	No
Description	Display	No
Obligating Document	Display	No

Column Name	Type	Updateable
Pay Flag	Display	No
Purchase Order	Display	No
Quantity	Display	No
Unit of Measure	Display	No
Unit Price	Display	No
Document Date	Display	No
Date Selected	Display	No
Bulk File Date	Display	No

IPAC Receivable Detail Report Description

The following table describes IPAC Receivable Detail Report, Header section.

IPAC Receivable Detail Report Description

Column	Description
Header Section	Ledger, organization name, report date, page number, customer, customer category, transaction type, profile class, high and low transaction dates, and Contact telephone number.
DO Symbol	Disbursing office symbol for sending the agency location code
Customer Name	Customer name

The following table describes IPAC Receivable Detail Report, Customer Name section.

IPAC Receivable Detail Report Description, Customer Name Section

Column	Description
Invoice No.	Invoice number
Invoice Date	Invoice date
Pay Flag	Pay flag. Constant is F for final.
Purchase Order	Purchase order number
Qty	Quantity
Unit Issue	Unit of issue
Unit Price	Unit price
Amount	Transaction amount
Sender TAS	Sender Treasury Account Symbol
Sender BETC	Sender Business Event Type Code
Receiver TAS	Receiver Treasury Account Symbol
Receiver BETC	Receiver Business Event Type Code

IPAC Receivable Exception Report Description

The following table describes the IPAC Receivable Exception report.

IPAC Receivable Exception Report Description

Column	Description
Header Section	Ledger, organization name, report date, page number
Sender DO Symbol not found in Remit-To Alt Name field	Sender disbursing office symbol code not found in the Remit-To Alternate Name field

Column	Description
Payment Method not defined for:	Lists transactions that have no Receivables payment method in the Paying Customer Tab of the Transactions window when the default ALC is not selected in the Define Federal Options window.
Customer ALC cannot be found for:	Lists customer names for whom customer agency location codes cannot be found
Receiver Department Code cannot be found for:	Lists customers names for whom receiver department codes cannot be found
Sender Treasury Account Symbol not found for:	Lists transactions numbers, transaction dates, and amounts for which Sender Treasury Account Symbols cannot be found
Obligating Number not found for:	Lists transactions numbers, transaction dates, and amounts for which obligating document numbers cannot be found
Purchase Order Number not found for:	Lists transactions numbers, transaction dates, and amounts for which purchase order numbers cannot be found
Original IPAC Document Number not found for:	Lists transactions numbers, transaction dates, and amounts for which original IPAC document numbers cannot be found
Invoice Number not found for:	Lists transaction dates and amounts for which invoice numbers cannot be found
Amount not found for:	Lists transactions numbers, transaction dates, and amounts for which amounts cannot be found
Quantity not found for:	Lists transactions numbers, transaction dates, line numbers, and amounts for which quantities cannot be found
Unit Price not found for:	Lists transactions numbers, transaction dates, line numbers, and amounts for which unit prices cannot be found

Column	Description
Unit of Issue not found for:	Lists transactions numbers, transaction dates, line numbers, and amounts for which units of issue cannot be found

Generating the IPAC Bulk File

To run the IPAC Bulk File Creation process:

1. Navigate to the Submit Requests window.

2. In the Name field, select IPAC Bulk File Creation process.

IPAC Bulk File Format

Oracle U.S. Federal Financials provides the data required to create an IPAC data file to be transmitted using the IPAC interface. The IPAC Bulk File for uploading data from the agency to the Department of Treasury's IPAC application contains these record types:

• File Identifier Record

• Batch Header IPAC Record

• Transaction Header IPAC Record

• Transaction Detail IPAC Record

IPAC Bulk File Format Description

The following tables describe the IPAC Bulk File Format and File Identifier Record.

File Identifier

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
File Id	PCA	7	1	7	A	PCA	X	X	None	Constant 'PCA'

Batch Header Record

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Record Type	B	1	1	1	A	B	X	X	None	Constant 'B'
Application ID	IPCA	4	2	5	A	IPAC	X	X	None	Constant 'IPAC'
Total Number of records	Total number of records in the file, including File Identifier, Batch, Header, Detail, SGL and Post SGL records.	8	6	13	N	00000014	X	X	None	Calculate total record count by counting all records on the file.

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
File ID Number	Unique identification number assigned by the Agency. The suggested format is: ALC (8 characters), Date (CCYYMMDD), 3 position sequential number. This number will be used by IPAC to identify duplicate transmissions.	19	14	32	A	3801074 4200502 24001	X		Add	1. Look up the Receipt Method on the AR Transaction Header to obtain the internal Bank Account. 2. Lookup the internal Bank Account to obtain the ALC. 3. Populate the first 8 characters with the ALC from the internal Bank Account. This will be followed by the date of file creation (characters 9-16 – CCYYMMD D). This will be followed by a three digit sequential number (characters

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
										17-19).

Transaction Header Record

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Record Type	"H" (Record Type – Header)	1	1	1	A	H	X	X	None	Constant 'H'
ALC	Agency Location Code uniquely identifies the reporting / accounting source. The ALC sending the Payment or Collection transaction.	8	2	9	N	38010744	X	X	None	From IPAC Transaction table, ALC

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Transaction Total Amount	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.	14	10	23	N	0000000 2000000	X	X	None	Sum amounts from all transaction lines related to the header record.
Customer ALC	Agency Location Code receiving the Payment or Collection transaction.	8	24	31	N	2008000 2	X	X	Modify	From IPAC Transaction table, Customer ALC.
Sender DO Symbol	IPAC Disbursing Office Symbol for the ALC sending the transaction.	5	32	36	A	X0444	X	X	Modify	From IPAC Transaction table, Sender DO Symbol.
Transaction Set ID	"810" Collection	3	37	39	A	810	X	X	None	Constant '810' for invoices.

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Document Reference Number	Optional field for the Sender generated Document Reference Number for a transaction	8	40	47	A				None	
Filler		2	48	49	A				None	

Transaction Detail Record

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Record Type	"D" (Record Type – Detail).	1	1	1	A	D	X	X	None	Constant 'D'

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Accounting Classification Code	ACL/CD – the code/number which identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.	16	2	17	A				None	
Account Classification Reference Number	ACRN – identifies a line of accounting on a contract.	12	18	29	A				None	
Detail Amount	Total length of 14 with 2 implied decimals.	14	30	43	N	0000000 2000000	X	X	None	From IPAC Transaction table, Detail Amount

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Contact Name	Transaction level Contact Name.	60	44	103	A	Catherine Burns		X	None	From IPAC Transaction table, Contact Name
Contact Phone Number	Transaction level Contact Phone Number	17	104	120	A	555-555-5555		X	Modify	From IPAC Transaction table, Contact Phone Number
Contract Line Item Number	CLIN	6	121	126	A				None	
Contract Number	Unique number used to identify a contract between two trading partners.	17	127	143	A				None	
Receiver Department Code	2 digit number identifying the Federal Government Department.	2	144	145	A		X		Modify	No longer be populated, leave blank.

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Description	Sufficient information to describe and support the transaction.	320	146	465	A	Standard number 2 pencils		X	None	From IPAC Transaction table, Description
Fiscal Station Number	FSN/AAA/ADSN – subdivision of ALC, an accounting station.	8	466	473	N				None	
Invoice Number	Identification number of the invoice sent by the biller listing the services rendered.	22	474	495	A	28888ABC	X	X	None	From IPAC Transaction table, Invoice

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
JAS Number	Combination of Job Order Number, Accounting Classification Record Number and Site-ID.	30	496	525	A				None	
Job Number	Job (Project) Number.	20	526	545	A				None	
Miscellaneous Transaction Information	Additional miscellaneous transaction information.	320	546	865	A				None	
Obligating Document Number	Billing agency's internal accounting document associated with a specific bill or disbursement.	17	866	882	A	28888ABC	X	X	None	From IPAC Transaction table, Obligating Document

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Pay Flag	"F" – Final payment or "P" – Partial payment.	1	883	883	A	P	X	X	None	From IPAC Transaction table, Pay Flag
Purchase Order Number	Number of the document from the receiving agency requesting goods or services.	22	884	905	A	PO12345	X	X	None	From IPAC Transaction table, Purchase Order
Quantity	Number of units to determine total price. Total length of 14 with 2 implied decimals.	14	906	919	N	1	X	X	None	From IPAC Transaction table, Quantity

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
FY Obligation ID	"C" – Current fiscal year obligation or "P" – Prior fiscal year obligation or " " – Not applicable	1	920	920	A				None	

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Receiver Treasury Account Symbol	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters. This field can contain two different types of TAS formats: • Current STAR String	27	921	947	A	20101001			Add	From IPAC Transaction table, Receiver TAS

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
	TAS (no change)									
	• CGAC Component TAS									
	RTAS Type Indicator (field position 27) – is used to identify the type of TAS being sent. Values include: "C" = CGAC - Component TAS Blank = Current STAR String TAS CGAC TAS: The field is parsed into the various									

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
	components: Position 1 and 2 = SP, Position 3 through 5 = ATA, Position 6 through 8 = AID, Position 9 through12 = BPOA, Position 13 through16 = EPOA, Position 17 = A, Position 18 through 21 = MAIN, Position 22 through 24 = SUB, Position 25 through 26 = blank, Position 27 = C									

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Receiver Business Event Type Code	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as GWA Reporters.	8	948	955	A	DISB			Add	From IPAC Transaction table, Receiver BETC

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Receiver DUNS Number	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	9	956	964	A	987654321			Add	From IPAC Transaction table, Receiver DUNS

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Receiver DUNS +4 Number	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.	4	965	968	A	4321			Add	From IPAC Transaction table, Receiver DUNS+4
Requisition Number	Identifies a requisition between two trading partners. Identified by the person entering the transaction.	15	969	983	A				None	

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Sender Treasury Account Symbol	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters. This field can contain two different types of TAS formats: • Current STAR String	27	984	1010	A	11X0110	X	X	Modify	From IPAC Transaction table, Sender TAS

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
	TAS (no change)									
	• CGAC Component TAS									
	STAS Type Indicator (field position 27) – is used to identify the type of TAS being sent. Values include: "C" = CGAC - Component TAS Blank = Current STAR String TAS CGAC TAS: The field is parsed into the various									

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
	components: Position 1 and 2 = SP, Position 3 through 5 = ATA, Position 6 through 8 = AID, Position 9 through12 = BPOA, Position 13 through16 = EPOA, Position 17 = A , Position 18 through 21 = MAIN, Position 22 through 24 = SUB, Position 25 through 26 = blank, Position 27 = C									

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Sender Business Event Type Code	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for ALCs designated as GWA Reporters.	8	1011	1018	A	COLL			Add	From IPAC Transaction table, Sender BETC

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Sender DUNS Number	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	9	1019	1027	A				Add	From IPAC Transaction table, Sender DUNS

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
Sender DUNS +4 Number	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	4	1028	1031	A				Add	From IPAC Transaction table, Sender DUN+4

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
(ACT) Trace Number	Accounting Trace (ACT) Number – user assigned identification number. Enables back end systems to match up transactions.	15	1032	1046	A				None	
Unit of Issue	Units by which goods and services are measured.	2	1047	1048	A	EA	X	X	None	From IPAC Transaction table, Unit of Issue
Unit Price	Price per unit of product, service, commodity, etc. Total length of 14 with 2 implied decimals.	14	1049	1062	N	0000000 2000000	X	X	None	From IPAC Transaction table, Unit Price

IPAC Bulk File Field	Value	Length	Start Column	End Column	Type	Example	Required by Bulk File	Currently on Bulk File	Modification Required	System Source Path
DOD Activity Address Code	DODAAC – identifies a Department of Defense activity location. Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	15	1063	1077	A				None	

IPAC Bulk File Receipt Exception Report

This report displays the transactions causing exceptions from the IPAC Bulk file and the automatic receipt creation process. This report displays the exceptions encountered in the process of creating receipts automatically, accounting for the same, and bulk file creation.

This report is an output of the IPAC Bulk File and Automatic Receipt creation concurrent process.

The exceptions can be categorized into the following broad categories:

- Agency Location Code (Billing ALC) not defined on Bank account

- Customer ALC cannot be found

- Unable to create receipts

- Receipts created but not accounted

- Receipts created and accounted, but error in USSGL accounts

The following table describes the IPAC Bulk File Receipt Exception report.

Column	Description
Header Section	Ledger, Organization Name, Date, Page, Currency, Agency Location Code
Transaction Number	Invoice number
Transaction Date	Invoice date
Transaction Amount	Invoice amount
Receipt Number	Receipt number, if automatically created from the Invoice.
Receipt Date	Receipt date
Amount	Receipt amount
USSGL Account	The USSGL Account for the receipt
Exception	The reason why the transaction failed to be included on the bulk file would be listed here.The following exceptions headings are listed for invoices that could not be included on the bulk file. The transactions are listed under these headings:
	Agency Location Code (Billing ALC) not defined on Bank account
	Customer ALC cannot be found
	Receipt not created
	Accounting not created
	Invalid USSGL accounts
	USSGL Accounts mismatch
	Missing USSGL accounts
Totals	Total

IPAC Bulk File Cancel

To reverse a bulk file:

1. Navigate to the Submit Requests window.

2. In the Name field, select IPAC Bulk File Cancel.

3. IPAC File ID to be reversed.

    > **Note:** Bulk files for which receipts have been created cannot be
    > reversed using this process.

IPAC Receipts Creation

To generate receipts for a bulk file:

1. Navigate to the Submit Requests window.

2. In the Name field, select I IPAC Receipts Creation Process.

3. Optionally enter IPAC File ID.

4. Enter Receipt Method.

5. Optionally enter Receipt Date.

6. Optionally enter GL Date (will default to current date if left blank).

IPAC Receipts Bulk File History Table Data

Receivable Transaction successfully processed by the IPAC Receipt Creation process
will be deleted from the IPAC Transaction Table and be written to the IPAC Bulk File
History Table.

The following data is written to the IPAC Transaction History table for IPAC
Transaction table rows processed by the IPAC Receipt Creation process:

Element Name	Source
Transaction Set ID	From IPAC Transaction Table
File ID Number	From IPAC Transaction Table

Element Name	Source
Operating Unit	From IPAC Transaction Table
Invoice Number	From IPAC Transaction Table
Invoice Line Number	From IPAC Transaction Table
ALC	From IPAC Transaction Table
Sender TAS	From IPAC Transaction Table
Sender BETC	From IPAC Transaction Table
Sender DUNS	From IPAC Transaction Table
Sender DUNS+4	From IPAC Transaction Table
Sender DO Symbol	From IPAC Transaction Table
Trading Partner Name	From IPAC Transaction Table
Customer ALC	From IPAC Transaction Table
Receiver TAS	From IPAC Transaction Table
Receiver BETC	From IPAC Transaction Table
Receiver DUNS	From IPAC Transaction Table
Receiver DUNS+4	From IPAC Transaction Table
Detail Amount	From IPAC Transaction Table
Contact Name	From IPAC Transaction Table
Contact Phone Number	From IPAC Transaction Table
Description	From IPAC Transaction Table
Obligation Document Number	From IPAC Transaction Table

Element Name	Source
Pay Flag	From IPAC Transaction Table
Purchase Order Number	From IPAC Transaction Table
Quantity	From IPAC Transaction Table
Unit of Issue	From IPAC Transaction Table
Unit Price	From IPAC Transaction Table
Document Date	From IPAC Transaction Table
Bulk File Date	From IPAC Transaction Table
Receipt Num	Receipt Number generated for liquidation receipt transaction
GL Date	Date accounting was generated for the liquidation receipt transaction

Generating the Upload IPAC Disbursement

To upload IPAC disbursements:

1. Navigate to the Submit Requests window.

2. In the Name field, select Upload IPAC Disbursement.

3. In the Operating Unit field, select an operating unit.

4. In the Data File Name field, enter the data file.

> **Additional Information:** This file must be stored in the Application Directory identified by the profile option FV: Download Treasury Files Directory.

5. In the Agency Location Code field, select an ALC, for the ALC to which the transaction is being charged.

6. In the Bank Account Name field, enter the bank name..

7. In the Payment Profile field, select the payment profile.

8. In the Payment Document field, select the payment document.

IPAC Import Payment Exception Report Description

The following table describes the IPAC Import Payment Exception report.

IPAC Import Payment Exception Report Description

Column	Description
Header Section	System date, filename, customer ALC, number of total records for interface, number of records that failed pre-edits
Transaction ID	Transaction identifier
Originating ALC	Billing agency that uploaded the original transaction to the IPAC system using the bulk file process
Detail Line #	Detail line number for each IPAC document reference number
Purchase Order #	Purchase order number
Invoice Number	Invoice number
Detail Amount	Transaction amount

Invoice Approval and Payment Output Report

The following table describes the Invoice Approval and Payment Output report.

Invoice Approval and Payment Output Report

Column	Description
Invoice Number Interagency Paygroup	Invoice number for the interagency paygroup

Column	Description
Approval Status	Invoice approval status
Holds Count	Number of holds on an invoice
Payment Status	Invoice payment status
Incorrect	Indicates that the payment method is incorrect. The payment method must be Clearing. The Upload IPAC Disbursement process does not include an invoice with another payment method in the payment batch created by the process.

Entering Interagency Transfers

Customer Agency: SF 1081 Transactions

To enter a SF 1081 transaction for the customer agency:

1. Navigate to the Interagency Transfers window.

2. In the Operating Unit field, select the operating unit.

3. In the Accounts Payable region, enter or select the agency name in the Agency Name field.

4. In the Invoice Number field, enter or select an Accounts Payable invoice.

5. In the Billing Agency Fund field, enter the fund, appropriation, or receipt symbol to which funds are to be transferred.

Customer Agency: IPAC Transactions

The customer agency can automatically update Payables transactions by running the Update Interagency Transfers process.

To manually enter an IPAC transaction for the customer agency:

1. Navigate to the Interagency Transfers window.

2. In the Accounts Payable region, enter or select the agency name in the Agency Name field.

3. In the Operating Unit field, select the operating unit.

4. In the Invoice Number field, enter or select an Accounts Payable invoice.

> **Note:** The Billing Agency Fund field is not required for IPAC transactions.

Customer Agency: IPAC Chargeback Transactions

To enter an IPAC Chargeback transaction for the customer agency:

1. Navigate to the Interagency Transfers window.

2. In the Accounts Receivable region, enter or select the agency name in the Agency Name field.

3. In the Operating Unit field, select the operating unit.

4. In the Receipt Number field, enter or select an Accounts Receivable receipt.

5. Select Chargeback.

Billing Agency: IPAC Chargeback Transactions

To enter an IPAC Chargeback transaction for the billing agency:

1. Navigate to the Interagency Transfers window.

2. In the Accounts Payable region, enter or select the agency name in the Agency Name field.

3. In the Operating Unit field, select the operating unit.

4. In the Invoice Number field, enter or select an Accounts Payable Invoice.

5. Select Chargeback.

> **Note:** The Billing Agency Fund field is not required for an IPAC transaction.

Related Topics

Federal IPAC Disbursement Open Interface in the Integration Repository, http://irep. oracle.com/ .

23

Receivables Management Process

Overview

Receivables management is the processing and application of collections on receivables. Receivables management for federal agencies involves compliance with the requirements set forth in the Debt Collection Act.

The Debt Collection Act is a set of regulations governing the receivables management and collection practices of federal agencies. The Debt Collection Act of 1996 and related legislation are documented in the *Treasury Financial Manual (TFM)*.

Federal Requirements

Receivables Management

Agencies must comply with these requirements:

- Maintain detailed information by account

- Calculate and assess interest, administrative, and penalty charges on overdue receivables

- Perform collection by offset from current pay based on judgments against employees

- Produce dunning letters for overdue receivables

- Produce reports summarizing the agency's outstanding debt for submission to the Department of Treasury

To comply with the requirements of assessing interest, administrative, and penalty charges and reporting, Oracle U.S. Federal Financials provides these features:

- Finance Charges process

- Identification of Federal Employees Report

Oracle Receivables provides features that comply with the other requirements in the Debt Collection Act.

Collections

Agencies must comply with these requirements:

- Record receipts to settle finance charges related to original debt

- Must settle interest, administrative, and penalty charges before applying receipts to original debt

To comply with these requirements, Oracle U.S. Federal Financials provides the Cash Receipts process.

Delinquent Invoice Referrals

Agencies must create files of delinquent accounts for electronic submission to collection agencies and appropriate governmental organizations.

1099-C Cancellation of Debt

Agencies must comply with these requirements:

- The 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service (IRS) for each debtor for whom a debt of $600.00 or more is canceled during the calendar year.

- The 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation of Debt report that is submitted to the IRS.

To comply with these requirements, Oracle U.S. Federal Financials provides the 1099-C Cancellation of Debt process.

U.S. Federal Receivables and Debt Collection Processing Cycle Diagram

This diagram shows U.S. Federal Receivables and Debt Collection Processing as described in the U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description table, page 23-3.

U.S. Federal Receivables and Debt Collection Processing Cycle Diagram
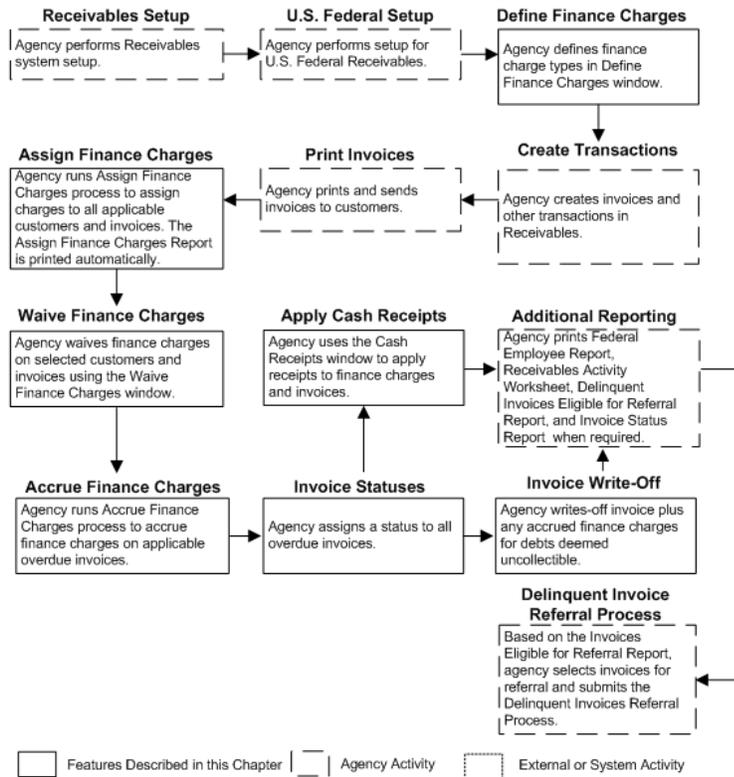
U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description

The following table describes the U.S. Federal Receivables and Debt Collection Processing Cycle diagram.

U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description

Feature	Description	Status
Receivables Setup	Agency performs Receivables system setup.	Agency activity
U.S. Federal Setup	Agency performs setup for U.S. Federal Receivables.	Agency activity
Define Finance Charge Types	Agency defines finance charge types in Define Finance Charge Types window.	Described in this chapter

Feature	Description	Status
Define Finance Charge Groups	Agency defines finance charge groups in Define Finance Charge Groups window.	Described in this chapter
Create Transactions	Agency creates invoices and other transactions in Receivables	Agency activity
Print Invoices	Agency prints and sends invoices to customers.	Agency activity
Assign Finance Charges	Agency runs Assign Finance Charges process to assign charges to all applicable customers and invoices. The Assign Finance Charges Report is printed automatically.	Described in this chapter
Waive Finance Charges	Agency waives finance charges on selected customers and invoices using the Waive Finance Charges window.	Described in this chapter
Accrue Finance Charges	Agency runs Accrue Finance Charges process to accrue finance charges on applicable overdue invoices.	Described in this chapter
Invoice Statuses	Agency assigns a status to all overdue notices. After assigning an invoice status, agency proceeds to either the Apply Cash Receipts or Invoice Write-Off step.	Described in this chapter
Apply Cash Receipts	Agency uses the Cash Receipts window to apply receipts to finance charges and invoices. Continue to Additional Reporting step	Described in this chapter

Feature	Description	Status
Invoice Write-Off	Agency writes-off invoice plus any accrued finance charges for debts deemed uncollectible. Continue to Additional Reporting step.	Described in this chapter
Additional Reporting	Agency prints Federal Employee Report, Receivables Activity Worksheet, Delinquent Invoices Eligible for Referral Report, and Invoice Status Report when required.	Agency activity
Delinquent Invoice Referral Process	Based on the Invoices Eligible for Referral Report, agency selects invoices for referral and submits the Delinquent Invoices Referral Process.	Agency activity

U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram

The diagram below shows the U.S. Federal Receivables - 1099-C Cancellation of Debt diagram as described in the U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram Description tables, page 23-6.

U.S. Federal Receivables - 1099-C Cancellation of Debt Processing Cycle Diagram
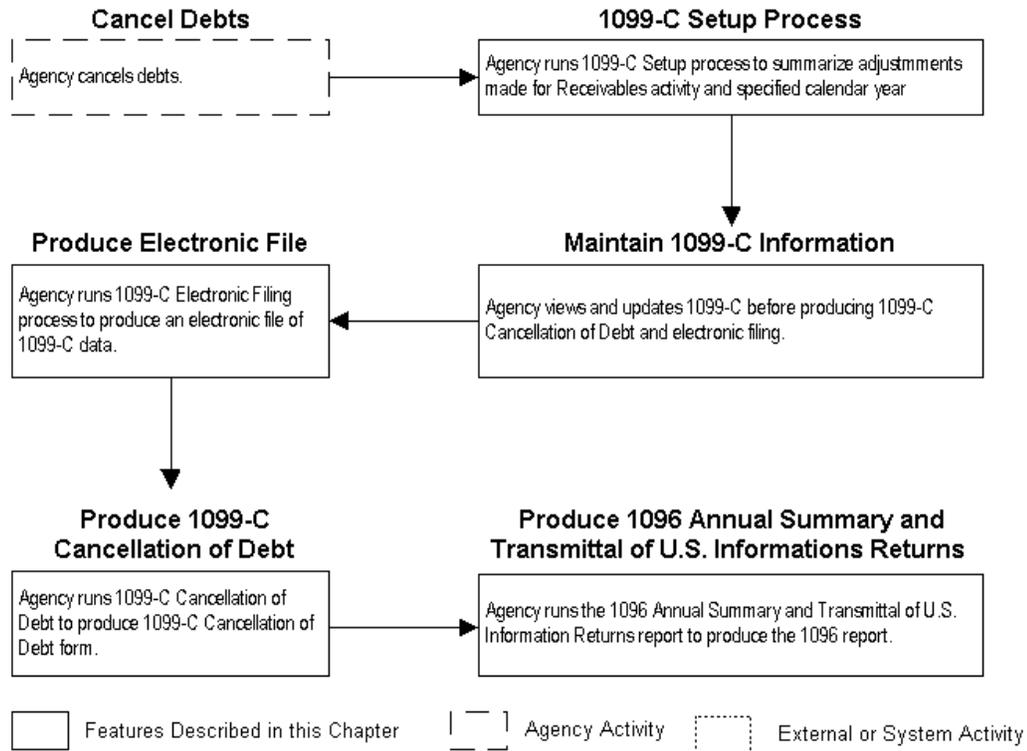
U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram Description

The following table describes the U.S. Federal Receivables, Cancellation of Debt diagram.

U.S. Federal Receivables, Cancellation of Debt Diagram Description

Feature	Description	Status
Cancel Debts	Agency cancels debts.	Agency activity
1099-C Setup Process	Agency runs 1099-C Setup process to summarize adjustments made for Receivables activity and specified calendar year.	Described in this chapter

Feature	Description	Status
Maintain 1099-C Information	Agency views and updates 1099-C before producing 1099-C Cancellation of Debt and electronic filing.	Described in this chapter
Produce Electronic File	Agency runs 1099-C Electronic Filing process to produce an electronic file of 1099-C data.	Described in this chapter
Produce 1099-C Cancellation of Debt	Agency runs 1099-C Cancellation of Debt to produce 1099-C Cancellation of Debt form.	Described in this chapter
Produce 1096 Annual Summary and Transmittal of U.S. Information Returns	Agency runs the 1096 Annual Summary and Transmittal of U.S. Information Returns report to produce the 1096 report.	Described in this chapter

Finance Charges Process

Definition

Finance charges are interest or penalties assessed on overdue invoices.

Features

The Finance Charges process includes these features:

- Define Finance Charge Types window; lets you set up finance charge types

- Define Finance Charge Groups window; lets you set up finance charge groups

- Assign Finance Charges process; selects applicable customers and invoices for which finance charges are to be accrued

- Waive Finance Charges window; lets you waive finance charges on selected customers and invoices

- Accrue Finance Charges process, assesses finance charges on applicable overdue invoices

- Identification of Federal Employees Report, contains information on federal

employees indebted to the U.S. Government

Process

The Finance Charges process includes these steps:

1. The billing agency must ensure that Receivables is set up appropriately for the Finance Charges process. Setup includes these steps:

    *   At least one Receivables transaction type that can be used to accrue finance charges, such as Interest Debit Memo

    *   Customer classes to distinguish customers to be assessed finance charges, such as Federal and Non-Federal

    *   Customer categories within the Non-Federal Class, such as Consumer and Commercial, for the Receivables Activity Worksheet

    *   Receivables activities to allow adjustment of finance charge debit memos during subsequent accruals

    *   Line transaction flexfield

    *   Invoice transaction flexfield

    *   Transaction batch source

    *   Unit of measure EACH

    *   AutoInvoice

2. The agency determines how and when finance charges are to be assessed on overdue invoices and non-finance charge debit memos and enters the criteria in the Define Finance Charge Types and Define Finance Charge Groups windows. Finance Charge Types can be named and defined according to the agency's requirements.

3. The agency runs the Assign Finance Charges process to designate customers, invoices, and non-finance charge debit memos as eligible for finance charge accrual using the criteria entered in the Define Finance Charges window. Finance charges are not accrued until an invoice or a non-finance charge debit memo becomes overdue.

    The Assign Finance Charges Report is generated and printed automatically during the Assign Finance Charges process.

    > **Note:** It is recommended that you run the Assign Finance Charges process frequently to ensure that all receivables are kept current.

4. If necessary, finance charges can be waived for individual customers, invoices, and non-finance charge debit memos using the Waive Finance Charges window.

    If a finance charge type is waived for a customer, all subsequent finance charges on invoices and non-finance charge debit memos for that customer are waived from accrual. If a finance charge type is waived for an invoice or a non-finance charge debit memo, all subsequent accruals are waived on that invoice or non-finance charge debit memo. Accrual can be resumed by deselecting the finance charge type in the Waive Finance Charges window.

5. Finance charges are accrued and applied from the Accrue Finance Charges process. During this process, finance charges are calculated for each overdue invoice or non-finance charge debit memo designated to accrue finance charges. Charges are applied using the transaction type and criteria defined in the Define Finance Charge Types and Define Finance Charge Groups windows. The Accrue Finance Charges process creates new debit memos using the AutoInvoice process.

    The Accrue Finance Charge Detail Report is automatically generated after the Accrue Finance Charge process and AutoInvoice process are submitted.

    The Rate Base provides the choice of flat or annual basis. A flat rate base is calculated as amount due multiplied by finance charge rate percentage. An annual rate base will prorate the finance charge over the year.

    The formula for the first accrual using the annual rate basis is as follows:

    First Accrual

    $$\text{Amount due} \times \text{finance charge rate \%} \times \frac{\text{accrual date - invoice date}}{360}$$

    The first accrual is calculated as:

    *   The amount due is multiplied by the finance charge percentage rate multiplied by the accrual date minus the base date divided by 360. The base date is either the invoice date or the due date as specified by the user.

    The formula for the subsequent accrual is:

    Subsequent Accrual

    $$\text{Amount due} \times \text{finance charge rate \%} \times \frac{\text{accrual date - last accrual date}}{360}$$

    The second accrual is calculated as:

    *   The amount due is multiplied by the finance charge percentage rate multiplied

by the accrual date minus the last accrual date divided by 360.

6. The agency must assign a status to each overdue invoice. This status is used by the Receivables Activity Worksheet to indicate where the invoice is in the collection process. Statuses are assigned in the Invoice Status window.

> **Note:** Statuses are required for all invoices that are overdue, regardless of whether finance charges are applied.

7. If an invoice or a non-finance charge debit memo and corresponding finance charge debit memo are considered uncollectible from a customer, the agency can write off the invoice or the non-finance charge debit memo and the corresponding finance charges by using the Invoice Write-Off window.

> **Note:** Users can write off individual lines of the invoice, the non-finance charge debit memo, or the finance charges by using the Adjustments window in Receivables

8. The agency can enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account in the Cash Receipts window.

9. The Identification of Federal Employees Report can be printed at any time, as required.

Example 1: Finance Charge Accrual

This example illustrates how finance charges are accrued on an overdue invoice.

An agency has created Finance Charge Types of Interest, Administrative, and Penalty, with these criteria:

- Grace period is zero days.

- First accrual is five days.

- Accrual interval is three days.

- Rate base is due date

- Interest finance charge rate is 10%.

- Interest finance charge rate base is annual.

- Administrative finance charge rate is 10%.

- Administrative finance charge rate base is annual.

- Penalty is an amount of $20.

An agency has created a Finance Charge group with these criteria:

Finance Charge Basis	Finance Charged Assessed
Principal	Interest
Principal	Administrative Charges
Principal	Penalty

> **Note:** The system date determines the finance charge rate used when accruing.

The following table shows the agencies outstanding invoices on May 10. Both customers are assigned to accrue finance charges.

Outstanding Invoices

Item	Example A	Example B
Customer Name	ABC Enterprises	DEF Enterprises
Invoice Number	ABC1	DEF2
Invoice Date	5/5/02	5/5/02
Due Date	5/10/02	5/10/02
Invoice Amount	$100.00	$200.00

On May 20, no payments are received. The agency runs the Accrue Finance Charges process, with the results described in the following table.

Finance Charge Accrual

Item	Example A	Example B
Accrual Date	5/20/02	5/20/02
Invoice Number	ABC1	DEF2
Invoice Amount	$100.00	$200.00
Interest Debit Memo Amount	$.28	$.56
Administrative Debit Memo Amount	$.28	$.56
Penalty Debit Memo Amount	$20.00	$20.00
Total Amount Due	$120.22	$220.44

Finance charge debit memos for each Finance Charge Type are created for each overdue invoice.

Example 2: Finance Charge Accrual

This example illustrates how finance charges are accrued on an overdue invoice with a flat rate and how finance charges are accrued against overdue finance charges.

An agency has created Finance Charge Types of Interest-P and Interest-I with the following criteria:

- Grace period is zero days.

- First accrual is five days.

- Accrual interval is thirty days.

- Rate base is invoice date.

- Interest-P Rate base is flat.

- Interest-I Rate % is 5%.

- Interest-I Rate base is annual.

Finance Charge Basis	Finance Charged Assessed
Principal	Interest-P
Interest-P	Interest-I

> **Note:** The system date determines the finance charge rate used when accruing.

The following table shows the agencies outstanding invoices on June 10. The customer is assigned to accrue finance charges.

Outstanding Invoices

Item	Example A
Customer Name	GHI Enterprises
Invoice Number	GHI1
Invoice Date	6/5/09
Due Date	6/10/09
Invoice Amount	$100,000

On June 20, no payments are received. The agency runs the Accrue Finance Charges process with finance charge transaction date of system date, with the results described in the following table.

Finance Charge Accrual

Item	Example A
Accrual Date	6/20/09
Invoice Number	GHI1
Invoice Amount	$100,000

Item	Example A
Interest-P Debit Memo Amount	$10,000
Interest-P Transaction Date	6/20/09

On June 30, no payments are received. The agency runs the Accrue Finance Charges process with finance charge transaction date of system date, with the results described in the following table.

Finance Charge Accrual

Item	Example A
Accrual Date	6/30/09
Invoice Number	GHI1
Invoice Amount	$100,000
Interest-P Debit Memo Amount	$10,000
Interest-I Debit Memo Amount	$13.89
Interest-I Transaction Date	6/30/09

Delinquent Invoice Referral Process

Definition

Agencies must comply with these requirements:

- Identify and report receivables that meet predetermined criteria for write-off or referral and generate the appropriate entries.

- Automatically create files of delinquent account for electronic submission to collection agencies and appropriate governmental organizations.

- Track and report on the date and nature of a change in the status of an accounts receivable.

Features

The Delinquent Invoice Referral process includes these features:

- Invoices Eligible for Referral report; lists delinquent invoices that are eligible for referral to Treasury

- Delinquent Invoice Referral process; extracts and electronically formats past due invoices that are identified as eligible for referral

- Delinquent Invoice Referral report; produces a report to show invoices that were electronically referred to Treasury

- Invoice Status report; lists changes in Invoice Status information

Process

The Delinquent Invoice Referral process includes these steps:

1. The agency views, adds, or modifies an assigned status value in the Invoice Status window for invoices that are complete and are past due by one day or more. Current and historical status assignments can also be viewed in the Invoice Status History window.

2. After invoice status information is updated, the agency submits the Invoice Status and the Delinquent Invoices Eligible for Referral reports.

3. The agency reviews the Delinquent Invoices Eligible for Referral report to determine which invoices should be referred to Treasury.

4. The agency marks each invoice for referral by accessing the Invoice Status window and assigning a status of Debt Eligible for Referral to Treasury for Offset or Debt Eligible for Referral to Treasury for Cross-Servicing.

5. Once these statuses have been assigned, the agency submits the Delinquent Invoice Referral Process, which selects and formats the targeted invoices for electronic submission to Debt Management Services (DMS).

6. The agency has the option of submitting the Delinquent Invoice Referral Process to produce a report only or to create an electronic file and a report. Report Only mode does not update any system tables.

7. Using Connect:Direct or Connect:Direct Mailbox, the agency submits the electronic file to DMS.

Cash Receipts Process

Definition

Cash receipts are cash payments collected to satisfy an exchange of cash for goods and services.

Features

The Cash Receipts process involves the Cash Receipts window, which lets you apply manual receipts to finance charge debit memos and on account.

Process

The Cash Receipts process involves:

1. The agency batches and enters manual receipts in the Cash Receipts window.

2. The user submits the receipt batch for processing by clicking Submit. If additional cash remains, it is put on account.

3. The Apply Cash Receipts process checks to see if finance charge debit memos exist for each invoice. If finance charge debit memos exist, the receipt amount is applied to the debit memos in order of priority, as defined in the Define Finance Charges window. After all finance charges are paid, the remaining receipt amount is applied to the principal amount.

4. The batch and receipts are created and applied in Receivables by using the Receivables APIs. An output report is created displaying the batch and receipt applications information. If any errors occur, they appear on the report. If an error occurs, the batch is assigned a status of Needs Resub. The errors stated on the output report should be corrected and the batch should be resubmitted from the Cash Receipts window.

Example: Cash Applied to Finance Charges

This example continues the previous example, illustrating how cash is applied to finance charges.

The following table shows the payment that is received and applied on May 21.

Cash Applied to Finance Charges

Item	Example A	Example B
Customer Name	ABC Enterprises	DEF Enterprises
Invoice Number	ABC1	DEF2
Invoice Amount	$100.00	$200.00
Total Finance Charges	$20.22	$20.44
Total Amount Due	$120.22	$220.44
Receipt Amount	$120.22	$200.00
Amount Remaining	$0.00	$20.44
Amount Applied Finance Charge	$20.22	$20.44
Amount Applied Accounting in 1	$100.00	$179.56

Note: Amounts received in excess of the amount due are put on account. Finance charges continue to accrue on amounts remaining.

1099-C Cancellation of Debt Process

Definition

Government agencies are required to file the IRS 1099-C Cancellation of Debt for each debtor for whom a debt of $600.00 or more is cancelled during the calendar year. In addition, the 1099-C Cancellation of Debt must be produced on electronic media when 250 or more forms are submitted. 1096 Annual Summary and Transmittal of U.S. Information Returns must be produced for submission with Copy A of all paper 1099-C Cancellation of Debt reports.

Features

The 1099-C Cancellation of Debt process includes:

- 1099-C Setup process; creates an initial table of 1099-C data from which all subsequent 1099-C forms and data files are produced

- Maintain 1099-C Information window; lets you view and update the 1099-C data before producing the 1099-C forms or data files

- 1099-C Electronic Filing process; produces a file that can be distributed on electronic media

- 1099-C Cancellation of Debt; produces the 1099-C Cancellation of Debt report on paper

- 1096 Annual Summary and Transmittal of U.S. Information Returns report; must accompany Copy A of the 1099-C forms to the IRS

Process

The 1099-C Cancellation of Debt process includes these:

1. The agency performs an adjustment within Receivables or Oracle U.S. Federal Financials on invoices.

2. The agency runs the 1099-C Setup process to extract write-off data from Receivables and to import the data to Oracle U.S. Federal Financials. The data is summed based on the receivables activity type requested for the calendar year specified. If you include finance charges for the invoices that were written off, then the invoice's related finance charges are also summed.

   Each time this process is run, existing data is replaced with the new data.

   If an invoice has multiple write-off dates, the maximum write-off date is the cancelled date for that invoice.

3. The agency can view and modify the newly created data in the Maintain 1099-C Information window. The Reportable check box defaults to selected, which designates that the invoice is to be printed on the 1099-C Cancellation of Debt report.

   The report is printed when you request the report from the concurrent manager.

4. The agency can produce the electronic file by running the 1099-C Electronic Filing process. The output file is placed in the user's designated concurrent manager output directory.

5. The agency runs the 1099-C Cancellation of Debt to produce the IRS 1099-C Cancellation of Debt. Only invoice amounts greater than or equal to the invoice minimum parameter and a selected Reportable flag are included in this report unless otherwise specified in the report parameters.

6. The agency runs the 1096 Annual Summary and Transmittal of U.S. Information Returns report to create the Form 1096 that must accompany Copy A of the 1099-C Cancellation of Debt report to the IRS.

References

Federal Options Setup, *Oracle U.S. Federal Financials Implementation Guide*

Finance Charges Setup, *Oracle U.S. Federal Financials Implementation Guide*

Receivables Management Procedures, page 24-1

Receivables Management Report Procedures ,*Oracle U.S. Federal Financials Implementation Guide*

Using AutoInvoice, *Oracle Receivables User Guide*

QuickCash, *Oracle Receivables User Guide*

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Receivables Management Procedures

Overview

The Receivables Management features enable federal agencies to comply with the requirements of the Debt Collection Act regarding the collection of interest and penalties on late payments.

The Assign Finance Charges procedure selects customers and invoices for which finance charges are to be accrued during the Accrue Finance Charges process, based on customer classes specified in the Define Finance Charge Groups window

The Waive Finance Charges window waives subsequent finance charges on selected customers or invoices.

The Accrue Finance Charges procedure lets you perform these tasks:

- Create a debit memo for each finance charge type associated with each newly overdue invoice

- Generate the Accrue Finance Charge Detail Report enabling users to view the debit memos created and the adjustment amounts for the debit memos

You can select an invoice and its associated debit memos and write-off all remaining balances in one step in the Invoice Write-off window, users.

You can enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account in the Cash Receipts window.

The Lockbox Finance Charge Application process lets you make automatic applications of federal finance charges prior to the principal application when processing receipts using the AutoLockbox process.

The Finance Charges Inquiry and Finance Charges Detail Inquiry windows provide summary data and details of the finance charges assessed respectively for each customer receivable.

The 1099-C Setup procedure creates an initial table of 1099-C data.

You can view and update the 1099-C data prior to producing the 1099-C forms or data files in the Maintain 1099-C Information window.

The 1099G Electronic Media process enables agencies to submit the 1099G Tape Report which summarizes 1099-G-Certain Government Payments information and associated 1096 information in electronic format as required by the IRS.

You can assign invoice statuses to overdue invoices, which enables the generation of the Receivables Activity Worksheet and the delinquent invoice electronic file in the Invoice Status window.

Related Topics

For information on the Receivables Management reports, see Receivables Management Report Procedures, page 25-1.

For information on the Receivables Management process, see Receivables Management Process, page 23-1.

Prerequisites

- Access to Receivables is required to define customers, enter transactions, and generate invoices.

- Receivables setup steps, including setting up transaction types, association of receivable types with transaction types, customer classes, customer categories, and Receivables activities must be performed. If Oracle Applications Multiple Organization Support is implemented, a transaction type for each organization must be defined.

- Finance Charge Types must be defined in the Define Finance Charges window.

- A Receivables activity type for finance charge write-offs is recommended and required for reporting on the Receivables Activity Worksheet.

- Setup for the Receivables AutoInvoice process must be completed.

- The FV: Enable Lockbox Finance Charge Application profile option must be set to Yes to automatically run the Lockbox Finance Charge Application process when running Lockbox in Receivables.

- Lockbox must be set up in Receivables to use the Receivables AutoLockbox program, which is required to run the Lockbox Finance Charge Application process in Oracle U.S. Federal Financials.

- Setup for the Receivables Post QuickCash process must be competed to apply cash

receipts.

Related Topics

Oracle U.S. Federal Financials Setup Overview, *Oracle U.S. Federal Financials Implementation Guide*

Receivable Types Setup, *Oracle U.S. Federal Financials Implementation Guide*

Finance Charges Setup, *Oracle U.S. Federal Financials Implementation Guide*

Defining Receivables System Options, *Oracle Receivable User Guide*.

Overview of AutoInvoice, *Oracle Receivables User Guide*.

Specify Profile Options, *Oracle U.S. Federal Financials Implementation Guide*

Lockboxes, *Oracle Receivables User Guide*.

QuickCash, *Oracle Receivables User Guide*.

Assigning Finance Charges

To assign the finance charges defined in the Define Finance Charges window to all applicable customers and invoices not previously assigned finance charges, select Assign Finance Charges using the Submit Request window.

> **Note:** The Assign Finance Charges Report is automatically printed on completion of the Assign Finance Charges process.

See: Using Standard Request Submission, *Oracle Applications User Guide*

See: Receivables Management Report Procedures, page 25-1

Waiving Finance Charges

To prevent finance charges from being assigned or accrued on selected customers or invoices or to resume accrual of previously waived finance charges, navigate to the Waive Finance Charges window.

> **Note:** To waive charges on all existing invoices for a particular customers, select Cascade to Invoices.

The following table describes selected fields on the Waive Finance Charges window.

Waive Finance Charges Window Description

Field Name	Description
Operating Unit	You can select the operating unit without having to switch the responsibility.
Charge Type	Charge to be waived
Waive	Indicates charge is waived on all future invoices
Cascade to Invoices	Indicates charges on all existing invoices for customer are waived

Accruing Finance Charges Report

The Accruing Finance Charges report provides information on debit memos generated during the Accrue Finance Charges process.

You must run the Accrue Finance Charges procedure for each organization.

For finance charges accrued on Split Pay or Installment term invoices, the latest due date is used to calculate the accrual amount for all finance charges except interest when the Accrue for Installments check box is not selected.

New debit memos are created through the AutoInvoice process in Receivables. If the AutoInvoice completes, but not all debit memo transaction records are processed in the interface table, you must correct these records in the Receivables forms designated for correcting AutoInvoice exceptions. You then submit the AutoInvoice program from Receivables.

Report Parameters

Finance Charge Transaction Date

Enter the finance charge transaction date for the report.

If Original Invoice Date is selected, then the transaction date of the original invoice is the transaction date for the newly created finance charge debit memos and the terms from the original invoice are applied. If Original Invoice Due Date is selected, then the due date of the original invoice is the transaction date for the newly created finance charge debit memos. If System Date is selected, then the system date is the transaction date for the newly created finance charge debit memos.

GL Date

Enter the general ledger date for the process. The general ledger date entered will be used as the general ledger date for the newly created finance charge debit memos.

Report Headings

The following table shows the report headings.

In this heading...	Accrue Finance Charges Detail Report prints...
Organization	The name of the organization.
Ledger	The ledger you are printing the report for.

Column Headings

The following table shows the column headings.

In this column...	Accrue Finance Charges Detail Report prints...
Transaction Number	The number for your transaction.
Line Number	The journal entry line number for each journal entry line.
Finance Charge Type	The type of finance charge.
Amount	The transaction amount.

Related Topics

Overview of AutoInvoice, *Oracle Receivables User Guide*

Using Standard Request Submission, *Oracle Applications User Guide*

Writing Off Invoices

To write-off an invoice and all associated finance charge debit memos with remaining

balances, navigate to the Invoice Write-off window.

> **Note:** The Invoice Write-off window provides only invoice level full write-offs. To write-off at other than the invoice level or partial write-offs, use the Oracle Public Sector Receivables Adjustments window.

The following table describes selected fields on the Invoice Write-off window.

Invoice Write-off Window Description

Field Name	Description
Operating Unit	You can select the operating unit without having to switch the responsibility.
GL Account	Accounting Flexfield; default from Activity Name
GL Date	Current date; must be open general ledger period
Type	Type; invoice or debit memo
Write Off Type	write-off type; invoice only
Write-Off	processes the write-off

Applying Cash Receipts

To enter manual cash receipts for customers and invoices to be applied to previously created finance charge debit memos in order of priority, invoices, or on account, as appropriate, navigate to the Cash Receipts window.

> **Note:** To automatically apply receipts to finance charges, the Cash Receipts window must be used. The Enter Receipts window in Receivables does not provide this functionality.

The following table describes selected fields in the Cash Receipts window.

Cash Receipts Window Description

Field Name	Description
Operating Unit	You can enter the operating unit without having to switch the responsibility.
Batch Name	Batch name; must be unique
Deposit Date	Current date
GL Date	Current date; must be open general ledger period
Currency	Currency code of the batch. Invoice applications must be of the same currency defined at the batch level. Debit memos are paid off in the same currency as the invoices
Receipt Class	Populated when batch source entered
Receipt Method	Populated when batch source entered
Bank Account	Populated when batch source entered
Rate Date	Date for which rate is selected
Rate Type	Multiple currency exchange rates for the same date. Values include user, corporate, spot, fixed, or other self-defined type. User refers to a rate that is not preseeded in the database a
Rate	Exchange rate used to convert foreign currency amounts into ledger currency. If the rate type selected is user, then the user must enter the exchange rate. The rate entered cannot be
Control	Number and total of all receipts on file; must be greater than zero
Actual	Number and total of all receipts entered
Difference	Difference between control and actual; must be zero to submit

The following table describes selected fields on the Cash Receipts window, Receipt Information tab

Cash Receipts Window Description, Receipt Information Tab

Field Name	Description
Customer Name	Customer name; defaults if invoice number entered
Location	Bill-to location for customer; defaults if invoice number field entered
Invoice Number	Invoice number; must have open status or non-zero balance; not required if customer name entered; cannot be duplicated in same batch **Note:** If no invoice number is specified, all invoices for the specified customer are retrieved in date order. For each invoice selected, finance charges are paid first, in order of priority, until all cash is applied or all invoices are paid. Any remaining amount is put on account.
Receipt Number	Receipt number; cannot be duplicated for customer
Receipt Amount	Receipt amount; must be greater than zero
Receipt Origin	Receipt source description

The following table describes selected fields on the Cash Receipts window, Misc. Information tab

Cash Receipts Window Description, Misc. Information Tab

Field Name	Description
Customer Name	Customer name; defaults if invoice number entered
Location	Bill-to location for customer; defaults if invoice number field entered
Invoice Number	Invoice number; must have open status or non-zero balance; not required if customer name entered; cannot be duplicated in same batch **Note:** If no invoice number is specified, all invoices for the specified customer are retrieved in date order. For each invoice selected, finance charges are paid first, in order of priority, until all cash is applied or all invoices are paid. Any remaining amount is put on account.

Field Name	Description
Line Number	Invoice line level cash application; applies only to invoices with MFAR transaction types
Receipt Date	Date of the receipt

Generating the Lockbox Finance Charge Application

When running AutoLockbox in Receivables, the Lockbox Finance Charge Application process is automatically initiated after completion of the Validation phase of the Lockbox process.

See: Running AutoLockbox, *Oracle Receivables User Guide*

To initiate the Lockbox Finance Charge Application process when the receipt application has been changed after the completion of the Validation phase but prior to the completion of the Post QuickCash phase of the Lockbox process:

1. Navigate to the Submit Request window.

2. In the Name field, select Lockbox Finance Charge Application.

3. In the Operating field, select an operating unit.

4. In the Transmission Name field, select a transmission name.

   Note: By submitting the Lockbox Finance Charge Application process, the federal finance charges are automatically applied prior to the principal of the new receipt application.

The Lockbox Finance Charge Application process should be submitted in these cases:

• After the Validation phase, but prior to the Post QuickCash phase of the Lockbox process, a receipt is applied to an invoice when it was previously unapplied.

• After the Validation phase, but prior to the Post QuickCash phase of the Lockbox process, a receipt application is changed from one invoice to another invoice. Any federal finance charges that belong to the original invoice should be unapplied..

Finance Charges Inquiry

To view summary and detail finance charge data for a particular customer receivable, navigate to the Finance Charges Inquiry window.

The following table describes selected fields on the Finance Charges Inquiry window.

Finance Charges Inquiry Window Description

Field Name	Description
Invoice Number	Transaction number for the principal invoice.
Invoice Issue Date	Transaction date.
Amount Invoiced	Transaction amount for the principal invoice.
Finance Charges	All finance charge amounts assessed for the principal invoice.
Liquidations	Amounts that reduce the principal invoice and finance charges assessed.
Balance	Amount Invoiced + Finance Charges - Liquidations
Document button	Opens the Finance Charges Detail Inquiry window.

The following table describes selected fields on the Finance Charges Detail Inquiry window.

Finance Charges Detail Inquiry Window Description

Field Name	Description
Document Number	Transaction number for the finance charge.
GL Date	General ledger date for the finance charge transaction.
Line	Finance charge transaction line.
Charge Type	Finance charge type of the transaction.
Liquidations	Amounts that reduce the finance charge transaction line.
Balance	Amount Invoiced + Finance Charges - Liquidations for the finance charge transaction line.

Generating the 1099-C Setup

To extract invoice information for 1099-C reporting, navigate to the Submit Request window.

> **Note:** Run the 1099-C Setup process when ready to submit the 1099-C output forms.

1. In the Name field, select 1099-C Setup Process.

2. In the Operating Unit field, select an operating unit.

3. In the Creditors TIN field, enter the agency tax identification number.

4. In the Calendar Year field, select a year.

5. In the Receivables Activity field, select a type of receivables.

   > **Note:** If more than one Write-off Receivables activity exists, the 1099-C Report must be set up for each one.

6. In the Include Finance Charges field, select Yes or No.

   > **Note:** If No is selected, the process excludes finance charge write-off activity.

See: Using Standard Request Submission, *Oracle Applications User Guide*

Maintaining 1099-C Information

To view or update Form 1099-C information for an organization, navigate to the Maintain 1099-C Information window.

The following table describes selected fields in the Maintain 1099-C Information window.

Field Name	Description
Reportable	Default selected; if selected, indicates that all invoice information in window to be included in 1099-c report.
Creditors Name	Agency name as entered in define federal options window

Field Name	Description
Creditor's Federal ID	Agency name tax identification number
Date Canceled	Debt cancellation date
Amount	Invoice amount
Finance Charges	Amount of finance charges against invoice
Debt Description	User-enterable description of debt
Account Number	User-enterable account number for debtor
Bankruptcy	Indicates whether debt canceled due to bankruptcy
Fair Market Value of Property	Value of foreclosure or abandonment of property that occurred in connection with cancellation of debt

Assigning an Invoice Status

To assign an invoice status to overdue invoices, navigate to the Invoice Status window.

1. Enter search criteria in the Find Invoices window.

2. To view the invoice or invoices queried, click Find.

3. To view the amount due on the displayed invoices and the number of days the invoices are past due, select the Amount/Days Late tab.

4. To view the receivable type for each invoice displayed, select the Receivable Type tab.

5. To assign an invoice status to an overdue invoice, select the appropriate record and click Status.

   The Invoice Status window appears letting you assign additional status entries or maintain statuses for the invoices displayed.

6. To assign an additional invoice status, select an invoice status from the Status field.

7. To deactivate an invoice status, select the record and record a value in the end date column.

The invoice status is moved from the Invoice Status window to the Invoice Status History window.

8. To view the history records of each status assigned to an invoice, click History in the Invoices window.

The following table describes selected fields on the Invoices window.

Invoices Window Description, Amount/Days Late Tab

Field Name	Description
Operating Unit	You can select the operating unit based on your security profile and responsibility
Amount Due	Amount due on invoice
Days Late	Number of days invoice is past due; system calculation based on current date
History	Opens the Invoice Status History window, which displays the history of each status assigned to the invoice
Status	Opens the Invoice Status window, where users can assign an invoice status to an overdue invoice or delete statuses for an invoice

The following table describes selected fields on the Invoice Status Window.

Invoice Status Window Description

Field Name	Description
Status	System-defined; status available to be assigned to each overdue invoice; cannot be deleted
Start Date	Invoice status start date; defaults to system date; cannot be changed once a row is saved
End Date	Invoice status end date; cannot be later than the system date

Related Topics

Federal Finance Charges Open Interface in the Integration Repository, http://irep.oracle. com/ .

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Receivables Management Report Procedures

Overview

The receivables management reports provide information about finance charges assessed on overdue invoices and related debt collection activities.

Receivables Management Reports

The receivables management reports include:

- Assign Finance Charges Report; provides information on customers and invoices assigned finance charges

- Accrue Finance Charge Detail Report; provides information on debit memos and adjustment amounts for debit memos generated during the Accrue Finance Charges process

- Receivables Activity Worksheet; provides information on an agency's receivables by entity code and receivable type. Receivable types include direct loans, defaulted guaranteed loans, and administrative receivables.

- Identification of Federal Employees Report; provides information on federal employees indebted to the U.S. Government

- Delinquent Invoices Eligible for Referral Report; provides information on all past due invoices that meet the criteria for being referred to Financial Management Service (FMS)

  The output of this report assists in assigning a status of Debt Eligible for Referral to Treasury for Offset or Debt Eligible for Cross Servicing in the Invoice Status window.

- Invoice Status Report; provides information on the date and nature of invoice status values that were added or changed for past due invoices

1099-C Cancellation of Debt

Government agencies are required to file the IRS 1099-C Cancellation of Debt for each debtor for whom a debt of $600.00 or more is cancelled during the calendar year. In addition, the 1099-C Cancellation of Debt must be produced on electronic media when 250 or more forms are submitted. 1096 Annual Summary and Transmittal of U.S. Information Returns must be produced for submission with Copy A of all paper 1099-C Cancellation of Debt reports.

Oracle U.S. Federal Financials provides these features:

- 1099-C Electronic Filing process; enables agencies to submit 250 or more 1099-C Cancellation of Debt reports to the IRS

- 1099-C Cancellation of Debt process; enables agencies to generate a paper copy of the 1099-C Cancellation of Debt report

- 1096 Annual Summary and Transmittal of U.S. Information Returns process; enables agencies to generate a paper copy of the 1096 Annual Summary and Transmittal of U.S. Information Returns report

Delinquent Invoice Referral

The Delinquent Invoice Referral process lets you perform these tasks:

- Select past due invoices identified for referral to Treasury in the Invoices Eligible for Referral Report

- Update invoice status to Referral in the Invoice Status window

- Format an electronic file containing the selected invoices to be submitted to Debt Management Services

- Produce the Delinquent Invoice Referral report

  The Delinquent Invoice Referral report lists invoices that are selected for referral to FMS.

Requirements

Federal agencies are required to comply with the requirements of the Debt Collection Act regarding collection of finance charges on overdue invoices and the reporting of those charges.

The Assign Finance Charges Report and the Apply Cash Receipts Execution Report are

intended for internal use to verify processing in Oracle U.S. Federal Financials.

Oracle U.S. Federal Financials provides the Receivables Activity Worksheet to comply with reporting requirements of the Department of Treasury's Financial Management Service (FMS). For agencies with total receivables, inclusive of principal, interest, and late charges, greater than or equal to fifty million dollars, the report must be submitted quarterly, by the end of the thirtieth day of the month following the close of each of the first three quarters. Annual reports are due on November 15 from all agencies, regardless of the amount of total receivables for the fiscal year. Annual reports must be certified as accurate by the chief financial officer or agency head; certification must be submitted separately from the report. Verifications are due by March 31 of each year for the preceding fiscal year.

Federal Financials provides the 1099-C Electronic Filing, 1099-C Cancellation of Debt, and 1096 Annual Summary and Transmittal of U.S. Information Returns to comply with Internal Revenue Service requirements that agencies file 1099-C reports for each debtor for whom a debt of $600 or more is cancelled during the calendar year.

Additional information regarding reporting requirements is available in the *Treasury Financial Manual (TFM)*.

Prerequisites

- Receivables setup steps, including setting up Customer Classes, Customer Categories, Customer Types, Receivables Activities, and Federal Receivable Types, must be performed to run the Receivables Activity Worksheet and the Identification of Federal Employees Report.

- Agency name and address must be entered in the Define Federal Options window.

- Organization information must be defined in Receivables.

- Customer information must be entered in Receivables.

- Invoice information must be entered in Receivables.

- Receipt origin information must be assigned for the cash receipt.

- Adjustment Status must be entered for all adjustment transactions.

- Federal System Parameters must be defined.

- Agency identifier and program codes must be defined to generate the Delinquent Invoice Referral process.

- Receivable types must be defined to generate the Delinquent Invoice Referral process.

- Invoices and the appropriate invoice statuses must be entered in the Invoice Status window to generate the Delinquent Invoice Referral process.

Entering Customer Contacts, *Oracle Receivables User Guide*

Organizations, *Oracle Receivables User Guide*

Federal Options Setup,*Oracle U.S. Federal Financials Implementation Guide*

Transactions Window Field Reference, Oracle Receivables User Guide, *Oracle Receivables User Guide*

Crediting Transactions,*Oracle Receivables User Guide*

Federal System Parameters Setup,*Oracle U.S. Federal Financials Implementation Guide*

Delinquent Invoice Referral Setup,*Oracle U.S. Federal Financials Implementation Guide*

Receivable Types Setup,*Oracle U.S. Federal Financials Implementation Guide*

Receivables Management Procedures, page 24-1

Assigning Finance Charges Report Procedure

The Assign Finance Charges Report is generated automatically during the Assign Finance Charges procedure.

Assign Finance Charges Report Description

The following table describes the Assign Finance Charges report.

Assign Finance Charges Report Description

Column	Description
Header Section	Operating Unit, Ledger, currency, and report date
Assigned Finance Charges to Customers	Customers assigned finance charges
Customer Name	Customer name
Customer Number	Customer identifier
Charge Type	Finance charge type assigned to customer
Assigned Finance Charges to Invoices	Invoices assigned finance charges
Customer Name	Customer name

Column	Description
Customer Number	Customer identifier
Invoice Number	Invoice identifier
Charge Type	Finance charge type assigned to invoice
Waived	Indicates if charge is waived on invoice

Generating the Accrue Finance Charges Detail Report Procedure

The Accrue Finance Charges Detail Report is generated automatically during the Accrue Finance Charges procedure.

Accrue Finance Charges Detail Report Description

The following table describes the Accrue Finance Charges Detail report.

Accrue Finance Charges Detail Report Description

Column	Description
Header Section	Operating Unit, Organization, Ledger, currency, report date, and page
Finance Charge Debit Memos Created in AutoInvoice Interface Tables Region	
Transaction Number	Debit memo transaction number
Line Number	Line number
Finance Charge Type	Charge type name defined in the Define Finance Charges window
Amount	Debit memo amount
Existing Finance Charge Debit Memos Adjusted Region	
Transaction Number	Adjusted debit memo transaction number

Column	Description
Finance Charge Type	Charge type name defined in the Define Finance Charges window
Amount	Debit memo adjusted amount

Generating the Receivables Activity Worksheet Procedure

To print the Receivables Activity Worksheet:

1. Navigate to the Submit Request window.

2. In the Name field, select Receivables Activity Worksheet.

3. In the Ledger field, select the ledger.

4. In the Reporting Entity Code field, enter a reporting entity code.

5. In the Fiscal Year field, select a fiscal year.

6. In the Quarter field, optionally select a quarter.

7. In the Reported By field, select the date option required.

8. In the Type of Receivable field, select a receivable type to be reported.

9. In the Receivables Write Offs Activity 1 field, select a receivables activity for write-offs.

   > **Note:** Up to three Receivables Write-Off Activities can be selected per report.

10. In the Receivables Write Offs Activity 2 field, optionally select a receivables activity for write-offs.

11. In the Receivables Write Offs Activity 3 field, optionally select a receivables activity for write-offs.

12. In the Non-Federal Customer Class field, select a non-federal customer class.

13. In the Footnotes field, enter footnote text.

14. In the Name of Preparer field, enter the name of the person preparing the report.

15. In the Preparer's Phone field, enter a phone number.

16. In the Preparer's Fax Number field, enter a fax number.

17. In the Preparer's E-MAIL field, enter an e-mail address.

18. In the Supervisors's Name field, enter the supervisor's name.

19. In the Supervisor's Phone field, enter a phone number.

20. In the Supervisor's E-Mail field, enter an e-mail address.

21. In the Address Line 1 field, enter the agency street address.

22. In the Address Line 2 field, optionally enter the agency street address.

23. In the Address Line 3 field, optionally enter the agency street address.

24. In the City field, enter the agency city.

25. In the State field, enter the agency state.

26. In the Postal Code field, enter the agency postal code.

The Receivable Activity Worksheet selection criteria only select AR Transactions, AR adjustments, and Standard Receipts for customers with a customer classification other than a Federal or Non-Federal Code "G:Genral Fund" or "F:Federal ".

Receivables Activity Worksheet Description

The Receivable Activity Worksheet has been reformatted to be consistent with Treasury Report on Receivables and Debt Collection Activities version posted to Treasury website on 8/21/2015 located at https://www.fiscal.treasury. gov/fsservices/gov/debtColl/pdf/tror/TROR_Form_yr2016_with_formulas.xlsx

The columns for the Selection Criteria for Worksheet Reporting represent the following:

- Past Due Criteria (if applicable) - If the column has a value, only data meeting the criteria will be reported.

- Transaction Invoice Status - Only includes receivables with the specified Invoice Status(es) on the FV Invoice Status window.

- Adjustment Status - Only includes receivables adjustments with the specified Adjustment Status (DFF value) assigned on the Adjustment window detail section of the Receivable Transaction window.

- Receipt Oorigin- Only includes receipts activity with the specified Receipt Origin

assigned on the FV Cash Receipts form.

- Customer Category- Only includes receivables activity with the specified Customer Category assigned on the Customer Page Profile Tab.

Generating the Identification of Federal Employees Report

To print the Identification of Federal Employees Report:

1. Navigate to the Submit Request window.

2. In the Name field, select Identify Federal Employees.

3. In the Operating Unit field, select an operating unit.

4. In the Customer Category field, select a category.

5. In the Customer Class field, select a class.

6. In the Customer Type field, select Internal or External.

Identification of Federal Employees Report Description

The following table describes the Identification of Federal Employees report.

Identification of Federal Employees Report Description

Column	Description
Header Section	Operating Unit, Ledger, currency, and report date
Customer Name	Customer name
Customer Number	Customer identifier
SSN	Social Security Number
Bill To Address	Customer address
Category	Receivables Customer Category
Name	Federal employee name

Generating the 1099-C Electronic Filing

To run the 1099-C Electronic Filing procedure for an organization:

1. Navigate to the Submit Request window and select Single Request.

2. In the Name field, select 1099-C Electronic Filing.

3. In the Operating field, select an operating unit.

4. In the Tax Year field, enter the tax year using a two digit format.

5. In the Invoice Minimum field, enter an invoice amount or use the default value of $600.00.

> **Note:** The process only selects records greater than or equal to the Invoice Minimum value.

6. In the Media field, enter the two character magnetic tape or tape cartridge type.

1099-C Electronic Filing Format Description

If an organization submits 250 or more 1099-C forms to the IRS, the forms must be sent by electronic media.

The 1099-C Setup process must be run prior to producing the electronic filing data file. The file contains these record types:

- A - Creditor Records identify the creditor and transmitter of the magnetic media file and provide parameters for Debtor (type B) Records

- B - Debtor Records contains debt information such as debtor ID, amount, and description

- C - End of Creditor Records contain the total number of debts cancelled and the total amount of debt cancelled for each creditor

- F - End of Transmission Record written after the last C record contain the total number of type A records

The following tables describe the 1099-C Electronic Filing format.

The following table describes the 1099-C Electronic Filing format, Creditor/Transmitter A record.

1099-C Electronic Filing Format Description, Creditor/Transmitter A Record

Field Position	Field Title	Length	Description
1	Record Type	1	Required. Record type is A.
2-3	Payment Year	2	Required; from the tax year parameter.
4-6	Reel Sequence No.	3	Optional. The reel sequence number is incremented by 1 for each tape or diskette on the file starting with 001.
7-15	Creditor's TIN	9	Required. The nine-digit Taxpayer Identification Number assigned to the payor.
16-19	Creditor Name Control	4	Optional.
20	Last Filing Indicator	1	Optional.
21	Combined Federal/State Filer	1	Optional.
22	Type of Return	1	Required; return code type.
23-31	Amount Codes	9	Required; amounts on return type.
32	Test Indicator	1	T if test file; otherwise blank.
33	Service Bureau Indicator	1	Indicator is 1 if a service is used to develop or transmit files.
34-41	Blank	8	Enter blanks.
42-43	Magnetic Tape Filer Indicator	2	Required for magnetic table/tape cartridge files from the media parameter.
44-48	Transmitter Control Code	5	Required. Enter the five character Transmitter Control Code assigned by IRS/MCC from the transmitter control code parameter.

Field Position	Field Title	Length	Description
49	Foreign Entity Indicator	1	Indicator is 1 if the creditor is a foreign entity and income is paid.
50-89	First Creditor Name	40	Required; creditor name.
90-129	Second Creditor	40	Optional.
130	Transfer Agent Indicator	1	Optional.
131-170	Creditor Shipping Address	40	Creditor address; fill unused positions with blanks.
171-210	Creditor City, State, and Zip Code	40	Required; city, town, or post office, state, and zip code.
211-290	Transmitter Name	80	Required if creditor and transmitter are not the same.
291-330	Transmitter Mailing Address	40	Required if creditor and transmitter are not the same.
331-370	Transmitter City, State, and Zip Code	40	Transmitter's city, town, or post office; state; and zip code.
371	Blank	50	Enter blanks.

The following table describes the 1099-C Electronic Filing format, Debtor B records.

1099-C Electronic Filing Format Description, Debtor B Records

Field Position	Field Title	Length	Description
1	Record Type	1	Required. Record type is B.
2-3	Payment Year	2	Required; from the tax year parameter.
4-13	Blank	10	Enter blanks.

Field Position	Field Title	Length	Description
14	Type of TIN	1	If the Taxpayer Identification Number is Employer Identification Number, enter 1; for Social Security Number, enter 2; if cannot determine, enter 3.
15-23	Tax Identification Number	9	Required; the nine-digit Taxpayer Identification Number assigned to the debtor.
24-43	Creditor's Account Number for Debtor	20	Optional. Enter any number assigned by the creditor to the debtor.
44-50	Blank	7	Enter blanks.
51-60	Payment Amount 1	10	Enter zero.
61-70	Payment Amount 2	10	Enter amount of cancelled debt; right-justified and zero filled
71-80	Payment Amount 3	10	Enter interest cancelled right justified and zero filled.
81-90	Payment Amount 4	10	Enter zero.
91-100	Payment Amount 5	10	Enter zero.
101-110	Payment Amount 6	10	Enter zero.
111-120	Payment Amount 7	10	Enter zero.
121-130	Payment Amount 8	10	Enter zero.
131-140	Payment Amount 9	10	Enter zero.
141-160	blank	20	Enter blanks.
161	Foreign Country Indicator	1	Enter 1 if debtor is in foreign country; otherwise, enter blank.

Field Position	Field Title	Length	Description
162-201	Debtor Name	40	Required. Enter the name of the debtor.
202-241	2nd Debtor Name Line	40	Optional.
242-281	Debtor Mailing Address	40	Required. Enter mailing address of debtor.
282-310	Debtor City	29	Required. Enter city of debtor.
311-312	Debtor State	2	Required. Enter the valid U.S. Postal Service state abbreviations for states on the appropriate postal identifier.
313-321	Debtor ZIP Code	9	Required. Enter the debtor ZIP code.
322-370	Blank	49	Enter blanks.
371-376	Date Cancelled	6	Enter the date the debt was cancelled as MMDDYY.
377	Bankruptcy Indicator	1	Enter blank if FV_1099C. bankruptcy_code is blank; otherwise enter 1.
378-416	Debt Description	39	original debt description
417-420	Blanks	4	Enter blanks.

The following table describes the 1099-C Electronic Filing format, End of Creditor C records.

1099-C Electronic Filing Format Description, End of Creditor C Records

Field Position	Field Title	Length	Description
1	Record Type	1	Required. Record type is C.

Field Position	Field Title	Length	Description
2-7	Number of Payees	2	Required. Enter the total number of B records; right justify information and fill unused positions with zeroes.
8-10	Blank	3	Enter blanks.
11-25	Control Total 1	15	Enter zero.
26-40	Control Total 2	15	Enter zero.
41-55	Control Total 3	15	Enter zero.
56-70	Control Total 4	15	Enter zero.
71-85	Control Total 5	15	Enter zero.
86-100	Control Total 6	15	Enter zero.
101-115	Control Total 7	15	Enter zero.
116-130	Control Total 8	15	Enter zero.
131-145	Control Total 9	15	Enter zero.
146-420	Blank	275	Enter blanks.

The following table describes the 1099-C Electronic Filing format, End of Transmission F records.

1099-C Electronic Filing Format Description, End of Transmission F Records

Field Position	Field Title	Length	Description
1	Record Type	1	Required. Record type is F.
2-5	Number of A Records	4	Required. Enter the total number of type A records.

Field Position	Field Title	Length	Description
6-30	Zero	25	Enter zeroes.
31-420	Blank	390	Enter blanks.

1099-C Preprinted Form Report

To print the 1099-C Cancellation of Debt for an organization:

1. Navigate to the Submit Request window.

2. In the Name field, select 1099-C Preprinted Form Report Procedure.

3. In the Operating Unit field, select an operating unit.

4. In the Ledger field, select a ledger.

5. In the Invoice Minimum field, enter an invoice amount or use the default value of $600.00.

> **Note:** The report only selects records greater than or equal to the Invoice Minimum value.

6. In the Reprint field, select either Yes or No.

7. In the Reprint Type field, select All, Corrected, or Void.

> **Note:** Select Reprint Type only if Reprint is set to Yes.

> **Note:** The IRS 1099-C Cancellation of Debt report is a preprinted form that is produced by the IRS annually. Oracle U.S. Federal Financials enables agencies to print financial information from written-off receivables onto these preprinted forms.

> **Additional Information:** The table below describes the 1099-C Cancellation of Debt selection criteria.

The following table describes 1099-C Cancellation of Debt Selection Criteria report.

1099-C Cancellation of Debt Selection Criteria

Reprint	Reprint Type	Description
No		All invoices that are checked reportable and are not checked reprint are selected for the 1099-C Cancellation of Debt report.
Yes	Void	Only invoices checked as reportable, reprint, and void are selected for the 1099-C Cancellation of Debt report.
Yes	Corrected	Only invoices checked as reportable, reprint, and corrected are selected for the 1099-C Cancellation of Debt report.
Yes	All	All invoices checked reportable and reprint, and either void or corrected, are selected for the 1099-C Cancellation of Debt report.

1099-C Cancellation of Debt Report Description

The following table describes the 1099-C Cancellation of Debt report.

1099-C Cancellation of Debt Report Description

Field	Description
Creditor's name, street address, city, state, and ZIP code	Name, address, city, state, and ZIP code for creditor
Creditor's Federal identification number	Federal identification number for creditor
Debtor's identification number	Federal identification number for debtor
Date cancelled	Date the debt cancelled
Amount of debt cancelled	Amount of debt cancelled
Debtor's name	Debtor name

Field	Description
Interest if included in box 2	Amount of interest if included as part of amount of debt cancelled
Street address (including apt. no.)	Street address of debtor
City, state, and ZIP code	City, state, and ZIP code of debtor
Debt description	Description of debt
Account number (optional)	Optional field, account number assigned by agency
Check for bankruptcy	If box is selected, the creditor indicated that debt was cancelled in a bankruptcy proceeding.
Fair market value of property	The fair market value of property is shown, or the debtor receives a separate Form 1099-A Acquisition or Abandonment of Secured Property.

Generating the 1096 Annual Summary and Transmittal of U.S. Information Returns

To print the 1096 Annual Summary and Transmittal of U.S. Information Returns for an organization:

> **Note:** Run this data after the 1099-C Cancellation of Debt reports are processed.

1. Navigate to the Submit Request window.

2. In the Name field, select 1096 Annual Summary and Transmittal of U.S. Information Returns.

3. In the Operating Unit field, select an operating unit.

4. In the Ledger field, select a ledger.

5. In the Name of Contact Person field, enter a contact name.

6. In the Phone of Contact Person field, enter a phone number.

7. In the Federal Income Tax Withheld field, enter the amount of federal income tax withheld.

8. In the Invoice Minimum field, enter an invoice amount or use the default value of $600.00.

> **Note:** The report only selects records greater than or equal to the Invoice Minimum value.

> **Note:** The IRS 1096 Annual Summary and Transmittal of U.S. Information Returns is a preprinted form that is produced by the IRS annually. Oracle U.S. Federal Financials enables agencies to print financial information from written-off receivables onto these preprinted forms using the 1096 Annual Summary and Transmittal of U.S. Information Returns report.

1096 Annual Summary and Transmittal of U.S. Information Returns Report Description

The following table describes the 1096 Annual Summary and Transmittal of U.S. Information Returns report.

1096 Annual Summary and Transmittal of U.S. Information Returns Report Description

Field	Description
Filer's name, street address, city, state, and ZIP code	Name, address, city, state, and ZIP code for filer.
Name of person to contact if the IRS needs more information; Telephone number	Name and telephone number of person to contact.
1. Employer identification number	Federal identification number of employer.
2. Social security number	Social security number of filer.
3. Total number of forms	Total number of forms sent to IRS.
4. Federal income tax withheld	Amount of federal income tax withheld.
5. Total amount reported with this Form 1096	Total amount reported with the Form 1096.
Enter an 'X' in only one box below to indicate the type of form being filed.	Indicates the type of form being filed.
If this is the FINAL return, enter an 'X' here	Indicates if the form is the final return.

Generating the Delinquent Invoices Eligible for Referral Report

To print the Delinquent Invoices Eligible for Referral Report:

1. Navigate to the Submit Request window.

2. In the Name field, select Delinquent Invoices Eligible for Referral Report.

3. In the Operating Unit field, select an operating unit.

4. In the As of Date field, optionally select a target date.

5. In the Customer Name Low and High fields, optionally select a customer name to begin the report generation.

6. In the Customer Number Low and High fields, optionally enter a customer number to begin the report generation.

7. In the Receivables Type field, optionally enter a receivables type.

Delinquent Invoices Eligible for Referral Report Description

The following table describes the Delinquent Invoices Eligible for Referral report.

Delinquent Invoices Eligible for Referral Report Description

Field	Description
Header Section	Ledger, operating unit, report date, and page.
Invoice Number	Invoice transaction number.
Receivable Type	Receivable type; includes Administrative Receivables, Defaulted Guaranteed Loans, or Direct Loans.
Due Date	Original invoice due date.
Days Past Due	Calculated by subtracting Due Date from the As of Date parameter.
Original Amount Due	Original amount due.
Amount Outstanding	Amount due; includes invoice and debit memo transactions.

Generating the Invoice Status Report

To print the Invoice Status Report:

1. Navigate to the Submit Request window.

2. In the Name field, select Invoice Status Report.

3. In the Operating Unit field, select an operating unit.

4. In the Invoice Number Low field, select an invoice number that is past due by at least one day to begin invoice status report generation.

5. In the Invoice Number High field, select an invoice number that is past due by at least one day to end invoice status report generation.

6. In the Receivable Type field, select a Receivable Type.

7. In the Customer Name Low field, select a customer name to begin the report generation.

8. In the Customer Name High field, select a customer name to end the report generation.

9. In the Customer Number Low field, enter a customer number to begin the report generation.

10. In the Customer Number High field, enter a customer number to end the report generation.

11. In the Current/History field, select Current or History.

12. In the Invoice Status field, select an invoice status.

Invoice Status Report Description

The following table describes the Invoice Status report.

Invoice Status Report Description

Field	Description
Header Section	Ledger, operating unit, report date, and page.
Customer Name	Customer name.

Field	Description
Customer Number	Customer number.
Location	Customer location.
Invoice Nbr	Invoice transaction number.
Due Date	Original invoice due date.
Days Past Due	Calculated by subtracting Due Date from the As of Date parameter.
Receivable Type	Receivable type.
Amount Due	Amount due.
Status	Invoice status.
Start Date	Invoice start date.
End Date	Invoice end date.
Comments	User comments.

Generating the Delinquent Invoice Referral

To generate the delinquent invoice electronic file and to print the Delinquent Invoice Referral Report:

> **Note:** Debt Eligible for Referral to Treasury for Offset of Debt Eligible for Referral to Treasury for Cross-referencing must be assigned in the Invoice Status window before running this process.

1. Navigate to the Submit Request window.

2. In the Name field, select Delinquent Invoice Referral Process.

3. In the Operating Unit field, select an operating unit.

4. In the Customer Name Low and High fields, optionally select a customer name to begin and end the report generation.

5. In the Customer Number Low and High fields, optionally enter a customer number to begin and end the report generation.

6. In the Referral Through Date field, optionally enter the referral through date to end the report generation.

7. In the Output field, select Report Only or Report and Electronic File.

> **Note:** When the Report and Electronic File parameter is selected, two requests are submitted to the concurrent manager. The output of the first request contains the Delinquent Invoice Referral Report. The second request produces the output file to be submitted to Debt Management Service (DMS).

> **Note:** To submit an electronic file to DMS, save the output of the Delinquent Invoice Referral Process as a text file (.txt). The file can then be uploaded to DMS through their approved procedures.

Delinquent Invoice Referral Report Description

The following table describes the Delinquent Invoice Referral report.

Delinquent Invoice Referral Report Description

Field	Description
Header Section	Ledger, operating unit, report date, and page.
Customer Name	Customer name.
Customer Number	Customer number.
Invoice Number	Invoice transaction number.
Due Date	Original invoice due date.
Days Past Due	Calculated by subtracting Due Date from the Referral Through Date parameter.
Principal	Amount due remaining.

Field	Description
Interest	Sum of debit memos whose finance charge category is Interest.
Administrative Costs	Sum of debit memos whose finance charge category is Administrative.
.Penalties	Sum of debit memos whose finance charge category is Penalties.
Total Amt Referred	Calculated by adding Referred Principal, Referred Interest, and Referred Administrative, and Penalties.

Related Topics

Receivables Management Procedures, page 24-1

Receivables Management Process, page 23-1

1099-C Cancellation of Debt Selection Criteria, page 25-16

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Reimbursable Agreement Billing and Reporting

This chapter covers the following topics:

- Prerequisites
- Reimbursable Activity Report
- Generate Receivables Reimbursable Related Expenditures

Prerequisites

Before you can run the Reimbursable Activity process billing for Reimbursable Agreements in Federal Financials, you must:

- Define a segment of the accounting flexfield to capture reimbursable agreement transaction numbers.

- Enter reimbursable agreement criteria in the Federal Financial Options window, Reimbursable tab.

- Enter reimbursable agreement criteria in the Define Federal Options window, Reimbursable tab.

- Enter reimbursable agreement activity reporting details in the Reimbursable Activity Report Definitions window.

- Enter reimbursable agreements as a transaction in Receivables with the class of Guarantee.

- Enter reimbursable agreement transaction numbers as segment values for the Reimbursable Agreement segment.

- Account for reimbursable agreement activity before running the reimbursable

processes; accounting must be posted in General Ledger or have passed funds checking prior to running these processes.

Reimbursable Activity Report

The Reimbursable Activity Report process is an Rxi report. Parameters for this report are:

- Ledger

- Period Name

- Flexfield Low and High

- Attribute Set

- Output

The details in the Reimbursable Activity Report Definitions are used to populate this report. The following details the changes in Federal Financials to support the Reimbursable Activity Report and the Generate Receivables for Reimbursable Related Expenditures process.

The following columns are included on this report:

- Reimbursable Agreement

- Contract Number

- Start Date

- End Date

- Fund

- Organization

- BFY

- Billing Limit

- Agreement Amount

- Obligation Amount

- Expended Amount

- Unfilled Order Amount

- Advance Collected

- Advance Applied to Earned Revenue

- Advance Balance

- Earned Amount

- Billed Amount

- Receivable Collected

- Receivable Balance

Generate Receivables Reimbursable Related Expenditures

The Generate Receivables for Reimbursable Related Expenditures concurrent process creates a receivable transaction that either liquidates an advance or is a receivable due from the customer. Parameters for this report are:

- Period Name

- Invoice Date

The configuration in Define Federal Options and Federal Financial Options windows are used by this process.

A receivable transaction is created for Reimbursable expenditures if the account balance for the expenditure account is greater than the revenue account defined on Federal Financial Options for each reimbursable agreement segment value. The receivable transaction is created as a liquidation of an advance defined on Federal Financial Options until the advance balance for each reimbursable agreement segment value reaches zero.

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FMS Form 224 Statement of Transactions Process

Overview

The FMS Form 224 Statement of Transactions is generated by federal agencies for payments are disbursed by and receipts deposited to the Department of Treasury for the agency that have not been reported directly to the Central Accounting and Reporting System (CARS). The report includes vouchers accomplished by the Department of Treasury and cash collections received for deposit not previously reported directly to CARS.

Reporting Requirements

Agencies are required to comply with these:

- The FMS Form 224 must be generated for each calendar month.

- If no transactions occur during the accounting month, a zero activity FMS Form 224 must be submitted.

- An agency may submit adjustments to the original FMS Form 224 using the supplemental FMS Form 224. The reporting agency should only report adjustments on the supplemental.

Submission Requirements

Agencies are required to comply with these:

- The FMS Form 224 must be submitted to the Department of Treasury no later than the fifth working day following the close of the accounting month.

- A separate FMS Form 224 must be submitted for each Agency Location Code

(ALC).

- The supplemental FMS Form 224 must be submitted between the fifth and eighth working days following the close of the reporting month.

Federal Financials provides the FMS Form 224 Statement of Transactions process to comply with these requirements.

Additional information on FMS Form 224 requirements is documented in the *Treasury Financial Manual (TFM)*, 2-3300.

FMS Form 224 Statement of Transactions Report Diagram

The figure below shows the FMS Form 224 Statement of Transactions Report diagram as described in the table.

FMS Form 224 Statement of Transactions Report Process Diagram

Bank Accounts

Agency defines bank account for each ALC in Payables or Receivables

Federal Options

Agency enters agency name and address in the Define Federal Options window

Appropriation Parameters

Agency enters fund information for each fund to be reported in the Define Appropriation Parameters window

FMS Form 224 Report Definitions

Agency selects accounts identifying cash transactions in the FMS 224 Report Definitions window specifying accounts as disbursement or receipt, and the corresponding default ALC

Posting

Agency posts transactions to General Ledger

Process Transactions

Enter Interagency Transfers on the Interagency Transfers window. Enter refunds in the Payables Refunds or Cash Receipt Refunds window

Process Transactions

Agency processes disbursement and receipt transactions in Payables and Receivables including Treasury payments, interagency transfers, and cash receipts

Preliminary FMS Form 224

Agency generates FMS 224 statement of Transactions report in preliminary mode. This report can be filtered to list only GWA reportable ALCs based on the business activity and reporter category by generating partial report

FMS Form 224 Reports

FMS Form 224 statement of Transactions Exception report is printed automatically

Final FMS Form 224

After corrections, if necessary, agency generates FMS Form 224 statement of Transactions report in Final mode.

Reconcile Amounts

Agency uses FMS Form 224 Statement of Transaction Exception report to reconcile reported amounts against General Ledger reports

GOALS FMS Form 224 Program

GOALS FMS Form 224 program is printed automatically

FMS Form 224 Report Definitions

FMS Form 224 Detail Transaction Listing is printed automatically

Supplemental FMS 224

If necessary, agency generates a supplemental FMS Form 224 to report additional transactions for the accounting month

Features described in this chapter

Agency Activity

External or System Activity

FMS Form 224 Statement of Transactions Report Diagram Description

The following table describes the FMS Form 224 Statement of Transactions Report diagram.

FMS Form 224 Statement of Transactions Report Diagram Description

Feature	Description	Status
Bank Accounts	Agency defines bank account for each ALC in Oracle Payables and Oracle Receivables.	External or system activity
Agency Location Code Addresses	Agency enters ALC address in Agency Location Code Addresses window	Described in this chapter
Fund Attributes	Agency enters fund information for each fund to be reported in Define Appropriations Parameters window.	Described in this chapter
FMS Form 224 Report Definitions	Agency selects accounts identifying cash transactions in FMS 224 Report Definitions window.	Described in this chapter
Process Transactions	Agency processes disbursement and receipt transactions in Payables and Receivables, including Treasury payments, interagency transfers, and cash receipts.	Agency activity
Process Transactions	Enter Interagency Transfers on Interagency Transfers window. Enter refunds in the Cash Receipt Refunds and Payables Refunds windows.	Agency activity
Posting	Agency posts transactions to General Ledger.	Agency activity

Feature	Description	Status
Preliminary FMS Form 224	Agency generates FMS Form 224 Statement of Transactions in Preliminary mode. You can generate this report as a P224 and will report only the GWA Reportable agency location codes based on the business activity and the selected GWA Reportable Category values. A P224 only reports the sections and transactions on the 224 for the business activity of the agency location code that are not included in the GWA Reporter Category.	Described in this chapter
FMS Form 224 Reports	FMS Form 224 Statement of Transactions Exception Report is printed automatically.	External or system activity
Final FMS Form 224	After corrections, if necessary, agency generates FMS Form 224 Statement of Transactions in Final mode.	Described in this chapter
FMS Form 224 Detail Transaction Listing	FMS Form 224 Detail Transaction Listing is printed automatically.	External or system activity
Reconcile Amounts	Agency uses FMS Form 224 Statement of Transaction Exception Report to reconcile reported amounts against General Ledger reports.	Described in this chapter
Supplemental FMS 224	If necessary, agency generates a supplemental FMS Form 224 to report additional transactions for the accounting month.	Agency activity

FMS Form 224 Statement of Transactions Report Process

The FMS Form 224 Statement of Transactions report process includes these steps:

1. The agency defines a bank account for each ALC in the Bank Accounts window in

Payables or Receivables.

2. The agency enters the ALC address in the Agency Location Code Addresses window.

3. The agency enters the FMS Form 224 Fund Type for each fund to be reported in the Define Fund Attributes window. Funds are designated as Disbursement Account, Receipt Account, or Revolving Account. Transactions are reported by Department of Treasury Account Symbol on the FMS Form 224 Statement of Transactions, Section I. The fund designation determines for manual journal entries the section and column placement on the FMS Form 224 Statement of Transactions.

4. In the 224 and Reconciliation Report Definitions window, the agency selects the accounts to be used in determining the transactions to be reported on the FMS Form 224 Statement of Transactions. The Account Type determines for manual journal entries to Revolving Accounts the section and column placement on the FMS Form 224 Statement of Transactions. The agency can also define the default ALC for each record to be used when the ALC cannot be determined from a bank account.

5. The agency processes disbursements and receipts that are posted to General Ledger throughout the accounting month. You can enter reclassifications to receipts and disbursements to be reported on the P224 as follows:

   • As a journal entry with the journal category designated in the FV: RECLASSIFICATION_JOURNAL_CATEGORY profile.

   • As a new receipt with the original receipt entered in the Reclassification Receipt descriptive flexfield that was defined on the Federal System Parameters window.

   • As a new payment with the original payment entered in the Voided Payment field.

   The Voided Payment field is only available if the payment method is Clearing. Both the Reclassification Receipt descriptive flexfield and the Voided Payment field only includes values for receipts or payments that are for the same amount as the new receipt or payment.

6. Interagency transfer transactions are also entered in the Interagency Transfers window. Refunds are also entered in the Cash Receipt Refunds and Payables Refunds windows.

7. At month-end, the agency generates the FMS Form 224 Statement of Transactions. All applicable transactions, including disbursements processed in the Department of Treasury Confirmation and Reconciliation window, receipts processed in the Cash Receipts window, and interagency transactions recorded in the Interagency Transfers window, are included in the report.

> **Note:** The FMS Form 224 Statement of Transactions can be regenerated, as long as Preliminary is selected in the Parameters window during report generation. If Final is selected, the report cannot be regenerated except as a supplemental FMS Form 224 Statement of Transactions.

8. If the FMS Form 224 is run in Preliminary mode, exception items can be corrected for regeneration of the current month's report. The FMS Form 224 Exception Report can be used to compare FMS Form 224 reported amounts with amounts on General Ledger balancing reports for the reporting period.

   > **Note:** You can generate a P224 report by selecting P in the Partial or Full? field. Only the agency location codes that are GWA reportable are selected. The Business Activity and Reporter Category fields can be used to further filter P224 activity. If you select F in the Partial or Full? field, only the agency locations codes that are not GWA reportable are selected.

9. If additional transactions must be reported after FMS Form 224 submission, when FMS Form 224 Statement of Transactions is generated in final mode, a supplemental FMS Form 224 Statement of Transactions can be generated using the FMS Form 224 Statement of Transactions procedure. Only transactions not previously reported are included.

Related Topics

Federal Options Setup , *Oracle U.S. Federal Financials Implementation Guide*

Fund Attributes Setup

Federal Report Definitions Setup

Interagency Transaction Procedures, page 22-1

Refunds, page 19-1

Defining Bank Accounts, *Oracle Receivables User Guide*

Defining Bank Accounts, *Oracle Payables User Guide*

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FMS Form 224 Statement of Transactions Report Procedures

Overview

The FMS Form 224 Statement of Transactions includes vouchers accomplished by the Department of Treasury and cash collections received for deposit.

The Populate Payables Refunds process populates the Payables Refunds and Credit/Debit Memo Distribution windows with all refunds and distributions created in Oracle Payables.

The FMS Form 224 Statement of Transactions Report provides information to the Department of Treasury about the financial condition and operations of federal agencies.

The FMS Form 224 Detail Transaction Listing provides the detail journal lines that were included in the FMS Form 224 Statement of Transactions Report to aid in reconciliation activities.

The FMS Form 224 Statement of Transactions Exception Report includes transactions included in or omitted from the FMS Form 224 Statement of Transactions Report that require review or correction. These include:

- Transactions with a prior month's date included in the current report and not included in a prior month's report

- Transactions with future accomplish dates not included in the current report

- Transactions previously reported as future accomplish dates included in the current report

- Transactions with incomplete data for interagency transfer not included in the current report

- Transactions with incomplete data for refunds not included in the current report

- Transactions included in the current report where the Billing Agency Fund for an interagency transfer is the same as the Customer Agency Fund

- transactions with incomplete organizations not included in the current report

Requirements

Federal agencies that disburse through the Department of Treasury are required to submit the FMS Form 224 Statement of Transactions Report, which is used to monitor an agency's monthly disbursement and receipt activity with the Department of Treasury.

Information regarding report requirements is available in the *Treasury Financial Manual (TFM)*, 2-3300.

Prerequisites

- In the Define Federal Options window; the Agency address, the Disbursement in the Transit check box, the appropriate Confirm Cash Account, and the Interagency Activity name must be selected.

- Fund information must be provided in the Define Fund Attributes window for each fund to be reported.

- FMS Form 224 information must be entered in the FMS Form 224 Report Definitions window.

- All interagency transfers, including chargebacks, must be entered in the Interagency Transfers window.

- Refunds received must be entered in the Payables Refunds or Cash Receipt Refunds windows.

- A bank account must be defined for each agency ALC.

- The address must be assigned for each agency ALC.

- The Populate Payables Refunds process must be run before generating the FMS Form 224 report.

  To run the Populate Payables Refunds process, see Populating Payables Refunds Process.

Defining Payables Options, *Oracle Payables User Guide*

Interagency Transaction Procedures, page 22-1

Refunds, page 19-1

Running General Ledger Interface, *Oracle Receivables User Guide*

Populating Payables Refunds

To populate the Payables Refunds and Credit/Debit Memo Distributions windows with all refunds and distributions created in Oracle Payables:

1. As Federal Administrator, navigate to the Submit Request window.

2. In the Operating Unit field, select the operating unit.

3. In the Name field, select FMS 224 Populate Payables Refunds Process.

4. In the GL Period From field, enter the first day of the month to include in the report.

5. In the GL Period To field, enter the last day of the month to include in this report.

   Note: Obligation dates must be entered for unmatched distributions in the Credit/Debit Memo Distributions window before running the FMS 224 Report.

This process creates a list of refunds added to the Payables Refunds and the Credit/Debit Memo Distributions windows. Section 1 of the report lists the refund details for each credit or debit memo and section 2 lists the distributions for each credit or debit memo refund.

Generating the FMS Form 224 Statement of Transactions Report

Use the Standard Request Submission windows to submit the FMS Form 224 process.

Report Parameters

Ledger Name

Select the ledger to report on.

Period Name

Enter the period for the report.

Partial or Full

Select P to list GWA reportable agency location codes and F to list non GWA reportable agency location codes.

Business Activity

If the Partial or Full? value is Partial, then all applicable business activities are listed.

If the Partial or Full? value is Full, then business activities are not applicable and the value is NA.

Reporter Category

If the Partial or Full? value is Partial, then all applicable reporter categories are listed.

If the Partial or Full? value is Full, then reporter categories are not applicable and the value is NA.

If ALL is selected as the ALC, only the agency location codes that meet the Partial or Full? business activity and Reporter Category values is reported.

Preliminary or Final

Select the preliminary or final mode.

> **Note:** If Preliminary is selected, the report can be regenerated. If Final is selected, the report cannot be regenerated. Once the report is run in final mode, only a supplemental report can be generated.

Agency Location Code

Select the agency location code to report on.

If the Partial or Full? value is Partial, all applicable GWA reportable agency location codes are listed. You can either select all or one of the agency location codes.

If the Partial or Full? value is Full, by default all non GWA reportable agency location codes are selected.

> **Note:** The value ALL can be selected to print the FMS Form 224 Statement of Transactions for all agency location codes defined for the ledger.

> **Note:** The Zero Activity FMS Form 224 Statement of Transactions Report and the Supplemental FMS Form 224 Statement of Transactions Report are also printed using this procedure.

FMS Form 224 Statement of Transactions Report Description

The Header section for the FMS Form 224 Statement of Transactions Report Description includes the reporting period, report date, and agency identification information.

The footer section of the FMS Form 224 Statement of Transactions Report Description includes the date and signature of person approving the FMS Form 224.

The following table describes the FMS Form 224 Statement of Transactions report.

FMS Form 224 Statement of Transactions Report Description

Column or Line Number	Title	Description
	Header Section	Reporting period; Agency Location Code; agency name and address
	Section I: Classification of Disbursements and Collections	Total cash activity by appropriation, fund, or receipt account; total disbursements cleared, collections received
1	Appr., Fund Or Receipt Account	Appropriation, fund, or receipt account symbol
2	Receipts and Collections Credited to Appropriation or Fund Account	Amount of collections; data from SF 215 Deposit Tickets, SF 5515 Debit Memos, and TFS 7306 IPAC Customer Agency Activity Statements, including IPAC chargebacks
	Total	Net total for Column 2
3	Gross Disbursement	Amount of disbursements; data from SF 1166 Voucher and Schedule of Payments, SF 1081 Voucher and Schedule of Withdrawals and Credits, IPAC transactions
	Total	Net total for Column 3
	Net Total Section I	Column 3 total minus Column 2 total

Column or Line Number	Title	Description
	Section II	Same information as Section I, reported by month instead of account type; disbursements for current month, adjustments to disbursements in prior months, collections received this month; used to distinguish transactions processed by Department of Treasury Regional Finance Centers from net collections received by agency
1	Add Payment Transactions Accomplished: This Month	Disbursements and IPAC receipts accomplished in same month of report; used by Department of Treasury to generate SF 6652 Statement of Differences report
	Prior Month	Disbursements and IPAC receipts accomplished in months prior to month of report, listed by month accomplished; amounts listed for prior months used to clear prior month's SF 6652 items **Note:** All payments are reported based on the accomplish month. The accomplish month is derived from the Treasury Date if a date is entered or the payment date if the Treasury Date is not entered. If the accomplish month is in a month prior to the FMS224 reporting period, it will be reported as a prior month. If the Treasury Date is entered, the GL month of the payment may be different than the accomplish date.
	Total Payments	Total of all disbursements and IPAC receipts

Column or Line Number	Title	Description
2	Deduct Collections Received	Total of all collections received for deposit (SF 215), minus uncollectible items charged (SF 5515) and related adjustments for current accounting month
3	Net Total Section II	Line 1 minus Line 2; disbursements minus collections by accounting month; must match Net total of Section I
	Section III	Status of collections and deposit activity; balance of undeposited collections from close of previous month, total collections received in current month, and unconfirmed deposits from current and prior months
1	Balance of Undeposited Collections, Close of Preceding Month	Collections on hand as of close of previous month; must equal Line 4, Section III, of previous month's FMS Form 224
2	Add Collections Received This Month	Total collections received, minus uncollectible items and adjustments for current month
3	Deduct Deposits Presented or Mailed to Bank This Month	Deposits; accomplished in same month of report, made to banks, Federal Reserve Branches, or other Department of Treasury approved depositaries; amount listed for used by Department of Treasury to generate SF 6652 statement of Differences report

Column or Line Number	Title	Description
	Prior Month	Deposits; accomplished in months prior to month of report, made to banks, Federal Reserve Branches, or other Department of Treasury approved depositaries, listed by accomplish month; amounts listed for prior months used to clear prior month's SF 6652 items
	Total Deposits Presented or Mailed to Bank	Total of all deposits
4	Net Total Section III	Total of Line 1 and Line 2 minus Line 3; carried forward to Section III, Line 1 on next month's FMS Form 224

FMS Form 224 Detail Transaction Listing

No separate procedure is required to print the FMS Form 224 Detail Transaction Listing. The FMS Form 224 Detail Transaction Listing is printed automatically when the FMS Form 224 Statement of Transactions Report is printed.

FMS Form 224 Detail Transaction Listing Description

The report groups transaction by Section, Agency Location Code within Section, and Treasury Account Symbol within Agency Location Code as described in the following table.

FMS Form 224 Detail Transaction Listing Description

Column	Description
Header Section	Reported Period, Ledger name, Run Mode
Section I	Total cash activity by appropriation, fund, or receipt account; total disbursements cleared, collections received
TAS	Treasury Account Symbol

Column	Description
Trans ID	Transaction identifier
Acct No	Account number
Conf Date	Confirmation date
Receipt Amt	Receipt amount
Disb Amt	Disbursement amount
Net Amt	Net amount
Section II	Same information as Section I, reported by month instead of account type; disbursements for current month, adjustments to disbursements in prior months, collections received this month; used to distinguish transactions processed by the department of Treasury Regional Finance Centers from net collections received by the agency.
TAS	Treasury Account Symbol
Trans ID	Transaction identifier
Acct No	Account date
Conf Date	Confirmation date
Current Month	Disbursements for current month
Prior Month	Disbursements for current month
Section III	Status of collections and deposit activity; balance of undeposited collections from close of previous month, total collections received in current month, and confirmed deposits from current and prior months.
TAS	Treasury Account Symbol
Trans ID	Transaction identifier
Acct No	Account number
Conf Date	Confirmation date

Column	Description
Current Month	Disbursements for current month
Prior Month	Disbursements for current month

FMS Form 224 Statement of Transactions Exception Report

No separate procedure is required to print the FMS Form 224 Statement of Transactions Exception Report. The FMS Form 224 Statement of Transactions Exception Report is printed automatically when the FMS Form 224 Statement of Transactions Report is printed.

FMS Form 224 Statement of Transactions Exception Report Description

The following table describes the FMS Form 224 Statement of Transactions Exception report.

Column	Description
Header Section	Date and period of report; Agency Location Code
Section I: Record(s) appearing in current month from prior period activity:	Transactions posted in a prior period but not reported; can be due to reopening of period after FMS Form 224 generation, or FMS Form 224 generation prior to final close of period; added to totals reported in Section I of FMS Form 224 to maintain balance b
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name

Column	Description
Section II: Record(s) appearing in current month from future period activity:	Receipts with a future accomplish date that has now arrived; added to totals reported in Section I of FMS Form 224 to maintain balance between Sections I and III.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section III: Record(s) omitted from current month with future accomplish date:	Receipts with a future accomplish date; deducted from totals reported in Section I of FMS Form 224 to maintain balance between Sections I and III.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section IV: Record(s) omitted from current month with incomplete data for Interagency Transfer:	Interagency disbursement transactions missing in the Interagency Transfers window. Transaction cannot be processed until it is entered in the Interagency Transfers window.
TAS	Treasury Account Symbol
Document Number	Document number

Column	Description
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section V: Record(s) appearing in the current month where the Billing Agency Fund on Interagency Transfers form duplicates your agency fund:	Interagency disbursement transactions where the Billing Agency Fund in the Interagency Transfers window is a duplicate of the customer Agency Fund entered in the disbursement transaction.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section VI: Record(s) appearing in the current month with the default Agency Location Code	The ALC could not be determined from a bank account. The ALC on the FMS Form 224 Report Definitions for the account is used as the default.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.

Column	Description
Batch Name	General Ledger journal entry batch name
Section VII: Record(s) appearing in current month with incomplete Project Accounting accomplish date	The accomplish date is not entered in the Expenditure Item descriptive flexfield.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section VIII: Payables Refund record(s) omitted from current month since record missing from the Payables Refunds window	
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name

Column	Description
Section IX: Payables Refund record(s) omitted from current month due to incomplete obligation information	
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section X: Records omitted from the current month due to invalid Business Activity:	
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name

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Classification Transactions and Accountability (CTA) Process

Overview

The Classification Transactions and Accountability (CTA) component is a system used by Federal Program Agencies to report their monthly accounting activity to Treasury's Bureau of the Fiscal Service. The accounting information submitted through CTA component serves as a basis for Treasury's publications to Congress and the public, regarding federal revenues and expenditures. All Classification Transactions and Accountability users have the option to submit their Classification Transactions and Accountability via bulk transfer. Users can submit their data using a properly formatted text file.

The CTA functionality is used for CARS Full Reporters, and consists of only 1 reclassification section.

CARS Full Reporter ALC is an agency that includes the Treasury Account Symbol (TAS) and Business Event Type Code (BETC) on their transactions at the point of initiation

In Oracle EBS, an ALC is only a CARS Full Reporter if the ALC Business Activity exactly matches the ALC CARS Reporter Category for the Start and End date that the current transaction period lies within as defined in the Agency Location Code window.

CTA Reporting Requirements

Agencies are required to comply with the following:

- Enroll their Central Accounting Reporting System (CARS) reporting status with treasury.

- Use the CTA process in lieu of the FMS 224 process for Full CARS reportable Agency Location Codes (ALC).

- Continue to use the FMS Form 224 Statement of Transaction process for ALCs that are NOT Designated as Full CARS reporters.

CTA Submission Requirements

Agencies are required to comply with the following:

- Full CARS Reporters can submit the CTA bulk file for section 1 reclassification transactions on a daily basis or as necessary.

- A separate CTA file must be submitted for each Agency Location Code (ALC).

Additional information on CTA reporting requirements is available on the Treasury Fiscal Services web:

http://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/factsheet_cta.htm

CTA Reporting Diagram

The figure below shows the CTA reporting diagram as described in the table.

CTA Transactions Process Diagram

Federal Options

Agency enters agency name and address in the Define Federal Options window

CTA FBWT Account Definitions

Agency selects accounts identifying cash transactions in the CTA FBWT Account Definitions window specifying accounts as disbursement or receipt, and the corresponding default ALC

CTA Exception Report

CTA Exception report is generated automtically

CTA Submission Preliminaty

Agency generates CTA statement of Transactions report in Preliminary mode

Process Transactions

Agency posts Reclassification transactions directly into the General Ledger using the designated GDFs for the BETC and Trading Partner TAS/BETC Information

CTA Submission Final

After corrections, if necessary, agency generates CTA bulk file in Final mode and uploads to Treasury

CTA Detail Transaction Listing and Bulk File

CTA Detail Transaction Listing is printed and Bulk File is generated automatically

Features Described in this Chapter   Agency Activity   External or System Activity

CTA Transactions Process Diagram Description

The following table describes the CTA Transaction Process diagram.

CTA Transaction Process Diagram Description

Feature	Description	Status
Agency Location Code Addresses	Agency enters ALC Location address in Location Addresses window within the agency details of the Define Federal Options form.	Described in this chapter
CTA FBWT Account Definitions	Agency selects accounts identifying cash transactions for each ALC in CTA FBWT Account Definitions window.	Described in this chapter
Process Transactions	Agency processes reclassification transactions journals in the General Ledger and Post.	Agency activity
CTA Submission -Preliminary	Agency generates submission in Preliminary mode. Only Full CARS Reportable agency location codes based on the business activity and the selected CARS Reporter Category values.	Described in this chapter
CTA Exception Report	CTA Exception Report is printed automatically.	External or system activity
CTA Submission -Final	After corrections, if necessary, agency generates CTA submission in Final mode.	Described in this chapter
CTA Detail Transaction Listing and Bulk file	CTA Detail Transaction Listing and Bulk File are printed automatically.	External or system activity
Reconcile Amounts	Agency uses Treasury's Provisional Account Statement to reconcile reported amounts against General Ledger reports.	Described in this chapter

CTA Process

The CTA process includes the following steps:

1. The agency enters the ALC address in the Agency Location Code Addresses window under the Agency Details of the Define Federal Options form.

2. In the CTA FBWT Accounts Definitions window, the agency selects the accounts to be used in determining the transactions to be reported on the CTA bulk file. The agency should define the default ALC for each record to be used when the ALC cannot be determined from a bank account.

3. The agency processes reclassifications to receipts and disbursements to be reported on the CTA as a journal entry or import with the journal category designated in the FV RECLASSIFICATION_JOURNAL_CATEGORY profile.

   On the Journal Line, BETC, Trading Partner TAS, and Trading Partner BETC are available for entry. Click in the Global Descriptive Flexfield (GDF) column. This is the last column on the Journal Line with "( )" as the column header. Once clicked, a pop-up window appears. The information entered in the GDF column is required for proper reclassification on the CTA bulk file

   Select "US Federal Attributes" as the Context Value LOV to enter attributes values for FBWT GL Accounts that are defined on the CTA FBWT Account Definition window:

   - The BETC (GLOBAL_ATTRIBUTE1) defaults to the Payment or Collection BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) entered on the Journal Line. If the GL Account is mapped to an Account Type of Disbursement on the CTA FBWT Account Definitions window, the Payment BETC defaults. If the GL Account is mapped to an Account Type of Receipt on the CTA FBWT Account Definitions window, the Collection BETC defaults. A list of values allows the user to override the default with another valid BETC based on the Account Type mapping and the valid BETCs for the TAS

   - The Trading Partner TAS (GLOBAL_ATTRIBUTE2) is optional. The Trading Partner TAS LOV lists all Trading Partner TAS values on the Trading Partner TAS table.

   - The Trading Partner BETC (GLOBAL_ATTRIBUTE3) defaults to the Payment or Collection BETC defined for the Trading Partner TAS, if entered. If the GL Account is mapped to an Account Type of Disbursement on the CTA FBWT Account Definitions window, the Payment BETC defaults. If the GL Account is mapped to an Account Type of Receipt on the CTA FBWT Account Definitions window, the Collection BETC defaults. A list of values allows the user to override the default with another valid Trading Partner BETC based on the

Account Type mapping and the valid BETCs for the Trading Partner TAS.

- The GL Journal Import process enables users to populate Federal attributes to include BETC, Trading Partner TAS ID, and Trading Partner BETC in the GL Interface Table as follows:

  - REFERENCE21: BETC

  - REFERENCE22: Trading Partner TAS ID

  - REFERENCE23: Trading Partner BETC

  These attribute are only processed if the Journal Category (JE_CATEGORY_USER_NAME) equals the value set in the System Profile FV_RECLASSIFICATION_JOURNAL_CATEGORY.

  The Federal attributes are applicable to GL Accounts that are mapped on the CTA FBWT Account Definition form and are needed for CTA reclassifications.

  - The BETC is optional. If it is entered, it must be a valid BETC for the Treasury Account Symbol that is associated with the balancing segment (fund) that is entered on the Journal Line. This will be the BETC that is used for CTA processing. If a BETC is not entered, it defaults for CTA processing to the Payment or Collection BETC defined for the Treasury Account Symbol that is associated with the balancing segment (fund) entered on the Journal Line. If the GL account is mapped to an Account Type of Disbursement on the CTA FBWT Account Definitions window, the Payment BETC defaults. If the GL account is mapped to an Account Type of Receipt on the CTA FBWT Account Definitions window, the Collection BETC defaults.

  - The Trading Partner TAS ID is optional. If it is provided, a Trading Partner TAS ID must be a valid TAS ID for a Trading Partner TAS on the Trading Partner TAS table. The Trading Partner TAS ID would only be needed if the reclassification is with a Trading Partner TAS / BETC. If the reclassification is between two Agency TAS / BETCs, no Trading Partner TAS should be provided.

  - The Trading Partner BETC is optional. It is only provided if The Trading Partner ID is provided; otherwise, it should not be provided. For CTA processing, the Trading Partner BETC defaults to the Payment or Collection BETC defined for the Trading Partner TAS. If the GL account on the Journal Line is mapped to an Account Type of Disbursement on the CTA FBWT Account Definitions window, the Payment BETC defaults. If the GL account is mapped to an Account Type of Receipt on the CTA FBWT Account Definitions window, the Collection BETC defaults.

Upon successful validation of these attribute values after running the GL Import process, these attributes are copied into GL_JE_LINES GDFs as follows:

- REFERENCE21 is copied to GLOBAL_ATTRIBUTE1

- REFERENCE22 is copied to GLOBAL_ATTRIBUTE2

- REFERENCE23 is copied to GLOBAL_ATTRIBUTE3

As exception report is produced for BETC, Trading Partner TAS, and Trading Partner BETC validation errors.

4. At month-end, the agency submits the CTA Reporter process and generates a CTA bulk file for Full CARS reporter ALCs.

Only manual GL Journal Lines that meet the following criteria are selected for CTA processing and reporting:

- The GL Journal Line GL Account is defined on the CTA FBWT Account Definition table with an Account Type of Disbursement or Receipt with an ALC that is a CARS Full Reporter ALC, i.e. ALC Business Activity exactly matches the ALC CARS Reporter Category for the Start and End date that the current transaction period lies within.

- The Journal for GL Journal Line GL Account has a Category that matches the value for the System Profile FV: Reclassification Journal Category.

- The GL Journal for the Journal Line has a GL Period that matches the Period parameter.

- The GL Journal has not been captured in a previously **final** processed run.

- The GL Journal has not been reversed

The CTA Process can be run on a daily basis or other interval as desired. The process should pick up all transactions that have not been captured in the previous final processing run. Supplemental reporting does not apply. The first submission for the period is an original submission where the file number value will increase by 1 for each subsequent submission for the period.

For the ALC LOV, only ALCs that are CARS Full Reporter ALCs are listed. This process derives the Agency BETC and Trading Partner BETC if no value exists on the GL Journal line based on the default BETCs mapped to the TAS and Trading Partner TAS on the TAS/BETC mapping form.

The process generates a CTA Bulk file in the required Treasury format for reclassification transactions.

5. A CTA Exception report is generated. This report displays the Treasury Account

Symbol or Trading Partner Treasury Account Symbol and BETC or Trading Partner BETC. The report displays transactions with exceptions.

The following exceptions may exist and will need to be corrected in order to produce a CTA Bulk file:

- Journal does not Balance by Account Type and ALC: This exception results when the net balance of a Journal's Journal Line with GL Accounts that have the same ALC and Account Type defined on the CTA FBWT Account Definitions form does not equal to "0".

- Adjustment BETC is not Defined for Agency Payment BETC: The user entered a debit amount to a designated Disbursement account on the CTA FBWT Accounts Definitions form. No adjustment BETC has been Designated for the Payment BETC mapped to the Agency TAS.

- Adjustment BETC is not Defined for Agency Collection BETC: The user entered a credit amount to a designated Receipt account on the CTA FBWT Accounts Definitions form. No adjustment BETC has been Designated for the Collection BETC mapped to the Agency TAS.

- Adjustment BETC is not Defined for Trading Partner Payment BETC: The user entered a debit amount to a designated Disbursement account on the CTA FBWT Accounts Definitions form. No adjustment BETC has been Designated for the Payment BETC mapped to the Trading Partner TAS.

- Adjustment BETC is not Defined for Trading Partner Collection BETC: The user entered a credit amount to a designated Receipt account on the CTA FBWT Accounts Definitions form. No adjustment BETC has been Designated for the Collection BETC mapped to the Trading Partner TAS.

- A default Payment BETC is not mapped to the Agency TAS. The user did not enter a BETC for a designated Disbursement account on the CTA FBWT Accounts Definitions form, and a default Payment BETC is not mapped to the Agency TAS

- BETC entered is not a valid Payment BETC for Agency TAS. The user entered a Payment BETC for a designated Disbursement account on the CTA FBWT Accounts Definitions form, and the Payment BETC entered is not mapped to the Agency TAS.

- A default Collection BETC is not mapped to the Agency TAS. The user did not enter a BETC for a designated Receipt account on the CTA FBWT Accounts Definitions form,and a default Collection BETC is not mapped to the Agency TAS.

- BETC entered is not a valid Collection BETC for Agency TAS. The user entered

a Collection BETC for a designated Receipt account on the CTA FBWT Accounts Definitions form, and the Collection BETC entered is not mapped to the Agency TAS.

- A default Collection BETC is not mapped to the Trading Partner TAS. The user did not enter a Trading Partner BETC for a designated Disbursement account on the CTA FBWT Accounts Definitions form, and a defined default Collection BETC is not mapped to the Trading Partner TAS

- BETC entered is not a valid Collection BETC for Trading Partner TAS. The user entered a Trading Partner Collection BETC for a designated Disbursement account on the CTA FBWT Accounts Definitions form, and the Collection BETC entered is not mapped to the Trading Partner TAS.

- A default Payment BETC is not mapped to the Trading Partner TAS. The user did not enter a Trading Partner BETC for a designated Receipt account on the CTA FBWT Accounts Definitions form, and a defined default Payment BETC is not mapped to the Trading Partner TAS.

- BETC entered is not a valid Payment BETC for Trading Partner TAS. The user entered a Trading Partner Payment BETC for a designated Receipt account on the CTA FBWT Accounts Definitions form, and the Payment BETC entered is not mapped to the Trading Partner TAS,

6. Users must reverse journal reclassification entries and post new reclassifications in order to resolve exceptions. CTA will not process journals that have been reversed. Once all corrections are made the user will submit the CTA process in Final processing mode. A CTA bulk file and detailed Transaction listing of all transactions captured on the CTA bulk file is produced.

Related Topics

Federal Options Setup ,*Oracle U.S. Federal Financials Implementation Guide*

Federal Report Definitions Setup

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Classification Transactions and Accountability (CTA) Bulk File Procedures

Overview

The CTA Detail Transaction Listing provides the detail journal lines that are included in the CTA Bulk File.

CTA Transactions are entered directly through a general ledger journal. The journal must use the Category Defined for the site level System Profile: FV: Reclassification Journal Category. This category is used to identify reclassification journals for CTA purposes. A proper reclass must balance by account type (disbursement or receipt) and ALC. Users must reverse journal reclassification entries and post new reclassifications in order to resolve exceptions posted through General Ledger journal.

The CTA Exception Report includes transactions that require review or correction before a bulk file can be processed. These include:

- Journal does not Balance by Account Type and Agency Location Code (ALC)..

- Adjustment BETC is not Defined for Agency Payment BETC.

- Adjustment BETC is not Defined for Agency Collection BETC.

- Adjustment BETC is not Defined for Trading Partner Payment BETC.

- Adjustment BETC is not Defined for Trading Partner Collection BETC.

- A default Payment BETC is not mapped to the Agency TAS.

- BETC entered is not a valid Payment BETC for Agency TAS.

- A default Collection BETC is not mapped to the Agency TAS.

- BETC entered is not a valid Collection BETC for Agency TAS.

- A default Collection BETC is not mapped to the Trading Partner TAS.

- BETC entered is not a valid Collection BETC for Trading Partner TAS.

- A default Payment BETC is not mapped to the Trading Partner TAS.

- BETC entered is not a valid Payment BETC for Trading Partner TAS.

Requirements

Information regarding CTA requirements is available on Treasury's Fiscal Services website:

http://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/factsheet_cta.htm

Prerequisites

- In the Define Federal Options window; the Agency address, the Disbursement in the Transit checkbox, the appropriate Confirm Cash Account, and the Interagency Activity name must be selected.

- A bank account must be defined for each agency ALC.

- The address must be assigned for each agency ALC.

- Ensure that needed BETCs are defined.

- Ensure Adjustment BETCs are properly defined for primary Non-Adjustment type BETCs.

- Ensure that needed Trading Partner TASs are defined.

- Ensure TAS and Trading Partner TASs are mapped to appropriate BETCs with default collection and payment BETCs identified.

- Define a Journal Category value for the site level System Profile: FV: Reclassification Journal Category. This category is used to identify reclassification journals for CTA purposes.

- Coordinate ALC CARS full reporter status with Treasury and adjust ALC definition as necessary.

- Verify that the CTA FBWT Account Definition are properly defined for Disbursement and Receipt accounts for all ALCs.

- Users must reverse journal reclassification entries and post new reclassifications in

order to resolve exceptions.

Generating the CTA Buck File

Use the Standard Request Submission windows to submit the CTA Process.

- Ledger Name: Select the ledger to report on.

- Period Name: Enter the period for the report.

- Preliminary or Final: Select the Preliminary or Final mode.

  Note: If Preliminary is selected, the report can be regenerated. If Final is selected, the report cannot be regenerated. Once the report is run in the Final mode, only a supplemental report can be generated.

- Agency Location Code: Select the agency location code to report on.

  If the "Partial or Full?" value is Partial, all applicable GWA reportable agency location codes are listed. You can either select all or one of the agency location codes.

  If the "Partial or Full?" value is Full, by default all non GWA reportable agency location codes are selected.

  Note: The value ALL can be selected to print the FMS Form 224 Statement of Transactions for all agency location codes defined for the ledger.

CTA Detail Transaction Listing

The CTA Detail Transaction Listing is printed automatically when the CTA bulk file is generated.

CTA Detail Transaction Listing Description

The CTA Detail Transaction Listing displays the TAS components per the Treasury Account Symbol or Trading Partner Treasury Account Symbol and BETC or Trading Partner BETC. This report displays data contained in the CTA Bulk file. The report groups transaction by Agency Location Code and Treasury Account Symbol within Agency Location Code as described in the following table:

CTA Detail Transaction Listing Description

Column	Description
Header Section	Reported Period, Reported Date, Ledger name, Run Mode
ALC	Agency Location Code being reported
TAS	Treasury Account Symbol
BETC	Business Event Type Code for the TAS being reported
Journal Name	Journal name for the reclassification transaction
Acct No	Fund Balance with Treasury account associated with the transaction
Debit	Debit transaction amount
Credit	Credit transaction amount
Total for ALC	ALC, Debit total, Credit total (Note: must net to zero)

CTA Transactions Exception Report

The CTA Exception Report is printed automatically when the CTA process is run. The following table describes the CTA Exception report.

CTA Exception Report Description

Column	Description
Report Header Section	Reported Period, Reported Date, Ledger name, Run Mode
Section Header Section	Agency Location Code, Journal Name, Account type (Disbursement or Receipt)

Column	Description
TAS	Treasury Account Symbol
BETC	Business Event Type Code for the TAS being reported
Acct No	Account reported on the Journal
Debit	Debit transaction amount
Credit	Credit transaction amount
Exception Description	Exception description
Total for the Journal	Journal Name, Debit total, Credit total

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FMS Form 1219/1220

Overview

The Financial Management Service (FMS) Form 1219/1220 manages the preparation, review, and printing of the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions. The *FMS Form 1219 Statement of Accountability* is used to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is, cash on hand. This includes Department of Treasury Regional Finance Centers (TRFCs), Military Departments (Army, Navy, and Air Force), and nonmilitary agencies that do their own disbursing. The *FMS Form 1220 Statement of Transactions* provides treasury with a monthly statement of payments and collections for the agency.

Agencies have these requirements for the FMS Form 1219/1220:

- Generate the FMS Form 1219/1220 report every calendar month.

- If there are no transactions during the accounting month, submit an FMS Form 1219 zero activity report.

- Submit a separate FMS Form 1219/1220 report for each agency location code.

- If necessary, submit a supplemental FMS Form 1219/1220 report to adjust data.

Oracle U.S. Federal Financials FMS Form 1219/1220 provides the functionality necessary to meet these requirements. See also: *Treasury Financial Manual (TFM)*, 2-3100.

The FMS Form 1219/1220 includes these features:

- Generate the FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions as one report.

- FMS Form 1219/1220 Process, to select General Ledger transactions for processing and reporting.

- FMS Form 1219/1220 Transaction Correction window, to assign lines and the Agency Location Code (ALC) to transaction records where the required information cannot be identified. Users can also adjust records and assign these records to lines on the report.

- FMS Form 1219/1220 Exception Report, which includes transactions either included in or omitted from the FMS Form 1219/1220 report that require review or correction.

FMS Form 1219/1220 Process Diagram

The diagram illustrates the FMS Form 1219/1220 process.

FMS Form 1219/1220 Process Diagram
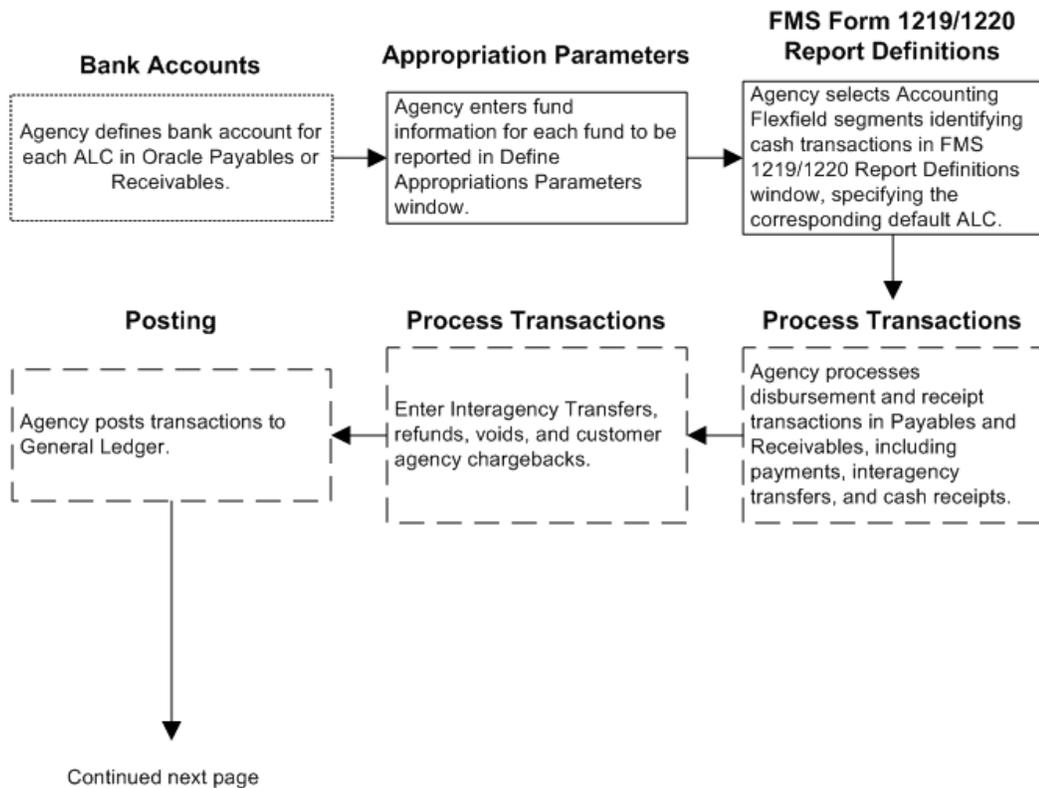
FMS Form 1219/1220 Process Diagram (Continued)
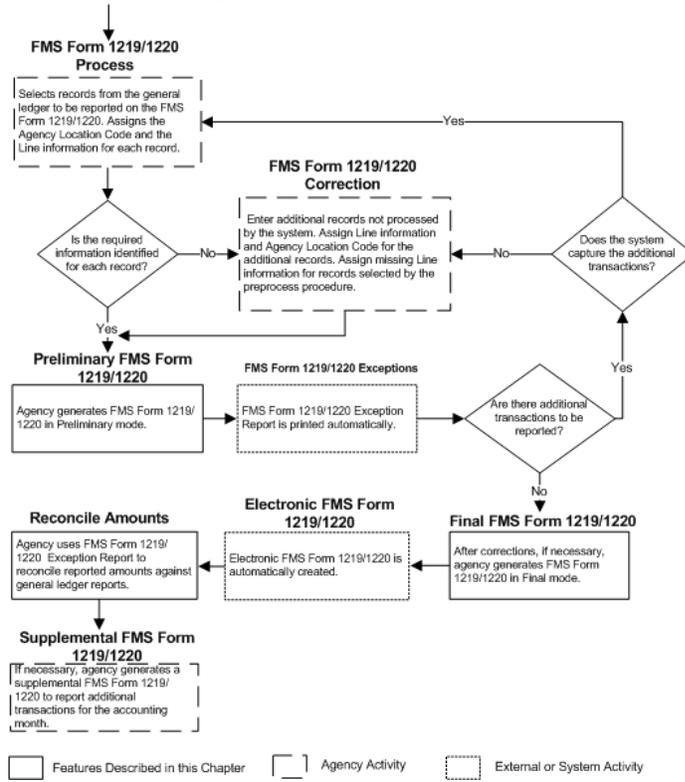
Using FMS Form 1219/1220

The Oracle U.S. Federal Financials FMS Form 1219/1220 contains these features:

- FMS Form 1219/1220 Report Definitions window

- FMS Form 1219/1220 Process

- FMS Form 1219/1220 Transaction Correction window

- FMS Form 1219/1220 Report, including the ability to generate supplemental reports

- FMS Form 1219/1220 Exception Report

The FMS Form 1219/1220 report process includes these activities:

1. The agency defines bank account for each agency location code in the Bank Accounts window in Payables or Receivables.

2. The agency enters the Treasury Account Symbol and fund values to be reported in the Define Fund Attributes window. Transactions are reported by Treasury

Account Symbol on the FMS Form 1220 Report.

3. In the FMS Form 1219/1220 Report Definitions window, the agency selects the Accounting Flexfield segment used to determine the transactions to be reported on the FMS Form 1219/1220 Report. The default ALC is also defined for each record to be used when the ALC cannot be determined from a bank account.

4. The agency processes disbursements and receipts throughout the accounting month, posting transactions to General Ledger.

5. Interagency transfer transactions are entered in the Interagency Transfers window. Refunds, voids, and customer agency chargeback transactions are entered in the Cash Receipt Refunds window and the Payable Refunds window.

6. At month-end, the agency runs the FMS Form 1219/1220 Process procedure. All applicable transactions, including disbursements, receipts, and interagency transactions, are selected.

   Transactions where the line information could not be identified are populated in the FMS Form 1219/1220 Transaction Correction window.

   > **Note:** When the process is resubmitted and the Delete Corrections parameter is set to *No* in the Parameters window, any additional records entered in the FMS Form 1219/1220 Transaction Correction window are not deleted.

7. The agency performs the FMS Form 1219/1220 Correction procedure to update the transactions selected by the FMS Form 1219/1220 Process. Updates are performed by assigning line numbers of the report to the transaction in the FMS Form 1219/1220 Transaction Correction window. Adjustments can also be entered in the FMS Form 1219/1220 Transaction Correction window to account for items not selected in the FMS From 1219 and 1220 Process.

8. The FMS Form 1219/1220 report process prints the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions.

   > **Note:** The FMS Form 1219/1220 can be regenerated as long as Preliminary is selected in the Parameters window during report generation. If Final is selected, the report cannot be regenerated except as a supplemental FMS Form 1219/1220.

   Records that do not have lines assigned are not reported in the FMS Form 1219/1220 report process.

9. If the FMS Form 1219/1220 is run in Preliminary mode, exception items can be corrected for regeneration of the current month's report. The FMS Form 1219/1220

Exception Report can be used to compare FMS Form 1219/1220 reported amounts with amounts on general ledger balancing reports for the reporting period.

10. If additional transactions must be reported after FMS Form 1219/1220 submission in final mode, a supplemental FMS Form 1219/1220 can be generated using the FMS Form 1219/1220 Process procedure, the FMS Form 1219/1220 Correction procedure, if required, and the FMS Form 1219/1220 report procedure. Only transactions not previously reported are included. If applicable, an Exception Report is also generated as described in Step 7.

Related Topics

Define Bank Accounts,*Oracle U.S. Federal Financials Implementation Guide*

Fund Attributes Setup,*Oracle U.S. Federal Financials Implementation Guide*

Federal Report Definitions Setup,*Oracle U.S. Federal Financials Implementation Guide*

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Using the FMS Form 1219/1220 Process and Report

Overview

Federal agencies that perform their own disbursing are required to submit FMS Forms 1219 and 1220, which provide the Department of Treasury with monthly statements of accountability and details of payments and collections for the agencies. Information regarding report requirements is available in the *Treasury Financial Manual (TFM)*, 2-3100.

Disbursing officers in agencies that perform their own disbursing prepare the FMS Form 1219 Statement of Accountability to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is, cash on hand. This includes Department of Treasury Regional Finance Centers (TRFCs), Military Departments (Army, Navy, and Air Force), and nonmilitary agencies that do their own disbursing. Disbursing officers prepare the FMS Form 1220 Statement of Transactions to provide Department of Treasury with a monthly statement of payments and collections for the agency.

You perform these tasks to produce your FMS Forms 1219 and 1220 reports:

1. Run the FMS Form 1219/1220 Process.

2. Use the Transaction Correction window to verify the run of the FMS Form 1219/1220 Process and enter any updates and omissions.

3. Run the FMS Form 1219/1220 Report.

Prerequisites

Before running the FMS Form 1219/1220 Process and Report, enter FMS Form 1219/1220 information in the FMS Form 1219/1220 Definitions window. You may also need to complete one or more of these tasks:

- In the Define Federal Options window, enter an Agency Name and Agency Address and select the Interagency Paygroup. If you check the Disbursement in Transit box, enter an appropriate cash account.

- Enter fund information for each fund that you report on.

- Define interagency transfers, including chargebacks.

- Record all customer agency IPAC chargebacks, voided payments, and refunds.

- Define a bank account for each agency, Agency Location Code (ALC).

Related Topics

Federal Options Setup, *Oracle U.S. Federal Financials Implementation Guide*

Fund Attributes Setup, *Oracle U.S. Federal Financials Implementation Guide*

Interagency Transaction Procedures, page 22-1

Refunds, page 19-1

Define Bank Accounts, *Oracle U.S. Federal Financials Implementation Guide*

Federal Report Definitions Setup, *Oracle U.S. Federal Financials Implementation Guide*

FMS Form 1219/1220 Process

Run the FMS Form 1219/1220 Process to select transactions from General Ledger for the FMS Form 1219/1220 Report, based on the values in the accounting flexfield.

Use the Standard Request Submission windows to submit the FMS Form 1219/1220 Process.

Report Parameters

Ledger Name

Select the ledger to report on.

Period Name

Select the accounting period to report on.

Agency Location Code

Select the agency location to report on.

Delete Corrections

Select *Yes* to delete any updates to the FMS Form 1219/1220 that you made in the Transaction Correction window. Select *No* to retain the updates.

Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

Updating FMS Form 1219/1220

Use the Transaction Correction window to update FMS Form 1219/1220. You use the Transaction Correction window after a run of the FMS Form 1219/1220 Process. You can:

- Enter information not captured during the run of the FMS Form 1219/1220 Process.

- Select line placement for transactions that were processed but where the system could not determine line placement.

After you update FMS Form 1219/1220, run the FMS Form 1219/1220 Process again before running the FMS Form 1219/1220 Report. If necessary, you can exclude your updates from the FMS Form 1219/1220 Process.

To update the FMS Form 1219/1220:

1. Navigate to the FMS Form 1219/1220 Transaction Correction window.

2. Enter any Amount and corresponding Agency Location Code not processed by the system.

3. If necessary, choose the Error Record button to enter the Accomplish Date or Treasury Account Symbol.

   > **Note:** If you select line number 2.11, 2.12, 2.80, or 4.20 in the Line Assignment window, then you must enter an Accomplish Date.

4. To update a line assignment, select a transaction record and choose the Lines button.

5. Choose the Line Numbers that you want for FMS Form 1219 reporting.

6. If you choose line number 4.10, enter an FMS Form 1220 column.

FMS Form 1219/1220 Report

Use the FMS Form 1219/1220 Report to print the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions. You run the FMS Form 1219/1220 Report after running the FMS Form 1219/1220 Process and making any updates in the Transaction Correction window.

You can run preliminary reports to review the FMS Form 1219 and 1220 information, or run a final report for submission to the relevant authorities.

If necessary, the FMS Form 1219/1220 Report also prints the FMS Form 1219/1220 Exception Report.

Use the Standard Request Submission windows to submit the FMS Form 1219/1220 Process.

> **Note:** The Zero Activity FMS Form 1219/1220 and the Supplemental FMS Form 1219/1220 are also printed using this procedure.

Report Parameters

Run Type

Enter *Preliminary* to run a preliminary report or *Final* to run the final report.

DO Name

Enter the name of the disbursing officer.

DO Location

Enter the address of the disbursing officer.

DO Tel No

Enter the telephone number of the disbursing officer.

Period Name

Enter the period name for the report.

Agency Location Code

Enter the agency location to report on.

FMS Form 1219 Statement of Accountability Report

Report Headings

The following table describes the heading section of the FMS Form 1219 Statement of Accountability report.

Heading	Description
<Disbursing Officer>	Name of the disbursing officer
<Department or Agency>	Name of the department or agency
<Location>	Address of the department or agency
Ledger	Ledger name
Agency Location Code	The agency location code
Period	The reporting period

Column Headings

The following table describes the FMS Form 1219 Statement of Accountability report.

Heading	Description
Section I: General Statement of Account	Section title.
Part A: Transactions During Period Affecting Accountability	Computes the total disbursing office accountability to Department of Treasury.
1.00 Accountability Beginning Of Period	Balance of accountability for the disbursing office or station as of the close of the previous accounting period.
2.00 Increases in Accountability	Description.

Heading	Description
2.10 Checks Issued Current Period	Total amount of checks drawn on the Department of Treasury for the current period; analysis of the total amount by check symbol, shown in Section II, Part A.
2.11 Checks Issued/Adjustments (TFS Form 5206)	Total amount of adjustments of prior month check issue amounts based on FMS Form 5206 recorded in the current month; analysis of the total amount by check symbol and month and year of the check issue, shown in Section II, Part A.
2.12 Checks Issued/Adjustments - Other	Total amount of adjustments of prior month check issue amounts other than those based on FMS Form 5206 recorded in the current month; analysis of the total amount by check symbol and month and year of the check issue, shown in Section II, Part A.
2.30 Other Transactions	Description.
2.34 Discrepancies in D.O. Accounts - Credits	Total amount of all unidentified transactions during period of account that increases the disbursing office accountability and cannot accurately be classified to line 2.36 or 2.37.
2.36 Payments by Another D.O.	Total amount of Department of Treasury check payments issued by another disbursing office, at the reporting office's request, during period of account.
2.37 Transfers from Other D.O.	Total amount of transfers received from other disbursing officers during period of account.
2.80 IPAC Payments and Collections	Total amount of IPAC payments and collections for the period, including any adjustments of IPAC payments and collections and limited pay in prior periods; an analysis by ALC and month and year of the payments and collections reported in Section II, Part B.
2.90 Total Increases in Accountability	Sum of lines 2.10, 2.11, 2.12, 2.34, 2.36, 2.37, and 2.80.

Heading	Description
3.00 Subtotal	Sum of the accountability at the beginning of the period and the increases in accountability during the reporting period; line 1.00 plus line 2.90.
4.00 Decreases in Accountability	Description.
4.10 Net Disbursements	Total of gross vouchered charges to appropriation and fund accounts net of receipts and collections credited to appropriation or fund accounts for the reporting period; analysis by appropriation, fund, or receipt account reported in FMS Form 1220.
4.20 Deposits Presented or Mailed to Bank	Deposits of disbursing officers net of related net vouchers; summary analysis by deposit symbol and month and year presented or mailed to the bank reported in Section II, Part B.
4.30 Other Transactions	Description.
4.34 Discrepancies in D.O. Accounts - Debits	Total amount of all unidentified transactions during the reporting period that decreases the disbursing office accountability and that cannot be classified accurately to line 4.36 or 4.37.
4.36 Payments for Another D.O.	Total amount of Department of Treasury check payments issued by the reporting disbursing office at the request of another disbursing office during the reporting period.
4.37 Transfers to Other D.O.	Total amount of transfers sent to other disbursing officers during period of account.
4.90 Total Decreases in Accountability	Sum of lines 4.10, 4.20, 4.34, 4.36, and 4.37.
5.00 Total Accountability Close of Period	Difference between amounts reported on line 3.00 and line 4.90.

Heading	Description
Part B: Analysis of Officer's Accountability	Summarizes the elements that make up the current and prior disbursing officer's accountability.
6.10 Deposits in Banks	Total of all checkbook balances in U.S. dollar or U.S. dollar equivalent of foreign currencies on deposit in designated depository accounts.
6.20 Cash on Hand and in Transit to Treasury	Total of cash items held at disbursing office or station in U.S. dollar or U.S. dollar equivalent of foreign currencies.
6.50 Advances to Agents	Total cash that has been advanced to officially authorized government cashiers for which they are accountable to the disbursing office.
7.00 Receivables and Deferred Voucher Charges	Payments made on vouchers that are not complete; total of uncollected check overdrafts; total funds lost, stolen, or are otherwise unavailable; total of all dishonored checks held for redemption by the drawer.
8.00 Total of My Accountability	Sum of lines 6.10, 6.20, 6.50, and 7.00; amount of accountability for which the incumbent disbursing office is personally liable.
9.00 Predecessor Officer's Receivables	Total of uncollected check overdrafts applying to checks issued by the predecessor disbursing office; total funds of the predecessor disbursing office lost, stolen, or are otherwise unavailable; any predecessor disbursing office funds that remain outstanding for any reason.
9.90 Total Disbursing Office Accountability	Sum of lines 8.00 and 9.00; total should equal Total Accountability Close of Period (line 5.00).
Certification	Name of contact and telephone number of contact, signature of the disbursing office, and date.
Section II - Summary by Symbol of Check and Deposit Transactions with U.S. Treasury	

Heading	Description
Part A - Checks Issued and Adjustments for Prior Periods	Analysis shown by check symbol for checks issued or check issue adjustments transactions that occurred in the current period.
TC 210 Checks Issued Current Period	Analysis by Check Symbol for checks issued in the current reporting period.
1 Check Symbol/DO Symbol	Check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply.
2 Issue Date (MM/YY)	Accomplish date; blank; not used in this section.
3 Amount	Total amount of all checks issued during the current reporting period under the related check symbol.
TC 211 Checks Issued Adjustments - TFS Form 5206	Analysis by Check Symbol for check issue adjustment based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year.
1 Check Symbol/DO Symbol	Check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply.
2 Issue Date (MM/YY)	Original issue month and year to which the check issue adjustment transactions apply.
3 Amount	Total adjustment for the check symbol and issue month for the check issue adjustment.
TC 212 Checks Issued Adjustments - Other	Analysis by check symbol for checks issue adjustment transactions other than those based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year.
1 Check Symbol/DO Symbol	Check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply.

Heading	Description
2 Issue Date (MM/YY)	Original issue month and year to which the check issue adjustment transactions apply.
3 Amount	Total adjustment for the check symbol and issue month for the check issue adjustment.
TC 280 IPAC Payments and Collections	All IPAC transactions reported in the current reporting period.
1 Check Symbol/DO Symbol	ALC under which the IPAC payments and collections are made.
2 Issue Date (MM/YY)	Month and year during which the IPAC transaction, including adjustments, are processed.
3 Amount	Amount of the IPAC transaction or adjustment by ALC and Issue Date.
Part B - Summary of Deposits Presented or Mailed to Bank (Line 4.20)	
TC 420 Deposits Presented/Mailed to Bank (Line 4.20)	Total deposits net of debit vouchers presented or mailed to the bank accomplished during the current or prior reporting period by the related deposit symbol.
1 Deposit Symbol	Deposit symbol number used by the disbursing office.
2 Date Presented or Mailed to Bank	Month and year the deposit accomplished.
3 Amount	Total amount for deposit transactions net of debit vouchers for the deposit symbol and date accomplished.

FMS Form 1220 Statement of Transactions Report

Report Headings

The following table describes the heading section of the FMS Form 1220 Statement of Transactions report.

Heading	Description
<Disbursing Officer>	Name of the disbursing officer
<Department or Agency>	Name of the department or agency
<Location>	Address of the department or agency
Agency Location Code	The agency location code
Period	The reporting period

Column Headings

The following table describes the FMS Form 1220 Statement of Transactions report.

Heading	Description
Appr. Fund or Receipt Account	Appropriation, fund, or receipt account symbol.
Receipts and Collections Credited to Appropriation or Fund Accounts	All receipts and collections, IPAC chargebacks, and refunds or voids of payments where the obligation originally made in a prior fiscal year.
Gross Disbursements	All disbursements and refunds or voids of payments where the obligation originally made in the current fiscal year; data derived from payment vouchers made on letters of credit on an issue month basis.

Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

FMS Form 1219/1220 Exception Report

The FMS Form 1219/1220 Exception Report prints all transactions either included in or omitted from the FMS Form 1219/1220 Report that require review or correction. The FMS Form 1219/1220 Exception Report includes:

- Transactions with a prior month's date included in the current report and not included in a prior month's report.

- Transactions previously reported as future accomplish dates included in the current report.

- Transactions with future accomplish dates not included in the current report.

- Transactions with incomplete data for interagency transfer not included in the current report.

- Transactions with incomplete data for refund, void, and chargeback payments not included in the current report.

Report Headings

The following table describes the heading section of the FMS Form 1219/1220 Exception report.

Heading	Description
Date	The date of the report
Period	The reporting period

Column Headings

The following table describes the FMS Form 1219/1220 Exception report.

Heading	Description
Section I: Record(s) appearing in current month from prior period activity:	Transactions posted in a prior period but not reported; may be due to reopening of period after FMS Form 1219/1220 generation, or FMS Form 1219/1220 generation prior to final close of period.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger.
Accomplish Date	Date accomplished.

Heading	Description
Amount	Transaction amount.
Section II: Record(s) appearing in current month from future period activity:	Transactions with a future accomplish date that has now arrived.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger.
Accomplish Date	Date accomplished.
Amount	Transaction amount.
Section III: Record(s) omitted from current month with future accomplish date:	Transactions with a future accomplish date not included on FMS Form 1219/1220.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger
Accomplish Date	Date accomplished.
Amount	Transaction amount.
Section IV: Record(s) omitted from current month with incomplete data for Interagency Transfer:	Interagency disbursement transactions missing in Interagency Transfers window; transaction cannot be processed until it is entered in Interagency Transfers window.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger.
Accomplish Date	Date accomplished.
Amount	Transaction amount.

Heading	Description
Section V: Record(s) omitted from current month with incomplete Refunds, Voids, and Chargebacks information:	Voided payment transactions missing in the Cash Receipt Refunds window and the Payable Refunds window.; transaction cannot be processed until it is entered in the Cash Receipt Refunds window and the Payable Refunds window.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger.
Accomplish Date	Date accomplished.
Amount	Transaction amount.

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Federal File Creation Functionality

Overview

The Federal File Creation process generates files and reports to support both GTAS and Data Act reporting.

GTAS serves as the single USSGL trial balance for each TAS including budgetary and proprietary USSGL beginning and ending balances. A single data collection system paves the way for more consistent and complete financial data and allows for better analytical reporting.

The DATA Act requires all federal agencies to report their spending information – including linked financial and award data – using a government-wide data structure.

The Federal File Creation process and the corresponding pre-requisite processes are briefly described below followed by a flowchart that depicts the relationship between these processes:

- **Federal Attributes Setup:** A Federal Attributes Table Setup concurrent process populates the Federal Attributes Table with USSGL Accounts, Balance Types, and Attributes for GTAS and Data Act reporting. This is a generally a onetime process that is used to seed the Federal Attributes Table. It can be run multiple time but any manual changes made to the Federal Attributes are overlaid.

- **Federal Account Creation Process:** A Federal Accounts Creation Process reads the Federal Attributes Table and select GL accounts that have attributes that cannot be derived from a transaction's CCID. These attributes include Federal or Non-Federal Code, Trading Partner Main Account, Authority Type Code, and Budget Impact Indicator. The output of this process is the Federal Account Table records for these GL Accounts. Each Federal Account Table record identifies which attributes cannot be derived from the CCID and that needs to be populated when the Federal Activity Attributes Creation process is run.

- **Federal Activity Balance Creation Process:** A Federal Activity Attributes Creation

Process creates/updates Federal Activity Attributes records using data from GL Journals, SLA, and source systems (as necessary) for GL Accounts in the Federal Accounts Table. These records summarize USSGL activity including Federal Activity Attributes that cannot be derived from the CCID. The process also generates an Exception report that lists transactions that derive Federal Activity attribute data that is not consistent with related Federal Activity Attribute configuration.

- **Federal Interface Process:**The Federal File Creation process creates an Extract Table that includes current year balances using Federal Activity Attributes Table data and Federal File Ending Balance Table (prior year ending balances) data.

The Federal File Creation process creates GTAS and/or Data Act files depending on the File Type parameter selected during the Federal File Creation process submission. For File Type of GTAS, a GTAS Bulk File is created. For File Type of Data Act, Data Act file (s) are created. These files are created at the Federal Attribute level of detail from balances in the Extract Table and the GL Balances Table. Federal Attributes values associated with the Fund, TAS, and Natural Account are looked up on the Define Funds Attributes form, the Define Treasury Account Symbols form, and the Federal Attributes Form; respectively.

The GTAS Bulk File includes beginning and ending balances at the Federal Attributes level of detail. The process also generates a GTAS Trial Balance and a GTAS Exception Report.

Data Act Files A, B, and C include beginning and ending balances at the Federal Attributes level of detail. File B provides the balances at an additional level of detail to include Program and object. File C further provides balances and detail at the Award Attribute level.

If the Save Ending Balances parameter for the Federal File Creation process is set to Y, the Ending Balances Table is updated with Ending Balances (these balances are used as beginning balances for the next year).

Federal File Creation Process Steps Diagram

The following diagram lists the steps of the Federal File Creation process.

Federal Attributes Setup

A Federal Attributes table defines configuration for GTAS and Data Act Attributes associated with specific USSGL Accounts. This table is ledger based and includes the following:

Name	Type	Default Value	Required	Updateable	Domain Values
Federal Attributes	From Title				
Account Number	LOV		Yes	Yes	Parent and child accounts from the Key Flexfield Values defined.
Begin End Indicator	Radio Button	Ending	Yes	Yes	• Beginning • Ending • Both
Authority Type Code	LOV		No	Yes	List value from FV_AUTH_TYPE lookup
Direct or Reimbursable Code	Check Box	Unchecked	No	Yes	
Apportionment Category Code	LOV		No	Yes	List values from FV_APPOR_CAT Lookup
Apportionment Category B Program Code	Check Box	Unchecked	No	Yes, if Apportionment Category Code includes "B", Otherwise, display only and are set to unchecked	

Name	Type	Default Value	Required	Updateable	Domain Values
Program Report Category Code	Check Box	Unchecked	No	Yes, if Apportionment Category Code includes "A" and/or "B", Otherwise, display only and are set to unchecked	
Federal or Non-Federal Code	LOV		No	Yes	List value from FV_FED_NON_FED_CODE lookup
Trading Partner	Check Box	Checked if the Fed or Non Fed code includes "F" or "G" otherwise unchecked	No	Only updatable if Federal or Non-Federal Code includes an "F", otherwise not updatable	• Y-checked • N-unchecked
New or Bal Code	Check Box	Unchecked	No	Yes	
Current or Subsequent Code	LOV		No	Yes	List values from FV_CUR_SUB lookup
BEA Category Code	Check Box	Unchecked	No	Yes	

Name	Type	Default Value	Required	Updateable	Domain Values
BEA Category Code Account Type	LOV		Yes, if BEA Category Code is checked	Yes, if BEA Category Code is checked otherwise, it is blanked and not enterable.	List values from FV_BEA_AC COUNT lookup
Borrowing Source Code	Check Box	Unchecked	No	Yes	
Exchange or Non-exchange Code	LOV		No	Yes	List values from FV_EXCH_N ON_EXCH lookup
Custodial or Noncustodial Code	LOV		No	Yes	List value from FV_CUST_N ON_CUST lookup
Budgetary Impact Indicator	LOV		No	Yes	List values from FV_BUD_IM PACT lookup
Prior Year Adjustment Code	LOV		No	Yes	List values from FV_PYA lookup
Program Cost Indicator	Check Box	Unchecked	No	Yes	
Reduction Type	Check Box	Unchecked	No	Yes	
Award Flag	Check Box	Unchecked	No	Yes	

The following rules apply to the above Federal Attribute LOVs on this form:

- For USSGL Accounts (parent account level) :

  - The LOV lists values from the lookup table referenced for each attribute above.

  - If a value is already used for the Federal attribute, it is not listed in the LOV (i. e., you are not able to select a duplicate value for the same attribute).

- For Sub-Accounts (child account level) :

  - The LOV lists values defined for the related USSGL Account.

  - If a value is already used for the Federal attribute, it is not listed in the LOV (i. e., you are not able to select a duplicate value for the same attribute)

GTAS Attributes Table Setup Concurrent Process

The GTAS Attributes Table Setup concurrent process contains the following parameters:

Parameter	Required	Default Value	Additional Information
Ledger	Yes	Uses the same logic for Ledger as all other concurrent requests that have Ledger as a parameter.	Uses the same logic for Ledger as all other concurrent requests that have Ledger as a parameter.
Delete Existing Data	Yes	None	Values are Y – Yes or N-No. If the Value Is Y, the data are deleted and re-seeded for the Ledger designated above. If the Value Is N, the data is not deleted. Only updates to the Table are made for the designated Ledger.

Processing

The GTAS Attributes Table Setup process is described below. The GTAS Attributes Table Setup populates the Federal Attributes Table with USSGL Accounts, Balance Types, and Attributes for GTAS and Data Act Reporting from a file with Federal

Attributes Seed data. The seed data used to populate the Federal Attributes Table contains Federal Attribute data consistent with the Bulk File GTAS Attributes Table spreadsheet on Treasury's web-site.

Where an attribute value exists for the following attributes on the Treasury Bulk File GTAS Attributes Table spreadsheet the corresponding default value is populated on the Federal Attributes Table:

Attribute	Federal Attribute Default Value
Direct or Reimbursable Code	Checked
Apportionment Category B Program Code	Checked if Apportionment Category Code includes "B"
Program Report Category Code	Checked if Apportionment Category Code includes "A" and/or "B"
Trading Partner	Checked if Federal or Non Federal Code includes "F" or "G"
New or Bal Code	Checked
Current or Subsequent Code	"A: Available in Current Period"
BEA Category Code	Checked
BEA Category Code Account Type	"B: Budget Authority" if BEA Category Code is checked
Borrowing Source Code	Checked
Exchange or Non-exchange Code	"X: Exchange"
Prior Year Adjustment Code	"X: Not an adjustment to prior-year reporting"
Program Cost Indicator	Checked

Users are able to update the existing table with new values or replace the existing table in its entirety (re-seed).

Federal Accounts Creation

The Federal Account Creation Process identified all of the accounts in the Federal

Attributes Table where selected Federal attributes cannot be derived directly from a transaction's CCID.

The Federal Account Creation Process contains the following parameters:

Parameters	Required	Default Value
Ledger	Yes	Uses the same logic for Ledger as all other concurrent requests that have Ledger as a parameter.
Fiscal Year	Yes	Uses the same logic for Ledger as all other concurrent requests that have Ledger as a parameter.

Processing

The Federal Accounts Creation process is described below.

The Federal Accounts Creation Process includes an award flag for Data Act Reporting. The award flag is populated with "Y" if the Award Attributes checkbox is selected for the GL Account on the Federal Attributes form.

The process first deletes any rows in the table that meet the parameter criteria (i.e., Ledger and Fiscal Year).

The Federal Accounts Creation process then selects all GL accounts, from the Federal Attributes form, that meet one or more of the following criteria:

- The Authority Type Code Attribute includes at least one value

- The Federal or Non-Federal Code Attribute includes at least one value

- The Budgetary Impact Indicator Attribute includes at least one value

- The Reduction Type Attribute checkbox is selected.

The process generates a report of all new records added to the table.

Federal Activity Attributes Creation

A Federal Activity Attributes Creation Process creates Federal activity Attributes with Federal attribute data that cannot be derived directly from segments within the CCID (e.g. Fund, Natural Account).

The Federal Activity Attributes Creation process contains the following parameters:

Parameter	Required	Default Value	Additional Information
Ledger	Yes	Use the same logic for Ledger as all other concurrent requests that have Ledger as a parameter.	Use the same logic for Ledger as all other concurrent requests that have Ledger as a parameter.
To period	Yes	None	Use the same logic for To as all other concurrent requests that have To Period as a parameter.
Re-create Activity Balances	Yes	No	Valid values: Y - Yes and N - No. If no, create/update Federal Activity Attributes for journals not already reflected in the Federal Activity Attributes. If yes, delete all existing Federal activity attributes for the Fiscal Year and recreate through the To Period.

Processing

The Federal Activity Attributes Creation process is described below.

The Federal Activity Attributes Creation process selects GL Journals Lines for processing where the GL Journal Line meets the following criteria:

- The Ledger for the GL Journal Line = Ledger parameter

- The Period Number for the Period of the GL Journal Line <= Period Number for the Period Parameter

- The Year for Period of the GL Journal Line = Year for the Period Parameter

- The Status for the GL Journal is "Posted".

- The GL Journal has not been previously processed by the Federal Activity

Attributes Creation process.

- The Fund for the GL Journal line belongs to a TAS that has "GTAS" as the Reportable Indicator.

- The Natural Account for the GL Journal Line or the parent USSGL Account exists as a record on the Federal Accounts Table.

Federal Activity Attribute rows are created / updated for GL Journals with Accounts present in the Federal Account Table (created from the Federal Accounts Creation process)

The Federal Activity Attributes Table includes the attributes listed below. Each Federal Activity Attributes Table row has a unique combination of all of these attributes except the last attribute (i.e., Dollar Amount).

Federal Activity Attributes Table Elements Matrix:

Field Name	When Populated
Ledger	Always
GL Period	Always
Period Year	Always
Period Number	Always
Journal Source	Always
Journal Category	Always
CCID	Always
Fund	Always
Natural Account	Always
Authority Type Code	If the Federal Account Table row exists with the Authority Type Code Flag ="Y".
Federal or Non-Federal Code	If the Federal Accounts Table row exists with the Federal or Non-Federal Code Flag = "Y".

Field Name	When Populated
Trading Partner Type	If the Federal Accounts Table row exists with the Federal or Non-Federal Code Flag = "Y".
Trading Partner Name	If the Federal Accounts Table row exists with the Federal or Non-Federal Code Flag = "Y".
Trading Partner Agency Identifier	If the Trading Partner Flag= "Y"
Trading Partner Main Account Code	If the Trading Partner Flag= "Y", and if the Trading Partner Agency Identifier has been populated.
Budgetary Impact Indicator	If a Federal Accounts Table row exists for the GL Account and the Budgetary Impact Indicator Flag = "Y".
Reduction Type	If the Federal Account Table row exists with the Reduction Type ="Y".
Debit Credit Indicator	Always
Data Act Reporting Indicator	If the Award checkbox is selected for the GL Account on the Federal Attributes form.
PIID	If the Award checkbox is selected for the GL Account on the Federal Attributes form.
Parent Award Id	If the Award checkbox is selected for the GL Account on the Federal Attributes form.
URI	If the Award checkbox is selected for the GL Account on the Federal Attributes form.
FAIN	If the Award checkbox is selected for the GL Account on the Federal Attributes form.
Dollar Amount (summary amount for GL Journals with the above attributes)	Always

A Federal Activity Attributes Creation Exception Report may result from running this process. Exceptions must be cleared prior to running the Federal File Creation Process in order to report the most recent activity on the interface file. .

The Trading Partner Agency ID required by GL Accounts for transactions with Federal trading partners will be populated from the Supplier or the Customer Account on the transaction if there is no Trading Partner TAS on the transaction distribution. Transactions to which this applies include:

- AR Receivables - Trading Partner Agency ID will be derived from the Customer Account if there is no Trading Partner TAS on the receivable distribution.

- AR Receivable Adjustments - Trading Partner Agency ID will be derived from the Customer Account if there is no Trading Partner TAS on the receivable adjustment distribution.

- AR Receipts Trading Partner Agency ID will be derived from the Customer Account if there is no Trading Partner TAS on the related receivable distribution for standard receipts or the receipt distribution for miscellaneous receipts.

- AP Invoices - Trading Partner Agency ID will be derived from the Supplier if there is no Trading Partner TAS on the invoice distribution.

- Cost Management Receipts - Trading Partner Agency ID will be derived from the Supplier if there is no Trading Partner TAS on the related purchase order distribution.

Federal File Creation Process

The Federal File Creation process contains the following parameters:

Parameter	Type	Default Value	Required	Domain Values
Ledger			Yes	
To Period	LOV	None	Yes	
File Type	LOV	None	Yes	Valid values are: • GTAS • Data Act • GTAS and Data Act

Parameter	Type	Default Value	Required	Domain Values
Data Act File	LOV	If File Type include "Data Act", defaults to "Files A, B, and C", otherwise no default	Yes, if File Type includes "Data Act", otherwise blank and display only	Valid values are: • File A: Appropriations Account • File B: Object and Program Activity • File C: Award Financial Files A, B, and C
Data Act File C Amount Type	LOV	If File Type include "Data Act" and Data Act File includes "C" , defaults to "Files A, B, and C", otherwise no default	Yes, if File Type includes "Data Act" and Data Act File includes File C, otherwise blank and display only	Valid values are: • Transaction Activity • Transaction Activity and Balances
Data Act Include File C Program Activity	LOV	If File Type include "Data Act" and Data Act File includes "C" , defaults to "No", otherwise no default	Yes, if File Type includes "Data Act" and Data Act File includes File C, otherwise blank and display only	Valid values are: • Yes • No
Run Mode	LOV	If File Type include "Data Act" and Data Act File includes "C" , defaults to "Preliminary", otherwise no default	Yes, if File Type includes "Data Act" and Data Act File includes File C, otherwise blank and display only	Valid values are: • Final • Preliminary
Agency ID Low	LOV	None	No	

Parameter	Type	Default Value	Required	Domain Values
Agency ID High	LOV	Defaults from Agency ID Low	No for components where low range value is not entered. Required for components for which a low range is entered and must be greater than or equal to the low range.	-
Main Account Low	LOV	None	no	-
Main Account High	LOV	Defaults from Main Account Low	No for components where low range value is not entered. Required for components for which a low range is entered and must be greater than or equal to the low range.	-
Save Ending Balances	LOV	N	Yes	Valid values are: • Yes • No
Generate Reports	LOV	N	Yes	Valid values are: • Yes • No

If the File Type parameter on the Federal File Creation includes "GTAS", the following processing will occur:

Processing

The Federal File Creation process performs the following:

- Creates/updates Federal Activity Attribute Balances (as necessary)

- Creates a temporary GTAS Extract Table

- Creates a list of GL Accounts not eligible for GTAS processing

- Performs validations and creates a GTAS Interface Validation Exception Report

- Performs balancing edits and creates a GTAS Interface Edit Exception Report

- Creates a GTAS Bulk File Interface Report (if Generate Reports = "Yes")

- Creates a GTAS Bulk File

- Creates GTAS Ending Balances for the Fiscal Year (if Save Ending Balances parameter is "Yes")

The process invokes the Federal Activity Attributes Creation Process to create/update Federal Activity Attribute Balance records through the To Period. Federal Activity Attribute Balance records are only created / updated for GL Journals that meet the parameter selection criteria that have not been previously processes by the Activity Balance Creation process.

A GTAS Extract Table is created using Federal File Creation Process parameters as follows:

Balance Type	Description
Beginning Balances	GTAS Ending Balance Data from prior Fiscal Year based on the To Period parameter
Ending Balances	GTAS Ending Balance Data from the prior Fiscal Year plus Federal Activity Attribute Balances up through the To Period parameter specified

The GTAS Extract Table is created using data in the following tables as input:

- The GL Balances Table

- The Federal Activity Attributes Balance Table

- The GTAS Ending Balances Table (prior year ending balance data)

The GTAS Extract Table includes data in the table below for all TASs where the GTAS reportable indicator is checked. $0 balances are suppressed except for the USSGL 101000 account. If a TAS has no activity and zero balances, a bulk file with a $0.00 101000 balance is submitted Note that all data needed for the GTAS Bulk File and GTAS Trail Balance are provided in this table with the exception of GTAS Attributes that can be derived from segment of the CCID.

Field Name	Source Table (Beginning Balances)	Source Table (Ending Balances)	How Populated
CCID	GTAS Ending Balances Table (prior year data)	GL Balances Table	Using the CCID
Fund	GTAS Ending Detail Balances Table (prior year data)	GL Balances Table	Using the balancing segment of the CCID
Natural Account	GTAS Ending Detail Balances Table (prior year data)	GL Balances Table	From the Natural Account segment of the CCID
Debit Credit Indicator	GTAS Ending Detail Balances Table (prior year data)	GL Balances Table	Based on the balance of amount being extracted: D - Debit for a positive amount or C - Credit Balance for a negative amount.
Begin End Indicator	Federal Attributes Table	Federal Attributes Table	Look up the Begin End Indicator attribute for the GL Account, Populate Begin End Indicator attribute value **Note:** If the value = S (Both), create 2 extract records, one with B and one with E.

Field Name	Source Table (Beginning Balances)	Source Table (Ending Balances)	How Populated
Authority Type Code	GTAS Ending Detail Balances Table (prior year data)	Federal Activity Attributes Balance Table	With the Authority Type Code
Federal or Non-Federal Code	GTAS Ending Detail Balances Table (prior year data	Federal Activity Attributes Activity Balance Table	With the Federal or Non-Federal Code
Trading Partner Agency Identifier	GTAS Ending Detail Balances Table (prior year data	Federal Activity Attributes Activity Balance Table	With the Trading Partner Agency Identifier
Trading Partner Main Account Code	GTAS Ending Detail Balances Table (prior year data	Federal Activity Attributes Activity Balance Table	With the Trading Partner Main Account
Budgetary Impact Indicator	GTAS Ending Detail Balances Table (prior year data	GTAS Activity Balance Table	With the Budgetary Impact Indicator
Dollar Amount	GL Balance Table (prior year data) / GTAS Ending Detail Balances Table (prior year data)	GL Balance Table / Federal Ending Detail Balances Table (prior year data) + Activity Balance Table	Absolute value of Dollar Amounts summarized using the above columns: • If Begin End Indicator = Begin (B) or Both (S) , prior year ending balances • IF Begin End Indictor = Ending (E) or Both (S), balances through period selected

Accounts not Eligible for GTAS Report

The GTAS Bulk File Creation process determines General Ledger accounts that have balances that are not eligible for GTAS (e.g. agency specific memorandum accounts)

reporting. Accounts that meet one or more of the following criteria are listed:

- The account does not have a parent account defined on the US SGL Table.

- The account does have a parent on the US SGL Table but it is disabled.

- The account or the parent of the account is not defined on the Federal Attributes form.

> **Note:** If you set up an account(s) that does not meet one of the above criteria and then run the interface process, the account(s) are reported in the bulk file. Subsequently, if you change the setup (e.g. disable the US SGL account(s)) and reruns the process, the rows for the account(s) existing in the interface table (inserted by the prior run), are deleted so that they are not reported going forward.

Output is provided in the form of a separate report for accounts that meet the above. Each unique GL Account Number is displayed on the report only one time.

GTAS Interface Validation Exception Report

The GTAS Bulk File Creation process performs the following validations:

GTAS Exception Report Description, SGL Account Exceptions

Validation	Description
Multiple USSGL Account Parents Defined	The account has multiple US SGL parents defined in General Ledger and is not reported in GTAS.
Customer Federal or Non-Federal Code not valid for GL Account	The Federal or Non-Federal Code derived based on the Customer is not valid for the GL Account based on the Federal or Non-Federal Code Federal Attribute valid values.
Supplier Federal or Non-Federal Code not valid for GL Account	The Federal or Non-Federal Code derived based on the Customer is not valid for the GL Account based on the Federal or Non-Federal Code Federal Attribute valid values.

Validation	Description
Authority Type Code not valid for GL Account	The Authority Type Code derived based on the Transaction Type is not valid for the GL Account based on the Authority Type Code Federal Attribute valid values.
Custodial or Noncustodial Code not valid for GL Account	The Custodial or Noncustodial Code derived based on the Fund is not valid for the GL Account based on the Custodial or Noncustodial Code Federal Attribute valid values.
Apportionment Category Code not valid for GL Account	The Apportionment Category Code derived based on the Fund is not valid for the GL Account based on the Apportionment Category Code Federal Attribute valid values.
Program Report Category Code is Required	The Program Report Category Code is required based on the Program Report Category Code Federal Attribute configuration for the GL Account but not configured on the Reporting Codes form.
Apportionment Category B Program Code is Required	The Apportionment Category B Program Code is required based on the Apportionment Category B Program Code Federal Attribute configuration for the GL Account but is not configured on the Reporting Codes form.
Budgetary Impact Indicator not valid for GL Account	The derived Budgetary Impact is not valid for the GL Account based on the Budgetary Impact Indicator Federal Attribute valid values.

A GTAS Interface Validation Exception Report is created. The output is sorted in the following order:

- GTAS GL Account (lowest level of GL Account defined in the Federal Attributes table – USSGL Account or child account, if defined).

- TAS Components

- Treasury Account Symbol

- Fund

GTAS Interface Edit Exception Report

The GTAS Bulk File Creation process performs the edits described below and produces a report for records failing the edits.

Validation	Description
Beginning Balance Budgetary Debits must equal Budgetary Credits	Exception: Beginning Balance Budgetary Debits must equal Budgetary Credits
Ending Balance Budgetary Debits must equal Budgetary Credits	Exception: Ending Balance Budgetary Debits must equal Budgetary Credits.
Beginning Balance other than Budgetary Debits must equal Budgetary Credits	Exception: Beginning Balance Proprietary Debits must equal Budgetary Credits.
Ending Balance other than Budgetary Debits must equal Budgetary Credits	Exception: Ending Balance Proprietary Debits must equal Budgetary Credits.

GTAS Bulk File Interface Report

The GTAS Adjusted Trail Balance Report provides the USSGL Account Balances and Attributes that are captured in the GTAS Bulk File. The report displays the following:

Header Data:

- Ledger Name

- Period

- Report Date and Time

- Page Number

- TAS Component Range (Low and High)

  - AID, MAIN

Detail Data:

USSGL accounts and Amounts are summarized based on unique combination of attribute values. Detailed lines for each USSGL account with identical attribute are summed and reported as one total Amount for the unique attribute combination.

If a Natural account exists as a record on the Federal Attributes Table that record is used for purposes of populating report and bulk file attributes. If the natural account

does not exist then the associated parent account attribute definitions on the Federal Attributes Table is used. The attribute are determined as follows:

Column Title	Description	When Populated	Source
ATA	Allocation Transfer Agency Identifier	Always	Derived from TAS
AID	Agency Identifier	Always	Derived from TAS
BPOA	Beginning Period of Availability	Always	Derived from TAS
EPOA	Ending Period of Availability	Always	Derived from TAS
A	Availability Type Code	Always	Derived from TAS
MAIN	Main Account Code	Always	Derived from TAS
SUB	Sub-Account Code	Always	Derived from TAS
USSGL Account	First 6 characters of the Parent Account for the Natural Account Segment that matches a USSGL Account	Always	Derived from Natural Account Segment on GTAS Extract Table
Amount	Amount	Always	From GTAS Extract Table
DR/CR	Debit / Credit (D or C)	Always	From GTAS Extract Table
B/E	Beginning / Ending Balance	Based Begin End Indicator Federal Attribute value for the GL Account: Beginning, Ending, or Both (beginning and ending)	From GTAS Extract Table

Column Title	Description	When Populated	Source
ATC	Authority Type Code	If the Authority Type Code Federal Attribute value for the GL Account is not null	From GTAS Extract Table
DRC	Direct or Reimbursable Code	If the Direct or Reimbursable Code Federal Attribute value for the GL Account is checked.	Derived from the Fund.
ACC	Apportionment Category Code	If the Apportionment Category Code Federal attribute value for the GL Account is not null.	Derived from the Fund.
ACB	Apportionment Category B Program Code	If the Apportionment Category B Program Code Federal Attribute check box is checked and the Apportionment Category Code value derived from the Fund is "B".	Derived from the Reporting Codes based on configuration.
PRC	Program Report Category Code	If the Program Report Category Code Federal Attribute check box is checked and the Apportionment Category Code value derived from the Fund is "A" or "B".	Derived from the Reporting Codes based on configuration.
FNF	Federal or Non-Federal Code	Always	From GTAS Extract Table
TPA	Trading Partner Agency Identifier	Always	From GTAS Extract Table

Column Title	Description	When Populated	Source
TPM	Trading Partner Main Account	Always	From GTAS Extract Table
NBC	New or Bal Code	If the New or Bal Code Federal Attribute value for the GL Account is checked and the Financing Code for the Fund does not = D or G .	If the Budget Fiscal Year is less than the Fiscal Year parameter, populate with BAL, otherwise populate with NEW.
CSC	Current or Subsequent Code	If the Availability Time Federal Attribute value for the GL Account is not null.	Derived from the Current or Subsequent Code Federal Attribute.

Column Title	Description	When Populated	Source
BEA	BEA Category Code	If the BEA Category Code Federal Attribute value for the GL Account is checked.	If the BEA Category Code Account Type Federal Attribute value = "Budget Authority", • Lookup the Budget Authority BEA Category Code Fund Attribute on the Fund Attributes form. • Populate with the value of the Budget Authority BEA Category Code Fund Attribute. If the BEA Category Code Account Type Federal Attribute value = "Outlays", • Lookup the Outlays BEA Category Code Fund Attribute on the Fund Attributes form. • Populate with the value of the Outlays BEA Category Code Fund Attribute.
BSC	Borrowing Source Code	If the Borrowing Source Code Federal attribute value for the GL Account is checked.	Derived from the Fund.

Column Title	Description	When Populated	Source
ENC	Exchange or Non-exchange Code	If the Exchange or Non-exchange Federal Attribute value for the GL Account is not null.	Derived from the Exchange or Non-exchange Federal Attribute.
CNC	Custodial or Noncustodial Code	If the Custodial or Noncustodial Code Federal attribute value for the GL Account is not null	Derived from the Fund.
BII	Budget Impact Indicator	If the Budgetary Impact Indicator Federal attribute value for the GL Account is not null.	From GTAS Extract Table.
PYA	Prior Year Adjustment Code	If the Prior Year Adjustment Code Federal attribute value for the GL Account is not null.	Derived from the Prior Year Adjustment Code Federal Attribute.
CCY	Credit Cohort Year	If the Financing Code for the Fund = D or G and the USSGL account is budgetary	From CCID (Credit Cohort Year Segment).
PCI	Program Cost Indicator	If the Program Cost Indicator Federal attribute value for the GL Account is checked.	Derived from the Reporting Codes table based on configuration.
RT	Reduction Type	If the Reduction Type Federal attribute value for the GL Account is not null	Derived from the Reduction Type Federal Attribute.

The sort order of the report is:

• Primary - TAS Components (in the order on the report)

- Secondary - Line attributes (in the order on the report)

There is a page break when there is a change in one or more values of the TAS Components and the TAS Components are displayed at the top of every page.

GTAS Bulk File

The GTAS bulk file is populated using data on the GTAS Extract Table and data derived from element on this table as follows. If a Natural account exists as a record on the Federal Activity Attributes Table that record is used for purposes of populating report and bulk file attributes. If the natural account does not exist then the associated parent account attribute definitions on the Federal Attribute Table will be used.

The above USSGL accounts and Amounts are summarized based on unique combination of attribute values. Detailed lines for each USSGL account with identical attribute is summed and reported as one total Amount for the unique attribute combination. Note that numeric fields must be padded with leading zeroes on the GTAS Bulk File.

GTAS Ending BalancesTable

If the Save Ending Balances parameter is set to "Y", the process will create ending balances records on the GTAS Ending Balances Table. GTAS Ending Balance records is created from records in the GTAS Extract Table. However, only GTAS Extract Table records with a Begin End Indicator of "E" is included in the GTAS Ending Balances Table. The GTAS Ending Balance Table includes the same data elements included in the GTAS Extract Table. However, it does not include a Begin End Indicator and also includes a Fiscal Year element.

The data elements in the GTAS Ending Balances Table are provided in the following table:

Field Name	Source
Ledger	GTAS Interface Process Parameter
Fiscal Year	GTAS Interface Process Parameter
CCID	GTAS Extract Table
Fund	GTAS Extract Table
Natural Account	GTAS Extract Table

Field Name	Source
Debit Credit Indicator	GTAS Extract Table
Begin End Indicator	GTAS Extract Table
Authority Type Code	GTAS Extract Table
Federal or Non-Federal Code	GTAS Extract Table
Trading Partner Agency Identifier	GTAS Extract Table
Trading Partner Main Account Code	GTAS Extract Table
Budgetary Impact Indicator	GTAS Extract Table
Dollar Amount	GTAS Extract Table

GTAS Trial Balances

The GTAS Trial Balance includes USSGL Balances at the GTAS Attribute level of detail. Data for this report is obtained from the following sources:

- The GTAS Attributes Table is used to determine which GTAS attributes need to be populated for each GL Account.

- The GL Balance Table is used to obtain balances for GL Accounts that can derive GTAS Attributes from the CCID.

- The GTAS Ending Balance Table is used to obtain prior year balances for those accounts that have GTAS Attributes that cannot be derived from the CCID

- The Activity Balance Table is used to obtain the balance of activity for those accounts that have Federal Attributes that cannot be derived from the CCID. GTAS Ending Balance and Federal Activity Attributes Balance records are added together to obtain balance through the requested period for the report.

- The TAS and Fund Table are used to derive GTAS Attributes that can be looked up on the TAS and Fund.

The GTAS Trial Balance extract will capture the following data:

Column Title	Description
ATA	Allocation Transfer Agency Identifier
AID	Agency Identifier
BPOA	Beginning Period of Availability
EPOA	Ending Period of Availability
A	Availability Type Code
MAIN	Main Account Code
SUB	Sub-Account Code
Acct No	Natural Account Segment
Period	Period
Beginning Balance	Beginning Balance
Current Period Debits	Debits for the Period
Current Period Credits	Credits for the Period
Ending Balance	Ending Balance
ATC	Authority Type Code
DRC	Direct or Reimbursable Code
ACC	Apportionment Category Code
ACB	Apportionment Category B Code
PRC	Program Reporting Category Code
BEA	BEA Category Code
BSC	Borrowing Source Code

Column Title	Description
CNC	Custodial or Noncustodial Code
FNF	Federal or Non-Federal Code
TPA	Trading Partner Agency Identifier
TPM	Trading Partner Main Account
NBC	New or Bal Code
CSC	Current or Subsequent Code
ENC	Exchange or Non-exchange Code
BII	Budget Impact Indicator
PYA	Prior Year Adjustment Code
CCY	Credit Cohort Year
PCI	Program Cost Indicator
RT	Reduction Type

GTAS Transaction Register

A GTAS Transaction Register Report includes USSGL transaction activity at the GTAS Attribute level of detail. Data for this report is obtained from the following sources:

- The Federal Attributes Table will be used to determine which GTAS attributes that will need to be populated for each GL Account.

- The GL Journal Table will be used to obtain transaction data for the report.

- GTAS Attribute data that is not available in the GL Journal Table and that cannot be derived from the CCID of the transaction will be derived as described in the Federal Activity Attributes Creation Process section, page 33-9.

- The TAS and Fund Tables are used to derive Federal Attributes that can be looked up on the TAS and Fund.

Accounts that meet one or more of the following criteria are excluded from the report:

- The account does not have a parent account defined on the US SGL table.

- The account does have a parent on the US SGL table but it is disabled.

- The account or the parent of the account is not defined on the Federal Attributes form.

The GTAS Transaction Register displays the following data:

Column Title	Description
ATA	Allocation Transfer Agency Identifier
AID	Agency Identifier
EPOA	Ending Period of Availability
BPOA	Beginning Period of Availability
A	Availability Type Code
MAIN	Main Account Code
SUB	Sub-Account Code
Transaction Number	Transaction Number (document number)
Event ID	Event ID
GL Date	GL Date
Posted Date	System Date of Transaction
Source	Journal Source
Category	Journal Category
USSGL	USSGL Account
Accounting Flexfield	Accounting Flexfield Values
Debit Amount	Debits for the Period

Column Title	Description
Credit Amount	Credits for the Period
ATC	Authority Type Code
DRC	Direct or Reimbursable Code
ACC	Apportionment Category Code
ACB	Apportionment Category B Program Code
PRC	Program Report Category Code
BEA	BEA Category Code
BSC	Borrowing Source Code
CNC	Custodial or Noncustodial Code
FNF	Federal or Non-Federal Code
TPA	Trading Partner Agency Identifier
TPM	Trading Partner Main Account
NBC	New or Bal Code
CSC	Current or Subsequent Code
ENC	Exchange or Non-exchange Code
BII	Budget Impact Indicator
PYA	Prior Year Adjustment Code
CCY	Credit Cohort Year
PCI	Program Cost Indicator
RT	Reduction Type

Column Title	Description
USSGL	United States Standard General Ledger

34

Object Class and Program Activity Procedures

Overview

The Office of Management and Budget (OMB) requires agencies to submit an Object Class and Program Activity bulk file. This file is as a result of the Data Accountability and Transparency Act (DATA Act) to report summary obligation and outlays by program activity and object class.

Requirements

As specified by OMB, agencies are required to submit an Object Class and Program Activity bulk file to them on a periodic basis.

Related Topics

Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User Guide*

Prerequisites

- Ensure the Object Class and Program Activity checkbox is selected for applicable US SGL Account on the US SGL Accounts form.

- Ensure appropriation Object and Program Activity mapping is done on the Report Codes form.

    Note: Accounting Flexfield ranges are available for use with Object Class and Program Activity when the "Use reporting code mapping" checkbox is selected. The header "Fund" and "Segment" values will not

be available as they are entered in the Flexfield portion of the mapping.

Generating the Object Class and Program Activity Bulk File

To generate the Trial Balance by Treasury Account Symbol report:

- Navigate to the Submit Request window.

- In the Name field, select Object Class and Program Activity process.

- In the Ledger field, select Ledger.

- In the To Period, select the reporting period. (the Beginning Balance will be for the beginning of the Fiscal Year given the Reporting Period parameter provided.)

- In the Report Type select Object Class and Program Activity (default), Object Class or Program Activity.

- Select generate reports Yes to generate reports and bulk file, or No for exception and review without generation of the bulk file.

Object Class and Program Activity Bulk File Creation

The process extracts General Ledger Summary data that meets all of the following criteria:

- The Natural Account has a Parent Account that matches an account defined on the Define USSGL Account form with the Object Class Program Activity Reporting checkbox selected.

- The General Ledger record meets the filtering criteria for the parameter provided for the process.

- The Fund Type for the fund is not "DF" (Deposit Funds).

- The Treasury Account Symbol for the fund has the GTAS Reportable Indicator selected.

- The Treasury Account Symbol for Fund Segment is an unexpired account. This includes Treasury Account Symbols that meet at least one of the following:

  - Authority Duration Code = X or R

  - Authority Duration Code = A or M, and Ending Period of Availability is less than or equal to the Fiscal Year submission parameter

An extract file created summarizes data to the following level of detail:

- Fiscal Year

- Reporting Period

- Allocation Transfer Agency Identifier

- Agency Identifier

- Beginning Period of Availability

- Ending Period of Availability

- Availability Type Indicator

- Main Account Code

- Sub Account Code

- USSGL Account Number Code

- Begin End Indicator

- Reimbursable Indicator

- Object Class Code

- Program Reporting Code

The above is also the order in which the data in the bulk file is sorted.

The Object Class and Program Activity Bulk File Creation process performs validations after balances have been summarized to Object Class and Program Activity Bulk File level of detail. The following exceptions messages are generated as appropriate:

- Account has multiple parents defined.

- An Object Class Code is required but is not but is not configured on the Reporting Codes form.

- Program Activity is required but is not but is not configured on the Reporting Codes form.

- More than one Object Class Code is derived based on the configuration on the Reporting Codes form.

- More than one Program Activity is derived based on the configuration on the Reporting Codes form.

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Summary Trial Balance Report Procedures

Overview

The Trial Balance by Treasury Account Symbol Report enables users to run the trial balance by Treasury Account Symbol range.

The Trial Balance by Treasury Account Symbol is an RXi report. The Default Attribute set groups the data by Treasury Account Symbol, fund, fiscal year, and organization. This attribute set can be copied in order to customize the layout to suit the reporting needs of the agency. In the Default Attribute set, the fiscal year and organization segments were assigned default segment columns. To maintain this level of detail, the agency must create a customized attribute set to map the segment of the Accounting Flexfield to the appropriate column headings.

Requirements

As specified by the *Joint Financial Management Improvement Program (JFIMP)*, agencies are required to provide online summary trial balances at the treasury account symbol level.

Related Topics

Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User Guide*

Prerequisites

- Treasury Account Symbols must be created in the Define Treasury Account Symbols window.

- Treasury Account Symbols must be associated with a fund in the Define Fund Attributes window.

- Journals for the accounts under the Treasury Account Symbol created must be posted in General Ledger.

Generating the Trial Balance by Treasury Account Symbol Report

To generate the Trial Balance by Treasury Account Symbol Report:

1. Navigate to the Submit Request window.

2. In the Name field, select Trial Balance by Treasury Account Symbol.

3. In the Ledger field, select the ledger.

4. In the Treasury Account Symbol Low field, select the low value designating where to begin report generation.

5. In the Treasury Account Symbol High field, select the high value designating where to end report generation.

6. In the Period Name field, select the general ledger period.

Trial Balance by Treasury Account Symbol Report Description Table for the Default Attribute Set

The following table describes the Trial Balance by Treasury Account Symbol, Default Attribute Set report.

Trial Balance by Treasury Account Symbol Report Description for the Default Attribute Set

Column	Description
Header Section	Report date, Ledger name, currency, period, balance type, Treasury Account Symbol range, Treasury Account Symbol, fiscal year, and organization
Account	General ledger account number
Beginning Balance	Beginning balance for account
Debits	Period debits
Credits	Period credits

Column	Description
Ending Balance	Ending balance for account

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Funds Available Procedures

Overview

In the Funds Available Inquiry window, you can do the following:

- View funds available at both detail and summary levels

- Query a budget level and the amount available for that budget level

- View the effects of budget authority versus spending transactions such as commitments, obligations, and expenditures

The Funds Available procedure calculates the balance for Budget Authority, Commitments, Obligations, and Expended Amount according to the accounting information defined in the Define Fund Attributes window. Agencies can define a single or parent account for each item.

Prerequisites

- The balancing segment must be defined as the fund segment of the Accounting Flexfield.

- Funds Available Accounting information must be entered in the Define Fund Attributes window.

Viewing Funds Available

To view funds available, navigate to the Funds Available Inquiry window.

The following table describes selected fields on the Funds Available Inquiry window.

Funds Available Inquiry Window Description

Field Name	Description
Budget	Budget name from current Ledger.
Period Type	Period type; Year To Date.
Rollup Type	Used for inquiry rollup, Treasury Account Symbol, or Fund value.
Budget Authority	Amount authority provided by law to enter into financial obligations that result in immediate or future outlays involving Federal Government funds.
Total Actuals	Totals of Commitments, obligations, and expenditures.
Funds Available	Amount remaining from the Budget Authority.
Commitments	Amounts reserved in anticipation of an obligation.
Obligations	Obligated amount for selected criteria.
Expenditures	Expended amount for selected criteria.

Related Topics

The Funds Availability Reports provide more complete fund information in report form.

Funds Availability Reports Procedures, page 37-1

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Funds Availability Reports Procedures

Overview

The Funds Availability reports lets users review current funds status at any time. These reports can be run at the Treasury Account Symbol level (TASF/TAS) or the Accounting Flexfield level.

Users run the Status of Funds Availability Process to generate these reports:

- Funds Available - Total Resources

- Funds Available - Funding Distributions

- Funds Available - Spending Activity

- Funds Available - Available Balances

Prerequisites

- At least one account range must be defined in the Funds Availability Reports Definitions window.

- Treasury Account Symbol and fund relationships must be defined in the Define Fund Attributes window when running the Funds Availability Reports by Treasury Account Symbol.

Generating the Funds Availability Reports

You can print the Funds Availability Reports using the Standard Request Submission procedure. In the Name field, select Status of Funds Availability Process. In the Summary Type field, select Accounting Flexfield Range or Treasury Account Symbol.

Select the Summary type to indicate whether the report is to be run at the Treasury Account Symbol level or the Accounting Flexfield Level.

Select either the Treasury Account Symbol level or Accounting Flexfield range.

> **Note:** Leaving an Accounting Flexfield field blank causes that data element not to be displayed in the reports. The report summarizes all values for data elements left blank. Users must provide a low and high range for each data element they want included in the reports. The fund segment (balancing segment) is required.

Funds Available - Total Resources Report Description

The following table describes the Funds Available - Total Resources report.

Funds Available - Total Resources Report Description

Column	Description
Header Section	Report date, ledger, general ledger period, and Treasury Account Symbol
Treasury Account Symbol	If the report is run by Treasury Account Symbol, Fund-BFY is displayed in this report. For information on parameters, see the Generating the Funds Availability Reports, page 37-1.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 37-1.
Authority Brought Forward	Contract or borrowing authority carried forward
Appropriated	Amount appropriated
Contract Authority	Authority permitting obligations to be incurred in advance of appropriations or receipts
Borrowing Authority	Authority permitting agencies to incur obligations and make payment to liquidate obligations out of borrowed monies

Column	Description
Offsetting Collections	Collections that by law are credited directly to expenditure accounts
Total	Total amount for each fund

Funds Available - Funding Distributions Report Description

The following table describes the Funds Available - Funding Distributions report.

Funds Available - Funding Distributions Report Description

Column	Description
Header Section	Report date, ledger, general ledger period, and Treasury Account Symbol
Treasury Account Symbol	If the report is run by Treasury Account Symbol, Fund-BFY is displayed in this report. For information on parameters, see the Generating the Funds Availability Reports, page 37-1.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 37-1.
Total not yet Apportioned	Fund amount not yet apportioned
Total Apportioned	Total fund amount apportioned
Total Allotted	Total fund amount allotted
Total Allowances	Total fund amount for allowances
Total Sub-Allowances	Total fund amount for suballowances

Funds Available - Spending Activity Report Description

The following table describes the heading section of the Funds Available - Spending Activity Report report.

Funds Available - Spending Activity Report Description

Column	Description
Header Section	report date, ledger, and general ledger period
Treasury Account Symbol	If the report is run by Treasury Account Symbol, Fund-BFY is displayed in this report. For information on parameters, see Generating the Funds Availability Reports, page 37-1.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 37-1.
Budget Authority	amount authority provided by law to enter into financial obligations that result in immediate or future outlays involving Federal Government funds
Commitments	amount reserved in anticipation of an obligation
Expenditures	amount spent
Total Spending	total amount spent
Funds Available	amount remaining

Funds Available - Available Balances Report Description

The following table describes the Funds Available - Available Balances report.

Funds Available - Available Balances Report Description

Column	Description
Header Section	Report date, Ledger, and general ledger period
Treasury Account Symbol	If the report is run by Treasury Account Symbol, Fund-BFY is displayed in this report. For information on parameters, see the Generating the Funds Availability Reports, page 37-1.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 37-1.
Apportionment Balance	Amount available for apportionment
Allotment Balance	Amount available for allotment
Allowance Balance	Amount available for allowances
Sub-Allowance Balance	Amount available for suballowances

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Status of Obligations Report Procedures

Overview

Federal agencies use the Status of Obligations Report to measure financial performance against operating plan objectives. This internal report assists federal agencies in determining if the procurement process is completed for each obligation.

The Status of Obligations Report contains information on commitments, obligations, and invoices. Obligations, which denote legal responsibility for the procurement of goods or services, are entered alone or against commitments, which reserve funds for future use. Invoices are received from vendors and indicate that payment is required. Commitments with no corresponding obligations and invoice payment activities are not included in the report.

Requirements

Agencies are required to report on financial performance through a series of regulatory reports in accordance with the Government Results and Performance Act (GRPA). The Status of Obligations Report provides internal information to facilitate regulatory reporting.

Prerequisites

- The agency name must be entered in the Define Federal Options window.

Generating the Status of Obligations Report

To print the Status of Obligations Report:

1. Navigate to the Submit Request window.

2. In the Name field, select Status of Obligations Report.

3. In the Operating Unit field, select an operating unit.

4. In the Pagebreak Segment 1 field, select a General Ledger key flexfield segment, or select a segment.

5. In the Segment Low 1 field, select the lowest value of the range to be reported for the key flexfield segment selected in the Pagebreak Segment 1 field.

6. In the Segment High 1 field, select the highest value of the range to be reported for the key flexfield segment selected in the Pagebreak Segment 1 field.

7. In the Pagebreak Segment 2, Segment Low 2, Segment High 2, Pagebreak Segment 3, Segment Low 3, and Segment High 3 fields, optionally select additional key flexfield segments and ranges.

8. In the Currency field, select a currency.

9. In the Status field, optionally select a status.

> **Note:** If no status is selected, all statuses are printed.

10. In the Run Option field, select a time frame.

11. In the Period field, select a period.

Status of Obligations Report Description

The following table describes the Status of Obligations report.

Status of Obligations Report Description

Section	Column	Description
Header		Agency name, report date, period, Ledger, currency, fund, Pagebreak 1, Pagebreak 2, and Pagebreak 3
Commitment	Name	Commitment identifying name or number
	Date	Commitment date

Section	Column	Description
	Amount	Commitment amount; can be used to determine amount obligated and amount still available for obligation
Obligation	Name	Obligation identifying name or number
	Amount	Obligation amount; can be used to determine open obligations available for future cash outlays
	Date	Obligation date
	Status	Open, Closed, Finally Closed, and others
Invoice	Name	Invoice identifying name or number
	Date	Invoice date; can be used to determine amount of time elapsed from commitment to invoice
	Amount	Invoice amount; dollar amounts can differ based on tolerance limits set in Purchasing; can be used to determine difference in amounts obligated and invoiced; activity accomplished against open obligations that can now be closed
Total For:		Page break totals
Pagebreak 1	Commitment	Total of commitments for Pagebreak 1
	Obligation	Total of obligations for Pagebreak 1
	Fund	Total of invoices for Pagebreak 1
Pagebreak 2	Commitment	Total of commitments for Pagebreak 2

Section	Column	Description
	Obligation	Total of obligations for Pagebreak 2
	Invoice	Total of invoices for Pagebreak 2
Pagebreak 3	Commitment	Total of commitments for Pagebreak 3
	Obligation	Total of obligations for Pagebreak 3
	Invoice	Total of invoices for Pagebreak 3

> **Note:** Pagebreaks represent the key flexfield segments selected during report generation, such as fund, allotment, or object class.

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Form 1099-INT and Form 1099-G Procedures

Overview

Oracle produces Form 1099-INT Interest Income and Form 1099- G Certain Government Payments.

The Federal Government must report to the Internal Revenue Service (IRS) certain types of payment made to 1099 reportable suppliers. In the Supplier window, users can designate suppliers as federally reportable. When entering invoices for the supplier, classify invoice distributions by 1099 MISC type using the Income Tax Type field. At year end, report in standard formats the accumulated 1099 payment information to the IRS, other tax agencies, and suppliers.

Form 1099-INT, Interest Income, enables agencies to report interest payments per supplier of $600 or more paid in the ordinary course of trade or business; and/or interest of $10 or more paid as interest on U.S. Savings Bonds, Treasury bill, Treasury notes, or Treasury bonds.

Form 1099-G, Certain Government Payments, enable agencies to file with the IRS for the administration of Federal taxable grants, excluding scholarship or fellowship grants, of $600 or more; or any amount for energy related grants; and payments of $10 or more in unemployment compensation, including Railroad Retirement Board payments for unemployment; and payments of USDA agricultural subsidies.

Oracle U.S. Federal Financials provides the following features:

- 1099-INT Form Report process enables agencies to print the total 1099 payments by 1099 - INT type for each 1099 supplier.

- 1099-G Form Report process enables agencies to print the total 1099 payments by 1099-G type for each 1099 supplier.

- Form 1096 for the 1099-G or 1099-INT process enables agencies to print an annual summary of 1099 payments for the IRS Form 1099-INT and Form 1099-G for all 1099 suppliers.

- Electronic Media 1099-INT process enables agencies to generate summarized 1099-INT information and associated 1096 information in electronic format as required by the IRS.

- Electronic Media 1099-G process enables agencies to generate summarized 1099-G information and associated 1096 information in electronic format as required by the IRS.

Prerequisites

- 1099 reporting must be set up in Oracle Payables.

Generating Form 1099-G or Form 1099-INT

To generate Form 1099-G or Form 1099-INT:

1. Navigate to the Submit Request window.

2. In the Name field, select 1099-INT Form or 1099-G Form.

3. In the Operating Unit field, select an operating unit.

4. Select the tax reporting entity.

5. In the Payer Name Source, select the payer name source.

Generating Form 1096 for 1099-G or 1099-INT

To generate Form 1096 for 1099-G or 1099-INT:

1. Navigate to the Submit Request window.

2. In the Name field, select 1096 Form for 1099-G or 1099-INT.

3. In the Operating Unit field, select an operating unit.

4. Select the tax reporting entity.

Generating the Electronic Media 1099-INT or 1099-G

To generate the 1099I Tape Report or the 1099G Tape Report:

1. Navigate to the Submit Request window.

2. In the Name field, select 1099-INT Electronic Media or 1099-G Electronic Media.

3. In the Operating Unit field, select an operating unit.

4. In the Control Name field, optionally enter the Payer Name Control.

> **Note:** The Payer Name Control is a four-character designation found on the mail label that is mailed to most payers on record each December. It is typically the first four characters of the tax reporting entity name.

5. In the Control Code field, enter the five-digit Transmitter Control Code (TCC).

> **Note:** File Form 4419 to receive a control code from the IRS.

6. In the Media Type field, enter the media type for which the 1099 data is to be formatted.

7. In the Test Submission field, enter Yes if submitting a test 1099 Electronic Media report to the IRS.

8. In the Foreign Corporation field, enter Yes if your organization is a foreign tax reporting entity as recognized by the IRS.

9. In the Last Year Filing field, enter Yes if this is the last year that this tax reporting entity will be filing due to factors such as bankruptcy or merger.

10. In the Query Driver field, accept the default value.

11. Enter the telephone number to include on the 1099 Electronic Media report.

12. Enter a contact name to include on the 1099 Electronic Media report.

13. Enter a contact e-mail address to include on the 1099 Electronic Media report.

14. In the File Indicator field, enter the status of this media report.

15. Enter the original file name.

16. In the Replacement Alpha Character field, optionally enter the alphanumeric character that appears immediately following the TCC number on the Media Tracking Slip (Form 9267) the IRS/MCC sent with your returned media.

> **Note:** Enter a value only if the IRS/MCC returned your media due to processing problems and a replacement file is generated.

Related Topics

To set up 1099 reporting, see 1099 Reporting Overview, *Oracle Payables User Guide*.

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Document Cross-referencing Procedures

Overview

Document cross-referencing lets you query a document and view all related documents.

At any point in the business cycle, users can query an accounts payable or purchasing document and drill down to further detail on that document. Oracle U.S. Federal Financials displays transactions related to the queried document and provides details on the related transactions as required.

Users can query these document types:

- Purchase orders

- Requisitions

- Receipts

- Invoices

- Payments

Document Cross-Referencing Find

In the Document Cross-Referencing Find Window, users define the search criteria for a selected document type. The window is divided into these regions:

- Supplier

- Purchasing Documents

- Payables Documents

Supplier information is always required. Users can enter supplier information manually or they can access supplier information by entering the document number in the

Purchasing Documents or Payables Documents regions.

Users enter selection criteria for requisitions, purchase orders, or receipts in the Purchasing Documents region. If users base their query on document amount or date without a document number, they must enter supplier information.

Users enter selection criteria for supplier invoices, invoice payments, or treasury payments in the Payables Documents region. When users base their query on document type, amount, or date only, they must enter supplier information.

Document Cross-Reference Purchase Order View

The Document Cross-Reference Purchase Order View window displays the selected purchase order and all related requisitions, receipts, invoices, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit

- Number

- PO Date

- Release

- Line

- Shipment

- Buyer

- Approval Status

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

Document Cross-Reference Requisition View

The Document Cross-Reference Requisition View window displays the selected requisition and related purchase orders, receipts, invoices, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit

- Number

- Requisition Date

- Cancelled Flag

- Preparer

- Line

- Requestor

Document Cross-Reference Receipt View

The Document Cross-Reference Receipt View window displays the selected receipt and related requisitions, purchase orders, invoices, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit

- Receipt

- Receipt Date

- UOM

- Item Description

- Inspection Status

- Packing Slip

- Shipment Number

- Shipment Date

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

Document Cross-Reference Invoice View Window

The Document Cross-Reference Invoice View window displays the selected invoice and related requisitions, purchase orders, receipts, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit

- Number

- Invoice Date

- Invoice Type

- Invoice Amount

- Paid

- Holds

- Pay Group

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

Document Cross-Reference Payment View Window

The Document Cross-Reference Payment View window displays the selected payment and related requisitions, purchase orders, receipts, and invoices. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit

- Payment Number

- Payment Date

- Amount Paid

- Treasury Number

- Accomplished Date

- Payment Batch

Viewing Documents

This procedure applies to these windows:

- Document Cross-Reference Purchase Order View

- Document Cross-Reference Requisition View

- Document Cross-Reference Receipt View

- Document Cross-Reference Invoice View

- Document Cross-Reference Payment View

To view purchase orders, requisitions, receipts, invoices, or payments in the document cross-reference windows, navigate to the Document Cross-Reference windows.

The following table describes selected fields on the Document Cross-Reference windows.

Document Cross-Reference Window Description

Field Name	Description
Operating Unit	Operating unit of the record. **Note:** The list of values include operating units assigned to the MO: Security profile.
Name	Supplier name; required if no document number is provided from the purchasing documents region or the payables documents region
Site	Supplier site; required if no document number is provided from the Purchasing Documents region or the Payables Documents region; required if Supplier Name or Supplier Number is entered
Number	Supplier number; required if no document number is provided from the Purchasing Documents region or the Payables Documents region
PO Number	Purchase order number; contract purchase orders not included in list of values
Requisition Number	Requisition number; includes requisitions with approved status and a valid supplier or purchase order relationship
Receipt Number	Receipt number; excludes unordered receipts
Invoice Number	Invoice number provided by the supplier on the invoice
Invoice Amount	Total invoice amount
AP Payment Number	Payables payment number
AP Payment Date	Payables check payment date
Treasury Check Number	Treasury payment number
Accomplished Date	Treasury payment date
Purchase Orders	Indicates that purchase orders are to be displayed

Field Name	Description
Requisitions	Indicates that requisitions are to be displayed
Receipts	Indicates that receipts are to be displayed
Invoices	Indicates that invoices are to be displayed
Payments	Indicates that payments are to be displayed

The following table describes selected fields on the Document Cross-Reference Purchase Order View window, Purchase Orders Region and tab.

Document Cross-Reference Purchase Order View Window Description, Purchase Orders Region and Tab

Field Name	Description
Release	Purchase order release number
Shipment	Shipment number
UOM	Unit of measure
Quantity	Quantity ordered
Quantity Received	Quantity received against the shipment
Quantity Billed	Quantity billed against the shipment
View Purchase Orders	Opens View Purchase Orders window

The following table describes selected fields on the Document Cross-Reference Purchase Order View window, Requisitions Region and tab.

Document Cross-Reference Purchase Order View Window Description, Requisitions Region and Tab

Field Name	Description
Line	Requisition line number
Cancelled	Indicates shipment cancelled
Requestor	Name of person who requested item
View Requisitions	Opens Requisition Headers window

The following table describes selected fields on the Document Cross-Reference Purchase Order View window, Receipts Region and tab.

Document Cross-Reference Purchase Order View Window Description, Receipts Region and Tab

Field Name	Description
Receipt	receipt number
Receipt Date	receipt date
Quantity	receipt quantity
UOM	unit of measure
Item Description	item description
Inspection Status	inspection status
Packing Slip	packing slip number
Shipment Number	shipment number recorded when receipt was entered
Ship Date	date goods were shipped
View Receipts	opens Receipt Headers Summary window

The following table describes selected fields on the Document Cross-Reference

Purchase Order View window, Invoices Region and tab.

Document Cross-Reference Purchase Order View Window Description, Invoices Region and Tab

Field Name	Description
Status	Invoice status
Approval	Approval status
Paid	Payment status
Holds	Number of holds placed on invoice
View Invoices	Opens Invoice Overview window

The following table describes selected fields on the Document Cross-Reference Purchase Order View window, Payments Region and tab.

Document Cross-Reference Purchase Order View Window Description, Payments Region and Tab

Field Name	Description
Status	Payment status
Treasury Number	Treasury payment number
Accomplished Date	Treasury payment date
View Payments	Opens Payment Overview window

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System for Award Management (SAM)

Overview

The Office of Management and Budget (OMB) requires agencies to use information contained in SAM as the source for making payments to vendors, with certain exceptions. Current and potential government vendors are required to register in SAM in order to be awarded contracts by any federal agency. Vendors provide basic information relevant to procurement and financial transactions.

The SAM process provides agencies to import and automatically process data pertinent to the Core financial system. This includes:

- Automatically update mandatory payee information in existing vendor records to reflect the relevant changes contained in the daily updates

- Accommodate the data definitions, such as data types, field names, and field lengths, used in SAM for all fields common in both SAM and the core vendor file

- Prevent users from manually updating the relevant data fields whose source must be SAM for vendors required to register in SAM

In addition, the SAM process maintains payee (vendor) information to support obligation, accounts payable, and disbursement processes.

SAM Integration with Oracle Payables

The SAM integration in Oracle U.S. Federal Financials creates or updates these Payables objects with data from SAM:

- DUNS Number in the Supplier Sites window

- Taxpayer identifier in the Suppliers window

- Country and address fields and bank accounts information in the Supplier Sites

window

- Bank branch number and branch type in the Banks window

- Account number, account type, and supplier assignment in the Bank Accounts window

The information in the SAM fields cannot be modified.

In the Supplier Sites window, users can navigate to the View SAM Supplier Details window from the Tools menu.

Payables also checks a SAM vendor's registration at certain points during the invoicing and payment processes.

The following table describes how the SAM Vendor Registration status impacts Payables functionality.

Status and Payables Functionality

Vendor's SAM Registration	Third Party Agent's SAM Registration	Invoice Creation (AP)	Invoice Validation (AP)	Payments (AP)
Active	None used	An invoice can be created.	An invoice can be validated.	A payment can be processed.
Expired or Inactive	None used	An invoice can be created for an obligation.	An invoice cannot be validated. An expired registration hold is applied.	A previously validated invoice cannot be paid for selected payment.
Active	Active	An invoice can be created for the SAM vendor.	An invoice can be validated for the SAM vendor.	A payment can be processed for the third party agent.
Expired or Inactive	Active	An invoice can be created.	An invoice cannot be validated. An expired registration hold is applied.	A previously validated invoice cannot be paid for selected payment.

Vendor's SAM Registration	Third Party Agent's SAM Registration	Invoice Creation (AP)	Invoice Validation (AP)	Payments (AP)
Active	Expired or Inactive	An invoice can be created for the SAM vendor.	An invoice can be validated for the SAM vendor.	A payment cannot be processed for the third party agent.

SAM Integration with Oracle Purchasing

SAM and Purchasing are integrated as:

- Purchase order creation

  A purchase order can be created for a site associated with an expired or inactive vendor.

- Purchase order approval

  Users cannot approve a purchase order for an expired or inactive vendor

- Purchase order modification

  Users cannot modify a purchase order for an expired or inactive vendor.

The SAM impacts on Purchasing are:

- The Purchase Orders window checks the validity of the supplier site registration.

  If the supplier site registration is valid, the document can be submitted for approval and purchase orders can be approved in the Purchase Order Approval Workflow window.

- The Import Standard Purchase Orders checks the validity of the supplier and supplier site when importing approved purchase orders.

  If the supplier site registration is invalid, the program records the exception in the log file.

- The Create Releases Process verifies the validity of the supplier registration when the release generation method is automatic release.

  If the supplier registration is invalid, the corresponding releases cannot be set to Approved.

The following table describes how the SAM Vendor Registration status impacts Purchasing functionality.

Status and Purchasing Functionality

Vendor's SAM Registration	Third Party Agent's SAM Registration	Obligation (PO)
Active	None Used	An obligation can be created.
Expired or Inactive	None Used	An obligation can be created but not approved.
Active (domestic, foreign)	Active	An obligation can be created.
Expired or Inactive	Active	An obligation can be created but not approved.
Active	Expired or Inactive	An obligation can be created.

SAM Process Flow, First Time Use Diagram

These diagrams show the SAM process as described in SAM Process, First Time Use, page 41-8.

SAM Process Flow, First Time Use

Download Files

Download the SAM extract file from the Defense Logistics Information Service (DLIS).

Extract and Declassify

Extract the zipped file and declassify it.

Move Files

Make extracted files accessible to Oracle E-Business Suite.

Enter All DUNS

In the SAM Vendors Search page, add a new DUNS number record for each SAM vendor.

Merge Suppliers

Run the Supplier Merge process to combine any duplicate suppliers.

Apply SAM Patch

Apply the SAM Upgrade patch.

Run Monthly Refresh

Run the SAM Data Transfer process for the latest monthly file.

Find DUNS

In the SAM Vendor Search page, find each DUNS number entered.

Assign DUNS to Payables

In the Payables Assignments page, assign DUNS/DUNS+4 numbers to suppliers and supplier sites.

Create or Update Payables Objects

In the Payables Assignments page click **Apply** to run the SAM Data Processing process.

SAM Process Flow, First Time Use (continued)

Flowchart:

Decision: **Are all the records up-to-date?**
- Yes → End process
- No ↓

Process Daily File
Run the SAM Extract file request set to process all files starting with the oldest daily file.

Decision: **Are there any new DUNS+4 numbers?**
- Yes → **Find DUNS+4**: In the SAM Vendor Search page, find the new DUNS+4 numbers.
- No ↓

Find DUNS+4 → **Assign DUNS+4 to Payables**: In the Payables Assignments page, assign the new DUNS+4 numbers to existing suppliers and supplier sites.

Decision: **Is this the last daily file to process?**
- No → (back to Find DUNS+4)
- Yes → End process

SAM Process Flow Daily Updates Diagram

The diagram below shows the SAM process as described in SAM Process, Daily Updates, page 41-10.

SAM Process Flow, Daily Updates Diagram

Download Files

Download the SAM extract file.

Extract and Declassify

Extract the zipped file and declassify it.

Move Files

Make extracted files accessible to Oracle E-Business Suite.

Update Payables Objects

Update Payables objects in the second stage of the request set.

Start Request Set

Run the SAM Extract File request set to process the daily file.

Are there any new DUNS+4 numbers?

No → End process

Yes →

Find DUNS+4

In the SAM Vendor Search page, find the new DUNS+4 number.

MAP DUNS to Payables

In the Payables Assignments page, assign the new DUNS+4 number to existing suppliers and supplier sites.

Create or Update Payables Objects

In the Payables Assignments page, click **Apply** to run the SAM Data Processing process.

System for Award Management

Features

The SAM process includes:

- SAM Data Load Process

- SAM Extract File Request Set

- SAM Vendors Search page

- Add DUNS Number page

- Payables Assignments page

SAM Process, First Time Use

The SAM Process, First Time Use includes:

1. 1. Download the SAM sensitive extract files for processing.

   For the first time use, the latest monthly refresh file, daily update files since the last monthly file up to the current date should be downloaded.

2. Extract the zip file and declassify it, depending on agency policy.

3. Move the extracted files to a location accessible by the Oracle E-Business Suite.

   > **Note:** Add a .dat extension to the file, but do not change the file names.

4. Apply the upgrade patch having SAM Integration.

5. Run the Supplier Merge process to combine duplicate suppliers.

   > **Note:** For the supplier merge, you can do the following:
   >
   > - Replace Third Party: This would not have any accounting impact on existing transactions but new transactions would use new third party supplier liability account. There is no real audit trail between new supplier and existing transactions.
   >
   > or
   >
   > - Transfer Account Balance: This is the recommended option as this would provide an audit trail. For entries after the merge date for the old third party and party site, all the entries will be reversed and rebooked with the new third party and new site. Thus there is no impact on Budgetary control as the reversal and rebooking will have a net zero impact on the expenditure. The net impact on budgetary accounting entries for the expenditure is zero. For the change in liability accounts there is no impact on budgetary accounting

6. In the SAM Vendors Search page, users can add a new DUNS number for each

SAM vendor with which the agency contracts by clicking Add New DUNS.

A new DUNS number is created with the status Unknown.

7. Run the SAM Data Transfer process for the latest monthly file to load SAM data into the E-Business Suite.

   The registration status is updated to Active, Expired, Deleted, or Unregistered when the SAM Data Load Process is run.

8. In the SAM Vendor Search page, find each DUNS number previously entered.

   The SAM Vendor Search page displays:

   • DUNS number and any associated DUNS+4 numbers

   • SAM Data for each DUNS/DUNS+4 number

9. In the Payables Assignments page, assign a DUNS/DUNS+4 number to suppliers and supplier sites.

   If a new supplier and site are required for a DUNS/DUNS+4 number, enter the operating unit for the new site. This step is required to create or update Payables.

10. Click Apply in the Payables Assignments window to run the SAM Data Processing process that maps the DUNS/DUNS+4 number to Payables objects including suppliers, supplier sites, bank branches, and bank accounts.

11. Determine if there are daily files to process.

    If there are no daily extract files to process, the first time use process is complete. If there are daily extract files to process, continue with the next step.

12. Run the SAM Extract File request set to process the oldest daily file and continue through each daily file from oldest to newest.

    This ensures that every vendor record is current.

13. Review the output file from the SAM Data Transfer process for new DUNS+4 numbers.

14. In the SAM Vendor Search page find the new DUNS+4 numbers.

15. In the Payables Assignments page, assign the new DUNS+4 number to a supplier sites.

16. In the Payables Assignments page, run the SAM Data Processing process to create or update Payables.

17. Determine if more daily extract files must be processed.

If there are more files to process, run the SAM Extract File request set for the next oldest daily file. If not, the first time use process is complete.

SAM Process, Daily Updates

The SAM Process, Daily Updates includes:

1. Download the daily sensitive extract file.

2. Extract the zip file and declassify it, depending on agency policy.

3. Move the extract file to a location accessible by the Oracle E-Business Suite.

   > **Note:** Add a .dat extension to the file but do not change the file name.

4. Run the SAM Extract File request set to process the daily file.

5. Review the output file from the SAM Data Transfer and the SAM Data Processing processes for new DUNS+4 numbers and determine if there are any new DUNS+4 numbers.

   If there are no new DUNS+4 numbers, the daily uptake process is complete. If there are new DUNS+4 numbers, continue with the next step.

6. In the SAM Vendor Search page, find the new DUNS+4 numbers.

7. In the Payables Assignments page, assign the new DUNS+4 number to a supplier site.

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System for Award Management (SAM) Procedures

Overview

The Office of Management and Budget (OMB) requires agencies to use information contained in SAM as the source for making payments to vendors, with certain exceptions. Current and potential government vendors are required to register in SAM to be awarded contracts by any federal agency. Vendors provide basic information relevant to procurement and financial transactions.

SAM Data Transfer

The SAM Data Transfer:

- Processes the data from the extract file

- Processes updates to DUNS numbers as specified by users

This process can be:

- Generated as a single concurrent request

- Generated as the first part of the SAM Extract File request set

> **Note:** The SAM Data Transfer Report is always generated and contains information on the DUNS/DUNS+4 numbers imported.

SAM Data Processing

The SAM Data Processing:

- Processes mapping of DUNS/DUNS+4 to suppliers and supplier sites

- Calls the APIs to create or update Oracle Payables including suppliers, sites, bank branches, and bank accounts associated with DUNS/DUNS+4 number

This process can be:

- Generated as the second part of the SAM Extract File request set

- Generated from the Payables Assignment window after mapping a DUNS/DUNS+4 number to a supplier and supplier site in Payables and designating which operating unit has access to the supplier sites.

> **Note:** The SAM Data Processing Report is always generated and contains information on the DUNS/DUNS+4 number processed.

SAM Extract File Request Set

The SAM Extract File request set includes:

- SAM Data Transfer

- SAM Data Processing

The SAM Extract File request set enables users to process the daily file after it is downloaded, decompressed, declassified, and placed in the correct directory.

SAM Pages

The SAM Vendors Search page enables users to do the following. These can be performed for multiple operating units.

- Locate SAM vendors' records

- View SAM information for a vendor

- Add a new DUNS number to the E-Business Suite

- Create or update Payables assignments for a DUNS/DUNS+4 number

- Delete a DUNS number that has no Payables assignments

In the SAM Vendors pages, users can view:

- General information

- Goods and services

- Financial information

When users add a new vendor, a new DUNS number is entered in the Add DUNS Number page as a placeholder record until the updates arrive from SAM.

In the Payables Assignments page, you can do the following:

- Create new suppliers, supplier sites, and associated bank accounts for a new DUNS/DUNS+4 number

- Assign an existing supplier site to a DUNS/DUNS+4 number

    Note: Users cannot assign suppliers for DUNS+4 numbers.

Prerequisites

- The agency must have sensitive level access to SAM extracts to use this integration.

- The SAM extract files must be downloaded, decompressed, declassified, and placed in an accessible directory before processing. The file name should not be changed but a .dat extension must be added.

- Federal suppliers should be defined as Federal agency vendors in Payables.

- The following federal options must be defined for each operating unit:

    - Default Bank

    - Default Bank Branch

Related Topics

Oracle U.S. Federal Financials Setup Steps, *Oracle U.S. Federal Financials Implementation Guide*

Importing the SAM Extract File

Note: The SAM Extract File request set includes the SAM Data Transfer and the SAM Data Processing processes. These processes generate two reports when the processes are run as a request set.

To process the SAM files:

1. Navigate to the Submit Request window.

2. In the Request Set field, select SAM Extract File Request Set.

3. Click in the Parameters field for SAM Data Transfer.

4. In the File Location field, select the network or file system path pointing to the directory where the extract file is stored.

5. In the File Name field, enter the extract file name as it appears with the .dat extension.

6. The Update Type field defaults to the value All.

SAM Vendor Assignment

To view SAM information for a vendor, navigate to the SAM Vendors Search page.

You can enter any combination of search criteria in one of these fields:

- Operating Unit

- DUNS Number

- CAGE/NCAGE Code

- Legal Business Name

> **Note:** To create or update the Payables assignments for a DUNS/DUNS+4 number, return to the SAM Vendors Search page and click the Update Assignments icon. In the SAM Vendors Search page, no assignments exist if the Delete icon is enabled.

The following table describes selected fields on the SAM Vendors Search page.

SAM Vendors Search Page Description

Field Name	Description
Operating Unit	Operating unit associated with the vendor.
DUNS Number	DUNS number/ navigates to the General Information page
DUNS+4	DUNS+4 identifier

Field Name	Description
CAGE/NCAGE	Commercial and Government Entity (CAGE) Code is a five-character ID number that identifies companies that do or wish to do business with the federal government. Foreign vendors use the NCAGE Code which means NATO CAGE Code.
Legal Business Name	Vendor's legal business name
Registration Status	Indicates the vendor's registration status as defined in SAM
Update Assignments	Navigates to the Payables Assignments page. An enabled icon indicates that the DUNS number can be assigned to a Payables object or is already assigned to a Payables option. A disabled icon indicates the following: - no information for the DUNS number has been imported from the SAM; Unknown or Unregistered status - record is a DUNS+4 whose root DUNS is not yet assigned to a supplier
Delete	Deletes the record. A disabled icon indicates that the Payables assignment must be deleted in the Payables Assignments page before the record can be deleted or that the record is a root DUNS number with DUNS+4 numbers in E-Business Suite.

The following table describes selected fields on the Payables Assignments Page.

Payables Assignments Page Description

Field Name	Description
Supplier	Existing supplier; If blank, a new supplier will be created.
Operating Unit	Operating unit associated with a supplier site.

Field Name	Description
Main Address Site	Main address site of the SAM Vendor that can be used for tax reporting purposes. If users select Yes, this site is associated with the assigned supplier with the physical location address information from SAM. If users select no, a main address site is not created for the physical location address information. Only a payment site, using the remittance address information is created. **Note:** This option is not available for a DUNS+4 number.
Apply	Initiates the SAM Data Processing process to create or update pay sites with SAM information.

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Supplier Tax Identification Number Listing Report

Overview

The Supplier Tax Identification Number Listing lists tax identification numbers of suppliers. Tax identification numbers are identifiers used by federal agencies to collect on debts.

Requirements

Agencies must include the taxpayer identification number of each supplier to whom payment can be made with each payment request in accordance with the Debt Collection Improvement Act of 1996 (DCIA). The Supplier Tax Identification Number Listing provides information to comply with this requirement.

Prerequisites

Before generating the Supplier tax identification number listing, you must enter the agency name in the Define Federal Options window.

See: Federal Options Setup, *Oracle U.S. Federal Financials Implementation Guide*

Generating the Supplier Tax Identification Number Listing

Report Parameters

Operating Unit

Select the operating unit for the report.

Tax Identification Number Status

Select the tax identification number status for the report.

Supplier Status

Select the supplier status that you are printing the report for.

Sort Order

Select a field to sort the report.

Additional Sort

Select an additional sort field.

> **Note:** Two additional sort orders can be selected.

Report Headings

The following table shows the Supplier Tax Identification Number Listing report headings.

In this heading...	Supplier Tax Identification Number Listing Report prints...
Ledger	The ledger you are printing the report for.

Column Headings

This table shows the Supplier Tax Identification Number Listing report.

In this column...	Supplier Tax Identification Number Listing Report prints...
Supplier: Name	Supplier name
Supplier: Number	Supplier identifier code
Supplier: Type	Supplier type
Supplier: Taxpayer ID	Supplier taxpayer identification number
Parent Supplier: Name	Parent supplier name
Parent Supplier: Number	Parent supplier identifier

Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

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Suppliers Deactivation Report Procedures

Overview

The Suppliers Deactivation Report enables users to activate or deactivate vendors that do not have any purchasing or payment activity in the given time period.

Purchasing activity includes a supplier's purchase requisitions or purchase orders created or updated. This includes all documents even if they are not completed or approved.

Payment activity includes a supplier's invoices, debit memos, credit memos, payments, or refunds entered or updated.

The Suppliers Deactivation Report process includes these steps:

1. Users run the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to No.

2. Users review the report and note the suppliers that should remain active.

3. Users rerun the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to Yes.

4. Users navigate to the Supplier window and query the suppliers noted in Step 2 that should not be deactivated and delete the value in the Inactive On field.

5. To verify that the correct suppliers are deactivated, users run the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to No.

   The Deactivated Supplier Listing section displays the deactivated suppliers.

Generating the Suppliers Deactivation Report and Deactivating Suppliers

Viewing the Suppliers Deactivation Report

To run the Suppliers Deactivation Report:

1. Navigate to the Submit Request window.

2. In the Request Name field, select Suppliers Deactivation Report.

3. In the Operating Unit field, select an operating unit.

4. In the Supplier Name From field, optionally select a supplier name designating where to begin report generation for the range of suppliers.

5. In the Supplier Name To field, optionally select a supplier designating where to end report generation for the range of suppliers.

> **Note:** Users can enter a value in Supplier Name From field without having to enter a value in the Supplier Name To field. Users select the default value in the Supplier Name To field and delete it.

6. In the Date Since No Activity field, enter a begin date for reporting suppliers without any activity.

> **Note:** The current system date is the end date for reporting suppliers with no activity.

7. To review the list of suppliers with no activity, select N in the Deactivate Suppliers field.

Deactivating Suppliers

To deactivate suppliers:

1. Repeat Steps 1, page 44-2 through 5, page 44-2from the Viewing the Suppliers Deactivation Report, page 44-2.

2. In the Deactivate Suppliers field, select Y.

Reactivating Suppliers

To reactivate suppliers:

1. In Payables, navigate to the Suppliers window.

2. In the Inactive On field, delete the value.

Suppliers Deactivation Report Description

The following table describes the Suppliers Deactivation report.

Suppliers Deactivation Report Description

Column	Description
Supplier Name	Vendor name
Supplier Num	Number assigned to vendor
Site	Supplier site
Days Since Last Activity	Number of days without activity; calculated by the report program
Date of Last Activity	Date of last invoice, purchase order, requisition, or payment
Supplier Name	Vendor name
Supplier Num	Number assigned to vendor
Site	Supplier site
Date Deactivated	Date supplier deactivated. The system enters the current system date as the inactivate date for any suppliers picked up by the report. **Note:** All supplier sites must be deactivated before the system deactivates a supplier.

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Year-End Closing Process

Overview

The Year-End Closing process is a set of activities enabling federal agencies to comply with Office of Management and Budget (OMB) requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

Year-End Closing Requirements

Agencies are required to:

- Perform year-end closing.

- Perform multiple preliminary year-end closings before final year-end closing while maintaining the ability to post current period activity.

- Selectively generate transactions required by year-end closing procedures.

- Automatically determine an accounting period's opening balances based on the prior accounting period's closing balances without user intervention or adjustment.

- Automatically generate fiscal year-end preclosing and closing entries as they relate to fund type.

Year-End Reporting Requirements

Agencies must:

- Prepare trial balances and other supporting information required for external reports and financial statements, including consolidated financial statements.

Oracle U.S. Federal Financials provides the Year-End Closing process to comply with

these requirements.

Year-End Closing Processing Diagram

This diagram shows the year-end closing processing.

Year-End Closing Processing Diagram
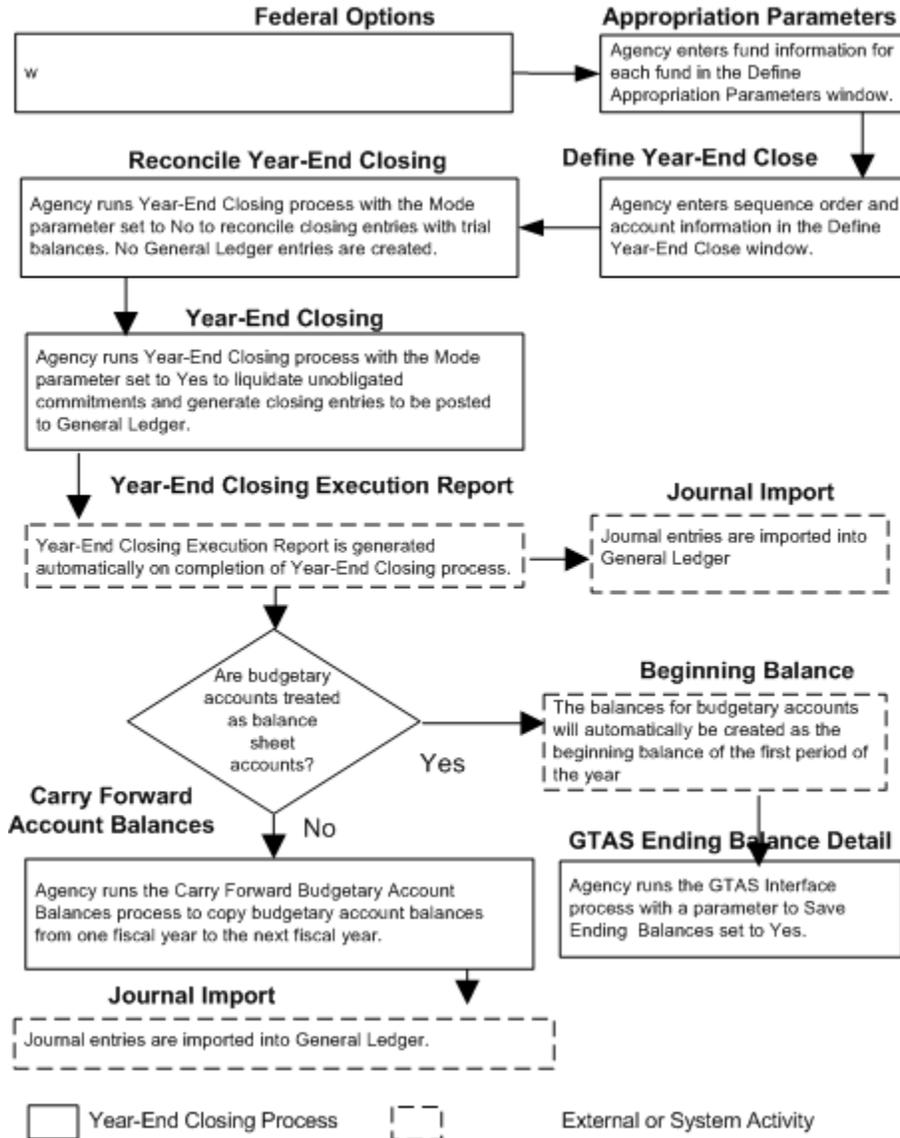
Features of Year-End Closing Process

The Year-End Closing process includes the following features:

- Define Fund Attributes window

- Define Year-End Closing window

- Year-End Closing process

- Year-End Closing Execution Report

- Carry Forward Budgetary Account Balances process

Tracking Budgetary Debit/Credit Accounts as Balance Sheet Accounts

This is an optional feature and you do not need to do anything if you do not need this feature.

Usually, in General Ledger, budgetary debit and credit accounts are reset to zero at the start of the fiscal year. This causes the beginning balance of the first period of the next fiscal year to be zero for all budgetary debit and credit accounts. There is the option to not reset these amounts to zero and the balances are automatically brought forward to the next fiscal year when the year is opened in General Ledger, so that the beginning balances are the true beginning balances in the first period of the next fiscal year.

The Track Budgetary Debit/Credit Accounts as Balance Sheet Accounts feature provides the ability to not reset to zero at the start of the fiscal year. This feature is available for ledgers that do not have average daily balances tracking enabled. Run the Track Budgetary Debit/Credit Accounts as Balance Sheet Accounts program in the General Ledger responsibility before you open the first period of the target fiscal year. Only account balances in and after the target fiscal year are affected. Balances before the target fiscal year are still treated in the same way as before, that is, they are reset to zero at the start of the fiscal year.

> **Note:** Once you enable this feature, back posting is restricted to periods no earlier than those within the fiscal year immediately before the target fiscal year to prevent data inconsistencies. Security to this program should be carefully controlled as it can be launched for any of the ledgers in the same instance from a single responsibility.

> **Warning:** If you enable this feature then you cannot go back to the earlier feature, where these amounts were being reset to zero.

Process

The Year-End Closing process consists of the following steps:

1. The agency enters fund information, including Treasury Account Symbol, Appropriation Group, and Appropriation Time Frame for each reported Treasury

Account Symbol in the Define Fund Attributes window.

2. The agency defines Year-End Sequence Order, Appropriation Status, and Closing Account From and To in the Define Federal Year-End Close window for Closing Methods of preclosing and closing.

3. The agency runs the Year-End Closing process with the Closing Method parameter set to Preclosing and the Mode parameter set to No to reconcile the Year-End Closing Execution report with the Detail Trial Balance report. Rerun the Year-End Closing process with the Mode parameter set to No until reconciliation activities are completed.

4. The agency runs the Year-End Closing process with the Closing Method parameter set to Preclosing and the Mode parameter set to Yes to generate closing entries and to liquidate unobligated commitments.

Users can liquidate unobligated commitments during the Year End Closing process by selecting the Closing Method for requisitions in the Define Fund Attributes window. If a Closing Method for Requisitions is selected for the Treasury Account Symbol and the Mode parameter is set to Yes, the Year End Close process closes unobligated commitments for the funds associated with that Treasury Account Symbol. The GL_CLOSED_DATE is set to the end date of the selected Closing Period on PO_REQ_DISTRIBUTIONS_ALL. Requisition numbers of the requisitions marked as Closed during theYear End process and are listed in theYear End Close Execution program's log file.

Requisitions are closed if:

• A Closing Method is selected for the Treasury Account Symbol defined in the Define Fund Attributes window.

• The requisition line has not been liquidated by a purchase order or cancelled.

• The Closing Method of the requisition matches the Closing Method of the Year-End Closing process

The requisition's closing information is updated; there is no accounting impact with this requisition process. To record the accounting effect of liquidating unobligated commitments, define the commitment account that should be closed with the Requisitions check box selected. The accounting detail with the Requisitions check box selected will only be created for the Treasury Account Symbols where the Closing Method for requisitions defined in Fund Attributes matches the Closing Method on the Year End Closing Definitions window. This way, one record could be defined for each Closing Method and Time Frame without needing to define separate records for specific Treasury Account Symbols.

If users do not elect to close requisitions using the Year-End process, then do not select a Closing Method for requisitions in the Define Fund Attributes window.

> **Important:** All requisitions must be closed in the Purchasing responsibility before executing the Year-End Close cycle, if users close requisitions manually.

5. The Year-End Closing Execution report is automatically generated upon completion of the Year-End Closing process. This report lists the closing entries created for posting to General Ledger.

6. The year-end closing journals are imported to General Ledger.

   Journal entries created by the Year-End Closing process are assigned a journal source and journal category equal to Year-End Close.

   The agency manually posts journal entries created by the Year-End Closing process, if No was selected as the Post in General Ledger parameter.

   The process creates journal entries in the period selected as the Closing Period parameter. The journal entries can be posted by the process when the Post in General Ledger parameter is set to Yes. Also, the agency can verify that all closing entries are generated correctly for the closing year, and then post the year-end closing journals manually in General Ledger by selecting No as the Post in General Ledger parameter.

   Since the Year End Close process extracts period-to-date account balances, agencies can process supplemental year-end closing journal entries for adjusted amounts only, or they can reverse the original year-end journal and rerun the year-end close to generate new entries. If an agency elects to run a supplemental year-end closing cycle, whereby adjusted amounts are changed, the original closing entries must be posted before the supplemental cycle is run.

   > **Note:** Avoid creating duplicate sets of closing journal entries. Care should be taken when submitting multiple iterations of the year-end closing cycles and initiating journal import. If the year-end close cycle is run twice for the same Treasury Account Symbol, only one set of journals should be posted.

7. Repeat steps 3 through 6 for Closing Method of Closing.

8. It is recommended that the budgetary accounts be treated as balance sheet accounts. Run the final GTAS Interface process with the Save Ending Balances parameter set to "Y". This allows the GTAS attribute details to be retrieved for the beginning balance of the following year. This process stores the ending balance detail for the following GTAS Attributes:

   • Fed Non-Fed

- Transfer Department ID

- Transfer Main Account

- Authority Type

- Budget Impact Indicator

- Reduction Type

9. If budgetary accounts are not enabled as balance sheet accounts, then the agency must run the Carry Forward Budgetary Account Balances process to copy budgetary account balances from one fiscal year to the next fiscal year. This process copies all budgetary account balances from the closing fiscal year to the new fiscal year as a journal entry in the first accounting period of the next fiscal year. Additionally, the first accounting period of the new fiscal year must be an adjusting period.

When budgetary accounts are not enabled as balance sheet accounts, then the first accounting period will show zeros as the beginning balance for the budgetary debit and credit accounts. The journal entry in the adjusting period will create the balances for the budgetary debit and credit accounts and the first non-adjusting period of the year, usually the second period, will display the correct beginning balances.

> **Note:** If the trial balance of the closing year is unbalanced when the agency runs the Carry Forward Budgetary Accounts Balances process, then the trial balance is out-of-balance in the new fiscal year.

Before initiating the Carry Forward Budgetary Account Balances process, perform the following tasks:

- Post all applicable journal entries in General Ledger to ensure that the correct account balance is brought forward.

- Validate that the trial balance for budgetary accounts is balanced. The GL Trial Balance can indicate a balanced ledger as a whole. However, budgetary accounts can be out-of-balance. If the budgetary accounts of the closing year are not balanced, the journal entry created from the Carry Forward Budgetary Account Balances process is out-of-balance as well.

> **Note:** Once budgetary accounts are enabled as balance sheet accounts, the balances for budgetary accounts are automatically created as the beginning balance of the first period of the year when the fiscal year is

opened. The agency need not create journal entries to establish the beginning balance. If not enabled, the agency must manually post journal entries created by the Year-End Closing process.

It is recommended that the agency run a GL Trial Balance to verify account balances.

Requisition Processing Scenarios

The following table below describes different scenarios for requisition processing during the year-end activities.

Requisition Processing Scenarios During Year-End Activities

Year-End Definition Closing Method	Treasury Account Symbol Closing Method for Requisitions	Requisitions check box Selected for Sequence (Move Account 4700 to Account 4450)	Result for the Treasury Account Symbol
Preclosing	Preclosing	Defined	Unobligated requisitions are closed and the requisition general ledger (GL) account balances will also be closed to GL account 4450.
Preclosing	Closing	Defined	Unobligated requisitions are not closed and the requisition GL account 4700 has a balance. This Treasury Account Symbol should close the requisition and account balance as part of the Closing Method of Closing, assuming the Closing Method of Closing has been defined properly.

Year-End Definition Closing Method	Treasury Account Symbol Closing Method for Requisitions	Requisitions check box Selected for Sequence (Move Account 4700 to Account 4450)	Result for the Treasury Account Symbol
Preclosing	Preclosing	Not Defined	Unobligated requisitions are closed, and the requisition GL account 4700 has a balance. Account balances for GL account 4700 must be closed to the appropriate account to maintain data integrity between General Ledger and Purchasing.
Closing	Closing	Defined	Unobligated requisitions are closed and the requisition GL account balances will also be closed to GL account 4450.

Year-End Definition Closing Method	Treasury Account Symbol Closing Method for Requisitions	Requisitions check box Selected for Sequence (Move Account 4700 to Account 4450)	Result for the Treasury Account Symbol
Closing	Preclosing	Defined	Unobligated requisitions are not closed. They should have been closing during the Closing Method of Preclosing assuming the Year End Close definitions were defined properly for the Preclosing Closing Method. The requisition GL account 4700 should not have balance since it should have been closed as part of the Preclosing for this Treasury Account Symbol.
Closing	Closing	Not Defined	Unobligated requisitions are closed, and the requisition GL account 4700 has a balance. Account balances for GL account 4700 must be closed to the appropriate account to maintain data integrity between General Ledger and Purchasing.
Preclosing or Closing	Not Defined	Defined	Unobligated requisitions remain open in Purchasing, and the requisition GL account 4700 still has a balance.

Year-End Definition Closing Method	Treasury Account Symbol Closing Method for Requisitions	Requisitions check box Selected for Sequence (Move Account 4700 to Account 4450)	Result for the Treasury Account Symbol
Preclosing or Closing	Not Enabled	Not Defined	Unobligated requisitions remain open in Purchasing, and the requisition GL account 4700 still has a balance.

Year-End Close Scenarios

Scenario 1:

This scenario illustrates One Year and Multi-Year Treasury Account Symbol based on the Sample Trial Balance for Treasury Account Symbols 36-08-1119, One Year Treasury Account Symbol, and 36-0812-1119, Multi-Year Treasury Account Symbol as described in the following table. 36-08-119 has Closing Method for requisitions set to Closing. These balances are at the end of the 2008 fiscal year and the scenarios assume the ending balance for both Treasury Account Symbols are the same.

Sample Trial Balance for Treasury Account Symbol 36-08-1119

Account	Debit	Credit
1010	115,000	
3100		115,000
4119	115,000	
4450	0	0
4610		10,000
4700		15,000
4801		85,000

Account	Debit	Credit
4901		5,000
Total	0	0

The following table describes the year-end close definition.

Closing Method = Closing

Time Frame = One Year

Year-End Close Definition for Closing Method of Closing and One Year Time Frame

Sequence	Appropriation Status	From Account	To Account	Check Requisitions
10	Expired	4119	4201	No
20	Expired	4700	4650	Yes
		4610	4650	No
		4450	4650	No
30	Canceled	4650	4350	No

When the Treasury Account Symbol expires or cancels, determined by the dates in the Define Treasury Account Symbols window, the process picks up the sequences having an Appropriation Status equal to Expired or Canceled respectively. Otherwise, the process picks up the sequences having an Appropriation status equal to Unexpired. Since One Year Treasury Account Symbols would be expired at the end of the fiscal year only Appropriation Status of Expired and Canceled are selected in the Year-End Report Definitions.

Year-end closing generates these entries based on the sample trial balance amounts and the year-end close definition setup.

The following table describes the Year-End Closing entries:

Year-End Closing Entries for 36-08-1119

Sequence	Account	Debit	Credit
10	4201	115,000,000	
10	4119		115,000,000
20	4610	10,000	
20	4700	15,000	
20	4650		25,000

For this example, only the sequences with the Appropriation Status of Expired were used in the Closing process.

Closing Method = Closing

Time frame = Multi-Year

Year-End Close Definition for Closing Method of Closing and Multi-Year Time Frame

Sequence	Appropriation Status	From Account	To Account	Check Requisition
10	Unexpired	4119	4201	No
10	Expired	4119	4201	No
20	Unexpired	4700	4450	Yes
		4610	4450	No
20	Expired	4700	4650	Yes
		4610	4650	No
		4450	4650	No
20	Canceled	4700	4350	Yes
		4610		No
		4450		No

Year-end closing generates these entries based on the sample trial balance amounts and the year-end close definition setup.

The following table describes the Year-End Closing entries:

Year-End Closing Entries for 36-0812-1119

Sequence	Account	Debit	Credit
10	4119	115,000,000	
10	4201		115,000,000
20	4610	10,000	
20	4700	15,000	
20	4450		25,000

For this example, only the sequences with the Appropriation Status of Expired were used in the Closing process.

Scenario 2:

This scenario illustrates No Year Treasury Account Symbols with different Closing Methods for the requisitions, but only one record defined for Closing Method of Preclosing, Time Frame No Year and one record defined for Closing Method of Closing, Time Frame No Year.

Treasury Account Symbols 1 through 5 are set as No Year Treasury Account Symbols. Treasury Account Symbols 1 through 4 are set as Preclosing Closing Method for requisitions.

For both Closing and Preclosing Closing Methods a sequence is defined to close 4700 to 4450 with the requisitions check box as selected.

When the Year End Closing Process is run for Closing Method of Preclosing and Time Frame No Year, only the requisitions for Treasury Account Symbol 5 will be closed and 4700 will only be closed to 4450 for Treasury Account Symbol 5. The other Treasury Account Symbols will not create any entries to close 4700 to 4450 and the requisitions will remain open.

When the Year End Closing Process is run for Closing Method of Closing and Time Frame No Year, only the requisitions for Treasury Account Symbols 1 through 4 will be closed and 4700 will only be closed to 4450 for Treasury Account Symbols 1 through 4.

Related Topics

Defining Fund Attributes,*Oracle U.S. Federal Financials Implementation Guide*

Year-End Closing Setup,*Oracle U.S. Federal Financials Implementation Guide*

Year-End Closing Procedures, page 46-1

Posting Journal Batches, *General Ledger User Guide*

Posting Journal Batches Automatically (AutoPost), *General Ledger User Guide*

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Year-End Closing Procedures

Overview

The Year-End Closing process enables federal agencies to comply with Office of Management and Budget (OMB) requirements regarding closing accounts and carrying amounts forward at the end of the fiscal year.

Year-End Closing Process Features

- Generates pre-closing and closing entries in General Ledger.

- Allows the Year-End Closing process to be categorized by group within a time frame and within a Treasury Account Symbol

- Optionally liquidates unobligated commitments, which represent reservation of funds in anticipation of legal obligations that did not occur.

- Carries forward budgetary account balances from one fiscal year to another if the Track Budgetary Debit/Credit Accounts as Balance Sheet Accounts program has not been run.

Year-End Closing Execution Report

The Year-End Closing Execution report provides information on the year-end closing activities of federal agencies. The report includes information on accounts for which closing entries were generated during the Year-End Closing process. This report provides amount totals by Fund, Treasury Account Symbol, and Main Account Code values.

> **Note:** The Journal Import Execution Report provided in General Ledger lists the status of journal imports, including exceptions and errors. This

report is printed automatically on completion of the journal import process.

Carry Forward Budgetary Account Balances

Carry Forward Budgetary Account Balances is a concurrent process that copies budgetary account balances from one fiscal year to the next fiscal year. This process is usually run at the conclusion of the year-end closing activities.

> **Note:** You can only run the Carry Forward Budgetary Account Balances process for fiscal years where budgetary accounts are not treated like balance sheet accounts. When the Track Budgetary Debit/Credit Accounts as Balance Sheet Accounts program has been run for a year, the Carry Forward Budgetary Account Balances cannot be run for that year or any subsequent years. The Carry Forward Budgetary Account Balances will error. Instead the balances are brought forward when the fiscal year is opened in General Ledger and journal entries do not need to be created to establish the balance.

Related Topics

Journal Import Execution Report, *Oracle General Ledger User Guide*

Prerequisites

- A General Ledger data access set with full read or write access must be defined and assigned to the GL: Data Access Set profile for the Federal Administrator responsibility.

- Treasury Account Symbols must be defined in the Define Treasury Account Symbols window.

- Values for Appropriation Time Frame, Treasury Account Symbol, and Funds must be provided in the Define Fund Attributes window. Optionally, the closing method for requisitions can be selected in the Define Fund Attributes.

- A Year-End Close record must be defined for each closing method and time frame with at least one sequence and one line of account information in the Define Federal Year-End Close window.

- The general ledger calendar must have the period the journal will be posted to as open. To run the Carry Forward Budgetary Account Balances process, an adjusting period must be set up as the first accounting period and the adjusting period for the

fiscal year must be open.

- The final GTAS interface must be executed before running the Year-End Closing process.

- The Load Federal Financial Seed Data procedure must be executed to seed the general ledger categories and source used by the Year-End Closing process and the Carry Forward Budgetary Account Balances process.

Generating the Year-End Closing Process

To run the Year-End Closing process:

1. Navigate to the Submit Request window.

2. In the Name field, select Year End Close Process.

3. In the Ledger field, select the ledger.

4. In the Closing Method field, select the closing method.

5. In the Appropriation Time Frame field, select time frame for the report. The value All can be selected to run the process for all time frames.

6. In the Main Account Code field, optionally select a main account code.

7. If a Main Account Code value is entered in the Treasury Account Symbol, optionally select a Treasury Account Symbol for the report.

8. In the Closing Fiscal Year, enter the closing year.

9. In the Closing Period field, enter the period that the closing journal will be posted.

10. In the Mode field, select Preview or Final. The value Preview indicates only the Year-End Closing Execution report is created and no journal entries are created. The value Final indicates that journal entries are imported into General Ledger.

11. If Final is entered as the Mode, in the Post in General Ledger field, select Yes or No.

    Note: The year-end process does not use consider the rollup values for main account codes. If a main account code as a rollup, the year-end process only finds Treasury Account Symbols for that main account code, not all main account codes assigned to a rollup account code.

Year-End Closing Execution Report

No separate procedure is required to print the Year-End Closing Execution Report. The Year-End Closing Execution Report is printed automatically on completion of the Year-End Closing process.

Year-End Closing Execution Report

The following table describes the Year-End Closing Execution report.

Year-End Closing Execution Report Description

Column	Description
Header Section	report date, fiscal year, ledger currency, accounting period, and Ledger
Main Account Code	Main Account Code from the Define Year End Closing window that falls within the appropriation time frame specified in the Year End Close program parameter
Treasury Account Symbol	Treasury Account Symbol identified on the Define Year End Closing window and the Year End Close program parameter for the appropriation time frame specified in the Year End Close parameter
Fund	fund value; balancing segment of Accounting Flexfield; associated with the Treasury Account Symbol for which the year end preclosing and postclosing journal entries are created
Sequence	sequential number of the year end record being generated as defined in Year-End Closing window
Appropriation Status	identifies the status of the appropriation as Expired, Unexpired (for multi-year and no-year appropriations), and Cancelled.
Account	differentiates the From and To account classifications

Column	Description
Key Flexfield Segments	key flexfield segments for the transactions; lists the Accounting Flexfield from GL_JE_LINES that is generated based on the account sequences and From/To account definitions captured in the Define Year End Closing window
Debit Amount	journal debit amount
Credit Amount	journal credit amount

Generating the Carry Forward Budgetary Account Balances Process

To run the Carry Forward Budgetary Account Balances process:

1. Navigate to the Submit Request window.

2. In the Name field, select Carry Forward Budgetary Account Balances Process.

3. In the Ledger field, select the ledger.

4. In the Carry Forward Fiscal Year field, enter the fiscal year. The fiscal year entered is the year in which the beginning balances will be established.

   Note: This process completes in error when the Track Budgetary Debit/Credit Accounts as Balance Sheet Accounts program has been run for the fiscal year or for a previous fiscal year.

Related Topics

Year-End Closing Process, page 45-1

Federal Year End Closing Open Interface in the Integration Repository, http://irep. oracle.com/ .

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Prior Year Adjustment Transaction History

Overview

PYA Transaction History

You can use the Prior Year Adjustment Transaction History window or the PYA Transaction History Report to view all transaction records processed in the PYA Journal Creation.

> **Note:** The PYA Transaction History will only include transactions processed by the PYA Journal Creation prior to Release 12.

Viewing the PYA Transaction History Report Procedure

To view the transactions processed in the PYA Journal Creation process, perform the following steps.

1. Navigate to the Prior Year Adjustment Transaction History window.

2. Optionally, in any field, perform a query.

The following table describes selected fields on the Prior Year Adjustment Transaction History window.

Prior Year Adjustment Transaction History Window Description

Field Name	Description
GL Period	General ledger period of correcting journal entry created by the PYA Journal Creation Process
Source Module	Transaction source module, such as Payables or Purchasing
Source Document Number	Transaction source document number, such as purchase order number or invoice number
Batch Name	Batch name of correcting journal entry created by the PYA Journal Creation Process
Amount	transaction amount
Accounting Flexfield	Accounting flexfield

Generating the PYA Transaction History Report

To print the PYA Transaction History Report:

1. Navigate to the Submit Request window.

2. In the Name field, select PYA Transaction History Report.

3. In the Ledger field, select the ledger.

4. In the Period From field in the Parameters window, select a beginning general ledger period.

5. In the Period To field, select an ending general ledger period.

6. In the Pagebreak Segment 1 field, select an Accounting Flexfield segment.

7. In the Accounting Flexfield window, select the low and high segments for the segment selected in Step 5.

8. Click OK.

9. Optionally, repeat Steps 5 through 7 for Pagebreak Segment 2, Low and High, and Pagebreak Segment 3, Low and High.

10. In the Amount Greater Than field, select a numeric value.

> **Note:** If 100 is entered, the PYA Transaction History Report displays those amounts greater than 100 and less than -100.

See: Using Standard Request Submission, *Oracle Applications User Guide*

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Rollover Treasury Account Symbols Process

Overview

The Rollover Treasury Account Symbols process enables federal agencies to easily establish recurring single year and multiyear funds.

Every fiscal year, agencies must create new Treasury Account Symbols. Agencies get new Treasury Account Symbols to replace the expired ones. Setup includes:

- Defining new Treasury Account Symbols including related attributes.

- Creating new fund values in the balancing segment of the accounting flexfield.

- Assigning the fund value and the attributes in the Fund Attributes window.

- Creating the budget distribution setup for the funds.

The Rollover Treasury Account Symbols process has the following parameter options:

Parameter	Required?	List of Values
Ledger	Yes	Ledgers defined.

Parameter	Required?	List of Values
TAS Type	Yes	List of values are: • Agency TAS: Generates new TAS and report for Internal Agency TAS only. • Trading Partner TAS: Generates new TAS and report for Trading Partner TAS only. • Both: Generates new TAS and report for Internal Agency TAS and Trading Partner TAS.
Run Mode	Yes	List of values are: • Preliminary: Generates report, but does not create the setup data. • Final: Creates the setup data and generates report.
Copy Fiscal Year	Yes	List of values are: • Current year. • Current year minus one.

Parameter	Required?	List of Values
Fund Prefix Indicator	Yes, if TAS Type is Agency TAS or Both. Prohibited if TAS Type is Trading Partner TAS.	List of values are: • Insert: Attaches the prefix to the beginning of the existing fund value when creating the new fund. • Overlay: When creating the new fund, overlays the prefix at the beginning of the fund value. This field will be protected if the TAS type is set to Trading Partner TAS.
Fund Prefix	Yes, if TAS Type is Agency TAS or Both. Prohibited if TAS Type is Trading Partner TAS.	Alphanumeric field that is 9 characters long. This field will be protected if the TAS type is set to Trading Partner TAS.
Agency Identifier	No	Agency Identifiers defined for the ledger from the Treasury Account Symbol window. If a value is entered, only Treasury Account Symbols for the agency identifier value is created. This field will be protected if the TAS type is set to Trading Partner TAS.

Parameter	Required?	List of Values
Trading Partner Agency Identifier	No	Agency Identifiers defined for the ledger from the Treasury Account Symbol window. If a value is entered only Treasury Account Symbols for the Trading Partner agency identifier value is created. This field will be protected if the TAS type is set to Trading Partner TAS.

Records Created by Rollover Treasury Account Symbols Process

The Rollover Treasury Account Symbols process creates new records including the following:

- Treasury Account Symbols, page 48-4

- TAS/BETC Mapping, page 48-5

- Fund Values and Fund Attributes, page 48-5

- Budget Distributions, page 48-6

- Trading Partner TAS and TAS/BETC Mapping, page 48-7

Treasury Account Symbols

Treasury Account Symbols are defined in the Define Treasury Account Symbols window and the header of the Fund Attributes window.

The Rollover Treasury Account Symbols process will only select Treasury Account Symbols to copy if the following conditions exist:

- The TAS Type Rollover Treasury Account Symbols processing parameter is either Both or Agency TAS.

- The Agency Identifier for the TAS is the same as the Agency Identifier Rollover Treasury Account Symbols processing parameter, if entered.

- The Ending Period of Availability for the TAS is equal to the Copy Fiscal Year entered as a processing parameter.

- The Authority Duration Code of the TAS is A (Annual) or M (Multi-Year).

- The Auto Create check box for the TAS is selected.

TAS/BETC Mapping

TAS/BETC Mapping is defined in the TAS/BETC Mapping window. The Rollover Treasury Account Symbols process will only select TAS/BETC Mappings to copy for a Treasury Account Symbol if the following conditions exist:

- The related Treasury Account Symbol was selected by the process.

- The Auto Create check box for the Treasury Account Symbol on the TAS/BETC Mapping window was selected.

Fund Values and Fund Attributes

Fund Values are defined for the balancing segment of the accounting flexfield. Fund Attributes are defined in the Define Fund Attributes window.

The Rollover Treasury Account Symbols process will only select fund values to copy if the following conditions exist:

- The Treasury Account Symbol for the fund is selected.

- The Auto Create check box for the fund value in the Fund Attributes window is selected.

The Rollover Treasury Account Symbols process creates a new fund value as a segment value in the value set for the balancing segment of the accounting flexfield for each fund value selected (original fund). Fund Attribute record is also created. The new fund values are created in one of the following ways:

- The Auto Create Fund value on the Fund Attributes window is used if it is populated.

- If the Auto Create Fund value is not populated and the Prefix parameter for the Rollover Treasury Accounts Symbols process is Insert, the new Fund Value will be the old Fund Value with the Prefix parameter added to the beginning of the new Fund Value.

- If the Auto Create Fund value is not populated and the Prefix parameter for the Rollover Treasury Accounts Symbols process is Overlay, the new Fund Value will be the old Fund Value with the Prefix parameter overlaying the beginning of the new Fund Value.

The following table illustrates the new fund segment value that is created when the Fund Prefix Indicator parameter is Overlay and the Fund Prefix parameter is 07. The

example assumes these fund values are assigned to a TAS selected by the Rollover Treasury Account Symbol.

Original Fund Value	Auto Create	Auto Create Fund Value	New Fund Value
060100AD	Yes		070100AD*
060100BD	No		
0100AR06	Yes	0100AR07	0100AR07**

* The first two characters in the original fund value are replaced by the prefix.

** The Auto Create Fund Value is created as the new fund value.

The following table illustrates the new fund segment value that is created when the Fund Prefix Indicator parameter is Insert and the Fund Prefix parameter is 2007. The example assumes these fund values are assigned to a TAS selected by the Rollover Treasury Account Symbol.

Original Fund Value	Auto Create	Auto Create Fund Value	New Fund Value
0100AD	Yes		20070100AD*
0100BD	No		
0100AR06	Yes	0100AR07	0100AR07**

* The prefix is added to the beginning of the Original Fund Value.

** The Auto Create Fund Value is created as the new fund value.

The new fund value is used as the value, translated value, and description fields on the Segment Values window. All other fields except the WHO columns are populated from the Original Fund Value segment value record on the Segment Values window. The WHO columns have been updated appropriately.

Budget Distributions

Budget Distribution is defined in the Define Budget Distributions window. The Rollover Treasury Account Symbols process will only select Budget Distributions for Rollover if the following conditions exist:

- The related Treasury Account Symbol was selected by the process.

- The related Fund Value was selected by the process.

- The Auto Create check box for the Treasury Accounts Symbol / Fund combination in the Define Budget Distributions window is selected.

Trading Partner TAS and TAS/BETC Mapping

Trading Partner Treasury Accounts Symbols and Trading Partner TAS/BETC Mappings is defined in the Trading Partner TAS/BETC Mapping window.

The Rollover Treasury Account Symbols process will only select Trading Partner Treasury Account Symbols and related TAS/BETC mappings to copy if the following conditions exist:

- The Authority Duration Code of the TAS is set to A (Annual) or M (Multi-year).

- The Auto Create check box of the TAS is set to Y (selected).

- The Ending Period of Availability for the TAS is equal to the Copy Fiscal Year parameter value.

Prerequisites:

- The Auto Create Check box on the Define Treasury Account Symbols, Define Fund Attributes, Define Budget Distributions and Define Trading Partner TAS/BETC Mapping windows should be reviewed for propriety.

- The Auto Create Fund Value fields on the Define Fund Attributes window should be reviewed for propriety.

Managing the Rollover Treasury Account Symbols Process

Running the Rollover Treasury Account Symbols Process:

The steps for running the Rollover Treasury Account Symbols process are:

1. Navigate to the Submit Request window.

2. In the Name field, select Rollover Treasury Account Symbols.

3. Enter the following Parameter options:

Parameter	Required?	List of Values
Ledger	Yes	Ledgers defined.
TAS Type	Yes	List of values are: • Agency TAS: Generates new TAS and report for Internal Agency TAS only. • Trading Partner TAS: Generates new TAS and report for Trading Partner TAS only. • Both: Generates new TAS and report for Internal Agency TAS and Trading Partner TAS.
Run Mode	Yes	List of values are: • Preliminary: Generates report, but does not create the setup data. • Final: Creates the setup data and generates report.
Copy Fiscal Year	Yes	List of values are: • Current year. • Current year minus one.

Parameter	Required?	List of Values
Fund Prefix Indicator	Yes, if TAS Type is Agency TAS or Both. Prohibited if TAS Type is Trading Partner TAS.	List of values are: • Insert: Attaches the prefix to the beginning of the existing fund value when creating the new fund. • Overlay: When creating the new fund, overlays the prefix at the beginning of the fund value. This field will be protected if the TAS type is set to Trading Partner TAS.
Fund Prefix	Yes, if TAS Type is Agency TAS or Both. Prohibited if TAS Type is Trading Partner TAS.	Alphanumeric field that is 9 characters long. This field will be protected if the TAS type is set to Trading Partner TAS.
Agency Identifier	No	Agency Identifiers defined for the ledger from the Treasury Account Symbol window. If a value is entered, only Treasury Account Symbols for the agency identifier value is created. This field will be protected if the TAS type is set to Trading Partner TAS.

Parameter	Required?	List of Values
Trading Partner Agency Identifier	No	Agency Identifiers defined for the ledger from the Treasury Account Symbol window. If a value is entered only Treasury Account Symbols for the Trading Partner agency identifier value is created. This field will be protected if the TAS type is set to Trading Partner TAS.

Rollover Treasury Account Symbols Error Handling

If there is a problem during this process, any records that have been created are rolled back and deleted from the tables. The process verifies that a value is not a duplicate of an existing record as described below:

- Treasury Account Symbol: The new TAS should not be a duplicate of an existing TAS.

- Fund Segment value: The new fund segment value should not be a duplicate of an existing fund segment value in the accounting flexfield segment.

- Trading Partner Treasury Account Symbol: The new Trading Partner TAS should not be a duplicate of an existing TAS.

Rollover Treasury Account Symbols Reports

The Rollover Treasury Account Symbols reports list all Agency Treasury Account Symbols that meet the Rollover Treasury Account Symbols Parameter criteria. The heading of the report lists the report parameters.

The following table describes the Year-End Closing Execution report.

Year-End Closing Execution Report

Column	Description
AID	Original TAS Component – Agency Identifier

Column	Description
MAIN	Original TAS Component – Main Account Code
SP	Original TAS Component – Sub-Level Prefix Code
ATA	Original TAS Component – Allocation Transfer Agency Identifier
BPOA	Original TAS Component – Beginning Period of Availability
EPOA	Original TAS Component – Ending Period of Availability
SUB	Original TAS Component – Sub-Account Code
Original Treasury Account Symbol	Original Treasury Account Symbol
Auto TAS	Set to Yes if a new TAS is being created, otherwise is set to No.
New Treasury Account Symbol	New Treasury Account Symbol
New BPOA	New Beginning Period of Availability
New EPOA	New Ending Period of Availability
Auto BETC	Set to Yes if a new TAS/BETC Mapping is being created, otherwise is set to No.
Original Fund	Original Fund
Auto Fund	Set to Yes if a new Fund is being created, otherwise is set to No.
Auto Dist	Set to Yes if a new Budget Distribution is being created, otherwise is set to No.

Column	Description
Error Messages	Error messages received as a result of running the process.
	Error messages should be displayed on the report for the following conditions:
	• New Fund Exceeds Maximum Fund Length
	• New Duplicate Treasury Account Symbol
	• New Duplicate Fund Value

When the process is run in the Preliminary mode, no records are created in the database so the output will show what will be created if the process is run in the Final mode. When the process is run in the Final mode, new records are created in the database.

Customer Account and Supplier Site Default TP TAS Rollover

The "Rollover Customer and Supplier Default TP TAS" concurrent request rolls over single-year and multi-year Default TP Treasury Account Symbols defined for Customer Accounts and Supplier sites.

The concurrent request parameters include:

• Ledger

• Copy Fiscal Year

• Trading Partner TAS Type. Valid values are:

  • Customer Accounts. Selects only Customer Account with a Default Trading Partner TAS.

  • Supplier Sites. Selects only Supplier Sites with a Default Trading Partner TAS.

  • Customer Accounts and Supplier Sites. Selects both Customer Accounts and Supplier Sites with a Default Trading Partner TAS.

• The concurrent request process selects Customer Accounts and/or Supplier Sites where the Default TP TAS GDF is populated. For each Customer Account / Supplier Site with a Default TP TAS, the process finds the corresponding TP TAS record on the TP TAS table. If the Ending Period of Availability (EPOA) for the TP TAS equals the Copy Fiscal Year parameter, the Default TP TAS for the Customer Account /

Supplier Site is updated as follows:

- If the TP TAS Authority Duration Code = A:Annual, the TP TAS on the TP TAS table with the same component TAS values but with a Beginning Period of Availability (BPOA) and Ending Period of Availability (EPOA) that has a value 1 greater than the Copy Fiscal Year parameter is found. The Customer Account / Supplier Site record Default TP TAS is updated with the Treasury Account Symbol value for the TP TAS record found.

- If the TP TAS Authority Duration Code = M: Multi-Year, the TP TAS on the TP TAS table with the same component values but with a Beginning Period of Availability (BPOA) that has a value 1 greater than the Copy Fiscal Year parameter and an Ending Period of Availability (EPOA) that that has a value that is the difference between the old Ending Period of Availability (EPOA) and the old Beginning Period of Availability plus the Copy Fiscal Year Parameter is found..The Customer Account / Supplier Site record Default TP TAS is updated with the Treasury Account Symbol value for the TP TAS record found.

- If the TAS Authority Duration Code is other than A: Annual or M: Multi-Year, the Default TP TAS is not updated..

Customer Account and Supplier Site Default TP TAS Rollover

The "Rollover Customer and Supplier Default TP TAS" concurrent request rolls over single-year and multi-year Default TP Treasury Account Symbols defined for Customer Accounts and Supplier Sites.

Customer Account /Supplier Site Rollover Reports

The process produces the following reports:

- Customer Account Default Trading Partner TAS Rollover Report. This report displays the following data for Customer Account Default Trading Partner TASs rolled over:

  - Customer Name

  - Customer Account

  - Old Default Trading Partner TAS

  - New Default Trading Partner TAS

- Customer Account Rollover Trading Partner TAS Not Found Report. This report displays Customer Accounts with a Default Trading Partner TAS where the Ending Period of Availability matches the Copy Fiscal Year parameter but the rollover TAS could not be found on the TP TAS table. The report displays the following:

- • Customer Name

- • Customer Account

- • Old Default Trading Partner TAS

- • Supplier Site Default Trading Partner TAS Rollover Report. This report displays the following for Supplier Site Default Trading Partner TASs rolled over:
  - • Supplier Name

  - • Supplier Site

  - • Old Default Trading Partner TAS

  - • New Default Trading Partner TAS

- • Supplier Site Rollover Trading Partner TAS Not Found Report. This report displays Supplier Sites with a Default Trading Partner TAS where the Ending Period of Availability matches Copy Fiscal Year parameter but the rollover TAS could not be found on the TP TAS table. The report displays the following:
  - • Supplier Name

  - • Supplier Site

  - • Old Default Trading Partner TAS

Customer Account and Supplier Site Default TP TAS Rollover

The "Rollover Customer and Supplier Default TP TAS" concurrent request rolls over single-year and multi-year Default TP Treasury Account Symbols defined for Customer Accounts and Supplier Sites. The Concurrent Request Parameters includes the following:

- • Ledger

- • Copy Fiscal Year

- • Trading Partner TAS Type - Valid values:
  - • Customer Accounts - selects only Customer Account with a Default Trading Partner TAS

  - • Supplier Sites - selects only Supplier Sites with a Default Trading Partner TAS

  - • Customer Accounts and Supplier Sites – Selects both Customer Accounts and Supplier Sites with a Default Trading Partner TAS

The concurrent request process selects Customer Accounts and/or Supplier Sites where the Default TP TAS GDF is populated. For each Customer Account / Supplier Site with a Default TP TAS, the process finds the corresponding TP TAS record on the TP TAS table. If the Ending Period of Availability (EPOA) for the TP TAS equals the Copy Fiscal Year parameter, the Default TP TAS for the Customer Account / Supplier Site is updated as follows:

- If the TP TAS Authority Duration Code = A:Annual, the TP TAS on the TP TAS table with the same component TAS values but with a Beginning Period of Availability (BPOA) and Ending Period of Availability (EPOA) that has a value 1 greater than the Copy Fiscal Year parameter is found. The Customer Account / Supplier Site record Default TP TAS is updated with the Treasury Account Symbol value for the TP TAS record found.

- If the TP TAS Authority Duration Code = M: Multi-Year, the TP TAS on the TP TAS table with the same component values but with a Beginning Period of Availability (BPOA) that has a value 1 greater than the Copy Fiscal Year parameter and an Ending Period of Availability (EPOA) that that has a value that is the difference between the old Ending Period of Availability (EPOA) and the old Beginning Period of Availability plus the Copy Fiscal Year Parameter is found. The Customer Account / Supplier Site record Default TP TAS is updated with the Treasury Account Symbol value for the TP TAS record found.

- If the TAS Authority Duration Code is other than A: Annual or M: Multi-Year, the Default TP TAS is not updated.

Customer Account /Supplier Site Rollover Reports

The process produces the following reports:

- Customer Account Default Trading Partner TAS Rollover Report. This report displays the following data for Customer Account Default Trading Partner TASs rolled over:

    - Customer Name

    - Customer Account

    - Old Default Trading Partner TAS

    - New Default Trading Partner TAS

- Customer Account Rollover Trading Partner TAS Not Found Report. This report displays Customer Accounts with a Default Trading Partner TAS where the Ending Period of Availability matches the Copy Fiscal Year parameter but the rollover TAS could not be found on the TP TAS table. The following data is displayed on the report:

- Customer Name

- Customer Account

- Old Default Trading Partner TAS

- Supplier Site Default Trading Partner TAS Rollover Report. This report displays the following for Supplier Site Default Trading Partner TASs rolled over:
  - Supplier Name

  - Supplier Account

  - Old Default Trading Partner TAS

  - New Default Trading Partner TAS

- Supplier Site Rollover Trading Partner TAS Not Found Report. This report displays Supplier Sites with a Default Trading Partner TAS where the Ending Period of Availability matches Copy Fiscal Year parameter but the rollover TAS could not be found on the TP TAS table. The following data is displayed on the report:
  - Supplier Name

  - Supplier Account

  - Old Default Trading Partner TAS

A

Budget Execution Open Interface Tables

Understanding the Budget Execution Open Interface Tables

Use Oracle SQL*Loader or develop a process to load budget execution information into the following interface tables:

- FV_BE_INTERFACE_CONTROL

- FV_BE_INTERFACE

This process contains several procedures and functions for validating the records loaded into the FV_BE_INTERFACE table before being imported into the Budget Execution Transaction tables. The selected records are processed to validate all the required information. Once the validation is completed, the status of the records passing validation is set to Accepted and the status of the records not passing validation is set to Rejected. If all the records pass validation, then these records are imported into the FV_BE_TRX_HDRS and FV_BE_TRX_DTLS tables. If some of the records do not pass validation, then none of these records are imported.

Users can correct rejected records in the Correct Budgetary Transactions Import Data window. Users can run the process again to validate the rectified records and import all the records. Users can delete an entire batch in the BE Delete Import Data window by providing the Source and Group ID for the batch to be deleted.

The interface tables include columns, which Oracle U.S. Federal Financials uses to categorize and store specific budget execution information. For example, source of budget data is stored in the column called SOURCE in FV_BE_INTERFACE. Columns can have these attributes:

- NOT NULL Columns, page A-2

- NULL Columns, page A-2

- Optional Columns, page A-2

NOT NULL Columns

Enter values for all NOT NULL columns in the interface tables to successfully upload budget execution data in the interface tables. If a value is not entered in a NOT NULL column, then the record cannot be uploaded to the interface table.

NULL Columns

Leave these columns NULL as they are for internal use by the Budget Execution Open Interface Import process. For example, during the import process, Budget Execution Open Interface Import updates the values of the ERROR_CODE and ERROR_REASON columns.

Optional Columns

Use some columns in the interface tables to import additional information for the budget execution transaction through the Budget Execution Open Interface Import process. The data that is loaded into these optional columns is imported, provided that the information passes the validation checks during the Budget Execution Open Interface Import Process.

Budget Execution Open Interface Table Descriptions

The following tables list the columns in the Budget Execution Open Interface tables and indicate which columns require values for importing budget transactions into Oracle U. S. Federal Financials:

• FV_BE_INTERFACE CONTROL, page A-2

• FV_BE_INTERFACE, page A-3

FV_BE_INTERFACE_CONTROL

FV_BE_INTERFACE_CONTROL table stores the control information required for import processing. Users insert a row into the following table before submitting the import process.

FV_BE_INTERFACE_CONTROL

Column Name	NULL	Type	Description
SOURCE	NOT NULL	VARCHAR2(25)	import source

Column Name	NULL	Type	Description
GROUP_ID	NOT NULL	NUMBER	import group
STATUS	NOT NULL	VARCHAR2(25)	import status. Use initial value of NEW.
DATE_PROCESSED	NULL	DATE	processed date
TIME_PROCESSED	NULL	VARCHAR2(25)	processed time

FV_BE_INTERFACE

Users insert records into the following table before executing the Budget Execution Transactions Import process.

FV_BE_Interface

Column Name	NULL	Type	Description
SET_OF_BOOKS_ID	NOT NULL	NUMBER	Ledger identifier
SOURCE	NOT NULL	VARCHAR2(25)	import source
GROUP_ID	NOT NULL	NUMBER	import group
RECORD_NUMBER	NOT NULL	NUMBER	sequential record number for importing records
ERROR_CODE	NULL	VARCHAR2(10)	error code for the rejected record
ERROR_REASON	NULL	VARCHAR2(250)	error reason for the rejected record
BUDGET_LEVEL_ID	NOT NULL	NUMBER	budget level identifier
BUDGETING_SEGMENTS	NOT NULL	VARCHAR2(1000)	from distribution segments
TRANSACTION_TYPE	NOT NULL	VARCHAR2(25)	budget transaction type

Column Name	NULL	Type	Description
SUB_TYPE	OPTIONAL	VARCHAR2(30)	Budget transaction sub type
FUND_VALUE	NOT NULL	VARCHAR2(25)	fund value
PERIOD_NAME	NOT NULL	VARCHAR2(15)	period name
SEGMENTS1 – 30	OPTIONAL	VARCHAR2(25)	to distribution segments
INCREASE_DECREASE_FLAG	NOT NULL	VARCHAR2(1)	increase or decrease flag
AMOUNT	NOT NULL	NUMBER	amount
DOC_NUMBER	NOT NULL	VARCHAR2(20)	document number
ATTRIBUTES1 – 15	OPTIONAL	VARCHAR2(150)	attributes
ATTRIBUTE_CATEGORY	OPTIONAL	VARCHAR2(30)	attribute category
PROCESSED_FLAG	NOT NULL (DEFAULT N)	VARCHAR2(1)	processed flag
STATUS	NOT NULL	VARCHAR2(25)	record status
DATE_CREATED	NOT NULL	DATE	date when record created
CREATED_BY	NOT NULL	NUMBER	user identifier for who created the record
CORRECTED_FLAG	NOT NULL (DEFAULT N)	VARCHAR2(1)	selected if users correct the record using the Correct Budgetary Transactions Import Data window
LAST_UPDATE_DATE	NULL	DATE	last updated date
LAST_UPDATED_BY	NULL	NUMBER	last update identifier
GL_DATE	NOT NULL	DATE	GL Date

Column Name	NULL	Type	Description
PUBLIC_LAW_CODE	OPTIONAL	VARCHAR2(25)	Public law code
ADVANCE_TYPE	OPTIONAL	VARCHAR2(25)	Advance type
DEPT_ID	OPTIONAL	NUMBER(2)	Department ID
MAIN_ACCOUNT	OPTIONAL	NUMBER(4)	Main account
TRANSFER_DESCRIPTION	OPTIONAL	VARCHAR2(30)	Transfer description
BUDGET_USER_ID	OPTIONAL	NUMBER(15)	Budget user ID

SET_OF_BOOKS_ID

Enter the appropriate ledger identifier for the transaction. Define the ledger in the Accounting Setups window of the General Ledger application. The SET_OF_BOOKS_ID column of the ledger view, GL_SET_OF_BOOKS.SET_OF BOOKS_ID as shown in the following table, contains a list of valid values.

> **Note:** You can use the following SQL*Statement to access the current ledger ID:
>
> - SELECT SET_OF_BOOKS_ID,
>
> - NAME FROM GL_SETS_OF BOOKS:

SET_OF_BOOKS_ID

Validation	Destination
Must be a valid Ledger ID	FV_BE_TRX_HDRS. SET_OF_BOOKS_IDFV_BE_TRX_DTLS. SET_OF_BOOKS_ID

SOURCE

Source from which the budget execution data is being imported. The Source name also determines which records are to be selected for import. OFA (Oracle Financial

Analyzer), PSB (Oracle Public Sector Budgeting), or OTHER are valid values. Users can define additional values for Source in the Lookups window.

The following table describes the Source column.

SOURCE

Validation	Destination
If users do not use a predefined source, OFA, PSB, or OTHER, users must enter the name exactly as they have defined the lookup value in the Lookups window, or the Budget Execution Open Interface Import will not create the budget execution record. The lookup value must have the Type BE_SOURCE.	FV_BE_TRX_HDRS.SOURCE
	FV_BE_TRX_DTLS.SOURCE
For information on the Oracle U.S. Federal Financials Lookups window, see Federal Seed Data Setup, page 3-1.	

GROUP_ID

Identifier for this batch. When users submit Budget Execution Open Interface Import or Delete BE Import, they must specify a Source and a Group. Processing record by Group allows users to concurrently import or delete subsets of records for the same Source. In order to import the data, the SOURCE and GROUP_ID combination must be present in the FV_BE_INTERFACE_CONTROL table.

The following table describes the Group_ID column.

GROUP_ID

Validation	Destination
None	FV_BE_TRX_DTLS.GROUP_ID

RECORD_NUMBER

Sequential record number for importing records.

The following table describes the Record_Number column.

Validation	Destination
Record number must be unique. Oracle U.S. Federal Financials stores each record number that is uploaded to the FV_BE_INTERFACE table in an index.	None

ERROR_CODE

Leave this field NULL.

The following table describes the Error_Code column.

ERROR_CODE

Validation	Destination
Record number must be unique. Oracle U.S. Federal Financials stores each record number that is uploaded to the FV_BE_INTERFACE table in an index.	None

ERROR_REASON

Leave this field NULL.

The following table describes the Error_Reason column.

ERROR_REASON

Validation	Destination
None	None

BUDGET_LEVEL_ID

Enter the Budget Level ID for the transaction record. A batch may have multiple Budget Level IDs. The process sorts the records in ascending order by Budget Level ID and records the records in hierarchical order. Users can find a list of valid values in FV_BUDGET_LEVELS.

> **Note:** Oracle recommends using the following SQL* Statement to identify the budget level IDs:
>
> SELECT SET_OF_BOOKS_ID,
>
> BUDGET_LEVEL_ID, DESCRIPTION
>
> FROM FV_BUDGET_LEVELS
>
> ORDER BY SET_OF_BOOKS_ID,
>
> BUDGET_LEVEL_ID;

The following table describes the Budget_Level_ID column.

BUDGET_LEVEL_ID

Validation	Destination
None	FV_BUDGET_LEVELS

BUDGETING_SEGMENTS

The From Distribution Accounting Flexfield values are contained in BUDGETING_SEGMENTS. Users assign values for each segment that is enabled in General Ledger. The same rules apply for assigning segment values as for the GL Import.

For information on journal import and the GL_INTERFACE, see Exporting Data From Your Feeder System, *Oracle General Ledger User Guide*.

Furthermore, users must assign an account value for each segment that is enabled in the Define Budget Distributions window for the budget level that is associated with the FROM Distribution.

For example, if the record is for distributing funds to Budget Level 2 from Budget Level 1, then the budget level associated with the BUDGETING_SEGMENTS is Budget Level 1. Therefore, users must enter values for the segments set to Y for the given Treasury Account Symbol, Fund, and Budget Level, in this case Budget Level 1, in the Define Budget Distributions window. For segments that are set to N, users should not enter values for these segments; instead, users enter the segment separator that is defined for the Accounting Flexfield.

For information on segment separators, see Overview of Flexfields, *Oracle General Ledger User Guide*.

If values are provided for segments that are set to N, they are overwritten with the default segment values for the given Treasury Account Symbol and Budget Level recorded in the Define Budget Distributions window.

The following table describes the Budgeting_Segments column.

BUDGETING_SEGMENTS

Validation	Destination
BUDGETING_SEGMENTS values are validated. The segment values must already be defined in General Ledger. Cross Validation Rules setup for segment values are validated during the Budget Execution Open Interface Import process. A validation is also performed to ensure that the combination of Accounting Flexfield values contained in BUDGETING_SEGMENTS for the given record already exist in the Budget Execution Transaction tables. **Note:** This validation is performed at the time records are being inserted into budget execution transaction tables after the records have passed all other validations of the Budget Execution Open Interface Import process. If a record fails this validation, Oracle U.S. Federal Financials rolls back the database and updates the record status to REJECTED.	FV_BE_TRX_HDRS.SEGMENTS1-30 FV_BE_TRX_DTLS.SEGMENTS1-30

Transaction Type

Enter a transaction type for the budget execution record.

The following table describes the Transaction_Type column.

Transaction Type

Validation	Destination
The transaction type must be a valid type for the given budget level as defined in the Define Budget Transaction Types window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.TRANSACTION_TYPE

Sub Type

Enter a sub type of the transaction type if the sub type is required for the budget execution record.

The following table describes the Sub_Type column.

Sub Type

Validation	Destination
The sub type must be designated for the transaction type if the sub type is required to be used with the given transaction type on the record. The sub type is defined in the Define Budget Transaction Types window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.SUB_TYPE

FUND_VALUE

Enter a Fund Value (balancing segment) for the budget execution record.

The following table describes the Fund_Value column.

FUND_VALUE

Validation	Destination
Budget Execution Open Interface Import validates the values against General Ledger. In addition, a fund must be mapped to a defined Treasury Account Symbol in the Define Fund Attributes window in Oracle U.S. Federal Financials and the Treasury Account Symbol of the fund must not be cancelled or expired. Also, a budget distribution hierarchy must be established in Oracle U.S. Federal Financials for this Fund in the Define Budget Distribution window.	FV_BE_TRX_HDRS.FUND_VALUE

PERIOD_NAME

Specify the period name. The Budget Execution Open Interface Import process defaults the GL_DATE to the last day of the period.

The following table describes the Period_Name column.

Validation	Destination
Must be an open or future enterable period	FV_BE_TRX_DTLS.GL_DATE

SEGMENTS1-30

The To Distribution Accounting Flexfield values are contained in Segments1-30. Assign an account value for each segment that is enabled in the Define Budget Distributions window for the budget level indicated on the record. Users must enter values for segments set to Y for the given Treasury Account Symbol, Fund, and Budget Level in the Define Budget Distributions window. For segments that are set to N, users should not enter values for these segments. If values are provided, they are overwritten with the default segment values from the Define Budget Distributions window.

The following table describes the Segments1-30 column.

SEGMENTS1-30

Validation	Destination
Segment values are validated. The segment values must already be defined in General Ledger. Cross Validation Rules setup for segment values are validated during the Budget Execution Open Interface Import process.	FV_BE_TRX_HDRS.SEGMENTS1-30 FV_BE_TRX_DTLS.SEGMENTS1-30

INCREASE_DECREASE_FLAG

Indicate whether the amount is an increase or decrease.

The following table describes the Increase_Decrease_Flag column.

INCREASE_DECREASE_FLAG

Validation	Destination
Valid values are I or D.	FV_BE_TRX_DTLS.INCREASE_DECREASE_FLAG

AMOUNT

Enter the amount for each line of the transaction.

The following table describes the Amount column.

AMOUNT

Validation	Destination
Amount must be a positive number.	FV_BE_TRX_DTLS.AMOUNT

DOC_NUMBER

Enter the document number for the transaction.

The following table describes the Doc_Number column.

DOC_NUMBER

Validation	Destination
Document Number is edited for uniqueness against records already in the Budget Execution tables; however, records in the Budgetary Transactions Import table can have the same document number. The following rules apply: - If the document number does not exist in Oracle U.S. Federal Financials, then accept the document number as is and the revision must be zero. - If the document number does exist in Oracle U.S. Federal Financials, then the source, ledgers, budget level, and fund must be the same to be considered a revision. If they are not the same and it is the fund value that is different, then reject the API document; otherwise, the document is accepted as is and the revision number is set to zero. - If the document revises an existing document in Oracle U.S. Federal Financials, then validate that the document in Oracle U.S. Federal Financials is approved. If the document in Oracle U.S. Federal Financials is not approved, then reject the document in the API tables. If the document in Oracle U.S. Federal Financials is approved, then check the revision number in Oracle U.S. Federal Financials and accept the document with the revision number set to the next highest revision number.	FV_BE_TRX_HDRS.DOC_NUMBER

Validation	Destination
- If the Oracle U.S. Federal Financials document numbering is set to Manual, the interface accepts the document number provided in the interface, unless it fails one of the previously mentioned edits in this section.	
- If the Oracle U.S. Federal Financials document numbering is set to Automated, the document number must be numeric. Any numeric document number provided in the interface is accepted unless if fails one of the previously mentioned edits in this section. However, if the number provided is greater than the MAX sequencing number, the MAX sequencing number must be reset at completion of the import process and the gaps in numbering are noted in the log file. If the number provided is less than the MAX sequencing number and is not a duplicate, the gaps are noted in the log file of the import concurrent process.	
- Documents manually created in Oracle U.S. Federal Financials use a different numbering sequence to those imported using the Federal Administrator API. The process looks at FV_BUDGET_LEVELS. NEXT_DOC_NUMBER for documents created in Oracle U.S. Federal Financials and at FV_BE_TRX_HDRS_S for imported documents, thus creating two different numbering systems.	

ATTRIBUTES1-15

Enter values for the following descriptive flexfields:

- Budget Appropriation

- Budget Fund Distributions

- Budget Transactions Detail

- Budget Transactions Header

The values are inserted where the flexfield segment has been assigned that attribute number. For example, if Attribute1 is assigned to the Budget Appropriation flexfield segment, the field is updated in the import if the Attribute 1 field in the import has a value. Attribute fields are not validated against descriptive flexfield value sets.

The following table describes the Attributes1-15 column.

Validation	Destination
None	FV_BE_TRX_HDRS.SEGMENTS1-30
	FV_BE_TRX_DTLS.SEGMENTS1-30

ATTRIBUTE_CATEGORY

Leave this field NULL.

The following table describes the Attribute_Category column.

ATTRIBUTE_CATEGORY

Validation	Destination
None	None

PROCESSED_FLAG

All new records loaded into the interface must have a value of N.

The following table describes the Processed_Flag column.

PROCESSED_FLAG

Validation	Destination
None	None

STATUS

All new records loaded into the interface must have a status of NEW.

The following table describes the Status column.

Validation	Destination
None	None

DATE_CREATED

Enter the date that the budget execution import line was created using the format of DD-MON-YYYY.

The following table describes the Date_Created column.

DATE_CREATED

Validation	Destination
None	FV_BE_TRX_HDRS.CREATION_DATE
	FV_BE_TRX_DTLS.CREATION_DATE

CREATED_BY

Enter a User ID number.

The following table describes the Created_By column.

CREATED_BY

Validation	Destination
Must be a user number defined in the system	FV_BE_TRX_HDRS.SEGMENTS1-30
	FV_BE_TRX_DTLS.SEGMENTS1-30

CORRECTED_FLAG

All new records must have a value of N.

The following table describes the Corrected_Flag column.

Validation	Destination
None	FV_BE_TRX_DTLS.CORRECTED_FLAG

LAST_UPDATE_DATE

Leave this field NULL.

The following table describes the Last_Update_Date column.

LAST_UPDATE_DATE

Validation	Destination
None	None

LAST_UPDATED_BY

Leave this field NULL.

The following table describes the Last_Update_By column.

LAST_UPDATED_BY

Validation	Destination
None	None

GL_DATE

General ledger date for the transaction.

The following table describes the GL_Date column.

Validation	Destination
None	FV_BE_TRX_DTLS.GL_DATE

PUBLIC_LAW_CODE

The public law code for the transaction.

The following table describes the Public_Law_Code column.

PUBLIC_LAW_CODE

Validation	Destination
If public law code is enabled on the transaction type then the public law code is enabled and the public law code should not be more than seven characters. The transaction type is defined in the Enter Transaction Type window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.PUBLIC_LAW_CODE

ADVANCE_TYPE

The advance type for the transaction.

The following table describes the Advance_Type column.

ADVANCE_TYPE

Validation	Destination
If the advance type checkbox is selected for the transaction type, the advance type is required and must be a valid advance type entered for the lookup type, "Advance type" in the Oracle U.S. Federal Financials Lookup window in Federal Administrator. The transaction type is defined in the Enter Transaction Type window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.ADVANCE_TYPE

DEPT_ID

The department identifier for the transaction.

The following table describes the Dept_ID column.

DEPT_ID

Validation	Destination
If the advance type checkbox is selected for the transaction type, the dept_id is required. The transaction type is defined in the Enter Transaction Type window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.DEPT_ID

MAIN_ACCOUNT

The main account for the transaction.

The following table describes the Main_Account column.

MAIN_ACCOUNT

Validation	Destination
If the advance type checkbox is selected for the transaction type, the main_account is required. The transaction type is defined in the Enter Transaction Type window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.MAIN_ACCOUNT

TRANSFER_DESCRIPTION

The direct transfer description for the transaction.

The following table describes the Transfer_Description column.

TRANSFER_DESCRIPTION

Validation	Destination
None	FV_BE_TRX_DTLS.TRANSFER_DESCRIPTION

BUDGET_USER_ID

Budget users are a set of authorized users who are allowed to access and enter Budget Information. The Budget Users are defined in the Define Budget Users window where the access rights to various levels of budget are also indicated.

The following table describes the Budget_User_ID column.

BUDGET_USER_ID

Validation	Destination
The budget_user_id should be a valid budget user entered in the Define Budget Users window in Oracle U. S. Federal Financials.	FV_BE_TRX_DTLS.BUDGET_USER_ID

B

Oracle U.S. Federal Financials Navigation Paths

Navigation

The following table shows the navigation paths for each window in Oracle U.S. Federal Financials.

Federal Navigation Paths

Window	Navigation Path
224 and Reconciliation Report Definitions	Setup - Federal Report Definitions - 224 and Reconciliation Report Definitions
Add DUNS Number	Payables Management - CCR Vendors - Search CCR Vendors Select a vendor. Select the DUNS number link.
Agency Location Code	Setup - Federal Report Definitions - Agency Location Code

Window	Navigation Path
Approve Document	Budget - Enter - Budget Authority
	Click Approve
	or
	Budget - Inquiry - Budget Transactions Summary
	Budget - Enter - Fund Distributions
	Click Approve
	or
	Budget - Enter - Reprogramming Transactions
	Click Approve
	or
	Click Find
	Select Approve
	Click Approve
Assign Reason Codes	Payables Management - Assign Reason Codes
AutoCreate Documents	In Purchasing,
For information, see Oracle Purchasing User's Guide.	AutoCreate
Balance Sheet	Setup - Federal Report Definitions - Financial Statements Report Definitions
	Click Open
Budget Transaction Summary	Budget - Inquiry - Budget Transactions Summary
	Click Find
Cash Receipt Refunds	Reports - FMS Form 224 - Cash Receipt Refunds
Cash Receipts	Receivables Management - Cash Receipts
CCR Vendors Search Page	Payables Management - CCR Vendors - Search CCR Vendors

Window	Navigation Path
Check Ranges	Confirm - Confirm
	Click Check Ranges
Copy Year End Information	Open Year End Closing window
	Tools - Copy Year End Groups
Correct Budget Execution Transactions Import Data	Budget - Open Interface - Correct
	Click Find
Customer Vendor Cross Reference	Receivables Management - Define - AR/AP Netting - Customer/Vendor Cross Reference
Define Fund Attributes	Setup - Appropriation - Fund Attributes
	Click Find
	or
	Setup - Appropriation - Treasury Account Symbols
	Click Fund Attributes
Define Budget Codes	Setup - Appropriation- Budget Codes
Define Budget Distributions	Budget - Define - Budget Distributions
Define Budget Levels	Budget - Define - Budget Levels
Define Budget Transactions Types	Budget - Define - Transaction Types
Define Budget Users	Budget - Define - Budget Users
Define Treasury Account Symbols	Setup - Appropriation - Treasury Account Symbols
Define Federal Financials Options	Setup - Options - Define Federal Financials Options
Define Federal Options	Setup - Options - Define Federal Options
Define Federal System Parameters	Setup - Options - Define Federal System Parameters
Define Finance Charges	Receivables Management - Define - Finance Charges

Window	Navigation Path
Define Fund Rates	Setup - Appropriation - Rates
Define Offset Accounts and Transaction Codes	Prior Year Adjustments - Define - Offset Accounts and Transaction Codes
Define Payment Terms Types	Payables Management - Define - Payment Terms Types
Define US SGL Accounts	Setup - Accounts - US SGL Accounts
Delete BE Import Data	Budget - Open Interface - Delete
Delinquent Invoice Referral Definitions	Receivables Management - Define - Delinquent Invoice Referral Setup
Document Cross-Reference	Inquiry - Document Cross-Reference Click Find
Enter Budget Authority	Budget - Enter - Budget Authority
Enter Funds Distributions	Budget - Enter - Funds Distributions
GTAS Attributes	Setup - Accounts - GTAS Attributes
Finance Charges Inquiry	Receivables Management - Finance Charges Inquiry
Find Budget Transactions	Budget - Inquiry - Budget Transactions Summary
Find Budgetary Import Transactions	Budget - Open Interface - Correct
Find Prior Receipts	Payables Management - Prior Receipts
FMS Form 1219/1220 Report Definitions	Setup - Federal Report Definitions: FMS Form 1219/1220 – Setup
FMS Form 1219/1220 Transaction Correction	Run FMS Form 1219/1220 Process Setup - Federal Report Definitions - FMS Form 1219/1220 - Transaction Correction
FMS Form 224 Report Definitions	Setup - Federal Report Definitions - 224 and Reconciliation Report Definitions

Window	Navigation Path
Funds Availability Report Definitions	Setup - Federal Report Definitions - Funds Availability Reports
Funds Available Inquiry	Inquiry - Funds Available
Holiday/Non-Working Dates	Payables Management - Define - Holiday/Non-Working Dates
Import Budget Execution Transactions	Budget - Open Interface - Import
Interagency Transfers	Reports - FMS Form 224 - Interagency Transfers
Invoice Returns	Payables Management - Invoice Returns
Invoice Status	Receivables Management - Invoice Status Click Find Click Status
Invoice Status History	Receivables Management - Invoice Status Click Find Click History
Invoice Write-off	Receivables Management - Invoice Write-off
IPAC Imported Invoices	Payables Management – IPAC Imported Invoices Click Find
IPAC Transaction Summary	Interagency - IPAC Transaction Summary
Ledger	In General Ledger, Setup - Financials - Accounting Setup Manager
Location Address	Setup - Options - Define Federal Options Click Details
Maintain 1099-C Information	Receivables Management - Maintain 1099-C

Window	Navigation Path
Notifications Summary	Workflow User - Advance Worklist
Oracle Federal Financials Lookups	Setup - Lookups
Other Authorizations	Setup - Appropriation - Parameters
	Click Find
	Click Other Authorizations
Payables Assignments	Payables Management - CCR Vendors - Search CCR Vendors
	Select a vendor.
	Click the Update Assignments icon.
Payables Refunds	Reports - FMS Form 224 - Payable Refunds
	Click Find
Payment Instruction Sequence Assignments	Payables Management - Define - Payment Instruction Sequence Assignments
Payment Process Request	In Payables,
For information, see Oracle Payables User Guide	Payments - Entry - Payments Manager
Payment Terms	In Payables,
	Setup - Invoice - Payment Terms
Period Types	In General Ledger,
	Setup - Financials - Calendar - Types
Prior Period Receipts	Payables Management - Prior Receipts
	Click Find
Prior Year Adjustment Transaction History	Prior Year Adjustments - Transactions - History
Program Reporting Codes	Setup - GTAS - Define Program Reporting Codes

Window	Navigation Path
Receipts For information, see Oracle Receivables User Guide and Oracle Purchasing User's Guide	In Receivables, Receipts - Receipts or In Purchasing, Receiving - Receipts Click Find
Receivable Types	Receivables Management - Define - Receivable Types
Receivables Lookups	Setup - System - QuickCodes - Receivables
Re-programming Transactions	Budget - Enter - Reprogramming Transactions
Select Summary Schedule Format	Payables Management - Summary Schedules Click Summary Schedule
Submit a New Request	Other - Request - Run Select Single Request Click OK
Submit a Request Set	Other - Request - Run Select Request Set radio button Click OK
Summary Schedules	Payables Management - Summary Schedules
Third Party Assignments	Payables Management - Define - Third Party Assignments
Treasury Confirmation and Reconciliation	Confirm - Confirm or Confirm - Inquiry Click Treasury Confirmation

Window	Navigation Path
Treasury Confirmation Inquiry	Confirm - Inquiry
	Click Offset
Treasury Confirmation Offset	Confirm - Confirm
Treasury Offset Exclusion Criteria	Payables Management - Define - Treasury Offset Exclusion Criteria
Users	In System Administration,
	Security - User - Define
Waive Finance Charges	Receivables Management - Waive Finance Charges
Worklist	Workflow User - Worklist
	or
	Notifications Summary
Year End Closing	Setup - Year End Close - Define Year End Closing
Attribute Sets	Setup - Attribute Sets
Receivable Types	Receivables Management - Define - Receivable Types
Business Event Type Codes (BETC)	Setup - Treasury - Business Event Type Codes (BETC)
TAS/BETC Mapping	Setup - Treasury - TAS/BETC Mapping
Trading Partner TAS/BETC Mapping	Setup - Treasury - Trading Partner TAS/BETC Mapping

Glossary

1096 Annual Summary and Transmittal of U.S. Information Returns

The Debt Collection Act of 1982 states that a 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation of Debt report that is submitted to the Internal Revenue Service.

1099-C Cancellation of Debt

The Debt Collection Act of 1982 requires that a 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service for each debtor for whom a debt of $600.00 or more is cancelled during the calendar year.

Accrue Finance Charges

A process in Oracle U.S. Federal Financials that creates a debit memo for each Finance Charge Type associated with each newly overdue invoice; and adjusts existing finance charge debit memos for each Finance Charge Type associated with old overdue invoices.

ACH

See Automated Clearing House (ACH).

adjusted trial balance (ATB)

Balance for an SGL account and related attributes that make up a portion of a GTAS submission as of a specific date for a specific treasury appropriation fund symbol.

adjustment

The method prescribed by the Department of Treasury under the IPAC system that allows a customer to charge a billing agency to remedy an incorrect billing.

advance appropriation

New budget authority appropriations that become available one or more fiscal years beyond the fiscal year for which the appropriation was passed.

advance funding

Budget authority appropriations provided in an appropriations act to be used, if necessary, to cover obligations incurred late in the fiscal year for benefit payments in excess of the amount specifically appropriated in the act for that year, where the budget authority is charged to the appropriation for the program for the fiscal year following the fiscal year for which the appropriations is passed.

Agency Location Code (ALC)

An 8-digit numeric symbol identifying the agency accounting and/or reporting office with disbursing authority. Any 4-digit ALC is preceded by four zeros.

allotment

Funds within an apportionment designated for specific programs or projects in an agency.

allowance

A subdivision of an allotment. Typically, managers distribute funds throughout the agencies to levels lower than the allotment to cover programs and projects for more specific purposes. An allowance cannot exceed the amount allotted. However, obligations and expenditure can exceed an individual allowance but must not exceed the total allotment in accordance with the Antideficiency Act.

anticipated

Estimated cancellations or downward adjustments of prior-year obligations anticipated for recovery in the current fiscal year; only used in unexpired multiyear or no-year funds. These amounts are reported on the SF-132, Request for Apportionment as a Budgetary Resource.

Antideficiency Act

A regulation applying to federal agencies that establishes budgetary limitations at required levels within an agency.

Apply Cash Receipts

A procedure in Oracle U.S. Federal Financials to enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account.

apportionment

An agency request to the Office of Management and Budget to acquire funds to be used in designated quarters of the fiscal year. Agencies divide apportionments into allotments, which are converted into commitments, obligations, and expended authority.

appropriation

Funds provided to federal agencies through legislation. An appropriation is designated as multi-year, which can be used for a specified period of time in excess of one year; no-year, which can be used indefinitely; and single-year. which can only be used in the current year.

appropriation warrant

An official document that establishes the individual amounts that Congress appropriates by treasury account symbol.

Assign Finance Charges

A process in Oracle U.S. Federal Financials that selects customers and invoices for which finance charges are to be accrued during the Accrue Finance Charges process, based on customer classes specified in the Define Finance Charges window.

Assign Finance Charges Report

An internal report that provides information on customers and invoices assigned finance charges.

ATB

See adjusted trial balance (ATB).

Automated Clearing House (ACH)

Primary electronic funds transfer (EFT) system used by agencies to make payments and to collect funds. The ACH is a distribution and settlement point for transmitting funds electronically between an originating financial institution and a receiving financial institution. Funds are transferred through the use of several format options targeted specifically to meet the Federal Government's needs.

Federal Government ACH payments originated in the Prearranged Payment and Deposit (PPD) with or without addenda, Cash Concentration of Disbursement (CCD) with or without addenda or Corporate Trade Exchange (CTX) formats.

automated interagency bill

A bill that exists on a computerized database, although it can be printed out in hard copy format.

billing agency fund

The accounting classification that is adjusted, billed, or credited by the billing agency.

borrowing authority

A budget authority that permits obligations and outlays to be financed by borrowing.

budget account definition

An administrative or functional subdivision of a budget agency. A budget account must have at least one treasury account symbol associated with it.

budget authority

Authority provided by law to incur financial obligations that result in outlays. Specific forms of budget authority include appropriations, borrowing authority, contract authority, and spending authority from offsetting collections.

budgetary resource

An amount available to enter into obligations in a given year. Budgetary resource comprises new budget authority for that year, including spending authority from offsetting collections, and unobligated balances of budget authority provided in previous years, including recoveries of prior year obligations and transfers.

Budgetary Accounting Guide

A publication issued by the Financial Management Service that provides information on year-end closing requirements for federal agencies.

bulk data payment formats

The bulk data payment format enables users to submit via Bulk files to Treasury RFC vendor or Employee payments.

Bulk data processes create the following payment files:

- Bulk Data CCD+

- Bulk Data PPD+

- Bulk Data Salary/Travel NCR

- Bulk Data NCR

cash equivalent transactions

Transaction in which the Government makes outlays or receives collections in a form other than cash, or the cash does not accurately measure the cost of the transaction.

cash receipts

Cash payments collected to satisfy an exchange of cash for goods and/or services.

certifier

A person, typically a high level official at an agency, who verifies the accuracy of year-end submissions for the agency or a portion of the agency. Certifiers can either certify or reject submissions that were entered by preparers.

Circular A-34, Instructions on Budget Execution

A publication issued by the Office of Management and Budget that provides information on the SF 133 Report on Budget Execution.

Classification Transactions and Accountability (CTA)

CTA is a component of the Central Accounting and Reporting System (CARS) Agency Transaction Module (ATM). CTA provides Federal Program Agencies (FPAs) with a central location to report their monthly accounting activity to Treasury's Bureau of the Fiscal Service.

clearing accounts

Accounts established to temporarily hold general, special, or trust collections or disbursements pending clearance to the applicable receipt or expenditure account in the budget.

close out

An event that occurs concurrently with, or subsequent to, an agency decision to write off a debt for which the agency has determined that future additional collection attempts would be futile. At close out, an agency reports to the IRS the amount of the closed out debt as income to the debtor on IRS Form 1099-C in accordance with Treasury requirements. No additional collection action can be taken by the agency after issuing the IRS Form 1099-C.

cohort

Direct loans obligated or loan guarantees committed by a program in the same year, even if disbursements occur in subsequent years or the loans are modified. Modified pre-1992 direct loans constitute a single cohort; modified pre-1992 loan guarantees constitute a single cohort. For loans subsidized by no-year or multi-year appropriations, the cohort may be defined by the year of appropriation or the year of obligation. For information on proper determination, the Office of Management and Budget (OMB) can be contacted.

commitment

The reservation of funds in anticipation of legal obligations.

consolidated payment files

Submitted electronically to Treasury's RFC on a daily basis and combines the records for multiple payment batches into one. Consolidated Payment Files are generated for the following:

- CTX

- Bulk Data Checks

- Bulk Data ACH

contract authority

Budget authority that permits obligation to be incurred in advance of either an appropriation of the cash to make outlays to liquidate the obligations or offsetting collections.

cost

Cash value of the resources allocated to a particular program. When used in connection with federal credit programs, cost means the estimated long term cost to the government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs and any incidental effects on governmental receipts or outlays.

credit program account

An account into which an appropriation for the cost of a direct loan or loan guarantee program is made and from which such cost is disbursed to a financing account for the program.

cross-servicing

Passing a debt to a designated collection center or private collection agency in an effort to collect the amount due.

CSV file

A file format that separates data fields with commas (commas delimited). The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different programs.

current value of funds

The average annual rate of the Department of Treasury tax and loan accounts. The rate is used to determine whether taking a vendor discount for early payment is economically beneficial.

Debt Collection Act of 1982

A set of regulations governing the receivables management and collections practices of federal agencies.

Debt Collection Improvement Act of 1966

The DCIA provides that any nontax debt or claim owed to the U. S. Government that is 180 days delinquent, with certain exceptions, will be referred to the Department of the Treasury for collection. Debt that is in litigation or foreclosure with a collection agency or designated Federal debt collection center or that will be disposed of under an asset sales program is exempt from transfer to the Secretary.

deposit fund

An account established to record amounts held temporarily by the government until ownership is determined, such as earnest money paid by bidders for mineral leases, or held by the government as an agent for others, such as State and local income taxes withheld from Federal employees' salaries and not yet paid to the State or local government. Deposit fund transactions are excluded from the budget totals because the funds are not owned by the government. Since increases in deposit fund balances reduce Treasury's need to borrow, they are a means of financing a deficit or a surplus.

direct loan

A disbursement of funds by the government to a non-federal borrower under a contract requiring repayment of such funds with or without interest. The term includes the purchase or participation in a loan made by a non-federal lender. It also includes the sale of a government asset on credit terms of more than 90 days duration.

disbursement in transit

A liability account used for payments pending Department of Treasury confirmation of disbursement.

discretionary spending

Budgetary resources, except those provided to fund mandatory spending programs, provided in appropriations acts.

Due Date Calculation

A process in Oracle U.S. Federal Financials that determines the due date on the payment schedule by using the later of the Invoice Received Date or the Goods/Services Acceptance or Receipt Date.

economically beneficial discounts

Discounts offered by suppliers that federal agencies are required to take pursuant to the Prompt Payment Act. An agency must take available discounts for early payment unless they are not economically beneficial. Discounts are not beneficial if an agency can realize a greater return by keeping its money invested until a later payment due date.

expended

Obligations where services are performed by employees, contractors, vendors, carriers, grantees, lessors, and other Government funds; goods and tangible property is received; and amounts becoming owed under programs for which no current service is required, such as annuities, insurance claims, other benefit payments, and loans.

expended authority

Portion of an agency's budget authority that has been expended.

expenditure

The issuance of checks, disbursement of cash, or electronic transfer of funds made to liquidate a federal obligation. Outlays during a fiscal year may be for payment of obligations incurred in prior years or in the same year. Expenditures can exceed obligations but cannot exceed allotted funds in accordance with the Antideficiency Act.

expenditure transaction

A withdrawal from one account and a credit to another account when the withdrawal and credit are recorded in the central accounts of the Financial Management Service (FMS) as an expenditure and repayment.

Treasury Account Symbol (TAS)

The Treasury Account Symbol is currently a 21-character symbol. Treasury has developed a 24 character component based GWA TAS representing the agency appropriation in GWA. The component based code TAS is comprised of the following elements:

- Sub level prefix (SP): Used in special situations. When used the Sub-Level Prefix represents a programmatic breakdown of the account for Treasury publication purposes.

- Allocation Transfer Agency Identifier (ATA): The Agency Identifier of the agency receiving funds through an allocation transfer.

- Agency Identifier (AID): Agency Identifier of account owner. Used in conjunction with the main account code, the Agency Identifier represents the department, agency or establishment of the U.S. Government that is responsible for the TAS.

- Beginning Period of Availability (BPOA): In annual and multi-year funds, identifies the first year of availability under law that an appropriation account may incur new obligations.

- Ending Period of Availability (EPOA) - In annual and multi-year funds, identifies the last year of funds availability under law that an appropriation account may incur new obligations.

- Availability Indicator (A): Identifies no-year accounts 'X', clearing/suspense accounts 'F', Treasury's central summary general ledger accounts 'A', and merged-surplus accounts 'M'.

- Subaccount Code (SUB): Identifies an available receipt or other Treasury-defined subdivision of the main account.

federal report definitions

Report information, set up in the Federal Report Definitions windows that is used to

customize reports by specifying report content and entering report data to meet Federal Government reporting requirements.

Federal Setup Options

Specially defined and updated information used by federal agencies and maintained in Oracle U.S. Federal Financials. Federal Options are required for some new features and reports. The Define Federal Options window is used to enter the information.

Finance Charge Types

Finance charge information entered in the Define Finance Charges window that is used to assign and accrue finance charges in Receivables.

Financial Management Service (FMS) or Fiscal Services (FS)

The Bureau of the Fiscal Service is a bureau (previously know as FMS) of the United States Department of the Treasury, providing central payment services to Federal Program Agencies, operating the federal government's collections and deposit systems, providing government-wide accounting and reporting services and managing the collection of delinquent debt owed to the government.

financing account

The non-budget account or accounts associated with each credit program account for post-1991 direct loans or loan guarantees. It holds balances, receives the subsidy cost payment from the credit program account, and includes all other cash flows to and from the government. Separate financing accounts are required for direct loans and loan guarantees.

FMS

See Financial Management Service (FMS).

FMS Form 224 Statement of Transactions Exception Report

A report that shows transactions included or omitted from the FMS Form 224 Statement of Transactions Report that may require review or correction.

FMS Form 224 Statement of Transactions Report

A report used to provide information to the Treasury about the financial condition and operations of federal agencies for which Treasury disburses.

forbearance

Act of surrendering the right to enforce a valid claim usually in return for a binding promise to perform a specified act. Forbearance sometimes refers to an agreement by a lender to refrain from taking legal action when a mortgage is in arrears, as long as the borrower complies with a satisfactory arrangement to pay off the past due balance by a future date.

An involuntary payment of a debt secured by collateral by seizing the collateralized property.

foreign currency fund accounts

Accounting mechanisms established by the Treasury to account for foreign currency that is acquired without payment of U.S. dollars. Use of these amounts requires appropriations or payment with appropriated dollars unless otherwise authorized by law. Foreign currency fund accounts are established with a two-digit agency prefix assigned by Treasury, the symbol FT, and a three-digit foreign currency account code.

forward funding

Budget authority appropriations that become available for obligation in the last quarter of the fiscal year for the financing of ongoing grant programs during the next fiscal year.

fund/budgetary accounting

The legal requirement that federal agencies establish accounts for segregating revenues, other resources, related liabilities, obligations, and balances in order to carry out specific activities or achieve certain objectives in accordance with special regulations, restrictions, or limitations. One of the most important laws requiring federal agencies to adhere to fund accounting concepts is the Antideficiency Act.

fund group

Last four characters of the treasury account symbol. The four-digit identifier that corresponds to the Treasury Account Symbol in the Treasury Account Symbols and Titles (FAST) book. The Treasury Appropriation/Fund Group is the combination or roll-up of all fiscal years reported for each agency appropriation or fund account symbol.

fund parameters

Information maintained about each fund in Oracle U.S. Federal Financials. Fund parameters define additional information associated with the balancing segment of the Accounting Flexfield.

fund type

Major classification for the different account types, such as General Fund, Clearing Account, and Special Fund.

fund value

The Federal Government obtains monies from many sources. The use of the monies is governed by the appropriations process. Agencies segregate their accounts into funds to assure compliance with legal requirements. Monies obtained from general taxation and revenue powers and from business operations are accounted for in the following types of funds: General Fund, Special Funds, Revolving Funds, Management Funds, Trust Funds, and Deposit Funds. There can be multiple fund values per treasury account

symbol, but a fund value can be assigned to one and only one treasury account symbol. For reporting purposes, fund values roll up to the treasury account symbol.

funds available

The total amount of allotted funding still available for spending by an agency.

Funds Available

A procedure in Oracle U.S. Federal Financials for agencies to view funds available at both detail and summary levels and to compare budget amounts to actual fund values.

general fund

Accounts for receipts not set aside by law for a specific purpose, the process of general borrowing, and the expenditure of these monies.

Government Results and Performance Act (GRPA)

A Federal Government regulation requiring agencies to report on financial performance through a series of regulatory reports.

Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS)

GTAS is the primary means of reporting agency trial balance data to Treasury. It is a single data collection system that has paved the way for more consistent and complete financial data and allows for better analytical reporting.

GRPA

See Government Results and Performance Act (GRPA).

Holiday/Non-Working Dates

Holiday and non-working dates entered in the Define Holiday/Non-Working Dates window that is used by the Due Date Calculation process to determine a payment schedule in compliance with the Prompt Payment Act.

Identification of Federal Employees Report

A report that provides information on federal employees indebted to the Federal Government.

Interagency Transfers

A window in Oracle U.S. Federal Financials used by the customer agency to store information regarding the billing agency fund involved in an interagency transaction.

interagency transactions

Transfers between Treasury agencies that involve two or more different appropriation, fund, or receipt accounts and are classified as expenditure transactions.

Interest, Administrative and Penalty (IPA)

Interest, Administrative and Penalty are finance charges associated with the Federal Government. Oracle U.S. Federal Financials creates debit memos for Finance Charge Type associated with overdue invoices.

intragovernmental fund

See revolving fund.

Intra-governmental Payment and Collection System (IPAC)

A government-owned and operated system that performs intra-governmental funds transfers.

IPA

See Interest, Administrative and Penalty.

IPAC

See Intra-governmental Payment and Collection System (IPAC).

JFMIP

See Joint Financial Management Improvement Program (JFMIP).

Joint Financial Management Improvement Program (JFMIP)

A cooperative effort among major agencies of the Federal Government to arrive at a common set of financial management standards as mandated by the President of the United States. Representatives from major agencies serve on a committee charged with formulating these standards.

liquidating account

The budget account that includes all cash flows to and from the government resulting from pre-1992 direct loans or loan guarantees. Cash flows associated with modified direct loans and loan guarantees are treated as exceptions. The liquidating accounts are the old credit accounts, whose transactions are counted on a cash basis in calculating budget outlays and the deficit. Liquidating accounts are not subject to credit reform accounting except for the effects of modifications.

loan guarantee

Any guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-federal borrower to a non-federal lender. It does not, however, include the insurance of deposits, shares, or other withdrawable accounts in financial institutions.

mandatory spending

Spending controlled by laws other than appropriation acts, including spending for entitlement programs and spending for the food stamp program.

Multi-Fund Accounts Receivable (MFAR)

Enables users to post receivables invoices, receipts, debit memos, credit memos, and adjusting entries to multiple balancing segment values or fund.

nonexpenditure transfer

See transfer.

normal balance indicator

Normal condition of the balance in an SGL account, that is, debit or credit.

object class

A uniform classification identifying obligations of the Federal Government by the types of goods or services purchased, such as personnel compensation, supplies and materials, and equipment, without regard to the agency involved or the purpose of the programs for which they are used.

obligation

Allotment funds obligated for goods or services that have been ordered, but not yet received. Obligated funds are not available for spending by an agency.

Office of Management and Budget (OMB)

A U.S. Federal Government office that helps the President of the United States oversee the preparation of the federal budget and supervise the administration of federal agencies. The OMB also oversees and coordinates the administration's procurement, financial management, information, and regulatory policies.

Offset

The amount the Treasury Department pays a customer for receivable invoices that have been outstanding for at least 181 days but less than 10 years. For example, if Customer A owes Agency A $150 and if Agency B owes Customer A $200, then the Treasury Department will pay Customer A $50. The $50 the Treasury Department pays Customer A is offset by the amount Customer A owes Agency A.

offsetting collections

Collections that by law are credited directly to expenditure accounts.

offsetting receipts

Collections that are deducted from gross budget authority and outlays, rather than

added to receipts, and that are not authorized to be credited to expenditure accounts.

OMB

See Office of Management and Budget (OMB).

outlay

Payment to liquidate an obligation other than the repayment of debt principal. Outlays are the measure of government spending. Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the subsidy cost of direct loans, and loan guarantees, and interest accrued on public issues of the public debt.

Payment Application Modernization Project/Payment Automation Manager (PAM)

PAM automates and streamlines the current Legacy Payment System for processing and issuing payments. PAM accepts bulk file submissions of payments through Treasury's Regional Finance Centers (RFCs) The PAM Project is an effort to modernize the current mainframe-based software applications that are used to disburse approximately 1 billion federal payments annually.

Payment Terms Types

Payment terms, specified in the Define Payment Terms Types window, used to automatically calculate the payment due date in compliance with the Prompt Payment Act. The payment term also defaults to purchase orders and invoices generated for a specific vendor.

pass-through

A process by which an agency refers debts to FMS for subsequent referral to a Private Collection Agency (PCA). FMS takes no collection action when debts are referred to FMS for pass-through other than referring the debts to a PCA. The pass-through process enables FMS to assess and monitor fully the performance of its PCA contractors.

preparer

Representative from the federal program agencies (FPA) who prepares the adjusted trial balance (ATB) information for one or more treasury appropriation fund symbol (TAFS) accounts.

Prompt Payment Act

A set of laws applying to federal agencies mandating how and when to pay commercial obligations. The act requires agencies to pay interest on overdue invoices and to take discounts offered by suppliers unless doing so would not prove economically beneficial.

Prompt Payment Due Date Report

An internal report that provides information about invoices within a specific payment batch for which a due date adjustment was made.

Prompt Payment Exception Report

An internal report that provides information about payments that have an invalid due date.

Prompt Payment Statistical Report

A report that provides detailed statistical information about payments within a specific date range.

public enterprise fund

See revolving fund.

Receivable Type

A receivable category. Preseeded receivable types include Direct Loans, Defaulted Guaranteed Loans, and Administrative receivables. Receivable types are linked to transaction types in the Receivable Types window.

Receivables and Payables Netting

A feature that allows agencies to manage the collection of receivables by offsetting receivables against payables for vendors who are also customers.

Receivables Management

The processing and application of collections on receivables. Receivables management for federal agencies involves compliance with the requirements set forth in the Debt Collection Act of 1982.

recission

Legislative action that cancels new budget authority or the availability of unobligated balances of budget authority prior to the time the authority would otherwise have expired.

Regional Finance Center (RFC)

Disburses public monies on behalf of federal civilian agencies.

Report on Budget Execution

See SF 133 Report on Budget Execution.

reimbursement or reimbursable work

A sum that is received by the Federal Government as a repayment for commodities sold

or services furnished either to the public or to another government account and that is authorized by law to be credited directly to specific appropriation and fund accounts. These amounts are deducted from the total obligations incurred (and outlays) in determining net obligations (and outlays) for such accounts. Reimbursement between two accounts for goods or services are an expenditure transaction or transfer.

reimbursable obligation

Obligation financed by offsetting collections credited to an expenditure account in payment for goods and services provided by that account.

Receivables Activity Worksheet

A report that provides information on the status of receivables, including direct loans, defaulted guaranteed loans, administrative receivables, and footnotes.

revolving fund

A fund that conducts continuing cycles of business-like activity in which the fund charges for the sale of products or services and uses the proceeds to finance its spending, usually without requirement for annual appropriations. Public enterprise funds conduct business-like operations mainly with the public; and intragovernmental revolving funds conduct business-like operations mainly within and between government agencies.

Routing Transfer Number (RTN)

Devised by the American Bankers Association (ABA) to identify the specific financial institution responsible for the payment of a negotiable instrument. The RTN system has evolved to designate participants in automated clearinghouses, electronic funds transfer, and online banking. Every financial institution has a designated RTN. A valid RTN must have nine digits of which the first two digits are 01 through 12 through 32.

Secure Payment System (SPS)

SPS provides Treasury Financial Management Services and FPAs with enhanced capabilities for creating, submitting, electronically signing and approving certifications for payment request schedules.

sequence assignment

A pay group that has an initial value, final value, and a start date assigned at a minimum, and that database sequence was created for the pay group based on this information. Optionally, users can also include prefix, suffix, and an end date in this setup.

SF 1081 Voucher and Schedule of Withdrawals and Credits

A document used by federal agencies to complete interagency expenditure transactions involving two or more appropriation, fund, or receipt accounts.

special fund receipt accounts

All collections not earmarked by law for a specific purpose.

Statement of Transactions

See FMS Form 224 Statement of Transactions Report.

Status of Obligations Report

An internal report used to measure financial performance against operating plan objectives. The report assists federal agencies in determining if the procurement process has been completed for each obligation.

subsidy

Estimated long-term cost to the government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs. In net present value terms, it is the portion of the direct loan disbursement that the government does not expect to recover, or the portion of expected payments for loan guarantees that will not be offset by collections. The subsidy may be for post-1991 direct loan obligations or loan guarantee commitments, for re-estimates of post-1991 loans or guarantees, or for modifications of any direct loans or loan guarantees.

summary schedules

Submitted electronically to Treasury's RFCs on a daily basis and include certification for Bulk Data files sent to Treasury. SPS Summary Schedules are generated for the Pam Bulk File.

Super Master Account Ffile (SMAF)

The SMAF is the combination of the current Federal Agencies' Centralized Trial-Balance Systems I and II Master Appropriation Files and contains the valid Treasury Account Symbol balances and attributes used for budgetary and proprietary adjusted trial balance submissions.

surplus warrant

A warrant document that withdraws unobligated balances of an appropriation after the period of availability has expired. A surplus occurs when receipts exceed outlays.

TAFS

See treasury appropriation fund symbol (TAFS).

TAFS split

Subdivides a treasury appropriation fund symbol. Splits are established for programmatic or administrative reasons.

TAFS status

Indicates the status of a specific TAFS account. The following definitions apply: unexpired indicates the TAFS can incur new obligation; expired indicates that the TAFS can liquidate obligations or make adjustments, but cannot incur new obligations; cancelled indicates that the TAFS will have no more reportable activity.

Taxpayer Identification Number (TIN)

A number that identifies a taxpayer. The taxpayer identification number can be an employee identification number or a social security number.

TFM

See Treasury Financial Manual (TFM).

TIN

See Taxpayer Identification Number (TIN).

Transmittal Letters (T/L)

Sequentially numbered transmittal letters signed by the Commissioner of the Department of Treasury's FMS that accompany Treasury Financial Manual (TFM) chapter releases. These letters release the following:

- changes or additions to existing chapters and new chapters

- summaries of the new or revised material

- instructions for the addition or substitution of material

- regulations or published instructions that are superseded or rescinded

TOP

See Treasury Offset Program (TOP).

Trading Partner

The Agency Identifier of the other federal entity involved in transactions with the reporting entity.

transfer

Move budgetary resources from one budget account to another. Depending on the circumstances, the budget may record a transfer as an expenditure transfer, which means a transfer that involves an outlay, or as a nonexpenditure transfer, which means a transfer that does not involve an outlay.

Treasury

Refers to the U.S. Department of Treasury. Among other roles, the Treasury formulates and recommends economic, fiscal, and tax policies; and serves as financial agent for the Federal Government.

main account code (MAIN)

Four-digit identifier typically corresponding to the last four digits of the treasury account symbol. A numeric or alphanumeric account symbol used to classify transactions with fund types.

treasury appropriation fund symbol (TAFS)

Code that represents the department, account symbol, and period of availability to incur new obligations. This is also referred to as treasury account symbol.

Treasury Financial Manual (TFM)

The Treasury's official publication for financial accounting and reporting of all receipts and disbursements of the Federal Government. The Financial Management Service of the Treasury issues the TFM to provide policies, procedures, and instructions for federal departments and agencies.

Treasury Offset Program (TOP)

A centralized debt collection program developed by FMS and operated through its RFC. TOP enables the RFCs to match delinquent debtor files against payment files. When a match occurs, the payment is intercepted and the debt is offset up to the amount of the debt.

treasury account symbol

A seven digit code that identifies the appropriation from which agencies can create spending transactions. The first two digits are the agency code; the third digit is the fund fiscal year; and the last four digits are the type of fund.

treasury undisbursed balance

Fund balance, which is cash, for a TAFS account at a point in time, for example, as of September 30th.

trust fund

Type of account designated by law as a trust fund for receipts and offsetting receipts set aside for specific purposes and for the expenditure of these receipts.

trust fund groups

Monies collected and spent by the government through trust fund accounts.

TSV (Tab Separated Values)

A file format that uses tab characters (ASCII 9) as separators between fields (tab delimited). Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes. This file format is used to transfer data between different programs.

unanticipated

Cancellations or downward adjustments of prior-year obligations that are not anticipated for recovery in the current fiscal year; only used in unexpired multiyear or no-year funds.

unexpended

A binding agreement that results in immediate or future outlays. Budgetary resources must be available before obligations can be incurred legally. Unexpended obligations are services that have not been performed or goods that have not been received.

unobligated balance

Cumulative amount of budget authority that is not obligated and that remains available for obligation under law.

U.S. Government Standard General Ledger account (US SGL)

Accounts used to record, classify, and report accounting events in a uniform manner throughout the Federal Government. US SGL accounts provide control over all financial transactions and resource balances; in combination with other attributes, satisfy basic financials and budget execution reporting requirements of the OMB and Department of Treasury; and integrate proprietary and budgetary accounting.

US SGL

See U.S. Government Standard General Ledger account (US SGL).

Voucher and Schedule of Withdrawals and Credits

See SF 1081 Voucher and Schedule of Withdrawals and Credits.

Waive Finance Charges

A process in Oracle U.S. Federal Financials that allows users to waive subsequent finance charges for selected customers or invoices.

warrant

An official document issued by the Secretary of the Treasury, pursuant to the law, that establishes the amount of money authorized to be withdrawn from the central accounts maintained by the Treasury.

write-off

An event that occurs when an agency officially determines, after all appropriate collection tools and techniques have been used, that a debt or a portion of a debt is uncollectible. The uncollectible amount is removed from an entity's receivables; however, collection attempts can be made after receivables are removed.

year-end closing

The process required by the Office of Management and Budget in which agencies liquidate unobligated commitments, generate closing entries to be posted to General Ledger, and carry forward obligated balances to the next fiscal year.

year-end closing definitions

Information set up in the Define Federal Year-End Close window. The Define Federal Year-End Close window is used to define from and to accounts for creation of year-end closing General Ledger entries and to set up the year-end closing sequence order.

Year-End Closing Execution Report

An internal report that provides information on accounts for which closing entries were generated during the Year-End Closing process.

year-end closing process

A set of activities that allows federal agencies to comply with Office of Management and Budget requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

Index

Symbols

A

B