

# Oracle Fusion Cloud Financials

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**Using U.S. Federal Financials**

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# Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

## Get Help in the Applications

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Thanks for helping us improve our user assistance!



# 1 Overview

## Overview of Federal Procurement Features

Use the procurement features of Oracle U.S. Federal Financials to enhance your procurement activities. This table shows you how procurement activities pair with Federal Financials:

Procurement Activities	Oracle U.S. Federal Financials Feature
Enter requisitions	U.S. Federal Requisition Accounting
Enter purchase orders	U.S. Federal Purchase Order Accounting

## How Federal Financials Enhances Procurement

U.S. federal entities use Oracle Subledger Accounting for accounting events that are related to procurement activities.

When you use Federal Financials for subledger accounting, you get access to the accounting method predefined for procurement-related activities. This accounting method includes accounting rules specific to procurement activities.

**Note:** Subledger accounting is an intermediate step between each of the subledger applications and Oracle General Ledger. You can use the Subledger Accounting application for these activities:

- Complete your accounting process.
- Create the final accounting for subledger journal entries.
- Transfer the accounting to General Ledger.

## Overview of Federal Payables Features

Oracle U.S. Federal Financials is designed to improve your experience with payables-related activities. This table shows you how Federal Financials works with payables:

Payables Activities	Oracle U.S. Federal Financials Feature
Enter invoices	<ul style="list-style-type: none"> <li>• U.S. Federal Prompt Payment</li> </ul>

Payables Activities	Oracle U.S. Federal Financials Feature
	<ul style="list-style-type: none"> <li>U.S. Federal Invoice Accounting</li> </ul>
Run payment process	<ul style="list-style-type: none"> <li>U.S. Federal Prompt Payment</li> <li>U.S. Federal Payment Files</li> <li>U.S. Federal Payment Accounting</li> </ul>

**Note:** These are the supported payment formats for Treasury payments:

- US Federal SPS ACH
- US Federal SPS Check
- US Federal SPS Same Day Payments
- US Federal PAM ACH
- US Federal PAM Check

## Prompt Payment Components

Federal agencies must follow the requirements set by the Prompt Payment Act. These requirements regulate the payment of commercial obligations.

Prompt payment features include these processes:

- Prompt Payment Due Date Calculation process
- Discount Calculation process
- Interest Calculation process

### Prompt Payment Due Date Calculation Process

This process updates the due date and the discount date according to the Prompt Payment rules.

The due date on payment schedules is based on the invoice received date and the goods or services acceptance date. This process lets your agency take the later of the two dates as the due date. Here are some other factors that affect the due date determination:

- Invoice returns
- Constructive acceptance date
- Weekends and holidays

**Note:** If the due date falls on a weekend or a federal holiday, the next working day is assigned as the due date.



## Discount Calculation Process

This process determines whether a discount is economically beneficial by comparing the discount rate to the Treasury's Current Value of Funds rate. Beneficial discounts are automatically applied during the payment processing.

## Interest Calculation Process

This process calculates the interest on late payments and also creates interest invoices if the Create Interest Invoice setting is enabled for the payment term. The interest calculation rules for prompt payment govern the interest rate.

## How Federal Financials Enhances Payables

U.S. federal entities use Oracle Subledger Accounting to perform budgetary and proprietary accounting for invoice and payment activities. Oracle U.S. Federal Financials lets you use a predefined payables-related accounting method in the integrated Subledger Accounting application. This accounting method includes accounting rules.

**Note:** Subledger accounting is an intermediate step between each of the subledger applications and Oracle General Ledger. Use the Subledger Accounting application for these activities:

- Create the final accounting for subledger journal entries.
- Transfer the accounting to General Ledger.

## Overview of Federal Receiving Features

Oracle U.S. Federal Financials is designed to improve your experience with receiving activities. This table shows you how Federal Financials works with Receiving.

Receiving Activity	Oracle U.S. Federal Financials Feature
Create Receipts	U.S. Federal Receipt Accounting
Create Returns	U.S. Federal Receipt Accounting
Correct Receipts	U.S. Federal Receipt Accounting

## How Federal Financials Enhances Receiving

U.S. federal entities use Oracle Subledger Accounting to create the required budgetary and proprietary journal entries and complete the accounting process for the Delivery to Expense event class receipts.

Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting data to the Oracle General Ledger. Subledger Accounting includes a common user interface and a set of programs that can generate accounting for Deliver to Expense event class receipts. Rules in Subledger Accounting can be defined for line types, descriptions, and accounts to store on journal entries. The Subledger Accounting rules setup enables the Create Accounting process to accept the default accounting information from Oracle U.S. Federal Financials without changes.

Subledger Accounting setup is used to perform extra accounting events during the Deliver to Expense event class receipt activities. U.S. Federal Financials predefines multiple accounting definitions related to the Deliver to Expense event class receipts which include account derivation rules. The accounting definitions are seeded to meet a federal agency's specific accounting requirements for the Deliver to Expense event class receipts.

**Note:** Subledger accounting is an intermediate step between each of the subledger applications and the General Ledger. Use the Subledger Accounting application for these activities:

- Create the final accounting for subledger journal entries.
- Transfer the accounting to General Ledger.

# 2 Prompt Payment

## Prompt Payment Processes

Prompt Payment features enable federal agencies to comply with the requirements of the Prompt Payment Act. These features include the Prompt Payment Date Calculation process, the Discount Calculation process, and the Interest Calculation process.

### Prompt Payment Due Date Calculation Process

The Prompt Payment Due Date Calculation process updates the due date and the discount date on open invoices consistent with the Prompt Payment rules. While determining due dates and discount dates, this process takes these invoice and receipt attributes into account:

Invoice Attributes	Receipt Attributes
<ul style="list-style-type: none"><li>• Terms Date</li><li>• Invoice Received Date</li><li>• Invoice Date</li><li>• Payment Terms</li><li>• Quantity Invoiced</li><li>• Goods Received Date</li></ul>	<ul style="list-style-type: none"><li>• <b>Date Received/Accepted</b></li><li>• <b>Quantity Received/Accepted</b></li></ul>

This process also considers the constructive acceptance date and adjusts the due dates that fall on weekends or holidays.

### Discount Calculation Process

The Discount Calculation process determines whether a discount is economically beneficial by comparing the discount rate to the Treasury's Current Value of Funds Rate (CVFR). If a discount is economically beneficial, it's automatically applied during the payment processing.

### Interest Calculation Process

The Interest Calculation process calculates interest on late payments according to the Prompt Payment rules. This process also creates interest invoices as part of the payment process if the Create Interest Invoice setting is enabled for the payment term.

#### Related Topics

- [Prompt Payment Components](#)

# Parameters for Prompt Payment Date Calculation Process

You must provide these submission parameters for the Prompt Payment Date Calculation process:

Parameter	Comments
Business Unit	Only include invoices for the business unit
Generate Report	Determines if the process produces a report

In addition to the required parameters, you can also enter these optional parameters:

Parameter	Comments
Pay Group	Only include invoices for the Pay Group (if provided)
Payment Method	Only include invoices for the Pay Method (if provided)
Supplier	Only include invoices for the Supplier (if provided)
Supplier Type	Only include invoices for the Supplier Site (if provided)

## Invoice Information

If the Generate Report parameter is entered, the process generates a Prompt Payment Date Calculation report. This report is sorted by Supplier, Supplier Site, and Invoice Number.

For each invoice, the report displays the following invoice information:

Name	Source
Invoice Number	Invoice Header
Invoice Received	Invoice Header
Goods Received	Invoice Header
Due Days	Payment Terms Installment

Name	Source
Interest Basis Days	Payment Terms Installment
Overdue Return Days	Original Invoice Returned Date minus Original Invoice Received Date minus Invoice Return Days
Due Date	Use the latest of the Invoice Line Basis Due Dates plus Due Days minus Overdue Return Days
Interest Basis Date	Due Date minus Days plus Interest Basis Days minus Overdue Return Days
Prompt Payment Date	Interest Basis Date plus Number of days to the next working day, if the Interest Basis Date is a nonworking day

## Purchase Order Information

For each invoice, the report displays the Purchase Order Schedule line referenced by the invoice along with this Purchase Order information:

Name	Source
Invoice Line Number	Invoice Lines
PO Number	Invoice Lines
PO Line	Invoice Lines
PO Schedule	Invoice Lines
Quantity Invoiced	Invoice Lines
Match Level	Purchase Order Schedule
Constructive Acceptance Days	Payment Terms Header
Basis Acceptance Date	For a 3-way or 4-way match, the receipt with the latest Basis Acceptance Date with a nonzero value in the Receipt Quantity Invoiced is used.
Basis Due Date	<ul style="list-style-type: none"> <li>In case of a direct invoice, the Invoice Received date or the Goods Received Date (if supplied), whichever is later.</li> <li>In other cases, the Basis Acceptance Date or the Invoice Received date, whichever is later.</li> </ul>

## Receipt Information

For each Purchase Order Schedule line, the report displays Receipts (if applicable).

The following Receipt information is displayed:

Name	Source
Receipt Date	Receipt Header
Acceptance Date	Transaction Date of the receipt inspection record
Constructive Acceptance Date	In case of a 4-way match, the Constructive Acceptance Days is added to the Receipt Date.
Basis Acceptance Date	<ul style="list-style-type: none"> <li>• In case of a 3-way match, the Receipt Date and Acceptance Date are the same and used as the Basis Acceptance Date.</li> <li>• In case of a 4-way match, the Acceptance Date or the Constructive Acceptance Date, whichever is earlier.</li> </ul>
Quantity Accepted	<ul style="list-style-type: none"> <li>• For 3-way match, Quantity Received for 3-Way match records.</li> <li>• For 4-way match, Quantity inspected and accepted for 4-Way match records.</li> </ul>
Consumed Receipt Quantity	<ul style="list-style-type: none"> <li>• Receipt quantities applied to previously paid invoices.</li> <li>• Receipt quantities applied to unpaid validated invoice lines matched against the same purchase order shipment. These are selected in the order of Invoice Received Date, starting with the earliest.</li> </ul>
Available Receipt Quantity	Receipt quantity available for matching against the PO line. Its value is Quantity Accepted minus Consumed Receipt Quantity.
Receipt Quantity Invoiced	Receipt quantity allocated against the current invoice line reported.

*Related Topics*

- [Prerequisite Setups for Prompt Payment Processes](#)

# 3 Payment File Formats

## Payment Formats

Federal government agencies submit payment files to the Treasury to pay all bills (except those in foreign currency).

The payment files must follow the formats for the Secure Payment System (SPS) and the Payment Automation Manager (PAM). The Treasury disburses payments from these payment files to vendors, employees, and so on.

### SPS Payment Formats

Payment formats for the SPS include:

- US Federal SPS Check Format
- US Federal SPS ACH Format
- US Federal SPS Wire Format

### PAM Payment Formats

Payment formats for PAM include:

- US Federal PAM Check Format
- US Federal PAM ACH Format

## Payment Instruction Treasury Account Symbol Listing Report

The payment process requests for PAM and SPS files generate the Payment Instruction Treasury Account Symbol Listing report.

This report shows a summary of payment amounts for the Payment Process Request by TAS and BETC. These attributes are included in the report:

- Treasury Account Symbol
- Sub-Level Prefix
- Allocation Transfer Agency Identifier
- Agency Identifier
- Beginning Period of Availability
- Ending Period of Availability
- Availability Type

- Main Account Code
- Sub-Account Code
- BETC
- Amount

## Prerequisites for Submitting a Payment Process Request

A payment process request for SPS or PAM payment files must meet certain criteria.

While submitting the payment request, ensure that it includes the following:

- Only one pay group
- A payment method of either Check, Electronic, or Wire
- Only one invoice business unit
- One of these Payment Process Profiles:
  - US Federal PAM ACH
  - US Federal PAM Check
  - US Federal SPS ACH
  - US Federal SPS Check
  - US Federal SPS Wire Same Day Payment

**Note:** You must enter only numbers, letters, and hyphens (-) for the payment process request.

### *Related Topics*

- [Prerequisite Setup for Payment Processing](#)



# 4 Treasury Payments

## Overview of Treasury Payment Schedules

The Manage Treasury Payment Schedules page enables you to submit and confirm summary schedules that comply with U.S. Treasury standards for the Secure Payment System (SPS) payment file formats.

For payments that use the Payment Automation Manager (PAM) formats, federal agencies are required to create a summary payment schedule file that contains total amounts for the payments contained in the original payment file. The Manage Treasury Payment Schedules page displays the completed payment process requests (PPRs) that use the PAM check and the PAM electronic payment formats.

By default, only the payment schedules with the Not Submitted status for PAM payments and the Unconfirmed status for SPS payments appear on the Manage Treasury Payment Schedules page. Use the Search field with the appropriate search criteria to search for specific payment schedules. Use the **PAM** toggle button to view PAM payment schedules and the **SPS** toggle button to view SPS payment schedules.

**Note:** Only the latest revision of the records will be displayed.

Here's what you can do on the Manage Treasury Payment Schedules page:

- Submit PAM treasury payment schedules for creation of the summary schedules  
You must enter the control number (obtained from the Treasury) on the Manage Treasury Payment Schedules page before you submit the payment schedule for creating the summary schedule file. When you submit the payment schedule, the Summary Schedules process is initiated to create the summary schedule file. If the Summary Schedules process completes successfully, it automatically generates the summary schedule file, which can be sent to the Treasury.
- Cancel summary schedules
- Confirm summary schedules
- Add payment ranges
- Reverse summary schedule confirmations
- Update summary schedules
- Delete treasury payment schedules

This table describes the fields on the Manage Treasury Payment Schedules page:

Name	Description
Business Unit	The name of the business unit in the PPR.
Payment Process Request	The name of the PPR.
Schedule Date	The date on which the PPR was created.
Agency Location Code	A numeric symbol identifying the accounting office or reporting office that reports disbursements and collections to Treasury.

Name	Description
Control Number	A unique number assigned by the Treasury for summary schedule creation.  <b>Note:</b> <ul style="list-style-type: none"> <li>This field appears only for PAM records and not for SPS records.</li> <li>The value of this field must be in this format: The first character must be an uppercase alphabet between A and Z, followed by 6 numbers between 0 and 9.</li> </ul>
Confirmation Date	The date when payment completion is communicated for the federal treasury confirmation schedule resource. This date must be later than the schedule date.
Number of Payments	The number of payments for the federal treasury confirmation schedule.
Range Type	The range type of the federal treasury confirmation schedule. A single range type indicates that there is only one check range for the treasury confirmation schedule. A multiple range type indicates that there are multiple check ranges for the treasury confirmation schedule. The default value is Single.
From Range	The beginning payment document number of the federal treasury confirmation schedule.
To Range	The ending payment document number of the federal treasury confirmation schedule.
Amount	The total budgetary line amount.
Status	The status of the payment schedule.

## Prerequisites for Managing Treasury Payment Schedules

Before you manage treasury payment schedules, you must ensure these prerequisite setup tasks are completed:

- U.S. Federal Financials must be enabled.
- The Federal Payables Management Duty role (ORA\_FV\_FEDERAL\_PAYABLES\_MANAGEMENT\_DUTY) must be assigned to a job role that the user has access to and uses to manage payments.
- The Federal Payables Management Duty role must have the Manage Federal Treasury Confirmation privilege assigned.

### Related Topics

- [Enable U.S. Federal Financials](#)

## Submit Treasury Payment Schedules for Summary Schedule Creation

You can submit PAM treasury payment schedules for creation of the summary schedules.

### Before you start

To submit a payment schedule, you must have the Submit Summary Schedules (ORA\_FV\_SUBMIT\_SUMMARY\_SCHEDULE\_PRIV) privilege assigned to your role.

1. In the Payables work area, click **Payments**.
2. On the Overview page, click the **Manage Treasury Payment Schedules** task.
3. On the Manage Treasury Payment Schedules window, select the **PAM** toggle button to view PAM payment schedules.
4. Select the payment schedule and click **Submit**.

**Note:** The **Submit** button is enabled only if the status of the treasury payment schedule is Not Submitted and a valid control number is entered for the payment schedule. The control number should be a capital letter followed by 6 numbers. The **Submit** button appears only if you select the **PAM** toggle button.

### Results:

A confirmation message appears, indicating that the summary schedule request has been submitted and the status of the payment schedule changes to In Process. You can click the **View Request** link in the confirmation message to view the details of the summary schedule request.

Click **Refresh** to see the updated status of the payment schedule. If the Summary Schedule Creation process completes successfully, the status of the payment schedule will change to Unconfirmed. If the Summary Schedule Creation process runs into an error, the status of the PPR record will appear as Not Submitted.

### Related Topics

- [View Status and Other Details for Scheduled Processes](#)

## Cancel Treasury Payment Schedules

After you submit a treasury payment schedule, you can cancel it. You can only cancel a payment schedule if the payment type is PAM and the payment schedule has the Unconfirmed status.

### Before you start

To cancel treasury payment schedules, you must have the Cancel Summary Schedules (ORA\_FV\_CANCEL\_SUMMARY\_SCHEDULE\_PRIV) privilege assigned to your role.

1. In the Payables work area, click **Payments**.
2. On the Overview page, click the **Manage Treasury Payment Schedules** task.
3. On the Manage Treasury Payment Schedules window, select the **PAM** toggle button to view PAM payment schedules.
4. Search for the payment schedule by entering appropriate search criteria.
5. Select the payment schedule and click **Cancel Summary Schedules** from the **More Actions** drop-down menu.

### Results:

The status of the payment schedule will change to Not Submitted.

## Confirm Treasury Payment Schedules

After submitting a treasury payment schedule, if the Summary Schedule Creation process completes successfully, you can confirm the payment schedule.

### Before you start

To confirm summary schedules, you must have the Confirm Treasury Schedules (ORA\_FV\_TC\_CONFIRM\_PRIV) privilege assigned to your role.

1. In the Payables work area, click **Payments**.
2. On the Overview page, click the **Manage Treasury Payment Schedules** task.
3. On the Manage Treasury Payment Schedules window, select the **PAM** toggle button to view PAM payment schedules or the **SPS** toggle button to view SPS payment schedules.
4. Select the payment schedule and make the necessary updates:
  - o Enter a confirmation date for the payment schedule. Double-click the **Confirmation Date** field and select a date from the calendar. Alternatively, click the **Edit** icon and select a confirmation date.

**Note:** The confirmation date must be later than the schedule date.

- o Enter the check ranges in the **From Range** and **To Range** fields. After you enter the **From Range** value, the **To Range** value is automatically populated based on the **Number of Payments** value. For example, if the **Number of Payments** value is 3, the **To Range** value is automatically populated as 3 after you enter the **From Range** value.
- o If the number of payments is greater than 1, you can update the **Range Type** value. Click the **Range Type** field and then select either Single or Multiple range type from the drop-down list. If you select the Multiple range type, you must enter the payment ranges by clicking the **Payment Ranges** button.

**Note:** If you change the **Range Type** value from Multiple to Single, the payment ranges defined for the payment schedule will be deleted.

5. Click **Save**. A message appears, indicating that the treasury payment schedule has been updated and the **Confirm** button is enabled.
6. Click **Confirm**.

**Note:** The **Confirm** button will be enabled or disabled based on these conditions:

- o Enabled only if the status of the treasury payment schedule is either Unconfirmed or Reversed
- o Disabled if the confirmation date is not defined
- o Disabled if the payment ranges are not defined

### Results:

The status of the payment schedule changes to In Process. Click **Refresh** to refresh the page.

After the Treasury Schedule Confirmation process completes successfully, a message appears to indicate that the treasury payment schedule is confirmed, and the status of the payment schedule changes to Confirmed.

## Add Payment Ranges

If a treasury payment schedule has the multiple range type, you must define the payment ranges for the payment schedule before you can confirm the summary schedule.

1. In the Payables work area, click **Payments**.
2. On the Overview page, click the **Manage Treasury Payment Schedules** task.
3. On the Manage Treasury Payment Schedules window, select the **PAM** toggle button to view PAM payment schedules or the **SPS** toggle button to view SPS payment schedules.
4. Select the payment schedule with the multiple range type and click **Payment Ranges**.

**Note:** The **Payment Ranges** button will be enabled only if the range type of the payment schedule is Multiple. In addition, if the range type is Multiple, the **From Range** and **To Range** fields will be disabled. If the range type is Multiple, you can only define the From Range and To Range values on the Payment Ranges window and not on the Manage Treasury Payment Schedules window.

5. In Payment Ranges:
  - o Click **Add Range** and then enter the From Range and To Range values.
    - Note:** An error appears if the number of payments is not the same as the ending To Range value.
  - o (Optional) Click **Delete** to delete a payment range.
6. Click **Save**.

## Reverse Treasury Payment Schedule Confirmation

After you confirm a treasury payment schedule, you can reverse the confirmation.

### Before you start

To reverse the confirmation of a treasury payment schedule, you must have the Reverse Treasury Confirmation (ORA\_FV\_TC\_BACKOUT\_PRIV) privilege assigned to your role.

1. In Payables work area, click **Payments**.
2. On the Overview page, click the **Manage Treasury Payment Schedules** task.
3. On the Manage Treasury Payment Schedules window, select the **PAM** toggle button to view PAM payment schedules or the **SPS** toggle button to view SPS payment schedules.
4. Select the payment schedule and click **Reverse** from the **More Actions** drop-down menu.

**Note:** The **Reverse** option is available only if the payment schedule is in the Confirmed status.

### Results:

The status of the payment schedule changes to In Process. Click **Refresh** to refresh the page.

After the Treasury Schedule Backout process completes successfully, a message appears to indicate that the treasury payment schedule confirmation has been reversed, and the status of the payment schedule changes to either Reversed or Unconfirmed based on the accounting status of the treasury payment schedule:

- If the treasury payment schedule is accounted, the status of the summary schedule changes to Reversed.

- If the treasury payment schedule is not accounted, the status of the summary schedule changes to Unconfirmed.

## Update Treasury Payment Schedules

You can update a treasury payment schedule record. For example, you can add or modify the control number for a payment schedule that's in the Not Submitted status. You can't update a payment schedule that's in the Confirmed status.

1. In the Payables work area, click **Payments**.
2. On the Overview page, click the **Manage Treasury Payment Schedules** task.
3. On the Manage Treasury Payment Schedules window, click the **Edit** icon for the payment schedule that you want to edit. Alternatively, double-click the payment schedule.
4. Update the following fields as applicable:
  - Control Number: Add or update the control number for the payment schedule.
  - Confirmation Date: Add or update the confirmation date for the payment schedule. The confirmation date must be later than the schedule date.
  - Range Type: If the number of payments is greater than 1, you can update the range type by selecting either Single or Multiple range type.
  - From Range: Add or update the From Range value.
  - To Range: Add or update the To Range value. After you enter the **From Range** value, the **To Range** value is automatically populated based on the **Number of Payments** value.
5. Click **Save**.

### Results:

A confirmation message appears, indicating that the treasury payment schedule has been updated.

## Delete Treasury Payment Schedules

You can delete a treasury payment schedule if it's no longer needed.

### Before you start

To delete treasury payment schedules, you must have the Delete Treasury Schedules (ORA\_FV\_TC\_DELETE\_PRIV) privilege assigned to your role.

1. In the Payables work area, click **Payments**.
2. On the Overview page, click the **Manage Treasury Payment Schedules** task.
3. On the Manage Treasury Payment Schedules window, select the **PAM** toggle button to view PAM payment schedules or the **SPS** toggle button to view SPS payment schedules.

4. Select the payment schedule and click **Delete** from the **More Actions** drop-down menu.

**Note:** The **Delete** option is displayed only if the status of the treasury payment schedule is Not Submitted for PAM schedules and Unconfirmed for SPS schedules because a payment schedule can be deleted only if the associated payments are voided.

## Overview of Treasury Payments

Use the Manage Treasury Payments page to view treasury payment schedules and details of all the Treasury payments included in a summary schedule. In addition, you can enter offset information for the Treasury payments.

You can access the Manage Treasury Payments page from the **Manage Treasury Payments** link on the Treasury Payments task list group. Alternatively, click the **Payment Process Request** link on the Manage Treasury Payment Schedules page.

Use the Search field to search for specific payment schedules by entering appropriate search criteria.

Use the Manage Treasury Payments page to:

- Enter offset information

This table describes the fields on the Manage Treasury Payments page:

Field	Description
Payment Process Request	The name of the PPR.
Supplier	The name of the supplier for the payment schedule.
Payment Number	The payment number associated with the payment document used in the PPR.
Treasury Payment Number	The treasury payment number of the treasury confirmation payment.
Amount	The amount of the treasury confirmation payment.
Payment Voided	Indicates whether the payment has been voided or not.
Payment Accounted	Indicates whether the payment has been accounted or not.
Check Number Updated	Indicates whether the check number has been updated or not.
Offset	Indicates whether an offset record has been created for the payment or not.

## Enter Offset Information for Treasury Payments

You can enter offset information for confirmed Treasury payments.

1. In the Payables work area, click **Payments**.
2. On the Overview page, click the **Manage Treasury Payments** task. Alternatively, click the **Payment Process Request** link on the Manage Treasury Payment Schedules page for a payment schedule.

3. Click **Offset**.

**Note:** The **Offset** button is disabled if the Treasury payment status is not Confirmed.

4. Enter the offset information:

- Offset Treasury Payment Number: Enter the offset treasury payment number.

**Note:** This number must be a positive integer and it must be different from the treasury payment number of this payment or any other payment that is included in the same treasury payment schedule.

- (Optional) Offset Party Name: Enter the offset party name of the offset amount.
- Offset Amount: Enter the offset amount.

**Note:** This must be a positive integer and it must be less than or equal to the value in the **Original Payment Amount** field.

5. Click **Save**.



# 5 Federal Specific Attributes

## Supplier and Supplier Sites

### Supplier and Supplier Site Attributes

The following supplier attributes are supported to capture information required on the Supplier and Supplier Sites to support the GTAS, DATA Act, and System for Award Management (SAM) interfaces:

**Note:** Federal Account Symbols and Treasury Account Symbols must be defined.

#### Supplier Attributes

Name	Description	Optional/Required/Not Allowed	Level
Federal or Non-Federal Code	<p>Indicates the type of entity involved in transactions with the reporting entity:</p> <p>Federal: other federal agencies</p> <p>General Fund: U.S. Government only</p> <p>Non-Federal: entities such as private/local/ state/tribal/foreign governments</p> <p>Non-Federal Exception: exceptions for other non-federal trading partners</p> <p>Federal Exception: unidentified federal trading partners</p>	Required	Header
Trading Partner Agency Identifier	Agency identifier of the supplier if it's a federal agency or a general fund supplier (009).	Required if Federal or Non-Federal Code is Federal or General Fund.	Header
SAM Supplier	Indicates whether the supplier is a SAM supplier.	Optional	Header
Entity Structure	Indicates the entity structure of the trading partner.	Optional	Header

Name	Description	Optional/Required/Not Allowed	Level
Limit Trading Partner TAS to AID	Determines what trading partner TAS values can be used for the supplier and whether it's restricted to TAS values for the trading partner agency identifier.	Optional	Site
Default Trading Partner TAS	The trading partner treasury account symbol specified here is defaulted to the invoice line level trading partner TAS attribute.	Optional if the Federal or Non-Federal Code is Federal or General Fund, otherwise not allowed.	Site
Unique Entity Identifier	The primary key to identify the trading partner record for suppliers imported from SAM.	Optional	Site
EFT Indicator	The second part of the primary key to identify the trading partner record for suppliers imported from SAM.	Optional	Site
Legal Business Name	The legal business name of the entity as imported from SAM.	Optional	Site
DBA Name	The doing business as name of the entity as imported from SAM.	Optional	Site
Division Name	The division name or number provided by the entity.	Optional	Site
Agency Location Code	The ALC of the third party agency as imported from SAM.	Optional	Site
SAM Site	Indicates whether the supplier site is associated with SAM.	Optional	Site
SAM Registration Status	The trading partner's SAM registration status, for example, Active, Expired, Deleted, and so on.	Optional	Site
CAGE/NCAGE Code	The Commercial and Government Entity (CAGE) Code assigned to the trading partner. The CAGE Code is a 5-character identification number that identifies companies that do or want to do business with the federal government. CAGE Codes that are used internationally as part of the NATO Codification System (NCS) are called NCAGE Codes.	Optional	Site

Name	Description	Optional/Required/Not Allowed	Level
Small/Other Than Small	The trading partner's business type or classification.	Optional	Site
Debarred	The trading partner's exclusion status if the entity has been excluded or debarred from receiving federal awards.	Optional	Site

*Related Topics*

- [Manage Treasury Account Symbols](#)
- [Manage Federal Account Symbols](#)

## General Ledger Journals

### Journal Line Attributes

The following Journal Line attributes are supported to capture information required for Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS), Digital Accountability and Transparency Act of 2014 (DATA Act), Classification Transactions and Accountability (CTA) interfaces and File-Based Data Import (FBDI) for the Import Journals scheduled process:

**Journal Line Attributes**

Name	Description	Optional/Required/Not Allowed	Need	Level	FBDI Mapping in JournalImportTemplate.xlsx
BETC	Identifies the type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on) and the effect of a transaction on the FBWT. Is used in combination with the TAS to classify transactions reported to Treasury through all GWA-compliant FMS systems.	Required if the GL account is mapped to an account, otherwise optional.	CTA	Line	Global Attribute 1

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping in JournalImportTemplate.xlsm
	<p>When you save the journal line, this field is automatically populated with the BETC type (Payment or Collection) 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 a Payment BETC type on the Manage CTA FBWT Account Definitions window, the system automatically populates this field with the Payment BETC. If the GL account is mapped to a Collection BETC type on the Manage CTA FBWT Account Definitions window, the system automatically populates this field with the Collection BETC.</p>				
Federal or Non-Federal Code	<p>Indicates the type of entity involved in transactions with the reporting entity:</p> <p>Federal (F): other federal entities</p> <p>Non-Federal (N): entities such as private/local/state/tribal/foreign governments</p>	Optional	GTAS	Line	Global Attribute 2

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping in JournalImportTemplate.xlsm
	<p>Non-Federal Exception (E): exceptions for other non-federal partners</p> <p>Federal Exception (Z): unidentified federal activity that does not have a trading partner</p> <p>General Fund (G): General Fund of the U.S. Government only (G).</p>				
Trading Partner TAS	<p>Identification code assigned by the Treasury in collaboration with the U.S. Office of Management and Budget (OMB) and the owner agency to the trading partner's individual appropriation, receipt, or other fund account.</p>	<p>Required if Federal or Non-Federal Code is Federal or General Fund.</p> <p>Otherwise, not allowed.</p>	CTA, GTAS	Line	Global Attribute Number 1
Trading Partner BETC	<p>Identifies the trading partner's type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on.) and the effect of a transaction on the FBWT. Is used in combination with the Trading Partner TAS to classify transactions reported to the Treasury through all Governmentwide Accounting (GWA)-compliant Financial Management Service (FMS) systems.</p>	<p>Required if the Trading Partner TAS is provided.</p>	CTA	Line	Global Attribute 3

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping in JournalImportTemplate.xlsm
	<p>If a value is entered in the Trading Partner TAS field, when you save the journal, this field is automatically populated with the Payment or Collection BETC defined for the Trading Partner TAS. The BETC and Trading Partner BETC can't be the same BETC type. For example, if you enter a payment BETC in the BETC field, the Trading Partner BETC field must be a collection BETC.</p>				
Agency Location Code	<p>List of values containing all internal agency location codes defined.</p> <p>When you save the journal line, the system automatically populates the internal agency location code defined for the GL account on the Manage CTA FBWT Account Definitions window.</p>	Required if the journal category is defined as a value for the lookup type ORA_FV_CTA_RECLASS_JOURNAL. Otherwise, not allowed.	CTA	Line	Global Attribute 4
Enable for DATA Act reporting	Indicates if the line is or is not DATA Act reportable.	Optional	DATA Act	Line	Global Attribute 5
DATA Act Award Type	<p>Identifies the DATA Act Award Type:</p> <p>Procurement</p> <p>Financial Assistance</p>	<p>Required if Enable for DATA Act reporting is Yes.</p> <p>Otherwise, optional.</p>	DATA Act	Line	Global Attribute 6

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping in JournalImportTemplate.xlsm
Procurement Instrument Identifier (PIID)	The unique identifier of the specific award being reported.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type is not specified.  Otherwise, not allowed.	DATA Act	Line	Global Attribute 7
Parent Award ID	The identifier of the procurement award under which the specific award is issued, such as a Federal Supply Schedule. This data element currently applies to procurement actions only.	Optional if the DATA Act Award Type is Procurement.  Otherwise, not allowed.	DATA Act	Line	Global Attribute 8
Federal Assistance Identification Number (FAIN)	The FAIN is the unique ID within the federal agency for each (non-aggregate) financial assistance award.	FAIN or URI is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Line	Global Attribute 9
Unique Record Identifier (URI)	An agency defined identifier that is unique for every financial assistance action reported by that agency.	FAIN or Unique Record Identifier (URI) is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Line	Global Attribute 10

These attributes are required for all general ledger journals with the following exceptions:

- Journals imported from subledger, for example, payables, receivables and so on.
- Encumbrance and budget type journals
- Manual tax journals as government agencies are not subject to tax.

The attributes BETC, Trading Partner TAS, and Trading Partner BETC are used for CTA Reclassification transactions. The attributes Enable for DATA Act reporting, DATA Act Award Type, PIID, Parent Award, FAIN, and URI are used for Data Act reporting.

**Note:** The DATA Act reporting attributes are enabled for entry only if the Allow Manual Entry of Award Financial Information for DATA Act (ORA\_FV\_ALLOW\_DATA\_ACT\_MANUAL\_AWARD\_ENTRY) profile option is set to “Yes” and the journal has not been posted. The BETC, Trading Partner BETC, and Agency Location Code values are automatically populated during journal line validation only if the journal category is defined as the CTA Reclassification Journal Category. Users can use the ORA\_FV\_CTA\_RECLASS\_JOURNAL\_CAT lookup type to define the CTA Reclassification Journal Category.

*Related Topics*

- [External Data Integration Services for Importing Data](#)
- [How Journal Import Data Is Processed](#)

## Payables Invoices

### Invoice Transactions

Federal attributes on direct invoice transactions which are invoices not matched to purchase orders or receipts. These attributes support the GTAS and CTA interfaces along with PAM and SPS payment file formats.

If required attributes are not entered on the corresponding invoice lines and invoice distributions, default values are populated (if configured) during invoice validation. If no default is configured, but the value is required according to the setup, a hold is placed on the invoice. You can either enter the values manually or update the setup and revalidate the invoice.

You can define the following federal attributes:

Name	Description	Level
Payment Reference Number	An optional text field used to record additional information, such as credit card references.	Header
Trading Partner TAS	The supplier's Treasury Account Symbol assigned by the Treasury to the individual appropriation, receipt, or other fund account.	Line
Trading Partner BETC	Identifies the trading partner's type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on) and the effect of a transaction on the FBWT. Is used in combination with the Trading Partner TAS to classify transactions reported to the Treasury through all Governmentwide Accounting (GWA)-compliant Financial Management Service (FMS) systems.	Line



Name	Description	Level
BETC	<p>Identifies the type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on).</p> <p>This is derived from the BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) for the PO Charge Account.</p>	Distribution

## Payments

### Voided Payment

Define the Voided Payment attribute on the Manage Payments page for a voided payment.

Here's how you create a reference for a payment that's being reclassified:

1. On the Home page, click **Payables > Payments**.
2. In the Tasks panel tab, click **Manage Payments**.
3. Search for the payment that you want to create a reference for and select the payment number.
4. On the Payment Details tab, select **Payments for U.S. Federal** in the **Regional Information** list. This populates the list of voided payments.
5. Select the reclassified payment number in the **Voided Payment** list.
6. Click **Save**.

The Voided Payment drop-down lists the payment numbers of the voided payments, based on these criteria:

- The new and the voided payments have the same supplier and supplier site.
- The amount of the new payment is equal to that of the original voided payment.
- The new and the voided payments have the same Agency Location Code (ALC) on their internal bank accounts.
- The new and the voided payments have the same general ledger period.
- The voided payment number isn't associated with another existing payment.

#### Related Topics

- [Payment Process Requests](#)

# Purchase Orders

## Reporting Attributes

The following attributes are supported on purchase orders to capture information required for Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS) and Digital Accountability and Transparency Act of 2014 (DATA Act) reporting:

Name	Description	Optional/Required/Not Allowed	Need	Level
Enable for DATA Act reporting	Indicates if the line is or is not DATA Act reportable.	Optional	DATA Act	Header
DATA Act Award Type	Identifies the DATA Act Award Type:  Procurement  Financial Assistance	Required if Enable for DATA Act reporting is Yes.  Otherwise, optional.	DATA Act	Header
Procurement Instrument Identifier (PIID)	The unique identifier of the specific award being reported.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type is not specified.  Otherwise, not allowed.	DATA Act	Header
Parent Award ID	The identifier of the procurement award under which the specific award is issued, such as a Federal Supply Schedule. This data element currently applies to procurement actions only.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type is not specified.  Otherwise, not allowed.	DATA Act	Header
Federal Assistance Identification Number (FAIN)	The FAIN is the unique ID within the federal agency for each (non-aggregate) financial assistance award.	FAIN or URI is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Header
Unique Record Identifier (URI)	An agency defined identifier that is unique for every financial assistance action reported by that agency.	FAIN or Unique Record Identifier (URI) is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Header

Name	Description	Optional/Required/Not Allowed	Need	Level
Trading Partner TAS	Identification code assigned by the Treasury in collaboration with the U.S. Office of Management and Budget (OMB) and the owner agency to the trading partner's individual appropriation, receipt, or other fund account.	Required if Federal or Non-Federal Code is Federal or General Fund.  Otherwise, not allowed.	GTAS	Schedule
Trading Partner BETC	Identifies the trading partner's type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on).  This is derived from the default BETC for the Trading Partner TAS.	Required if the Trading Partner TAS is provided.	CTA and IGT	Schedule
BETC	Identifies the type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on).  This is derived from the BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) for the PO Charge Account.	Always required.	Payment Formatting	Distribution
Agency Location Code	List of values containing all internal agency location codes defined.  When you save the journal line, the system automatically populates the internal agency location code defined for the GL account on the Manage CTA FBWT Account Definitions window.	Required if the journal category is defined as a value for the lookup type ORA_FV_CTA_RECLASS_JOURNAL. Otherwise, not allowed.	CTA	Line

The attributes BETC, Trading Partner TAS, and Trading Partner BETC are used for CTA Reclassification transactions. The attributes Enable for DATA Act reporting, DATA Act Award Type, PIID, Parent Award, FAIN, and URI are used for Data Act reporting.

**Note:** The DATA Act reporting attributes are enabled for entry only if the Allow Manual Entry of Award Financial Information for DATA Act (ORA\_FV\_ALLOW\_DATA\_ACT\_MANUAL\_AWARD\_ENTRY) profile option is set to "Yes."

## Importing Attributes

The following attributes are supported for purchase order distributions using the import interface to capture information required for Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS) and Digital Accountability and Transparency Act of 2014 (DATA Act) reporting:

Name	Description	Optional/Required/Not Allowed	Need	Level
Enable for DATA Act reporting	Indicates if the line is or is not DATA Act reportable.	Optional	DATA Act	Header
DATA Act Award Type	Identifies the DATA Act Award Type:  Procurement  Financial Assistance	Required if Enable for DATA Act reporting is Yes.  Otherwise, optional.	DATA Act	Header
Procurement Instrument Identifier (PIID)	The unique identifier of the specific award being reported.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type is not specified.  Otherwise, not allowed.	DATA Act	Header
Parent Award ID	The identifier of the procurement award under which the specific award is issued, such as a Federal Supply Schedule. This data element currently applies to procurement actions only.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type is not specified.  Otherwise, not allowed.	DATA Act	Header
Federal Assistance Identification Number (FAIN)	The FAIN is the unique ID within the federal agency for each (non-aggregate) financial assistance award.	FAIN or URI is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Header
Unique Record Identifier (URI)	An agency defined identifier that is unique for every financial assistance action reported by that agency.	FAIN or Unique Record Identifier (URI) is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Header
Trading Partner TAS	Identification code assigned by the Treasury in collaboration with the	Required if Federal or Non-Federal Code is Federal or General Fund.	GTAS	Schedule

Name	Description	Optional/Required/Not Allowed	Need	Level
	U.S. Office of Management and Budget (OMB) and the owner agency to the trading partner's individual appropriation, receipt, or other fund account.	Otherwise, not allowed.		
Trading Partner BETC	Identifies the trading partner's type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on).  This is derived from the default BETC for the Trading Partner TAS.	Required if the Trading Partner TAS is provided.	CTA and IGT	Schedule
BETC	Identifies the type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on).  This is derived from the BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) for the PO Charge Account.	Always required.	Payment Formatting	Distribution



# 6 System for Award Management

## About System for Award Management

The Office of Management and Budget requires agencies to use information contained in System for Award Management (SAM) as the source for making payments to trading partners with certain exceptions.

Current and potential government trading partners are required to register in SAM in order to be awarded contracts by any federal agency. Trading partners provide basic information relevant to procurement and financial transactions.

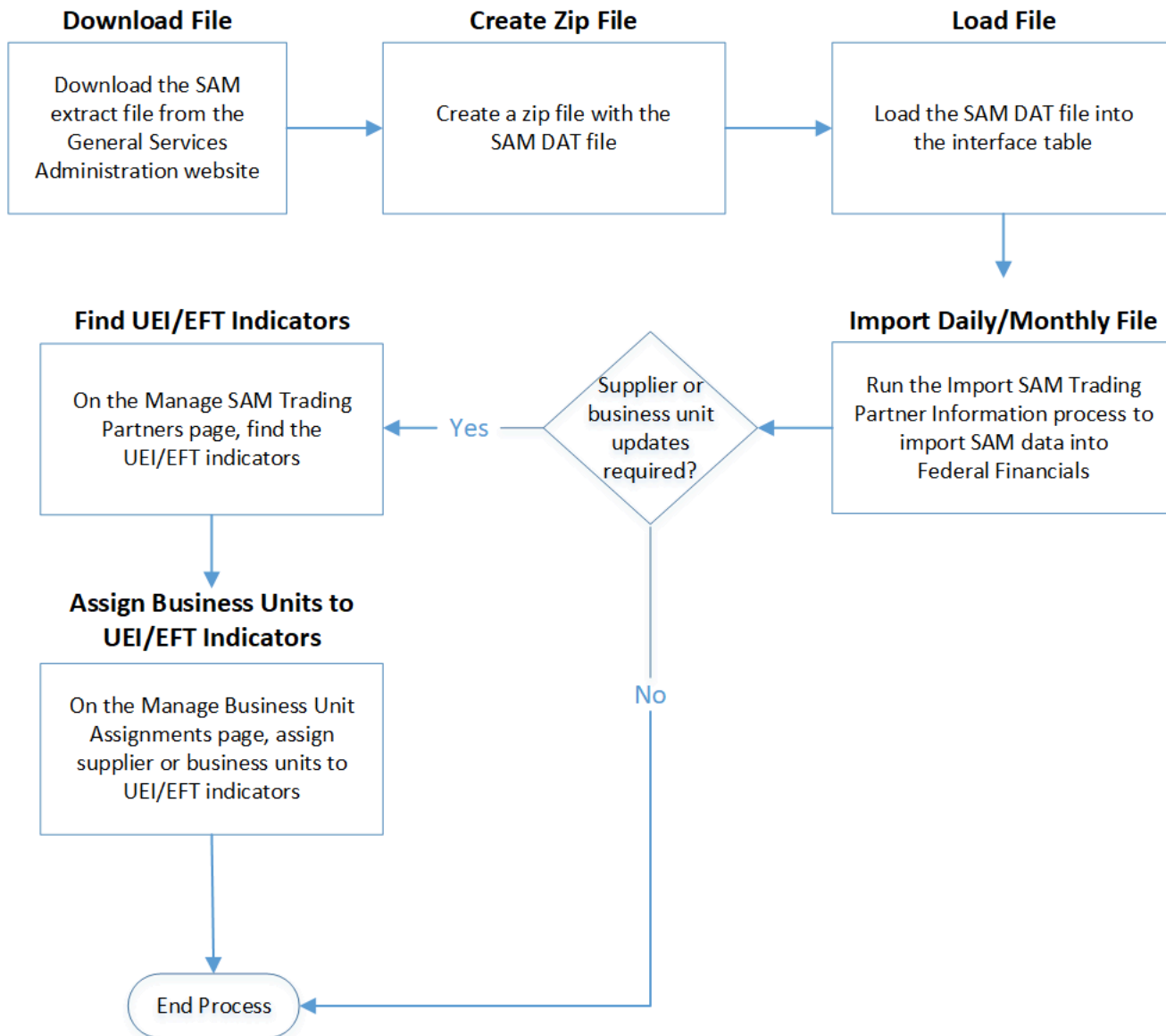
The SAM process enables agencies to import and process data pertinent to the core financial system. Agencies can:

- Update all the SAM trading partner details including mandatory payee information as part of 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 trading partner file
- Prevent users from manually updating the relevant data fields whose source must be SAM for trading partners required to register in SAM

In addition, the SAM process maintains payee (trading partner) information to support obligation, payables, and disbursement processes.

You can use Federal Financials to import SAM data into Federal Financials and manage SAM trading partners.

The following illustration and the steps that follow describe the SAM process flow in Federal Financials:



1. Download the SAM extract file from the General Services Administration website.
2. Create a zip file with the SAM DAT file.
3. Load the DAT file into the FV\_SAM\_TRADING\_PARTNER\_INT interface table by running the Load Interface File for Import process.
4. Run the Import SAM Trading Partner Information process to import the SAM data into Federal Financials.
5. If there are any UEI/EFT indicator records that require supplier or business unit assignments, find the UEI/EFT indicators on the Manage SAM Trading Partners page.
6. On the Manage Business Unit Assignments page, assign suppliers or business units to the UEI/EFT indicators and click **Submit**.  
This action creates or updates Procurement tables and maps the UEI/EFT indicators to Procurement objects including suppliers, supplier sites, bank branches, and bank accounts.
7. Determine if there are any more daily or monthly files to process.  
If there are no files to process, the SAM process is complete.



If there are daily or monthly files to process, repeat Steps 1 through 7 until there are no more files to process.

## SAM Integration with Oracle Procurement

The SAM integration in Oracle U.S. Federal Financials creates or updates Procurement objects with data from SAM.

The SAM integration creates or updates these Procurement objects:

- Unique Entity Identifier (UEI) in the Supplier Sites window
- Taxpayer identifier in the Suppliers window
- Country and address fields and bank account 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

Supplier header and site-level global descriptive flexfields are used to populate the SAM details.

Users can't modify the information in the SAM fields.

Payables also checks the supplier site controls at certain points during the invoicing and payment processes.

The following table describes how the SAM Trading Partner Registration status impacts the Payables functionality:

Trading Partner'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 can't be validated. An expired registration hold is applied.	A previously validated invoice can't be paid for selected payment.
Active	Active	An invoice can be created for the SAM trading partner.	An invoice can be validated for the SAM trading partner.	A payment can be processed for the third-party agent.
Expired or Inactive	Active	An invoice can be created.	An invoice can't be validated. An expired registration hold is applied.	A previously validated invoice can't be paid for selected payment.
Active	Expired or Inactive	An invoice can be created for the SAM trading partner.	An invoice can be validated for the SAM trading partner.	A payment can't be processed for the third-party agent.

## SAM Integration with Oracle Purchasing

SAM (System for Award Management) and Oracle Purchasing are integrated at various stages.

SAM and Purchasing are integrated at:

- Purchase order creation  
A purchase order can't be created for a site associated with an expired or inactive trading partner.
- Purchase order approval  
Users can't approve a purchase order for an expired or inactive trading partner.
- Purchase order modification  
Users can't modify a purchase order for an expired or inactive trading partner.

Here's how SAM impacts Purchasing:

- The Purchase Orders window checks whether the supplier site is on purchase hold.  
If there are no supplier site purchasing holds, the document can be submitted for approval, and purchase orders can be approved in the Purchase Order Approval Workflow window.
- The Import Orders process checks the validity of the supplier and supplier site when importing approved purchase orders.  
If the supplier site is on purchase hold, the program records the exception in the log file.
- The Create Releases process verifies that the supplier site is not on purchase hold when the release generation method is automatic release.

## Before You Can Use the SAM Process

Before you can use the SAM process in Federal Financials, you must ensure that you complete the prerequisite setup tasks.

- U.S. Federal Financials must be enabled.
- The user must be assigned to the predefined Federal System for Award Management Administrator job role. This job role includes the Supplier Administrator Abstract role and the Federal SAM Administration Duty role. The Federal SAM Administration Duty role has the following privileges assigned:
  - Manage SAM Trading Partners (FV\_MANAGE\_SAM\_TRADING\_PARTNERS\_PRIV)
  - Manage Business Unit Assignments (FV\_SAM\_BU\_ASSIGNMENTS\_PRIV)
  - Manage External Payee Payment Details (IBY\_MANAGE\_EXTERNAL\_PAYEE\_PAYMENT\_DETAILS\_PRIV)
  - Manage Third Party Bank Account (IBY\_MANAGE\_THIRD\_PARTY\_BANK\_ACCOUNT\_PRIV)
  - Manage Payment Instrument Assignment (IBY\_MANAGE\_PAYMENT\_INSTRUMENT\_ASSIGNMENT\_PRIV)

- Import Supplier Bank Accounts (IBY\_IMPORT\_SUPPLIER\_BANK\_ACCOUNTS\_PRIV)
- Manage Bank (CE\_MANAGE\_BANK\_PRIV)
- Manage Bank Branch (CE\_MANAGE\_BANK\_BRANCH\_PRIV)
- The **Enforce supplier hold** setting on the Configure Procurement Business Function page must be enabled.
- The SAM extract file must be downloaded from the General Services Administration website.
- The Create Supplier Sites with Longer Names feature must be opted in. This is because SAM supplier site names are made up of 16 characters (12 characters for the UEI plus 4 for the EFT indicator).

#### Related Topics

- [Enable U.S. Federal Financials](#)

## Run the Load Interface File for Import Process

Use the Load Interface File for Import process to load the SAM data to the FV\_SAM\_TRADING\_PARTNER\_INT interface table.

The Load Interface File for Import process triggers the following child processes:

- **Transfer File:** This process transfers the SAM data file to the fin/federal/import account in the content management server.
- **Load File to Interface:** This process loads the SAM data file in the content management server to the FV\_SAM\_TRADING\_PARTNER\_INT interface table.

To run the Load Interface File for Import process:

1. In the **Navigator** menu, select **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. Search for and select the Load Interface File for Import job.
4. Click **OK**.
5. In the Process Details window, in the **Basic Options** section, perform these tasks:
  - a. In the **Import Process** field, search for and select the Import SAM Trading Partner Information process.
  - b. In the **Data File** field, enter the relative path of the .zip data file.
6. Click **Submit**.

A confirmation message appears, indicating that the process has been submitted.

7. Click **OK** in the Confirmation dialog box.

The process populates the interface table with the SAM data when all the three processes - Transfer File, Load File to Interface, and Load Interface File for Import - complete without warnings or errors.

8. Click the attachment in the **Log and Output** section to verify the SAM data that is loaded to the interface table.

# Run the Import SAM Trading Partner Information Process

Use the Import SAM Trading Partner Information process to import the SAM data that is available in the FV\_SAM\_TRADING\_PARTNER\_INT interface table to Oracle U.S. Federal Financials.

This process also causes the Process SAM Trading Partner Information process to run automatically. Therefore, if there are any new or updated SAM data that needs to be synced in Oracle Procurement, and if you're running this process, you don't need to run the Process SAM Trading Partner Information process separately. For example, if you make updates to the SAM business unit assignments, and if you run the Import SAM Trading Partner Information process, those updates to the business unit assignments will be processed and synced in Procurement when the process completes successfully.

1. In the Suppliers work area, click the **Import Suppliers** task.
2. From the **Actions** menu, click **Import SAM Trading Partners**.

You can also access Scheduled Processes from the **Tools** menu in the Navigator, and then search for the process by job.

3. In Process Details, determine when you want to run the process:
  - o **As soon as possible:** This is the default.
  - o **On a schedule:** Click **Advanced** to set up a schedule for running the process. This displays the Advanced Options page where you can create a schedule and set up a notification to notify you about the process.
4. In the Basic Options section, determine what data needs to be imported:
  - a. **Update Type:** Select one of the following options:
    - **Complete File:** Select this option to import the SAM data for all of the UEI (unique entity identifier) records that are available in the interface table.
    - **All:** Select this option to import only the SAM data for all of the UEI records that exist in Federal Financials. For example, if the interface table has SAM data for 1 million UEI records and Federal Financials has SAM data for 1000 UEI records, selecting this option imports the SAM data for only the 1000 UEI records that exist in Federal Financials.
    - **Single:** Select this option to import the SAM data for a specific UEI.
  - b. **Unique Entity Identifier:** Select the UEI for which you want to import SAM information. This is a required field if you select Single as the update type. This field is not applicable for other update types.
5. Click **Submit**.

A confirmation message appears, indicating that the process has been submitted.

6. Click **OK** in the Confirmation dialog box.

This process imports the SAM data to Federal Financials when it completes successfully without warnings or errors.

7. Click the attachment in the **Log and Output** section to verify the SAM data that is imported to Federal Financials.

## View the Import SAM Trading Partner Information Report

After the process to import SAM trading partner information completes, you can view a report that provides details about the process.

The Import SAM Trading Partner Information report has three sections: UEI/EFTs Imported, UEI/EFTs Not Imported, and Summary. You can view the details of the UEI-EFT indicator records that were imported to Federal Financials, the UEI-EFT indicators that failed the import along with the exceptions, and a summary of the report.

For each UEI/EFT indicator that's imported, you can view the following details:

- UEI/EFT Number
- Legal Business Name
- CAGE Code
- SSN/TIN
- Registration Status

You can also view the details of any UEI/EFT records that failed the import process in the UEI/EFT Not Imported section, and a summary of the report in the Summary section.

1. Select the completed process and then on the **Process Details** tab, click the attachment link in the Log and Output section.
2. On Attachments, click the <Process ID>.txt file to view the report.

## Run the Process to Update SAM Trading Partner Information

Use the Process SAM Trading Partner Information process to update the SAM trading partner information in Oracle Procurement.

When the Process SAM Trading Partner Information process completes successfully, it maps the Unique Entity Identifier (UEI)/EFT indicator to the suppliers and supplier sites in Procurement. The process creates or updates Procurement objects including suppliers, supplier sites, bank branches, and bank accounts associated with the UEI/EFT indicator.

There are three ways to run the Process SAM Trading Partner Information process. You can run this process:

- From the Scheduled Processes work area.
  - Note:** If you don't load the SAM daily updates file, you must schedule the Process SAM Trading Partner Information process to run daily. This will enable any updates to the SAM registration status to be processed correctly.
- Automatically as part of the Import SAM Trading Partner Information process.  
See *Run the Import SAM Trading Partner Information Process*.

- From the Manage SAM Trading Partners page by using the **Sync** option from the **More Actions** menu.  
See *Sync SAM Data*.

This topic describes how to run the process from the Scheduled Processes work area.

1. From the Navigator, select **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. On the Schedule New Process dialog box, select **Job** as the job type and then search for and select the Process SAM Trading Partner Information job.
4. On Process Details, in the Basic Options section, define these parameters:
  - a. **Update Type:** Select one of these options to create or update the SAM supplier and supplier site information in Procurement:
    - **All:** Select this option to create or update the SAM information for all of the new and existing UEI and EFT indicator records.
    - **Single:** Select this option to create or update the SAM information for a specific UEI and EFT indicator record.
  - b. **Unique Entity Identifier:** Select the UEI for which you want to update the SAM information. This is a required field if you select Single as the update type. This field is not applicable for other update types.
5. Click **Submit**.

A confirmation message appears, indicating that the process has been submitted.
6. Click **OK** in the confirmation dialog box.

This process updates the Procurement tables with the SAM data when it completes successfully.
7. Click the attachment in the **Log and Output** section to verify the data. Review the log for specific details about any of the SAM data that wasn't processed.

When you run this process, if the SAM registration status for any of the UEI and EFT indicator records is either "Expired" or "Deleted", the purchase order processing, payment processing, and invoice validation for the supplier site will be put on hold. This means that the process will set the **Hold all new purchasing documents** attribute in the **Purchasing** tab, and **Hold All Invoices** and **Hold Unvalidated Invoices** attributes in the **Invoicing** tab at the supplier site level to a value of "Yes". The purchase and payment holds at the supplier site level are effective only if the **Enforce supplier hold** setting on the Configure Procurement Business Function page is enabled.

In addition, if the SAM registration status is updated from either "Expired" or "Deleted" to "Active" for a UEI and EFT indicator record, any purchase and payment holds enforced on the supplier sites will be removed.

## View the Process SAM Trading Partner Information Report

You can view the Process SAM Trading Partner Information report after the process completes successfully.

The Process SAM Trading Partner Information report provides the following details for each UEI/EFT indicator record that was processed:

- UEI/EFT Number

- Legal Business Name
  - SSN/TIN
  - Business Types
  - Address
  - Sites
  - Bank
  - Bank Branch
  - Account Number
1. Select the completed process and then on the **Process Details** tab, click the attachment link in the Log and Output section.
  2. On Attachments, click the <Process ID>.txt file to view the report.

## Manage SAM Trading Partners

Use the Manage SAM Trading Partners page to view all of the SAM trading partner information generated by the Import SAM Trading Partner Information process and manage trading partners.

You must be a user with the Federal System for Award Management Administrator job role to manage SAM trading partners.

You can access the Manage SAM Trading Partners page by navigating to: **Navigator > Procurement > Suppliers > Manage SAM Trading Partners**.

Here's what you can do to manage SAM trading partners:

- View SAM trading partner information
- Add a new UEI (unique entity identifier)
- Import SAM information
- Delete a UEI that is not assigned to a business unit
- Sync SAM trading partner information
- View supplier details
- View SAM process errors
- Refresh SAM information
- Manage business unit assignments

## View SAM Information

You can view general SAM information for trading partners on the Manage SAM Trading Partners page.

You can view details such as the unique entity identifier (UEI), CAGE (Commercial and Government Entity) Code, registration status, and so on. From this page, you can click the Unique Entity Identifier link to view the trading partner profile and review additional details.

Use the Search field on the Manage SAM Trading Partners page to search for trading partner records. You can narrow your search by providing appropriate filter criteria.

The following table describes the fields on the Manage SAM Trading Partners page:

Field	Description
Unique Entity Identifier	The trading partner's UEI. Clicking this link opens the SAM Trading Partner Profile page for the trading partner.
EFT Indicator	The trading partner's EFT indicator.
CAGE Code	The trading partner's CAGE Code, which is a 5-character identifier that identifies companies that do or want to do business with the federal government.
Legal Business Name	The trading partner's legal business name.
Taxpayer Name	The trading partner's taxpayer name.
Location	The city, state, and country where the trading partner is located.
Registration Status	The trading partner's SAM registration status, for example, Active, Expired, Deleted, and so on.
Business Units	The business unit name if there is only one business unit assigned to the trading partner.  The number of business units assigned to the trading partner if there is more than one assignment. Hover over the field to view the names of the assigned business units.
DoDAAC	The trading partner's Department of Defense Activity Address Code (DoDAAC). Displays a 9-character code: DOD followed by the trading partner's 6-digit DoDAAC number.
Agency Location Code	An 8-digit numeric symbol identifying the trading partner's accounting or reporting office with disbursing authority. Any 4-digit ALC is preceded by 4 zeros.
Process Status	The SAM data processing status for the UEI record, for example, Processed, Unprocessed, or Error.  Processed: The Process SAM Trading Partner Information process completed successfully for the UEI record and the suppliers and supplier sites for the UEI record have been successfully created in Procurement.  Unprocessed: The Process SAM Trading Partner Information process is yet to be run or completed.  Error: The Process SAM Trading Partner Information process completed with errors.

### Related Topics

- [About SAM Trading Partner Profile](#)

## Add New UEI

You can add new UEIs (unique entity identifiers) for a trading partner with which the agency contracts on the Manage SAM Trading Partners page.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.
2. On Manage SAM Trading Partners, click **Add New Entity**.



3. On Add New Entity, click **Add UEI**.

A new row appears where you can enter the UEI details.

**Note:** Alternatively, you can click **Manage in Excel** and add several UEIs at one time. The spreadsheet contains instructions on how to complete the columns, which reflect the fields in the user interface and include a list of values for fields when applicable.

4. Complete the following fields:

- o **Unique Entity Identifier:** Enter the trading partner's UEI. You must enter a valid 12-character alphanumeric value in this field.
- o **EFT Indicator:** Enter the EFT indicator associated with the UEI of the trading partner. You must enter a valid 4-character alphanumeric value in this field.

5. To add multiple UEIs, repeat Steps 3 through 4 for each UEI.

6. Click **Save** to save your changes, or click **Cancel** and then click **OK** in the confirmation message to close the Add New Entity window without saving your changes.

The newly added UEIs appear on the Manage SAM Trading Partners page with the status "New."

## Import SAM Information

You can import SAM information for a specific UEI (unique entity identifier) or for newly added UEIs for a trading partner on the Manage SAM Trading Partners page.

**Note:** You can import SAM information for a UEI only if the interface table contains a record for the UEI.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.

2. On Manage SAM Trading Partners, do either of the following:

o Click **Import**.

This action initiates the Import SAM Trading Partner Information process for the New update type. On successful completion, the process will import all of the newly added UEIs (UEIs with status "New" or "Not Found").

o Search for and select the UEI for which you want to import SAM information and then click **Import**.

**Note:** The **Import** button is enabled only if the interface table contains a record for the UEI.

This action initiates the Import SAM Trading Partner Information process for the Single update type. On successful completion, the process imports the SAM information for the selected UEI.

## Delete UEI

You can delete a UEI (unique entity identifier) on the Manage SAM Trading Partners page. You can only delete a UEI if it is not assigned to a business unit.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.

2. On Manage SAM Trading Partners, select the UEI that you want to delete. You can also use the Search field to search for the UEI that you want to delete and then select the UEI.
3. From the **More Actions** menu, click **Delete**.

**Note:** The **Delete** option is disabled if the UEI is assigned to one or more business units.

## Sync SAM Data

If there are updates to SAM (System for Award Management) data that have not been updated in Procurement, you can run the Process SAM Trading Partner Information process to sync the data.

For example, if there are any updates to the address information for a UEI (unique entity identifier) record, you can run the Process SAM Trading Partner Information process to update the address information in Procurement.

When the Process SAM Trading Partner Information process completes successfully, it processes the mapping of the UEI/EFT indicator to the suppliers and supplier sites in Procurement.

You can run the Process SAM Trading Partner Information process from the Manage SAM Trading Partners page by clicking **Sync** from the **More Actions** menu. Alternatively, you can access **Scheduled Processes** from the **Tools** menu in the Navigator, and then search for the process by job.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.
2. On Manage SAM Trading Partners page, do either of the following:

- o To sync the data for all of the UEI records, click **Sync** from the **More Actions** menu.

This action initiates the Process SAM Trading Partner Information process with the **Update Type** parameter set to All. The action also initiates all the related subprocesses that need to be run for the SAM updates.

- o To sync the data for a single UEI record, select the UEI record and then click **Sync** from the **More Actions** menu. You can also use the Search field to search for the UEI and then select the UEI.

This action initiates the Process SAM Trading Partner Information process with the **Update Type** parameter set to Single. The action also initiates all related subprocesses that need to be run for the SAM updates.

A confirmation message appears, indicating that the sync request has been submitted.

3. Click the process in the Search Results section and then click the attachment link in the **Log and Output** section.

#### 4. On Attachments:

- Click the link to the log file to view the log details.
- Click the link to the .txt file to view the report that provides details of the SAM data that was processed for the UEI/EFT indicator records. For each UEI/EFT indicator record, the report indicates which of the following fields were updated:
  - SSN/TIN
  - Business Types
  - Address
  - Sites
  - Bank
  - Bank Branch
  - Account

## View Supplier Details

You can view the supplier information for a trading partner after you assign a business unit to a UEI (unique entity identifier)/EFT indicator and the supplier and supplier site information has been updated in Oracle Procurement.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.
2. On Manage SAM Trading Partners, select the UEI record for which you want to view the supplier details. You can also use the Search field to search for the UEI and then select the UEI.
3. From the **More Actions** menu, click **View Supplier**.

**Note:** The **View Supplier** option will be enabled only if the supplier association has been successfully updated in Procurement.

Review the supplier's SAM details on the Supplier page.

## View Errors in Supplier and Supplier Site Creation

If there are any errors when you submit a request to create or update supplier records in Procurement from the Manage Business Unit Assignments page, you can view those errors.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.
2. On Manage SAM Trading Partners, select the UEI record for which you want to view the errors. You can also use the Search field to search for the UEI and then select the UEI. UEI records with errors will have "Error" in the **Process Status** field.
3. From the **More Actions** menu, click **View Errors**.

**Note:** The **View Errors** option will be enabled only if there are errors in creating or updating supplier records in Procurement.

4. In the SAM Process Errors drawer, you can view the details of the error because of which the supplier records were not created or updated in Procurement. You can review the error code and the description of the error.

## Refresh SAM Information

At any time, you can refresh the SAM information that is displayed on the Manage SAM Trading Partners page.

Click **Refresh** from the **More Actions** menu to refresh the SAM trading partner information.

## About SAM Trading Partner Profile

The Manage SAM Trading Partners page displays general information about each UEI (unique entity identifier) associated with a trading partner.

From the Manage SAM Trading Partners page, you can click the Unique Entity Identifier link to view the trading partner's profile and review additional details. All of the information displayed on the profile page is read-only and you can't update the information from the profile page.

The following table describes the navigation elements in the header of the profile page:

Click...	To...
Up Arrow	Navigate back to the Manage SAM Trading Partners page.
Left Arrow	Access the SAM trading partner profile page of the previous record on the Manage SAM Trading Partners page.  The left arrow is disabled if you are on the trading partner profile page of the first record.
Right Arrow	Access the SAM trading partner profile page of the next record on the Manage SAM Trading Partners page.  The right arrow is disabled if you are on the trading partner profile page of the last record.

The trading partner's general information appears on the left pane of the profile page. The following table describes the information displayed on the left pane:

Field	Description
<Status>	The status of the trading partner based on the SAM extract code value. The status is displayed as: <ul style="list-style-type: none"> <li>Active if the SAM extract code is A or 2 or 3</li> <li>Expired if the SAM extract code is E or 4</li> <li>Deleted if the SAM extract code is 1</li> <li>New if the trading partner record was added on the Add New Entity page but has not been processed yet</li> <li>Not Found if the Import SAM Trading Partner Information process has been run for the UEI but there were no records found for the UEI</li> </ul>

Field	Description
<Avatar>	The trading partner's avatar that is derived from the initials of the legal business name. The avatar contains a maximum of 3 characters.
<Legal Business Name>	The trading partner's legal business name.
Entity URL	The trading partner's web address. Click the link to open the web address in a new window.
Physical Address	The trading partner's physical address.
Unique Entity Identifier	The trading partner's unique entity identifier (UEI).
EFT Indicator	The trading partner's EFT indicator.
Purpose of Registration	The trading partner's purpose of registration in SAM.
<No Public Display>	Displays "Public Registration" if the user authorized the trading partner's public registration data to be included in the SAM public search results.  Displays "Not a public registration" if the user did not authorize the trading partner's public registration data to be included in the SAM public search results.
<Debt Subject to Offset>	Indicates if the entity has delinquent debt subject to offset.

Detailed information about the trading partner is displayed in the following tabs:

## General

Field	Description
Legal Business Name	The trading partner's legal business name.
Doing Business as Name	The trading partner's doing business as name. This is the name under which the trading partner does business.
Taxpayer Name	The name of the entity used for TIN validation. This name must match exactly what the IRS has on file and may be different than the Legal Business Name.
Tax Identifier Number/Social Security Number	The 9-digit tax identifier number or social security number assigned to the trading partner.
CAGE/NCAGE Code	The Commercial and Government Entity (CAGE) Code assigned to the trading partner. The CAGE Code is a 5-character identification number that identifies companies that do or want to do business with the federal government. CAGE Codes that are used internationally as part of the NATO Codification System (NCS) are called NCAGE Codes. All foreign entities must provide an NCAGE Code.
Entity Structure	The trading partner's entity structure, for example, sole proprietorship, U.S. Government entity, international organization, and so on.
Division Name	The trading partner's division name.
Division Number	The trading partner's division number.
DoDAAC	The Department of Defense Activity Address Code assigned to the trading partner. This code has the characters DOD followed by the trading partner's 6-digit DoDAAC number, for example, DODABC1YZ.
Agency Business Purpose	The trading partner's business purpose, for example, Buyer and Seller.

Field	Description
Source	The source for the SAM data, for example, Federal Agency, General Services Administration.
Registration Expiration Date	The date on which the trading partner's SAM registration expires.
Activation Date	The date on which the trading partner's SAM registration was activated.
SAM Record Last Updated Date	The date on which the trading partner's SAM record was last updated.
SAM Record Last Imported Date	The date on which the trading partner's SAM record was last updated by the Import SAM Trading Partner Information process.
HQ Parent UEI	The UEI for the trading partner's headquarter parent.
Ultimate Parent UEI	The UEI for the trading partner's ultimate parent.
Average Number of Employees	The average number of employees employed by the trading partner.
Average Annual Revenue	The trading partner's average annual revenue.
Marketing Partner Identification Number	The trading partner's 9-digit MPIN or Marketing Partner Identification Number.
Exclusion Status	Indicates whether the trading partner has an exclusion record.

## Addresses and Contacts

Field	Description
Physical Address	The trading partner's physical address.
Mailing Address	The trading partner's mailing address.
Accounts Payable Address	The trading partner's accounts payable address.
Remittance Contact and Address	The trading partner's remittance contact and address.
Accounts Receivable Contact	The trading partner's accounts receivable contact information.

## Goods and Services

Field	Description
Business Type	The type of business the trading partner is engaged in as defined in SAM.
North American Industry Classification System (NAICS)	The trading partner's NAICS codes as defined in SAM.
Product Service Code/Federal Supply Code	The trading partner's PSC/FSC codes as defined in SAM.
Small Business Administration Type (Expiration Date)	The trading partner's SBA (small business administration) type and the expiration date.

## Financial Information

Field	Description
Financial Institute/Bank	The name of the entity's bank or other financial institution.
Account Number	The entity's financial account number.
Routing Number	The entity's American Banker's Association (ABA) Routing Number. This number must correspond to the name of the financial institute.
Account Type	The entity's financial account type. "C" indicates a Checking account and "S" indicates a Savings account.
Lockbox Number	The entity's lockbox number. This number is assigned by the financial institute.
Authorization Date	The effective date of the entity's EFT account authorization.
EFT Waiver	Indicates whether banking information is required for the entity. "Y" indicates Yes, "N" indicates No, and "F" indicates a Foreign Entity.
Accounting Station	Accounting Station (Fiscal Station Number) is a six-digit number that identifies the activity that is responsible for performing the official accounting and reporting for the funds.
Can be paid by credit card	Indicates whether the trading partner is willing to be paid by a Government credit card. "Y" indicates Yes and "N" indicates No. N is the default value.
ACH U.S. Phone	The phone number of the Automated Clearing House (ACH) if it is located in the US.
ACH Non-U.S. Phone	The phone number of the ACH if it is located outside of the US.
ACH Fax	The fax number of the ACH.
ACH Email	The email address of the ACH contact.
Agency Location Code	The trading partner's Agency Location Code. The Agency Location Code is used to identify accounting reports and documents prepared by or for agency accounting stations and disbursing offices. The Agency Location Code is provided by the treasury STAR system.
Disbursing Office Symbol	The unique symbol assigned by the Treasury IPAC system for the disbursing office. The disbursing office has a relationship to the agency location code.
Merchant ID 1	The number assigned to the trading partner by the bank that processes the trading partner's credit card receipts. The Merchant ID number is similar to a routing number. This field is for government use only.
Merchant ID 2	An alternate ID to Merchant ID 1 that is used if the registering entity has two routing numbers (uses both banks). This field is for government use only.
Department Code	The Agency/Department code derived from the Treasury Index.

## Business Unit Assignment

Field	Description
Business Units	The business units assigned to the trading partner.

# Manage Business Unit Assignments for a SAM Trading Partner

Use the Manage Business Unit Assignments page to view and update the business unit assignments for a SAM trading partner.

You must be a user with the Federal System for Award Management Administrator job role to manage business unit assignments for a trading partner.

You can access the Manage Business Unit Assignments page by navigating to: **Procurement > Suppliers work area > Manage SAM Trading Partners task > Business Unit Assignment.**

Here's what you can do to manage business unit assignments for a trading partner:

- View business units assignments
- Add business unit assignments
- Update business unit assignments
- Delete business unit assignments
- Remove supplier assignments

## View Business Unit Assignments

You can view the business units assigned to a trading partner on the Manage Business Unit Assignments page.

You can view details such as the EFT indicator, SAM (System for Award Management) registration status, business units assigned to the trading partner, supplier site, and so on.

The following table describes the fields on the Manage Business Unit Assignments page:

Field	Description
Unique Entity Identifier	The trading partner's unique entity identifier (UEI).
Legal Business Name	The trading partner's legal business name.
Supplier	The name of the supplier for the SAM trading partner. This field has a blank value if there is no business unit assigned to the trading partner.
EFT Indicator	The trading partner's EFT indicator.
Registration Status	The trading partner's SAM registration status, for example, Active.
Business Unit	The business unit name.
Location	The business unit's location.
Supplier Site	The supplier site or pay site of the supplier for the UEI/EFT indicator record.
Main Address Site	Indicates whether the supplier site is the main address site of the trading partner.



## Add Business Unit Assignments

You can assign a business unit to a Unique Entity Identifier (UEI)/EFT indicator record for a trading partner and submit the process to create a new supplier and supplier site record in Oracle Procurement for the UEI/EFT indicator.

On successful completion, the process creates the supplier data in Oracle Procurement and maps the UEI-EFT indicator to Procurement objects including suppliers, supplier sites, bank branches, and bank accounts. In addition, the SAM attributes such as Unique Entity Identifier, CAGE/NCAGE Code, and so on will be populated at the supplier and supplier site levels. For information about the SAM attributes, see *Supplier and Supplier Site Attributes*.

You can assign multiple business units to a UEI-EFT indicator record. You can assign multiple business units to a specific UEI-EFT indicator record on the Manage SAM Trading Partners page, or you can assign multiple business units to multiple UEI-EFT indicator records using a Microsoft Excel spreadsheet and then upload the data from the spreadsheet to U.S. Federal Financials. To assign multiple business units by using a spreadsheet, see Manage SAM Data in Microsoft Excel.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.
2. On Manage SAM Trading Partners, search for and select the UEI-EFT indicator to which you want to assign business units.
3. Click **Business Unit Assignment**.

**Note:** The **Business Unit Assignment** button is enabled only if the trading partner's registration status is "Active" or business unit assignments exist for the record.

The Manage Business Unit Assignments page displays all the records for the UEI-EFT indicator for which business unit assignments exist.

4. On Manage Business Unit Assignments, click the **Edit** icon for the UEI-EFT indicator record for which you want to add the business unit assignment.
5. Select a business unit from the **Business Unit** drop-down list.
6. To add a supplier site or update a supplier site assignment, select a supplier site from the **Supplier Site** drop-down list. The **Supplier Site** drop-down list displays all the supplier sites available for the supplier.

**Note:** The **Supplier Site** field is enabled only if the **Supplier** field is populated. You must select a supplier site that's not already associated with SAM. If you select a SAM site, an error appears indicating that the site is already associated with SAM.

7. From the **Main Address Site** drop-down list, select Yes or No. A value of Yes indicates that the site is the main address site of the trading partner and it can be used for tax reporting purposes.

**Note:** You can update this field only if the EFT indicator value is blank. If the EFT indicator value is not blank, this field displays a value of No and you can't update it.

8. Click the **Save** icon.

The **Process Status** for the UEI-EFT indicator record is updated to "Unprocessed". The "Unprocessed" status indicates that there are unprocessed changes that will be updated after the user clicks **Submit** on the Manage Business Unit Assignments page.

9. (Optional) To assign an additional business unit to a UEI-EFT indicator:
  - a. Select the row for the UEI-EFT indicator record and then click **Add Business Unit Assignment**.

**Note:** The **Add Business Unit Assignment** button is enabled only if the UEI-EFT indicator record has one or more business units assigned to it.

- b. A new row appears where you can enter the business unit assignment details. Repeat Steps 5 through 8.
10. Click **Submit**.

This initiates the process to create or update the supplier and supplier site details in Procurement for the UEI-EFT indicator record.

If the process is successful, the **Supplier** and **Supplier Site** fields are updated with their values in Procurement, and the **Process Status** field is updated to "Processed."

If the process fails to create the supplier data in Procurement, the **Process Status** field is updated to "Error."

#### Related Topics

- [Sync SAM Data](#)
- [View Supplier Details](#)
- [View Errors in Supplier and Supplier Site Creation](#)

## Update Business Unit Assignments

You can update some of the business unit assignment details for an EFT indicator for a trading partner.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.
2. On Manage SAM Trading Partners, search for and select the UEI-EFT indicator record.
3. Click **Business Unit Assignment**.

**Note:** The **Business Unit Assignment** button is enabled only if the trading partner's registration status is "Active" or business unit assignments exist for the record.

4. On Manage Business Unit Assignments, click the **Edit** icon for the EFT indicator record for which you want to update the business unit assignment details.
5. Update the following fields as applicable:
  - **Supplier:** You can update this field only if there are no business unit assignments for the UEI.
  - **Business Unit:** You can update this field only if there are no business units assigned to the EFT indicator record.
  - **Supplier Site:** You can update this field only if the **Supplier** field is populated, which indicates that a supplier and supplier site are already associated with the EFT indicator record.
  - **Main Address Site:** You can update this field only if the EFT indicator field is blank.
6. Click the **Save** icon.

## Delete Business Unit Assignments

You can delete business unit assignments for an EFT indicator for a trading partner.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.
2. On Manage SAM Trading Partners, search for and select the UEI-EFT indicator record.
3. Click Business Unit Assignment.

**Note:** The **Business Unit Assignment** button is enabled only if the trading partner's registration status is "Active" or business unit assignments exist for the record.

4. On Manage Business Unit Assignments, click the **Delete** icon for the EFT indicator record.

**Note:** The **Delete** icon is enabled only when one or more business units are assigned to the EFT indicator record.

5. In the confirmation dialog box, click **Delete**.

**Note:** This action removes the business unit and supplier site assignment at the row level for the EFT indicator record. To remove the business unit and supplier site assignments for all of the EFT indicator records, click **Unassign Supplier**.

### Related Topics

- [Remove Supplier Assignments](#)

## Remove Supplier Assignments

You can remove the supplier assignments for a UEI (unique entity identifier)/EFT indicator for a trading partner.

Removing a supplier assignment also removes all supplier site and business unit assignments for the UEI-EFT indicator record. The supplier and supplier sites will continue to exist in Oracle Procurement but they won't be updated with SAM (System for Award Management) data.

1. In the Suppliers work area, click the **Manage SAM Trading Partners** task.
2. On Manage SAM Trading Partners, search for and select the UEI-EFT indicator record for which you want to remove a supplier assignment.
3. Click **Business Unit Assignment**.

**Note:** The **Business Unit Assignment** button is enabled only if the trading partner's registration status is "Active" or business unit assignments exist for the record.

4. On Manage Business Unit Assignments, click **Unassign Supplier**.

**Note:** This action does not delete the supplier and supplier site from Procurement. It only removes the supplier and supplier site's association with the UEI-EFT indicator.

## Manage SAM Data in Microsoft Excel

You can download, analyze, and edit SAM data in Microsoft Excel spreadsheets that are integrated with Oracle Visual Builder Add-in for Excel. After you work with the data, you can upload your changes back to U.S. Federal Financials.

You can use Excel spreadsheets to download and work with the following SAM data:

- **SAM business unit assignments:** You can assign multiple business units to multiple UEI-EFT indicator records using the SAM Business Unit Assignments worksheet. You can also edit or delete the SAM business unit assignment data.
- **SAM trading partner details:** You can add multiple UEIs for a trading partner using the Manage SAM Trading Partners worksheet. You can't edit or delete the SAM data.

The spreadsheets are delivered ready-to-use and contain all the information for the SAM trading partner. You can download the spreadsheets from the Manage SAM Trading Partners page and then follow the instructions in the Instructions worksheet to install and enable the add-in.

### *Related Topics*

- [Oracle Visual Builder Add-in for Excel](#)

## Upgrade to the Latest Version of the Oracle Visual Builder Add-in for Microsoft Excel

Make sure that you're using the latest version of the Visual Builder Add-in by periodically checking for an upgrade.

1. Open a Microsoft Excel spreadsheet downloaded from the Manage SAM Trading Partners page, select the Oracle Visual Builder menu, and click **About**.
2. On the About window, click the **Download the latest add-in** link.
3. On the Oracle Visual Builder Add-in for Excel Downloads page, click the button before Oracle Visual Builder Add-in for Excel (current user installer for Windows).

This downloads the exe file and updates the Add-in to the latest version.

4. Close the spreadsheet and open it again. Click **About** and verify that the latest version is installed.

## Download and Manage UEI-EFT Indicator Data

The downloaded spreadsheets include all the information for the SAM trading partner. For fields that contain a list of values, the list of values is also available in the spreadsheets.

**Tip:** If you don't see the complete list of values for a particular field in the spreadsheet, you might need to clear the cache in the spreadsheet. To do so, click the Oracle Visual Builder menu and select **Advanced, Clear List of Values cache**.

In the spreadsheet, you can edit only the fields and perform only the actions that are supported on the corresponding page for a particular record. For example, in the spreadsheet, on the SAM Business Unit Assignments worksheet, you can:

- Override or change only the values that you're allowed to change on the Manage Business Unit Assignments page. For example, you can update the Supplier Site and Main Address Site values.
- Add a new record to assign a business unit to a trading partner.

The spreadsheets include three more columns, two in the beginning (Change and Status) and one at the end (Key). The Change and Status columns indicate whether a row was changed, created, and whether the action on the row was successful.

The following steps illustrate how to download data to a spreadsheet using business unit assignments data as an example:

1. In the Suppliers work area, click the Manage SAM Trading Partners task.
2. On Manage SAM Trading Partners, click **Manage in Excel** from the **Actions** menu.
3. On the downloaded spreadsheet template, select the SAM Business Unit Assignments worksheet to add or update business unit assignments.
4. Click the **Oracle Visual Builder** menu and click **Download Data**.  
If you're not logged in to an environment, you'll be prompted to sign in to the environment that this spreadsheet was downloaded from.
5. In the Search page that appears, enter your selection criteria and click **OK**. If the number of records selected for download is more than 499, a message appears asking whether you want to download all the records or only 499. The records are downloaded into the worksheet based on your selection.
6. Click **Clear** if you need to clear the data in the worksheet. You can then download data using different selection criteria if needed.
7. Update the fields in the spreadsheet as needed. "Update" is displayed in the Change column of any updated rows.
8. To add a new business unit assignment record:
  - a. Click a row in the spreadsheet.
  - b. Click **Table Row Changes** and select **Insert Rows**.
  - c. Complete the columns in the new row as necessary."Create" is displayed in the Change column of newly added rows.
9. To delete a row in the spreadsheet:
  - a. Click a row.
  - b. Click **Table Row Changes** and select **Mark for Delete**."Delete" is displayed in the Change column for the rows to be deleted.

## Upload the Edited Data

After changing the data in the spreadsheets, you can upload your changes to U.S. Federal Financials.

**1. Click Upload Changes.**

The Status column is updated with "Update Succeeded", "Create Succeeded," or "Delete Succeeded."

If there's an issue uploading the changed data, the Status column is updated with "Update Failed", "Create Failed," or "Delete Failed."

**2. Review other information about the records processed on the right pane of the spreadsheet. You can review the specifics of the errors for the records that weren't updated, added, or deleted, and then correct them, if necessary.**

# 7 Classification Transactions and Accountability

## About Classification Transactions and Accountability

The Classification Transactions and Accountability (CTA) module of the Central Accounting Reporting System (CARS) is used by Federal Program Agencies (FPAs) to report their monthly accounting activity to Treasury's Bureau of the Fiscal Service.

The accounting information submitted through the CTA Statement of Transactions serves as a basis for Treasury's publications to Congress and the public regarding federal revenues and expenditures.

All CTA users have the option to submit their CTA Statement of Transactions through a bulk transfer. Users can submit their data using a properly formatted text file.

Once agencies become full GWA reporters, only cash reclassifications are reportable using CTA which includes Section 1 Classification and reclassification by Treasury Account Symbol (TAS), which is used to report:

- Reclassification of payments, both by Treasury Disbursing Office (TDO) and Non-Treasury Disbursing Office (NTDO)
- Reclassification of collection transactions

If an agency is a CARS Full Reporter, it means that all Treasury systems for the agency are GWA-compliant and all Agency Location Codes (ALCs) report a TAS and Business Event Type Code (BETC) on payment and collection transactions.

## Overview of Reclassifications

A reclassification is used to report a correction (reversal and restatement) to a Treasury Account Symbol (TAS) or Business Event Type Code (BETC) on a cash-originating transaction.

Source transactions include Collection Information Repository (CIR), Payment Information Repository (PIR), Intragovernmental Payment and Collection (IPAC), Treasury Disbursing Office (TDO) payments and Non-Treasury Disbursing Office (NTDO) payments that were reported to an agency location code (ALC). Reclassifications are directly related to source transactions.

There are several reasons why an agency may need to reclassify a source transaction. Here are some of those scenarios:

- Nonbanking transactions where entries are needed for reporting purposes and inter-ALC transfers
- Fiscal Service systems or processes require the ALC to reclass
- Agency doesn't know the TAS-BETC at the time the transaction was reported
- Agency system or human error
- More information is needed to classify or categorize the transaction

A reclassification has three parts: what was Reported, Reversal, and Restatement.

- **What was Reported:** This is the originating source transaction reported to CARS that the agency identified as a transaction that requires correction of the TAS or BETC.
- **Reversal:** The reversal should be reported using the same TAS and the opposing BETC that was reported on the originating source transaction.
- **Restatement:** The restatement is a transaction that restates the originating transaction with the correct TAS or BETC.

## Options for Entering Reclassifications

You can enter FBWT (Fund Balance with Treasury) reclassifications for CTA reporting purposes using payables or General Ledger journals.

Here's how you can enter reclassifications:

- **Payables:** On the Payment window, you can void a payment, and then either create a new invoice or discard the existing invoice lines and enter new TAS or BETC information. You can then create a new payment for the new or existing invoice and reference the voided payment document number in the Void Payment field on the new payment.
- **General Ledger journals:** You can create a reclassification journal entry. To use this option, the journal must have a category defined in the CTA Reclassification Journal Category lookup. This category is used to identify reclassification journals for CTA reporting purposes. The reclassification must balance by account type, that is either disbursement or receipt, and the agency location code (ALC).

**Note:** The validation for reclassification balance by account type works only when you're importing the journals and not when manually creating them.

## Enter Payables Reclassifications

You can enter a payment reclassification in Payables.

To enter a reclassification in Payables, use these steps:

1. Create a purchase order.
2. Create the invoice. If the invoice already exists, reference the purchase order on the invoice.  
When creating the invoice, enter the appropriate global descriptive flexfield (GDF) values for the lines. The GDF information is required for proper reclassification on the CTA bulk file. To enter the GDF values for the FBWT GL accounts:
  - a. (Optional) On Create Invoice, click **Details** for the line if you need to update the Trading Partner TAS and Trading Partner BETC attributes. The **Trading Partner TAS** and **Trading Partner BETC** fields appear only if you select U.S. Federal Attributes from the **Regional Information** drop-down list.
  - b. Click the **Distributions** tab.
  - c. On Edit Distribution, select U.S. Federal Attributes from the **Regional Information** drop-down list, and then select the appropriate value from the **BETC** drop-down list.
  - d. Click **OK**.

For more information about the U.S. Federal attributes, see *Invoice Transactions*.



3. Post the invoice to the General Ledger.
4. Create the payment.
5. Create accounting entries for the invoice and payment.
6. Void the payment.
7. (Optional) Cancel the invoice.
8. (Optional) Modify the purchase order (for example, if you need to change the Fund value).
9. If you canceled the invoice, create a new invoice with the updated TAS or BETC. Alternatively, cancel the incorrect lines and add new lines to the existing invoice with the correct TAS or BETC.
10. Post the invoice to the General Ledger.
11. Create a new payment referencing the voided payment.

**Note:** The new payment must match the supplier, ALC, accounting period, and the amount on the voided payment.

12. Post the payment to the General Ledger.

## Payables Reclassifications Selection Criteria

The following selection criteria are applicable for Payables reclassifications for CTA reporting:

- The agency location code (ALC) on the transaction matches the ALC parameter entered for the Perform CTA Reporting process.
- The fiscal year on the transaction matches the fiscal year parameter entered for the Perform CTA Reporting process.
- The General Ledger (GL) accounting period for the transaction matches the Accounting Period parameter for the Perform CTA Reporting process.
- The transaction has been accounted and posted to the General Ledger.
- The transaction has not been reported in a previous final run of the Perform Reclassification Transaction Journal Processing process.
- The payment has a value in the Voided Payment attribute.
- The Extract Payment Reclassifications parameter for the Perform Reclassification Transaction Journal Processing process is set to "Yes."

## Enter General Ledger Reclassifications

You can manually create a reclassification journal entry in the General Ledger.

To enter a General Ledger reclassification, use these steps:

1. Create a journal with the following four journal lines:
  - Debit account for the reversal
  - Credit account for the reversal
  - Debit account for the reclassification with the new Treasury Account Symbol (TAS) or Business Event Type Code(BETC) or both

- Credit account for the reclassification with the new TAS or BETC or both

When you create the journal entry, you must select a journal category that is defined as a lookup code value for the CTA Reclassification Journal Category lookup type.

In addition, you must enter the federal-specific attribute values for the journal line for proper reclassification on the CTA bulk file. To enter federal-specific attributes, select U.S. Federal Attributes from the **Regional Information** drop-down list for the journal line and enter the federal-specific attribute values such as the BETC, Agency Location Code, Trading Partner TAS, Trading Partner BETC, and so on. For more information about the federal-specific journal line attributes, see *Journal Line Attributes*.

2. Post the journal to the General Ledger.

## General Ledger Reclassifications Selection Criteria

The following selection criteria are applicable for General Ledger reclassifications for CTA reporting:

- The General Ledger (GL) account entered on the transaction line is defined as CTA-reportable on the Manage CTA FBWT Account Definitions page.
- The agency location code (ALC) on the transaction matches the ALC parameter entered.
- The fiscal year on the transaction matches the fiscal year parameter entered.
- The General Ledger (GL) accounting period for the transaction matches the Accounting Period parameter.
- The transaction has not been reported in a previous final run of the Perform CTA Reporting process.
- The journal category of the journal is defined as a lookup code for the ORA\_FV\_CTA\_RECLASS\_JOURNAL\_CAT lookup type.
- The journal has not been reversed.
- The **Extract GL Journal Reclassifications** parameter for the Perform CTA Reporting process is set to "Yes."

## Trading Partner Reclassifications Selection Criteria

Sometimes an agency may take responsibility for reporting another agency's cash reclassifications. In such a case, the agency should ensure that the Trading Partner TAS and BETC are entered on the source transaction and then reported to CTA.

The following selection criteria are applicable when an agency reports another agency's reclassifications:

- The Extract Trading Partner Reclassifications parameter for the Perform CTA Reporting process is set to "Yes."
- The transaction has not been reported in a previous final run of the Perform CTA Reporting process.
- The agency location code (ALC) on the transaction matches the ALC parameter entered.
- The fiscal year on the transaction matches the fiscal year parameter entered.
- The General Ledger (GL) accounting period for the transaction matches the Accounting Period parameter.
- The transaction has been accounted and posted to the General Ledger.
- The USSGL account on the source transaction is defined as CTA-reportable on the the Manage CTA FBWT Account Definitions page.
- If the source for the transaction is Payables, the payment has a value for the **Voided Payment** attribute.
- If the source for the transaction is GL:

- The journal category of the journal is included as a lookup code in the ORA\_FV\_CTA\_RECLASS\_JOURNAL\_CAT lookup type.
- The journal has not been reversed.

## CTA Reporting Requirements

Agencies must comply with the following requirements for CTA reporting purposes:

- Agencies must register as a CARS (Central Accounting Reporting Status) reporter with Treasury.
- Full CARS reporters can submit the CTA bulk file for Section 1 reclassification transactions on a monthly basis.
- 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 website: <https://fiscal.treasury.gov/cars/reference-and-guidance.html#fileformats>

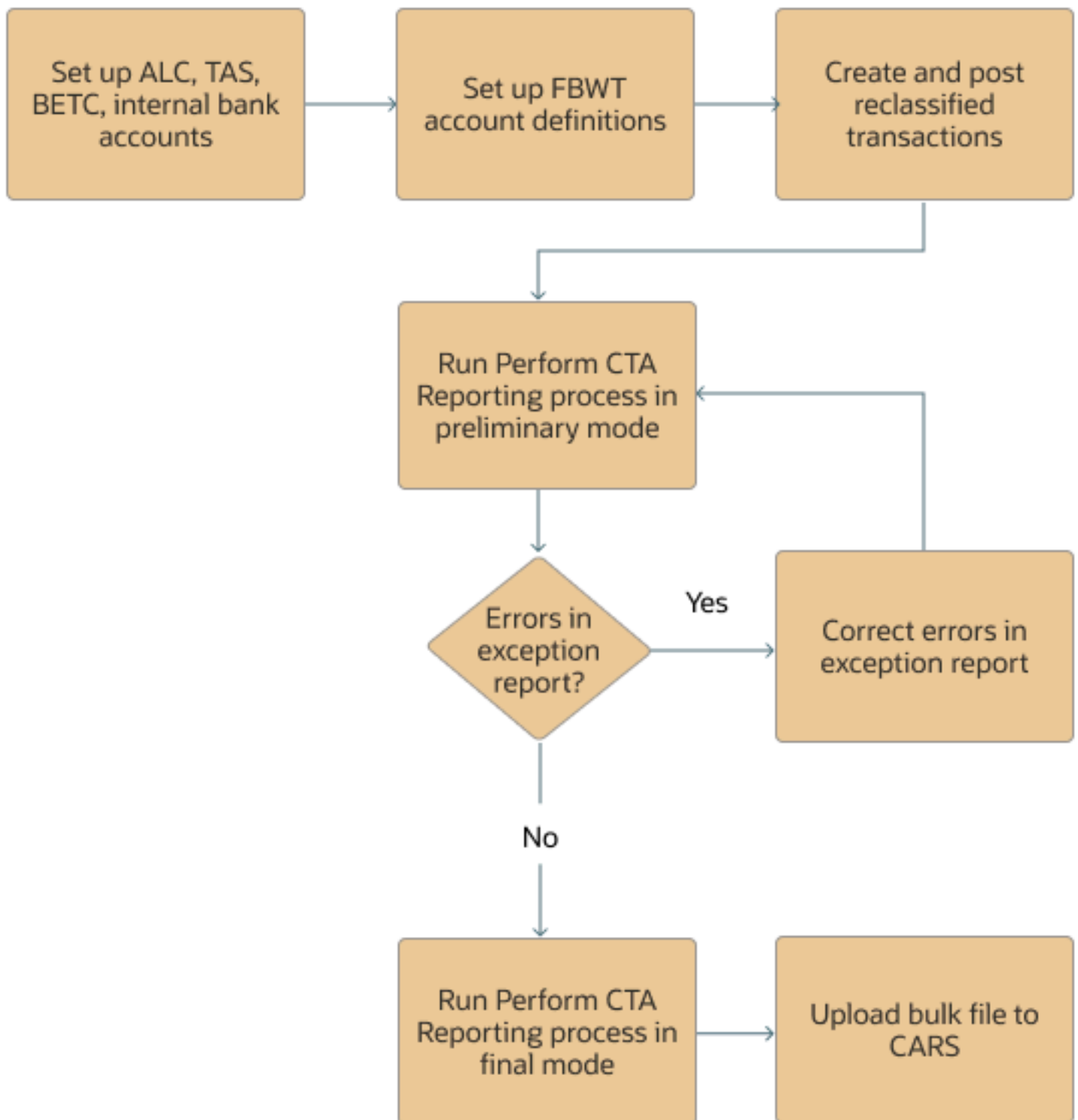
## Assumptions

Here are a few things to keep in mind when you use the Classification Transactions and Accountability (CTA) process:

- Reclassification at the detail level is only available during the current month in CARS for CTA.
- In order to be reclassified, a payment must be voided in full.
- Multiple agency location codes (ALCs) may be reported in the same CTA file using separate ALC records.
- All federal payments are reported to CARS with ALC, TAS (treasury agency symbol), and BETC (business event type code) attributes.
- In exception cases, an agency may take responsibility for reporting another agency's cash reclassifications. In such cases, the Trading Partner TAS and BETC must be entered on the source transaction and reported to CTA.

## About the CTA Process

The following illustration and the steps that follow it describe the Classification Transactions and Accountability (CTA) process in Federal Financials:



1. The agency defines the following:

- Agency Location Code (ALC)
  - Treasury account symbol (TAS)
  - Business Event Type Code (BETC)
  - Internal bank accounts
2. On the Manage CTA FBWT Account Definitions window, the agency defines the accounts to be used in determining the transactions that will be reported on the CTA bulk file. The agency must define the default ALC for each record to be used when the ALC can't be determined from a bank account. See *Add an FBWT Account Definition* in the Implementing U.S. Federal Financials Guide.
  3. The agency creates and reports the payments and cash-originating transactions.
  4. The agency processes the reclassification transactions that were created and posted using Payables and General Ledger journals by using the applicable data selection criteria. For more information, see *Payables Reclassifications Selection Criteria* and *General Ledger Reclassifications Selection Criteria*.
  5. Run the Perform CTA Reporting process in the preliminary mode.  
The process generates the CTA Detail Transaction Listing report and CTA Exception Listing report. The CTA Detail Transaction Listing report includes all the transactions on the CTA bulk file. The CTA Exception Listing report displays the TAS or Trading Partner TAS and BETC or Trading Partner BETC and includes the transactions with exceptions.
  6. If there are errors in the exception report, correct the errors and run the Perform CTA Reporting process in the preliminary mode until there are no errors.  
If there are no errors, go to Step 7.  
**Note:** To resolve General Ledger exceptions, you must reverse the journal reclassification entries and post new reclassifications. The Perform CTA Reporting process will not process journals that have been reversed.
  7. Run the Perform CTA Reporting process in the final mode.  
On successful completion, the final run of the process generates the CTA bulk file in the format required by Treasury and a detailed transaction listing of all the transactions captured on the bulk file.
  8. Submit the CTA bulk file to Treasury.

#### Related Topics

- [Manage Agency Location Codes](#)
- [Manage Treasury Account Symbols](#)

## Before You Run the Perform CTA Reporting Process

You must ensure that you complete the following tasks before you run the Perform CTA Reporting process:

- Define a bank account for each internal agency location code (ALC).
- Define CTA FBWT (Fund Balance with Treasury) account definitions for disbursement and receipt accounts for all ALCs.
- Define Business Event Type Codes (BETCs).
- Define adjustment BETCs for primary non-adjustment type BETCs.
- Map the TAS and Trading Partner TAS to the BETCs and define the default collection and payment BETCs.

- Define a journal category value for the CTA Reclassification Journal Category lookup. This category is used to identify reclassification journals for CTA reporting purpose.

*Related Topics*

- [Add an FBWT Account Definition](#)
- [Manage Treasury Account Symbols](#)
- [Manage Federal Lookups](#)

## Run the Perform CTA Reporting Process

You can run the Perform CTA Reporting process to submit the Classification Transactions and Accountability (CTA) reclassification transactions to generate the CTA bulk file.

When the Perform CTA Reporting process completes successfully, it generates the CTA Detail Transaction Listing and CTA Exception Listing reports as well as the bulk file.

If you're running the Perform CTA Reporting process for the first time, run it in the preliminary mode. If there are any errors in the exception report, correct those errors and then run the process in the final mode until there are no errors.

1. From the Navigator, select **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. On the Schedule New Process dialog box, select **Job Set** as the job type and then search for and select the Perform CTA Reporting job.
4. On Process Details, open the **Processes** tab to see what's included in the process set. The Perform CTA Reporting process set has the following processes:
  - Perform CTA Reporting
  - Reclassification Transaction Journals Bulk File Report
  - Reclassification Transaction Journals Exceptions Report
5. In the Parameters section, complete the fields in the following table:

**Perform CTA Reporting Process Parameters**

Parameter	Description
Ledger	Select the ledger that is used for processing the reclassifications.
Accounting Period	Select the accounting period that is used for processing the reclassifications.
Preliminary or Final	Select <b>Preliminary</b> to run the process in the preliminary mode. Select <b>Final</b> to run the process in the final mode.  <b>Note:</b> If you select <b>Preliminary</b> , you can generate the report again. If you select <b>Final</b> , you can't generate the report again. Once the report is run in the final mode, you can only generate a supplemental report.

Parameter	Description
Extract GL Reclassifications	Select <b>Yes</b> to include GL journal reclassifications in the report.
Extract Payment Reclassifications	Select <b>Yes</b> to include Payables reclassifications in the report.
Extract Trading Partner Reclassifications	Select <b>Yes</b> if the agency's reporting another agency's transactions in the report.
(Optional) Agency Location Code	Select the agency location code to include transactions for a specific agency or select <b>All</b> to include transactions for all internal agency location codes.

6. In the **Schedule** tab, determine when you want to run the process:
  - o As soon as possible: This is the default.
  - o Using a schedule: Select the frequency and the start date for the process.

7. In the **Notification** tab, set up a notification to notify you about the process.

8. Click **Submit**.

A confirmation message appears, indicating that the process has been submitted.

9. Click **OK** in the Confirmation dialog box.

On successful completion of the processes in the process set, the process generates the bulk file, the CTA Detail Transaction Listing report, and the CTA Exception Listing report.

*Related Topics*

- [About CTA Reports](#)





# 8 CTA Reports

## About CTA Reports

The Perform CTA Reporting process generates the Classification Transactions and Accountability (CTA) bulk file in the format required by Treasury as well as the CTA Detail Transaction Listing and CTA Exception Listing reports.

The CTA bulk file is generated only when you run the Perform CTA Reporting process in the final mode. The CTA Detail Transaction Listing report provides the details of the journal lines that are included in the CTA bulk file. The CTA Exception Listing report includes transactions that require a review or correction before the bulk file can be processed, for example, transactions where the journal does not balance by the account type and agency location code.

## CTA Detail Transaction Listing

The CTA Detail Transaction Listing report is generated automatically when the Classification Transactions and Accountability (CTA) bulk file is generated.

The CTA Detail Transaction Listing report displays data contained in the CTA Bulk file. The report displays the reclassification transactions grouped by the source of the transactions, for example, Payables or Journals.

Here's an example of the CTA Detail Transaction Listing report section that lists the Payables transactions:

The following table describes the fields reported in the header section on the CTA Detail Transaction Listing report:

### **CTA Detail Transaction Listing Report Header**

Field	Description
Report Period	The General Ledger reporting period.
Report Date	The date the transactions were reported.
Ledger	The ledger used for the reported CTA reclassifications.
Extract	The source of the transactions in the report, for example, Journals, Payables, or both.
ALC	The agency location code (ALC) for the transactions included in the report.
Run Mode	The mode in which the report was run, for example, preliminary or final.
Source	The source of the transactions, for example, Payables, Journals.

Here's an example of the CTA Detail Transaction Listing report section that lists the Payables transactions:

CTA Detail Transaction Listing

Report Date 2/14/23 3:40 AM

Page 2

Report Period - Aug-22  
Report Date - 31-Aug-22  
Ledger - USFed1 US

Extract - Journals, Payables  
ALC - All  
Run Mode - Final

Source Payables

Agency Location Code - 99990055 (Federal Payments ALC)						
Payment	Referenced Payment	TAS	BETC	Account	Debit	Credit
4045	4043	2018/241045	DISB	10100001	0.00	100.06
4043		2018/231045	DISBAJ	10100001	100.06	0.00
Total for ALC 99990055 (Federal Payments ALC)					100.06	100.06

The following table describes the fields reported in the Payables section of the CTA Detail Transaction Listing report:

**CTA Detail Transaction Listing Report - Payables**

Field	Description
Agency Location Code	The agency location code for the Payables transactions in the report.
Payment	The invoice number of the payment or the payment number of the payment.
Referenced Payment	The invoice number of the referenced payment or the payment number of the referenced payment.
TAS	The Treasury Account Symbol (TAS) for the transaction.
BETC	The Business Event Type Code (BETC) for the transaction, for example, DISB.
Account	The USSGL account for the transaction line.
Debit	The debit amount for the transaction line.
Credit	The credit amount for the transaction line.

Here's an example of the CTA Detail Transaction Listing report section that lists the journal transactions:

CTA Detail Transaction Listing

Report Date 2/14/23 3:40 AM

Page 1

Report Period - Aug-22  
Report Date - 31-Aug-22  
Ledger - USFed1 US

Extract - Journals, Payables  
ALC - All  
Run Mode - Final

Source Journals

**Agency Location Code - 02001086 (Treasury 1086)**

BETC Type	BETC	Journal Name	TAS	Account	Debit	Credit
Collection	COLL	Manual 2543092 14-FEB-2023 03:38:02	2018/230101	10100001	100.07	0.00
Collection	COLLAJ	Manual 2543092 14-FEB-2023 03:38:02	2018/241045	10100001	0.00	100.07
Total for ALC					100.07	100.07

The following table describes the fields reported in the Journals section on the CTA Detail Transaction Listing report:

**CTA Detail Transaction Listing Report - Journals**

Field	Description
Agency Location Code	The agency location code for the journal transactions in the report.
BETC Type	The Business Event Type Code (BETC) type associated with the Treasury Account Symbol (TAS) for the transaction, for example, Payment or Collection.
BETC	The BETC associated with the transaction, for example, DISB.
Journal Name	The name of the journal for the journal line included in the report.
TAS	The TAS associated with the transaction.
Account	The USSGL account for the transaction line.
Debit	The debit amount for the transaction line.
Credit	The credit amount for the transaction line.

## CTA Exception Listing

The CTA Exception Listing report includes details of any errors or inaccuracies in the CTA transactions that were processed on the CTA bulk file.

You must review the CTA Exception Listing report to identify any inaccuracies that require correction before the bulk file can be processed.

Here's an example of the CTA Exception Listing report using sample data:

CTA Exception Listing Report Date 2/14/23 4:08 AM Page 1

Reported Period Aug-22  
 Reported Date 8/31/2022  
 Ledger USFed1 US  
 Run Mode Preliminary

<b>Agency Location Code</b>		02001086 (Treasury 1086)			
<b>Journal Name</b>		Manual 2543291 14-FEB-2023 04:05:53			
TAS	BETC	Account Number	Debit	Credit	Exception Description
2018/230101	COLL	10100001	100.00	99.00	The journal must balance by BETC type and agency location code.
Total for			Manual 2543291 14-FEB-2023 04:05:53	100.00	99.00

The following table describes the fields on the CTA Exception Listing report:

**CTA Exception Listing Report**

Field	Description
Reported Period	The General Ledger reporting period.
Reported Date	The date the transactions were created.
Ledger	The ledger used for the reported CTA reclassifications.
Run Mode	The mode in which the Perform CTA Reporting report was run, for example, preliminary or final.
Agency Location Code	The agency location code for the Payables transactions in the report.
Journal Name	The name of the journal for the journal line included in the report.
TAS	The Treasury Account Symbol (TAS) for the transaction.
BETC	The Business Event Type Code (BETC) for the transaction.
Account Number	The USSGL account for the transaction line.
Debit	The debit amount for the transaction line.
Credit	The credit amount for the transaction line.
Exception Description	The description of the exception.